AppleWorks FORUM

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Support for AppleWorks and ///EZ Pieces Users

Advertisements Do Not a Product Make

What could appeal more to a heavy AppleWorks user than the promise of faster computer speed? It's as attractive as the Fountain of Youth to 16th Century Europeans and the perpetual motion machine to 19th Century inventors.

Thus, the Zip Chip is born. It promises to significantly speed up your Apple and increase its functionality ... all for less than $150. Zip Technology even "demonstrated" the operation of the Zip Chip at the AppleFest show in San Francisco this past September. The Zip Chip was purportedly in an Apple IIc, but the chip was sealed inside the computer and hidden from view.

In the four months since AppleFest, Zip Technology continued to solicit orders with a series of full-page advertisements in national magazines. However, according to Zip, not one chip has been shipped. In addition, we tried to call all four names associated with testimonials that appeared in Zip Technology advertisements; not one could be located in the local telephone listings. Zip Technology says all had unlisted numbers; the company promised to put **NAUG** in touch with them but never did.

We talked with Russ McCaffrey, who heads an Apple users group in California. McCaffrey said he worked with a mock-up of the chip and liked the product. McCaffrey also indicated that he was employed by Zip Technology; he wrote the Zip Chip manual.

When Will It Arrive?

In September, Zip Technology said the product would be available shortly. In December, the company promised the chip would be out before the end of the month. As of this writing, the company says the chip will be ready before you receive this issue. Zip Technology CEO, Ms. J. P. Hayes, says her product failed to reach market in five months because the chip manufacturer delays her company's project in favor of larger orders.

"We got pushed back to the end of the line a couple times. We're dependent on everyone else for something," Hayes said. She said Zip erred in predicting the quantities of chips she should order.

Be Careful

In an October 1987 editorial, **NAUG** suggested that members be careful about rushing to purchase this product. Even greater caution is now in order. The Zip Chip might yet come to market. If it does, it will be a complex product and serious questions remain about its compatibility with the Apple system and software. **NAUG** recommends you defer any plans to purchase a Zip Chip. If you have a IIe and want to speed up the machine, there are other accelerator cards that can do the job. If you have a IIc, you will have to be patient.

AppleWorks Forum

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Associate Editor: William Marriott
Publisher: The National AppleWorks Users Group

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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. Our primary means of communicating with members is through the monthly newsletter entitled the ***AppleWorks Forum.***

Letters to NAUG

How to Connect Two Printers to an Apple IIGS

Dear NAUG,

Can I connect two printers to my Apple IIGS? I have an Apple Super Serial Card in slot #1 connected to a Daisywriter 2000 printer. I set the control panel to "your card" for slot #1. Now I want to connect my ImageWriter II to slot #2. Is it possible to connect my ImageWriter to the IIGS modem port? I tried putting the Super Serial Card in slot #2 and configured the control panel appropriately, but without success.

Lyle Radebaugh
Reseda, California

[Hal Heidtman replies: The Apple IIGS has built-in Super Serial Cards in both slots 1 and 2; you can connect a printer to either slot without inserting a Super Serial Card in your computer.

Follow these directions to configure the modem port as a printer port:

1. *Enter an Open Apple-Control-Escape command to get to the Desk Accessories.*
2. *Select the control panel.*
3. *Select the modem port.*
4. *Highlight "Device Connected" and press the right or left arrow key to change the selection to "printer".*
5. *Make certain the other control panel settings are correct for your printer. For an ImageWriter printer, the baud rate should be set at 9600, the number of data bits should be set at 8, and the number of stop bits should be set at 1. Set "Send linefeed after carriage return" to "Yes".*
6. *Press the Return Key to save the new settings.*
7. *Quit from the Desk Accessories.*
8. *Go to the Other Activities Menu in AppleWorks and add your ImageWriter II printer to the Printer Menu. Tell AppleWorks that the ImageWriter is in slot #2. Also indicate that your ImageWriter does not need a line feed after each carriage return (the linefeed will be generated by the settings entered in step #5 above.)*

As you probably realized by now, since your IIGS has the equivalent of Super Serial Cards built into both slots 1 and 2, you can remove your Super Serial Card from slot 1 and change the settings for that slot to use the card built into your IIGS.]

How to Make the Best Use of 3.5-inch Disks

Dear NAUG,

I want to set up a single 3.5-inch disk that will automatically start up my Apple, configure my expanded memory card as a RAM disk, copy AppleWorks and all my accessory programs onto the RAM disk and start AppleWorks. Can I do that?

Robert Daily
Alma, Michigan

[Ed: You just described the most efficient way to use your 3.5-inch disk drive with AppleWorks. Here's how to accomplish your goal:

1. *Create a 3.5-inch autoboot disk by following the directions in the February or March 1987 issue of the **AppleWorks Forum**. The February issue describes how to configure an autoboot disk for a Checkmate Technology memory card; the March issue gives the steps for Applied Engineering cards. Make certain you install version 1.4 of ProDOS 8 onto your autoboot disk. Copy AppleWorks and all your accessory programs onto that 800K disk.*
2. *If you have an Apple IIe, insert your disk controller card for the 3.5-inch disk drive into slot #6 and the controller card for your 5.25-inch disk drive into slot #5. Apple computers boot from the disk drive connected to the highest slot number; now your Apple will check the 3.5-inch drive when you start your computer.*

Once you make these changes, you can insert your 3.5-inch disk in your disk drive, turn on your Apple, and it will automatically load AppleWorks and

all the accessory programs onto your RAM disk.

If you have a RamWorks card, you can avoid some of these steps by using a program called RAMUP. RAMUP automatically configures your memory card as a RAM disk and loads the appropriate files onto that "disk". (See the May 1987 issue of the ***AppleWorks Forum*** *for a review of RAMUP.) Specific information about how to use RAMUP with 3.5-inch disks will appear in next month's* ***AppleWorks Forum.****]*

Problems with 3.5-inch Disk Drives

Dear Cathleen,

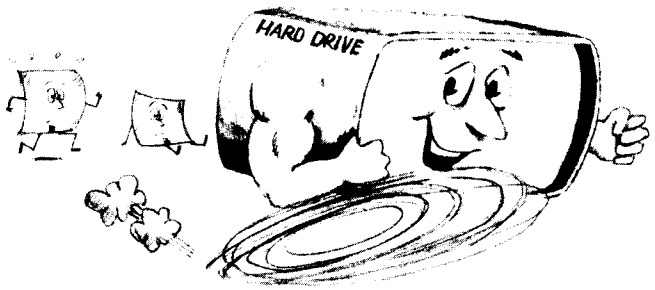
I have an Apple IIe with two 5.25-inch drives connected to an Apple Disk Controller Card in slot #6 and a Central Point 3.5-inch disk drive connected to a Universal Disk Controller Card in slot #5. Most of the time things work properly, but occasionally something electronically damages one of my 3.5-inch data disks. Suddenly all the files on the disk become inaccessible to AppleWorks or to any other program. What is happening?

Joan Rosen
Dania, Florida

[Ed: We've received many letters about electronic damage to 3.5-inch disks. At least some of the problems appear to be caused by ProDOS, not the hardware or AppleWorks.

The current version of ProDOS is ProDOS 8, version 1.4; this version appears to have fixed some of the problems with 3.5-inch drives. You can get version 1.4 from your local Apple dealer. Version 1.4 also comes on all the TimeOut AppleWorks add-ons from Beagle Bros and on RAMUP from Quality Computers. Step-by-step instructions for copying ProDOS onto your AppleWorks Startup Disk appear in the article "How to Install the New Version of ProDOS" on page 17 of this issue.] ▒

HARD DRIVES



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How to Format Complex Paragraphs

by Cathleen Merritt

Here are some ideas to help you improve the format of complex AppleWorks word processor documents.

Most documents you type with the AppleWorks word processor are easy to format. You set up a letter or a report and make minor formatting changes as you proceed with your work. Unfortunately, not everything is as easily formatted. For example, business reports and term papers often need elaborate formats as you mix text with lists and tables.

In this article, I will describe how to use the Indent and Left Margin commands to format a complex document. My example is taken from the realm of education, but my goal is to help you generalize these techniques to your own applications.

Multiple Choice Tests are Difficult to Format

From a formatting perspective, multiple choice tests are complex documents. Each test consists of different sections including directions and items. In addition, every test item consists of two parts: a "stem" (the body of the item), and "choices" (a series of phrases or sentences with possible answers). Each part of the test has different formatting requirements.

Using the Indent Command

The best way to format multiple choice test items is to use the Indent (IN) and Left Margin (LM) commands, available on the AppleWorks word processor Options Menu (Apple-O). The Indent Command says to AppleWorks, "The first line of every paragraph should extend to the left margin and all following lines should be indented a certain number of characters to the *right* of that margin." *Figure 1* shows an example of an indented paragraph.

Figure 1: Indented Paragraph

```
This is an example of an indented para-
    graph. The first line extends to
    the left margin of the page. The
    lines following are indented so
    they do not line up at the left
    margin.
```

Now consider the sample items in *Figure 2* and *Figure 3* on the following page. *Figure 2* shows a test item as it might appear on your screen. *Figure 3* shows the printed output.

The first paragraph consists of the directions. The word "Directions" is at the left margin. However, you want the word "Directions" to "hang" out to the left of the explanatory paragraph; this is a "hanging" or indented paragraph.

The second paragraph consists of the test item number and the introduction to the item. The first line of this paragraph starts at the left margin with the item number, a period, and two spaces. The second and all succeeding lines in this paragraph are not flush with the left margin. This, too, is an indented paragraph; the indent is set at four characters.

The third paragraph consists of the item itself, the incomplete phrase. Here, the left margin is moved further to the right. However, this is not an indented paragraph; the first line and all following lines are flush with the new left margin.

Each item choice is a separate hanging paragraph. Here the left margin remains at 1.4 inches, but the

Figure 2: Formatting Commands Given for Sample Item

```
--------Indent: 14 chars
Directions:  Circle the letter that
             corresponds to the correct
             answer.

--------Indent: 4 chars
1.  This item pertains to the formatting
    options available in the AppleWorks
    word processor module.

--------Left Margin: 1.4 inches
--------Indent: 0 chars
    To get multiple choice test items to
    appear in this format you should:

--------Indent: 4 chars
    A.  Insert spaces at the beginning
        of the second line.
    B.  Use the TAB key to start each of
        the alternative choices.
    C.  Use a combination of the TAB key
        and spaces to get things to line
        up.
    D.  None of the above.

--------Left Margin: 1.0 inches
--------Indent: 0 chars
Use the diagram on the following page to
answer test items #2-4. Write your notes
anywhere on the diagram.

--------Indent: 4 chars
2.  Which AppleWorks command(s) should
    you use to control page breaks?

--------Left Margin: 1.4 inches
    A.  HE.
    B.  FQ.
    C.  LM.
    D.  GB/GE.
    E.  None of the above.
```

second and all succeeding lines in each alternative are indented. Since my style is to type the letter, a period, and leave two spaces, all choices are indented four characters.

How to Turn Off Indents

Note that there is no command to turn off indents. The Indent Command remains in effect until you reset the indent back to its default value of zero characters.

The power of the Indent and Left Margin commands becomes evident when you edit or reformat your test. You can add or delete words, change type and margin sizes, and make other formatting and wording changes. Since you used the correct formatting commands when you created your document, AppleWorks will automatically reformat your work as you make your changes.

Figure 3: Printed Output

```
Directions:  Circle the letter
             that corresponds to
             the correct answer.

1.  This item pertains to the for-
    matting options available in
    the AppleWorks word processor
    module.

    To get multiple choice test
    items to appear in this format
    you should:

    A.  Insert spaces at the be-
        ginning of the second
        line.
    B.  Use the TAB key to start
        each of the alternative
        choices.
    C.  Use a combination of the
        TAB key and spaces to get
        things to line up.
    D.  None of the above.
```

The combination of the Indent and Left Margin commands makes it easy to format sophisticated documents in AppleWorks. Users who migrated to the program from other word processors will particularly appreciate this formatting power. ▩

AppleWorks Add-Ons

Template Developers Get New Macro Tool

Randy Brandt, author of many popular AppleWorks enhancements including TimeOut UltraMacros, is about to release a new development tool called TaskMaster. TaskMaster lets users run UltraMacros task files without the UltraMacros program installed on their system. This lets template developers sell menu- and command-driven AppleWorks templates that are powerful and easy to use.

TaskMaster is designed for commercial developers of AppleWorks templates. Programmers develop task files with UltraMacros, then use TaskMaster to create stand-alone applications which run even if users do not own UltraMacros.

For information about the TaskMaster Developer's Kit and the licensing agreement, contact JEM Software, Box 20920, El Cajon, California 92021. ▩

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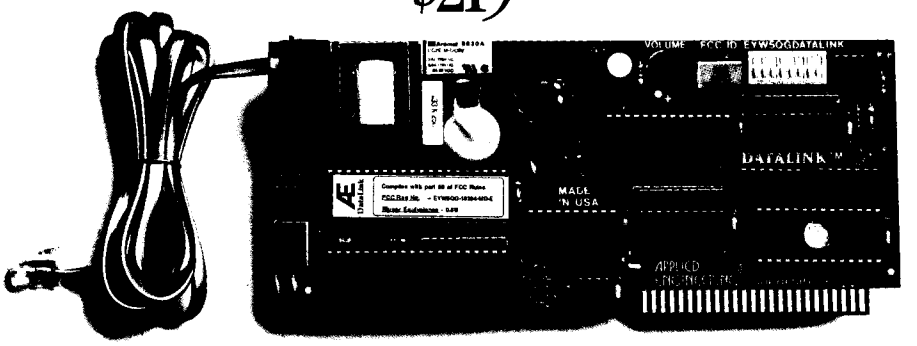

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The compact design allows DataLink to fit in any slot — including slots 1 and 2 of the IIGS with a cooling fan installed. DataLink operates at 1200 or 300 baud. Built-in diagnostics check for accuracy of data transmission, and DataLink lets you track the progress of calls either electronically or via an on-board speaker.

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Four Ways to Enter Control-@ Printer Codes

by Warren Williams

If you read the ***AppleWorks Forum***, you know that there are many ways to "trick" AppleWorks to create enhanced printouts. You can use these techniques to get foreign characters, italics, superscripts and subscripts, and take advantage of the other features built into your printer. The trick is to tell AppleWorks you have a "custom printer" and enter special printer codes into the different areas used for custom printer settings.

Many of these special printer options require that you enter a Control-@ as one of the printer codes. For example, Epson, Texas Instrument, and Panasonic printers make extensive use of Control-@ codes.

In the early versions of AppleWorks, entering a Control-@ as a printer code was easy; it was entered just like any other keystroke. However, a bug in AppleWorks version 2.0 prevents you from entering a Control-@. When you try to enter that keystroke combination as a printer code in version 2.0, it won't "take". The key combination simply does not appear on the screen.

Fortunately, there are at least four ways around this problem:

1. Get the PatchMania program from JEM Software. This program includes an easily installed patch that lets AppleWorks accept Control-@ codes. *[Ed: See the January 1988 issue of the **AppleWorks Forum** for a review of PatchMania.]*

2. Get the UltraMacros program from Beagle Bros. The UltraMacros disk also includes a program that easily patches AppleWorks to accept Control-@ codes. *[Ed: See the January 1988 issue of the **AppleWorks Forum** for a review of UltraMacros.]*

3. Use version 1.2 or 1.3 of AppleWorks to define your custom printer. Then copy the file SEG.PR from your earlier version of AppleWorks onto your version 2.0 working disk. Versions 1.2 and 1.3 of AppleWorks accept Control-@ codes and store your printer codes in the file SEG.PR. You can replace the SEG.PR file on your version 2.0 disk with copies from AppleWorks versions 1.2 or 1.3.

4. You can patch version 2.0 of AppleWorks so it accepts Control-@ codes. Follow these steps:

   A. Make a backup copy of your AppleWorks Startup Disk. Make this change to your backup copy, not the original.

   B. Boot your computer with the System Utilities Disk in Drive 1 and select the option that lets you exit to BASIC.

   C. Insert your copy of the AppleWorks Startup Disk in Drive 1 and type the following:

```
BLOAD APLWORKS.SYSTEM,TSYS,A$2000
POKE 11760,242
BSAVE APLWORKS.SYSTEM,TSYS,A$2000
```

You can install this patch even if you modified AppleWorks with desktop expansion software, KeyPlayer, or the Pinpoint accessories. If you installed UltraMacros, replace the words APLWORKS.SYSTEM with APLWORKS.SYS in the first and third lines above.

Your modified version of AppleWorks will now accept Control-@ codes. ▒

*[Dr. Warren Williams teaches in the Educational Technology program at Eastern Michigan University. He is a technical advisor to NAUG and a frequent contributor to the **AppleWorks Forum**.]*

Good Buys

Where to Find Early Versions of AppleWorks

The December 1987 issue of the ***AppleWorks Forum*** listed three sources of inexpensive software, hardware, and floppy disks. That article indicated that "**NAUG** has not purchased from these companies; we would like to hear of your experience with these vendors."

Four members wrote to say they had difficulties with Computer Direct, a vendor who promised copies of version 2.0 of AppleWorks for $99.95, plus shipping. Members reported that this firm is shipping version 1.2 of AppleWorks, not version 2.0. These members did not place orders, so we cannot comment about delivery from Computer Direct.

A Reliable Vendor

If you can use an older version of AppleWorks, Roger Coats (800-438-2883) is selling version 1.3 with all the manuals and disks, but no box, for $89. The price will increase to $99 on March 1, 1988. Reports from numerous **NAUG** members indicate that Roger Coats is a reliable vendor.

Special Hardware Offer for NAUG Members

NAUG members can now purchase Titan Technology's Accelerator IIe card at a substantial discount. The Titan card was one of the first speed-up products available for the Apple II family. From now until April 15, 1988, **NAUG** members can order the Accelerator IIe card for $165, a savings of 40% over the list price of nearly $300.

To order, call or write Titan Technologies, and mention you learned of this offer in the ***AppleWorks Forum***. The address is: Titan Technologies, Inc., 310 West Ann Street, Ann Arbor, MI 48104. (313) 662-7777.

Software Add-Ons

TimeOut Update

by Brian Theil

There have been numerous improvements and bug fixes to the TimeOut series of AppleWorks enhancements since their introduction in September 1987. *Figure 1* includes a list of the latest version numbers for the different TimeOut applications.

While most of the updates consist primarily of bug-fixes, some changes improve the functionality of the programs. The most significant improvements were made in the TimeOut Installation Program. The current version of the TimeOut program (Version 1.2) has two advantages over earlier editions:

Figure 1: TimeOut version numbers as of January 1988

•TimeOut Installation (included on each application disk)	v. 1.2
•UltraMacros	v. 1.6
•QuickSpell	v. 1.5
•SuperFonts	v. 1.1
•FileMaster	v. 1.1
•DeskTools	v. 1.3
•Graph	v. 1.0
•SideSpread	v. 1.2

1. It lets you store TimeOut applications on two or more separate disks. (Previously you had to load all your TimeOut applications onto a single disk.)
2. It has its own copy routines to help you copy the applications onto your application disk, hard disk, or RAM disk. (Previously, you had to use a separate copy program to transfer your applications.)

If you bought an earlier version of the software, return your original TimeOut disk for a free update to: Update Department, Beagle Bros, 6215 Ferris Square, Suite 100, San Diego, California 92121.

Note that the correct number for Beagle Bros technical support is (619) 452-5502. The TimeOut manuals list an incorrect number.

How to Back Up Data Files

by Cathleen Merritt

If you have ever seen the message "Unable to read disk in Drive 2", you know the importance of keeping backups of your AppleWorks data files. Here are three techniques that make it easier for you to back up your data disks. All three methods let you make your backups from within AppleWorks.

1. When you are done working on a file, issue an Apple-S command to save the file on a data disk. Don't remove the file from the desktop. After an hour or so of work, put your backup disk in the drive, save the files you no longer need, and remove them from the desktop. This procedure makes it easy to remember which files are backed up and lets you make your backups from within AppleWorks.
2. If you work on lengthy documents or large files, you should back up those files more often than smaller documents that easily can be re-created. You can use the following "save and swap" technique:
   A. Issue an Apple-S command to save the file on a data disk.
   B. Replace the data disk with the backup disk.
   C. Issue another Apple-S command.

An Easier Way

3. If you have an expanded memory card in your Apple, here is a technique that eliminates the disk swapping. The trick is to load AppleWorks onto your memory card, then put your data disk in Drive 1 and your backup disk in Drive 2. You can issue an Apple-S command to save your data on one disk, tell AppleWorks to switch to the other drive, and issue another Apple-S command. It takes longer to describe than to do. Follow these steps when you are ready to save your data:
   A. Insert your data disk in Drive 2 and your backup disk in Drive 1.
   B. Issue an Apple-S command to save your file on one of the disks.
   C. Press the Escape Key to return to the Main Menu.
   D. Press the Return Key to indicate you want to add files to the desktop.
   E. Select choice #2 from the Add Files Menu to indicate you want to switch to a different disk drive. Press the Return Key.
   F. Select the drive containing your backup disk and press the Return Key.
   G. Issue an Apple-Q command and return to your document.
   H. Issue an Apple-S command to save the backup copy of your file on the other disk.

This procedure makes it easy to back up data files because you never have to change disks. In addition, it uses different disk drives for your originals and backups. If something goes wrong with one drive, you have a backup created on a second unit.

NAUG members with macro programs must recognize how easy it is to write a macro for this procedure. That macro can save your data and back up your file with a single keystroke. ▒

Corrected Central Time Zone Listing

by William Marriott

The Central Time Zone listing of Members Helping Members published in November contained several errors. This month's chart corrects and updates November's listing.

If you want help with an AppleWorks problem, consult the chart on the next two pages to locate a qualified member near you, then check the list below and on page 12 for information about how to contact the consultant.

1 Rebecca A. Cathey; Eutaw, AL
205/372-3581 ... M-F 5pm-9pm; S-S N-5

2 Tiny Laster; Tuskeegee, AL
205/ 727-8855 ... M-F 9am-6pm
205/ 727-5466 ... S-S 9am-12pm

3 Bill Brescia; Union, MS
601/ 656-5251 ext. 156 ... M-F 8am-4:30pm
601/ 774-5609 ... 24-hr. answ. mach.

4 Mark A. Hochstetler; Indianapolis, IN
317/ 783-8821 ... MTF 1-5pm; WTh 8am-5pm
317/ 299-3156 ... 6pm-9pm; S-S 9am-9pm

5 Roger Christian; Iowa City, IA
319/ 337-2189 ... M-F 9am-5pm
319/ 338-7350 ... M-F 6pm-10pm

6 Dan York; Marion, IA
319/ 373-1883 ... M-F 5pm-10pm; S-S 9am-9pm
319/ 373-2083 ... M-F 5pm-10pm

7 Peter Lee; Milwaukee, WI
414/ 344-6807 ... Msg. 8am-10pm
414/ 963-6180 ... M-F 9am-5pm
CompuServe: 73317,243
GEnie: PETER.LEE

8 Jerry K. Miller; Milwaukee, WI
414/ 321-3820 ... M-F 10am-2pm
414/ 425-0778 ... M-F 8pm-10pm

9 Mike Starck; Milwaukee, WI
414/ 545-5233 ... M-F 7am-5pm answ. mach.

10 Neil Johnson; Eau Claire, WI
715/ 834-8104 ...M-F 8am-3:45pm

11 Paul Van Wyk; Appleton, WI
414/ 731-0941 ... M-F 9am-4pm
414/ 739-6503 ... M-F 7pm-10pm

12 Donald C Chase; Omro, WI
414/ 685-5681 ... 6pm-9pm

13 Penelope Krosch; Stillwater, MN
612/ 436-5405 ... M-F after 6pm; S-S 10am-5pm

14 Tom Hexum; Maplewood, MN
612/ 487-5501 ... S-S 6pm-10pm

15 Norman E. Hecimovich; Austin, MN
507/ 433-3425 ... M-F 7:30am-5pm
507/ 437-4245 ... M-F 5pm-10pm

16 Knight Writer; Brooklyn Park, MN
612/ 560-6576 ... via modem- 1200 baud only

17 James Hirsch; Coon Rapids, MN
612/ 755-8220 ... M-F 7:30am-4pm
612/ 755-8082 ... M-F 6pm-10pm
GEnie: JHIRSCH

18 J. T. Flynn (Terry); Lake Bluff, IL
312/ 680-0980 ... M-F 8am-5pm
312/ 234-2820 ... Other
The Source: TCK890

19 Sharon De Kirmandjian; Libertyville, IL
312/ 680-1974 ... Daily after 2pm

20 Michael P. Warner; Glenn Ellyn, IL
312/790-0330 ... M-F 8am-5pm
312/ 469-2543 ... M-F 5pm-10pm; S-S all day

21 Dennis Ricke; St. Charles, IL
312/ 377-4829 ... Sept-June M-F 8am-3pm

22 Walter R. Schillinger; Oak Park, IL
312/ 386-2278 ... M-F 5-6:30pm
312/ 451-3000 ... M-F 8am-10am; 2:30pm-3:30pm

23 L. L. Brandon; Chicago Heights, IL
312/ 755-6264 ... 24 hrs. via modem

24 Victor Weisskopf; Lincolnwood, IL
312/ 674-7400 ... M-F 9am-5pm

25 Connie Peters; Decatur, IL
217/ 429-6242 ... M-F 4-10pm; S-S 9am-10pm
217/ 875-2431 ... M-F 8am-3pm

26 Whit Crowley; Manchester, MO
314/ 394-7955 ... M-F 6pm-9pm; S-S 9am-6pm
CompuServe: 70176,1167

(Continued on Page 12)

Central Time Zone Volunteers

(Continued from Page 11)

27 Lynn N. Leopard;
Chillicothe , MO
816/ 646-0702 ...
M-F 8am-8:30am;
2:30pm-3:30pm
816/ 646-4196 ...M-F 5-9pm

28 Fred Schwan; Leavenworth, KS
913/ 651-2878

29 Marcia Philbrick; Seneca, KS
913/ 336-3557 ...
Sept-May M-F 8am-4pm
913/ 336-3645 ...
S-S Evenings, Summers

30 Dick Fogliasso; Girard, KS
316/ 724-4330 ...
M-F 8am-9am; 3pm-4pm
316/ 724-4590 ... S-S 9am-9pm
CompuServe: 73710,20

31 Jeff Holcomb; Carrollton, TX
214/ 241-6069 ...
M-F 9am-5:30pm
817/ 465-7978 ...
M-F 7pm-10pm,
S-S until 10pm

32 Bob Oberholtzer; Houston, TX
713/ 664-2011 ... M-F 9am-6pm
713/ 664-1795 ...
M-F 6pm-8:30pm; Sat 2-7pm
713/ 664-2011 ...
24-hr answ. serv.

33 Martha (Polly) Davis;
Baytown, TX
713/ 422-7560 ...
Before 10pm M-S

34 Ron Franzetti; Austin, TX
512/ 331-8061 ... After 5pm

35 Joseph Kline; Lubbock, TX
806/ 796-0829 ... 8am-9pm

36 WESTEX BBS; Lubbock, TX
806/ 796-0829 ...
8pm-6am Daily via modem

	1 R. Cathey AL	2 T. Laster AL	3 B. Brescia MS	4 M. Hochstetler IN	5 R. Christian IA	6 D. York IA	7 P. Lee WI	8 J. Miller WI	9 M. Starck WI	10 N. Johnson WI	11 P. Van Wyk WI	12 D. Chase WI
Printer and interface cards				•	•			•		•		
Floppy disks								•	•	•		
Hard disks												
3.5-inch disks				•				•	•		•	
Apple memory Cards												
Checkmate Cards												
RamWorks Cards					•	•		•	•	•	•	
TransWarp Cards									•	•		
Other hardware												
Word processing	•	•	•	•	•	•	•	•	•	•		•
Data base	•	•			•	•	•	•	•	•	•	
Spreadsheet	•				•	•	•	•	•	•	•	•
Integration between modules	•	•					•	•	•	•	•	
Pinpoint									•		•	
AutoWorks						•	•					
GraphWorks												
1040Works							•					
ThinkWorks						•				•		
ReportWorks										•		
MacroWorks								•		•		•
MegaWorks	•	•										
Point-To-Point												
RAMUP		•									•	
Sensible Speller										•		
Sensible Grammar										•		
FontWorks										•		
ProDOS	•											
Copy II+							•			•	•	
Telecommunications						•						
Educational Applications	•	•	•				•			•		

How to Use This Chart

The categories for help are listed down both sides of the chart. Along the top of the chart is a list of the members willing to offer technical assistance, the state in

13	P. Krosch	MN																																
14	T. Hexum	MN																																
15	N. Hecimovich	MN																																
16	Knight Writer BBS	MN																																
17	J. Hirsch	MN																																
18	J. Flynn	IL																																
19	S. De Kirmandjian	IL																																
20	M. Warner	IL																																
21	D. Ricke	IL																																
22	W. Schillinger	IL																																
23	L. Brandon	IL																																
24	V. Weisskopf	IL																																
25	C. Peters	IL																																
26	W. Crowley	MO																																
27	L. Leopard	MO																																
28	F. Schwan	KS																																
29	M. Philbrick	KS																																
30	D. Fogliasso	KS																																
31	J. Holcomb	TX																																
32	B. Oberholtzer	TX																																
33	M. Davis	TX																																
34	R. Franzetti	TX																																
35	J. Kline	TX																																
36	Westex BBS	TX																																

Getting Started with TimeOut

by Warren Williams

Here are step-by-step directions to help you get started with the TimeOut accessories. Next month we will publish articles on how to use TimeOut with memory expansion cards and how to install TimeOut on complex Apple systems.

The TimeOut programs from Beagle Bros are excellent AppleWorks enhancements. These programs let you check the spelling of documents, maintain an electronic appointment calendar, do various disk operations, put a calculator on the screen, address envelopes, develop macros (this one is not for beginners), draw graphs, and do other activities without ever leaving AppleWorks.

Here are directions to help you install and use the TimeOut modules. As you get more comfortable with TimeOut, you should review the documentation that came with the programs; there are many hidden features to discover.

Design of TimeOut

Before you install TimeOut, it helps to understand the design of these enhancements.

There are two components to the TimeOut programs. First, there is the TimeOut module itself. This program manages the operation of the TimeOut series. Although the TimeOut module comes on every TimeOut disk, you install this program only once on the AppleWorks Startup Disk.

The second component of the TimeOut series is the "application". Every TimeOut disk you buy contains one or more applications. For example, the TimeOut spelling checker and the TimeOut envelope addressor are two different applications.

Each TimeOut application is stored in a separate file on the TimeOut disk you purchased. For example, the TimeOut calculator that is on the DeskTools disk is in a file called TO.CALCULATOR. It is easy to know which files on the disk contain TimeOut applications; they have names that start with the letters "TO.".

As indicated above, each TimeOut disk has the TimeOut module and one or more TimeOut applications. You must install the TimeOut module on your copy of the AppleWorks Startup Disk and also copy the TimeOut applications onto a single disk.

The Basic System

I will assume you have a standard Apple IIe or IIc with 128K of RAM and two 5.25-inch disk drives. In addition, I will assume you know how to use either the utility program that came with your computer or Copy II+ to format disks and make copies of both files and disks.

You need the following:

1. The current version of each TimeOut application you want to add to AppleWorks (see "TimeOut Update" on Page 9 for the latest version numbers).
2. Your working copy of the AppleWorks 2.0 Startup Disk (the TimeOut series is compatible with version 2.0 of AppleWorks only).
3. Some blank disks.

Getting Started

Follow these steps before adding the TimeOut programs to your AppleWorks disk:

1. Use Copy II+ or your utility program to make a working copy of each of your TimeOut program disks. Some TimeOut programs (e.g., Quick-

Spell), come on two sides of the disk; make certain you copy both sides of those disks. Put the originals away; work with the copies.

2. Make a copy of your AppleWorks Startup Disk.
3. Use Copy II+ or your utility program to format two blank disks in ProDOS format. Name these volumes /APPLICATIONS. You will probably use only one of these disks, but it's easier to format two just in case.

How to Install the TimeOut Module

Follow these steps to install the TimeOut module on your copy of the AppleWorks Startup Disk:

1. Boot your computer with your copy of any one of the TimeOut program disks in Drive 1.
2. The TimeOut Installation Menu will appear on your screen. If it says "Version 1.2" or higher, proceed. If it has a version number lower than 1.2, you have an early copy of the program; return your original program disk to "TimeOut Updates", Beagle Bros, 6215 Ferris Square, Suite 100, San Diego, California 92121. Beagle Bros will send you a free update. Do not proceed if you have an early version of the TimeOut installation program; it lacks important features.
3. Select choice #2, "Read Notes" from the menu and press the Return Key. This file contains recent information that does not appear in the manual. You are looking at the first page of a multi-page document. Press the Right-Arrow Key to look at the following pages. When you are done, press the Escape Key.
4. Select choice #1, "Update AppleWorks" from the TimeOut Installation Menu.
5. TimeOut wants to know if you want to display the applications in alphabetical order or in the order in which you store them on your applications disk. Select either choice and press the Return Key.
6. TimeOut wants to know if you can fit all the TimeOut files on one disk or if you purchased so many TimeOut programs that they will not fit on a single disk. If you plan to use more than two different TimeOut programs, say "Yes". If you plan to use only one or two TimeOut programs, say "No". If in doubt, say "Yes".
7. TimeOut wants to know where to look for the TimeOut applications. Select choice #2, "Slot and Drive". Indicate that the disk slot is slot #6 and the disk drive is #2.
8. Put your copy of the AppleWorks Startup Disk in Drive 2.
9. TimeOut wants to know where the Startup Disk is located. Press the Return Key to select "Slot and Drive". Indicate that the Startup Disk is in slot 6, drive 2.
10. TimeOut is ready to install itself on the AppleWorks Startup Disk. Press any key to start that installation.

Once the TimeOut program is installed on your AppleWorks disk, it is time to collect all the TimeOut applications on one or two disks. This will make it convenient for you to run TimeOut; all the modules will be in one place.

Collect the TimeOut Programs on a Single Disk

Follow these steps to consolidate your TimeOut programs onto one or two Applications Disks:

1. When the configuration in step 10 above is finished, TimeOut shows you a new menu. Remove AppleWorks from Drive 2 and select choice #2, "Copy Files to TimeOut Application Disk".
2. Press the Return Key to indicate you will specify the location of the TimeOut applications disk by slot and drive. Indicate the disk is in slot 6, drive 2 and that you have two disk drives.
3. Place a blank, formatted disk called "/APPLICATIONS" in Drive 2 and press any key. The program will copy all the TimeOut applications programs from your first TimeOut program disk onto your Applications Disk.
4. Repeat the process in step #3 as often as

necessary until all your TimeOut programs are on a single Applications Disk. If they will not fit on a single disk, insert your second Applications Disk and continue the process.

How to Use TimeOut

Now that you installed TimeOut on your AppleWorks disk and created an Applications Disk to store the TimeOut modules, you are ready to use your enhanced version of AppleWorks. Follow these steps:

1. Put your AppleWorks Startup Disk in Drive 1 and the TimeOut Applications Disk in Drive 2.
2. Start AppleWorks either by turning on the power or by holding down the Control and Open-Apple Keys and pressing and releasing the Reset Key.
3. Replace the AppleWorks Startup Disk with the AppleWorks Program Disk when directed to do so.
4. If TimeOut asks "Read another TimeOut application disk?", respond with "yes" or "no" as appropriate.
5. Replace the TimeOut Applications Disk in Drive 2 with your AppleWorks data disk.
6. Indicate you want to "Add Files to the Desktop" and select your files from the disk in Drive 2.
7. Replace the data disk in Drive 2 with your TimeOut Applications Disk.

   Now you can work with your desktop files as you always do with AppleWorks. TimeOut sits in the background; you will see no difference in AppleWorks' operation.
8. When you want to use a TimeOut application, make certain your Applications Disk in is Drive 2. Hold down the Open-Apple Key and press the Escape Key to bring the TimeOut Menu on your screen. Select the TimeOut program you want to use and press the Return Key.

Some of the TimeOut programs like QuickSpell are intuitive; you can figure them out by following the menus. Others, like UltraMacros are complex and powerful; you will need the documentation.

9. Remember to replace the TimeOut Applications Disk with your data disk before issuing an Apple-S command to save your work.

You will enjoy using your TimeOut programs. They are excellent enhancements that will help you get more from AppleWorks. ▒

Want to Use the Latest AppleWorks Products?

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ProDOS Update

How to Install the New Version of ProDOS

by James Smith

The AppleWorks Startup Disk contains a copy of ProDOS, the disk operating system that controls your Apple computer. Every time you start AppleWorks, the computer looks for the file called ProDOS and loads that file into memory. Then it loads AppleWorks.

Unfortunately, AppleWorks comes with an early version of ProDOS. Early versions of ProDOS sometimes damage AppleWorks data disks and do not work with clock cards after December 31, 1987. If you are still using the copy that came on your AppleWorks Startup Disk, it is time to update to the current version; ProDOS 8, version 1.4.

You can get a free copy of version 1.4 from any Apple dealer. Bring a blank disk and your *original* System Utilities or AppleWorks disk to prove you own a legal copy of ProDOS. The dealer should copy the current version onto your blank disk.

A better alternative is to get one of the TimeOut accessories from Beagle Bros. Each TimeOut disk includes an enhanced copy of version 1.4 of ProDOS 8. The TimeOut version includes a Program Selector that appears instead of the cryptic "Enter prefix (Press Return to Accept)" when you quit AppleWorks. Instead, you get a menu of all system files on your current disk drive. You use the arrow keys to highlight the program you want to run and press the Return Key. If you want to run another ProDOS program, you can insert that program disk in any drive and press the Escape Key until the you get a list of the system files on that disk. Then you can select the program you want to run from the Program Selector Menu.

How To Replace ProDOS

You can use Copy II+ or any other utility program to replace the copy of ProDOS on your AppleWorks Startup-Up disk with version 1.4. Follow these steps:

1. Boot your Apple with Copy II+ in Drive 1 and your copy of the AppleWorks Startup Disk in Drive 2.
2. Select "Copy" from the Copy II+ Main Menu.
3. Select "Files" from the Copy Menu.
4. Indicate that the source is Slot 6, Drive 1 and the target is Slot 6, Drive 2.
5. Remove Copy II+ from Drive 1 and insert your TimeOut disk in that drive.
6. Press the Return Key.
7. Press the Return Key to select ProDOS from the list of files on the TimeOut disk. Then enter the letter "G", for "Go".
8. Copy II+ will warn you that ProDOS is already on your AppleWorks disk. Enter the letter "C" to say, "Copy anyway".

You have now replaced the older copy of ProDOS with the latest version. Boot up AppleWorks with that disk and you will be using that new version of ProDOS.

[James Smith, a graduate of the Educational Technology program at Eastern Michigan University, is NAUG's Technical and Support Services Coordinator.]

Problem With Your Clock Card?

If you have a clock card installed in your Apple IIe or IIc, the beginning of 1988 might have brought you an unpleasant surprise. Did your computer suddenly display the incorrect date? Did some applications, including AppleWorks, lock your system?

The problem is with ProDOS, not with your clock card or AppleWorks. Fortunately, version 1.4 of ProDOS 8 fixes this problem. Install the new version using the steps above.

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A Useful Set of Desk Accessories: TimeOut DeskTools

by Bruce Shanker

DeskTools is a collection of AppleWorks enhancements that adds twelve accessories to AppleWorks. With DeskTools installed, you can display any of a series of accessories on your AppleWorks screen. These include a calculator, an appointment calendar, a clock, a "data converter" (that lets you easily transfer data between data base and spreadsheet files), a "case converter" (that converts text between upper and lower case), a telephone dialer, an envelope addresser, a file encrypter, a note pad, a page previewer, a number puzzle, and an accessory that counts the number of words in a file.

DeskTools is one of seven programs in the TimeOut series of AppleWorks enhancements recently released by Beagle Bros. It is a direct competitor to Pinpoint's Desktop Accessories. In this article, I will describe the different DeskTools, describe some bugs in the program, and compare DeskTools to the Pinpoint Desktop Accessories.

The DeskTools

DeskTools consist of twelve independent modules that add the following functions to AppleWorks:

Calculator: The Calculator works like a four-function printing calculator with a single memory register. You press the keys you want to enter as you would press the keys on a standard calculator, or, if you have UltraMacros, you can use a mouse to point to the buttons on the DeskTools calculator.

Unlike a standard calculator, you can set this device to display numbers in floating point, fixed, or comma format. You can store your operations on a "tape" that appears next to the calculator, and you can print your tape at any time. You can also transfer any computed value from the calculator window into AppleWorks word processor, data base or spreadsheet files.

The Calculator is a useful module. While you can simulate most of its functions by switching to a blank AppleWorks spreadsheet, the pop-up calculator is more convenient and offers some features not available on the AppleWorks spreadsheet.

Calendar: The DeskTools Calendar lets you maintain a record of your appointments and responsibilities for every date between 1910 and 1999. The Calendar module also lets you maintain a "to do" list and establish priorities for tasks on that list.

The Calendar offers two "views". The basic view divides the screen into thirds with segments that display a two-month calendar, a list of your appointments for any day, and your "to do" list in order of the importance of each task.

The Calendar also has a "Peek-At-A-Week" view that lets you see the times you are busy during any week.

The Calendar and associated appointment scheduler are handy accessories, particularly for those who keep their Apples turned on all the time. Unfortunately, this module is not integrated with the Clock desk accessory. If the two modules were integrated, AppleWorks could beep to warn you that you should be at an appointment instead of working with your Apple.

The Calendar module is powerful, but its operation is not entirely intuitive. You will need to refer to the documentation until you are comfortable with this accessory.

Case Converter: This tool lets you change all the

text in AppleWorks files into upper case or lower case letters. In addition, this accessory can automatically capitalize the first letter of all words or capitalize the first word in every sentence. This module is helpful when I work with files created by users who insist on entering text in upper case.

Clock: The Clock accessory displays the current date and time. If you do not have a clock card, the date is the date entered into AppleWorks at startup and the time is shown as 0:00.

Data Converter: The Data Converter makes it easy to transfer data between AppleWorks' data base and spreadsheet modules. Although you can integrate these modules by writing and reading DIF files, the DeskTools Data Converter automates this operation.

DeskTool accessories are powerful, useful, unobtrusive, and easy to install and learn.

Dialer: This module works with Hayes-compatible modems to automate the telephone dialing process. You can store up to ten frequently called telephone numbers in the Dialer and access the numbers instantaneously. Alternately, you can type in a number to be dialed. The program remembers the last number dialed; it is easy to redial a busy number. However, there is no command to continuously redial until you get an answer.

This is a dialer module, not a telecommunications program. You must pick up the phone and speak to the receiving party. You cannot transfer files or engage in other telecommunications activities using this module.

Envelope Addresser: This module makes it easy to print a recipient's name and address, return address, and additional information on an envelope. Envelope addresser is particularly useful because the ImageWriter II and other popular printers let you print on envelopes without removing the tractor-feed paper.

File Encrypter: The File Encrypter lets you password-protect any personal or sensitive documents. Once encrypted, your word processor, data base or spreadsheet file becomes unreadable to anyone who does not know the password you used when encrypting the file. If you forget your password, Beagle Bros will recover it ... for $10. This is a useful accessory for those of us who share our computers with others and want to protect the security of our AppleWorks data files.

Note Pad: This is a scratch pad you can use to write reminders and other notes to yourself. Unfortunately, the DeskTools Note Pad saves files in ASCII format; to transfer a Note Pad file into AppleWorks, you must create a word processor file from the ASCII file. By contrast, Pinpoint's Note Pad utility saves files in AppleWorks format and can be loaded directly into the AppleWorks word processor module. The technical support group at Beagle Bros promises to fix this problem in future releases of DeskTools.

Given the ease with which you can create new word processor documents within AppleWorks, I find little use for this accessory.

Page Preview: This module lets you examine the format and pagination of your word processor documents without printing the document.

To use the Page Preview feature, you get a word processor document on your AppleWorks screen and invoke the Page Preview DeskTool. The program displays a picture of the first three pages of your document and lets you use the arrow keys to scroll to the following pages. Each character appears as a single dot in the picture; you cannot read the text in Page Preview mode.

Since AppleWorks cannot normally display more than 78 characters per line, this feature is particularly useful if you are typing small characters (e.g., 17 characters per inch) or with small left and right margins. The module lets you examine the final format of tables and other complex documents.

Word Count: This module scans any AppleWorks

word processor document and reports the number of words in the document. Word Count is a useful module for students or writers who must keep track of the length of papers and articles. This module is also included on the TimeOut QuickSpell program disk.

Puzzle: This is a number puzzle that serves as a diversion when you get bored doing constructive things with AppleWorks.

Hardware and Software Requirements

DeskTools requires an Apple IIGS, IIc, or IIe. The TimeOut modules run acceptably on a standard 128K Apple, but this requires some disk swapping and patience. Like all the programs in the TimeOut series, DeskTools works best if you have either a hard disk, a 3.5-inch high-capacity disk, or a one-megabyte or larger memory card. Load the TimeOut modules onto a RAM card, and the program flies.

DeskTools requires AppleWorks 2.0. The program is compatible with SuperMacroWorks, AutoWorks, desktop expansion software, Pinpoint's AppleWorks enhancements and PathFinder.

Ease of Installation

DeskTools is easy to install; you can install and use the program without reading the manual. Most components of the program are menu-driven. Booting up the DeskTools disk displays a menu to help you install TimeOut. If other TimeOut accessories are already installed, all you need do is copy the files from DeskTools onto your TimeOut applications disk.

Some Bugs

Version 1.3 is the current version of DeskTools. If you have an earlier version, return your original disk to Beagle Bros and request a free update; there are significant bugs in earlier versions of the program.

Unfortunately, version 1.3 of DeskTools still has some troublesome bugs. These include the following:

1. The clock module freezes AppleWorks if you invoke the DeskTools clock when using any Pinpoint programs such as KeyPlayer or the Spelling Checker. *[Ed: TimeOut helps you recover from freeze-ups. TimeOut "traps" Control-Reset combinations and returns you to the AppleWorks Main Menu. However, I ran into some situations where I could not run AppleWorks after a freeze-up.]*
2. The Note Pad module does not wrap words properly and deletes words if you type a word beyond the right margin.
3. The Dialer does not work with the Hayes Micromodem IIe. If you try this combination, AppleWorks locks up. *[Ed: Strangely enough, the Hayes Micromodem IIe is not fully Hayes-compatible.]* Another bug in the Dialer does not let you remove a prefix (such as the number "9" that you need to dial from a business phone) once it is entered.
4. The Envelope Addresser locks up if you use it while the formatting commands in your document are shown with the Apple-Z option.

Once TimeOut is installed on an AppleWorks Disk, all you do is copy new accessories onto the TimeOut disk.

DeskTools Compared to Pinpoint

Pinpoint Publishing introduced the concept of AppleWorks desk accessories more than two years ago. Now Pinpoint has its first direct competitor. Pinpoint and DeskTools differ significantly in their features and operation, and I prefer DeskTools.

DeskTools is much easier to configure than Pinpoint's accessories. With Pinpoint, you must modify the "profile" of the program and reinstall Pinpoint on your AppleWorks disk every time you add an accessory. That is unnecessary with the TimeOut series. Once TimeOut is installed on your AppleWorks disk, all you do is copy the new

accessory onto the TimeOut applications disk.

The individual modules differ in functionality. For example, DeskTools' Calendar is more powerful than the Pinpoint equivalent. However, the DeskTools Calendar requires you to load its appointment data base file onto the AppleWorks desktop before the Calendar is summoned. This leaves room for only 11 other files on your desktop. By contrast, Pinpoint's Calendar does not take up space on the AppleWorks desktop. In addition, DeskTools's Calendar requires you to remember obscure keystroke commands; Pinpoint's does not.

I prefer DeskTools' Dialer to the corresponding Pinpoint module. DeskTools' Dialer accepts a telephone number from the keyboard or from a telephone directory. In addition, it remembers the last number dialed. However, the Dialer does not work with the Hayes Micromodem IIe.

I prefer the DeskTools Calculator to the corresponding Pinpoint module. DeskTools' Calculator has a "tape", so you can review your calculations. In addition, DeskTools' calculator has more functions than Pinpoints', and you can also use a mouse with DeskTools' calculator.

DeskTools' Envelope Addresser is far superior to Pinpoint's QuickLabel accessory. DeskTools lets you define both the recipient's and return address. In addition, the Envelope Addresser lets you print an extra line of text and change any single line of text to upper case. QuickLabel requires that each part of the label be printed separately and does not accept input from the keyboard.

Pinpoint's Strengths

Despite DeskTools's advantages, the comparison between DeskTools and the Pinpoint Desk Accessories is not a one-sided race. There are at least two areas where Pinpoint offers features not available in DeskTools.

DeskTools' Note Pad reads and writes only ASCII files, not AppleWorks-format word processor documents. This is a serious disadvantage when compared to the equivalent Pinpoint accessory.

DeskTools lacks a telecommunications module, an important feature included in the Pinpoint product. This is a serious omission for those of us who send electronic mail, transfer AppleWorks files, use CompuServe, and visit bulletin boards. Fortunately, DeskTools is compatible with the Pinpoint accessories; if you are not planning to use UltraMacros, you can still use Pinpoint's communications module along with DeskTools.

Documentation and Support

The 93-page DeskTools manual is helpful and easy to understand. It describes how to install TimeOut, and includes a chapter for each DeskTool. A three-page index helps you find specific topics. There are no reference or troubleshooting sections.

I found the technical support staff at Beagle Bros to be friendly and helpful.

Recommendation

I recommend the TimeOut DeskTools to any user of AppleWorks who owns a hard disk drive, a 3.5-inch disk drive or a memory expansion card. The accessories are powerful, useful, unobtrusive, and easy to install and learn. The program is a good value. While the current version of the program has some bugs, Beagle Bros' free update program makes it reasonable to buy the DeskTools now and update to bug-free versions when they become available.

[Bruce Shanker teaches mathematics at Kensington High School in Philadelphia.]

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How to Update NAUG's Electronic Index Disk

by William Marriott

The National AppleWorks Users Group recently published an electronic index of all articles that appeared in the ***AppleWorks Forum*** since its inception in August 1986. The index is an AppleWorks data base file of all articles that appeared in the newsletter. Initial response to this index is excellent; members like being able to use AppleWorks' Apple-F and Apple-R commands to locate articles in back issues.

The Electronic Index Disk contains three files:

1. Documentation explaining how to use the data base.
2. A list of the key words recommended for your searches.
3. "FORUM INDEX"; an AppleWorks data base file that contains references to all 300 articles, tips and letters to the editor published in the ***AppleWorks Forum***.

The Index Disk is a valuable resource, but you must update the index to maintain its currency. There are two ways to update your index: Order a new disk from **NAUG** (the disk is updated and reissued monthly); or, update your own copy of the data base file.

How to Update the Disk

To make it convenient for you to maintain your own copy of the index, each issue of the ***AppleWorks Forum*** contains a list of all the information that should be added to your file. This month, the update information is on Page 24. Follow these steps to update your index:

1. From the AppleWorks Main Menu, indicate you want to "Add Files to the Desktop" and put a copy of the FORUM INDEX file on your desktop.
2. No matter where you are in the file, issue an Apple-I command to indicate you want to insert new records.
3. Issue an Apple-V command so you can enter new default values that will automatically appear in each record.
4. Enter the current volume number, issue number, and date.
5. Press the Escape Key to indicate you want to enter new data.
6. Press the Caps Lock Key down to use all capital letters and enter the information that appears in the "Index Update" column in each issue of the newsletter. Key words should be separated by semicolons.
7. Press the Escape Key when you are done.
8. Put the cursor on the category named "Date" and issue an Apple-A command. Indicate that you want to arrange the records in chronological order.
9. Issue an Apple-S command to save the updated index on your data disk.

*[The **AppleWorks Forum** Electronic Index Disk is available from **NAUG's** Public Domain Library. Send $4 for each copy of the disk and $2 per order for shipping and handling.]*

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Index Update

Here is the information you need to keep your Index disk current. NAUG updates its Electronic Index Disk monthly.

Enter Data in the following Categories: **Volume #: 3 • Issue #: 2 • Date: Feb 88**
Enter the rest of the data in the order: **Type, Page, Title, Author, Key Words.**

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The ***AppleWorks Forum*** consists entirely of materials contributed by **NAUG** members. The ***AppleWorks Forum*** publishes three types of member contributions:

1. Letters: A letter written to the Editor that asks or answers a question, shares an idea or makes a statement.
2. Notes: A note is a brief article or Quick Tip about a single theme.
3. Articles: Articles are generally from two to five double-spaced pages long.

How to Submit to the AppleWorks Forum

1. Send paper copies of letters.
2. If possible, send both paper and disk copies of notes and articles. All disk copies should be AppleWorks files on 5-1/4 inch disks. If you don't submit a printed copy, please include a note describing what is on the disk.
3. All submissions to the ***AppleWorks Forum*** should include your name, address, and telephone number. We will cite you as the author of the letter, note or article but will not include your address or telephone number unless you specifically request that those be published. The Editor will make any necessary editorial changes to your submission. Mail your submission to:

Cathleen Merritt, Editor
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Canton, MI 48187

If you are a **NAUG** member and your article is published in the ***AppleWorks Forum,*** you will receive a one year extension to your membership. (This offer is not valid for letters to the editor, Quick Tips, or short notes.)

Seminar Schedule

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.

The presenters, Warren Williams and Hal Heidtman, are technical advisors to **NAUG** and frequent contributors to the ***AppleWorks Forum.***

March 4 — Chicago, IL
March 5 — St. Louis, MO
March 12 — Denver, CO
April 23 — Columbus, OH
April 23 — Clark, NJ (Newark/Elizabeth)
April 25 — Lakeland, FL (Tampa/Orlando)
April 27 — Hollywood, FL (Miami/Ft. Lauderdale)
April 30 — Atlanta, GA

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