

## TABLE OF CONTENTS

<b>From the Editors</b>	<b>2</b>	<b>Quick Tip</b>	<b>16</b>
The excitement of AppleFest.		A better way to pause each page.	
<b>Letters to NAUG</b>	<b>3</b>	<b>Beagle Bros Update</b>	<b>17</b>
• How to replace data in the data base.		• New TimeOut modules that enhance AppleWorks.	
• How to transfer numbers from a spreadsheet to a data base.		• Special TimeOut discounts for <b>NAUG</b> members.	
• How to get slashed zeros.		• New AppleWorks enhancements from JEM software.	
• Limitations on ProDOS pathnames.			
<b>Word Processor Tip</b>	<b>7</b>	<b>Quick Tip</b>	<b>20</b>
• Using AppleWorks in foreign languages.		Using spelling checkers with RAM disks.	
• How to add printer codes to interface card settings.		<b>Data Base Tip</b>	<b>21</b>
• How to send a printer code from the spreadsheet module.		How to include notes in a data base.	
• How to display foreign characters on an Apple IIe.		<b>Data Base Tip</b>	<b>22</b>
• Foreign dealers selling chips and AppleWorks.		How to count records in a data base.	
• How to print foreign words and phrases.		<b>Members Helping Members</b>	<b>24</b>
<b>NAUG Classified Ads</b>	<b>12</b>	150 member-volunteers who can help solve hardware problems.	
<b>Applied Engineering Update</b>	<b>13</b>	<b>Electronic Index Disk Update</b>	<b>27</b>
New hardware and software.		<b>Membership Information</b>	<b>28</b>
<b>Advanced Techniques</b>	<b>15</b>	<b>Classified Advertising Policy</b>	<b>28</b>
How to substitute words for numbers in the spreadsheet module.		<b>Seminar Schedule</b>	<b>28</b>

**Support for AppleWorks and ///EZ Pieces Users**

# The Excitement of AppleFest

**M**ore than ten years after its introduction, the Apple II computer continues to generate excitement among an ever-growing community of owners. Nowhere is this more evident than at the largest Apple II trade show of them all: AppleFest.

AppleFest is a semiannual gathering dedicated to the Apple II. The show gives companies an opportunity to introduce new Apple II products; it gives Apple II users a chance to sample the newest software and hardware available for their favorite computer.

Each AppleFest is preceded by rumors about new products to be introduced at the show; AppleFest '88 is no exception. Here are some rumors we heard about the upcoming show:

- Beagle Bros will announce 15 new AppleWorks enhancements, including a pop-up thesaurus.
- A major computer company will introduce a new kind of electronic communications service.
- Apple Computer will announce an enhanced Apple IIGs.
- Zip Technologies will demonstrate a real Zip Chip.
- A start-up company will announce an accelerator-on-a-chip.
- New, larger hard disk systems will be available at the lowest prices ever.
- Claris Corporation will demonstrate the new AppleTalk-compatible AppleWorks.

## Large but Friendly

While AppleFest is a large show (they expect more than 20,000 people to attend), it is informal and gives attendants the opportunity to meet well-

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**.

known experts in the Apple community. Here is your chance to shake hands with Robert Lissner, the author of AppleWorks, and Randy Brandt, the developer of UltraMacros, FileMaster, and numerous other AppleWorks enhancements. (Both Lissner and Brandt will speak at the day-long NAUG AppleWorks seminars on May 19, 20, and 21.)

You can meet Tom Milks and Greg Hastings, the marketing geniuses behind Applied Engineering and Pinpoint Publishing. You can share your ideas with Allison Elliot, Claris' AppleWorks Product Manager, or Jay Hansen, Claris' Director of Technical Support. Gary Little, A+ magazine's new editor (and author of the popular Point-to-Point communications program), and Paul Statt, editor of *inCider* magazine, will be at their companies' booths at the show. Tom Weishaar, author of *Open-Apple* and the GENie network's new AppleWorks SIG organizer, will be chatting with his friends.

AppleFest also provides an opportunity to meet some folks from NAUG. Say hello to Cathleen Merritt, Jim Smith, Warren Williams, and Oli Roosevelt. And if you want to learn more about AppleWorks, register for AppleFest Workshop IIB, "AppleWorks: Beyond the Basics", NAUG's seminar for intermediate and advanced AppleWorks users.

We encourage you to visit AppleFest. It will reinforce your faith in the vitality of the Apple II community.

## AppleWorks Forum

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## Letters to NAUG

### How to Replace Data in the Data Base

Dear Cathleen,

I maintain a list of sales prospects in an AppleWorks data base file. The categories in this data base include all the usual demographic information and some additional data. Sales territories and salespeople change from time to time, so I do not put the salesperson's name in each record. Instead, I have a category called "Sales Territory" and assign a number to each territory. This works well except when I want to print customized letters using AppleWorks' mail merge feature. I want to insert the salesperson's name in the letter without making it a permanent part of the record.

Is there any way to temporarily replace the Sales Territory code with the name of the salesperson?

Norman Hirsch  
Des Plaines, Illinois

*[Warren Williams replies: There are a number of ways to temporarily replace the contents of a category with other information. Here's the simplest procedure:*

- 1. When you are ready to print your mail merge letters, call your data base onto the desktop.*
- 2. Issue an Apple-N command and change the name of your data base file to something like "TEMPORARY". You will be temporarily changing the records in this file and do not want to accidentally overwrite the original file on your data disk.*
- 3. Use the Apple-R command to select all records for the first sales territory.*
- 4. Display those records on the multiple record layout screen. The Sales Territory category must appear on this screen. If it does not, use the Apple-L command to change the layout of the screen so the Sales Territory category appears. Also use the Apple-L command to widen the Sales Territory category so it can accommodate the names of your salespeople.*
- 5. With the overwriting cursor in the Sales Territory category in the first record on your screen,*

## Special Offer for NAUG Members

Apple Computer and Quantum Computer Services are developing a national telecommunications service for Apple users.

NAUG members who own a Hayes-compatible modem are invited to use and test this system. Initially, NAUG members who serve as beta-testers will pay no fees.

If you are interested in testing this service, you may request the necessary free software by sending a postcard with your name, address, and your NAUG membership number to the following address:

Project Samuel  
Quantum Computer Services  
8619 Westwood Center Drive  
Suite 200  
Vienna, VA 22180

*enter the name of the salesperson responsible for that territory. Press the Return Key.*

- 6. The cursor should now be on the Sales Territory entry in the second record. Hold down the Open-Apple Key and the Quotation Mark/Apostrophe Key to issue an Apple-Ditto Command. The Apple-Ditto Command orders AppleWorks to copy the entry from the previous record into the current record.*

*Hold down this key combination until your Apple beeps. The salesperson's name in the first record will replace the sale territory number in all the selected records.*

- 7. Issue another Apple-R command and select the records from the next sales territory. Repeat steps 3-7 as necessary to replace all the territory codes with the name of the appropriate salesperson.*

*Now you can use this data base to produce mail merge letters that include the salesperson's name.*

*You should consider using a macro program such as UltraMacros or KeyPlayer to automate this process.]*

### Transferring Numbers from Spreadsheet to Data Base

Dear Cathleen,

Here's a tip you might try when using a DIF file to transfer values from an AppleWorks spreadsheet into a data base:

Values transferred through DIF files normally carry all significant digits regardless of how you format the display in your spreadsheet. Even when you use the Apple-L command to limit the spreadsheet display to two decimal places, the underlying value is calculated to all significant digits. Why carry 3-7 decimal places over to your data base when two is normally more than adequate?

A solution is to use the @ROUND function as a part of the formula that calculates your values in the spreadsheet. For example, you might use the spreadsheet to calculate a student's average grade and then transfer that calculation to the data base module. If you enter an @ROUND function into the formula, you can change the underlying value so it matches the displayed value.

In this example, instead of writing the formula to average a student's grade as @AVG(C3...G3), write the formula as @ROUND(@AVG(C3...G3),2).

An alternative is to create a new column that rounds the results of the calculation to the number of decimal places you desire.

Robert Netro  
Canton, Ohio

---

### How to Get Slashed Zeros

Dear Cathleen,

How can I get my ImageWriter II to print slashed zeros from AppleWorks? I tried entering the codes both by setting up a custom printer and by using the SC option in the AppleWorks spreadsheet and data base modules, but nothing works. My ImageWriter II manual shows the codes to be Escape D Control-@ Control-A. Is that correct?

William Neef  
Grass Lake, Michigan

[Ed: The codes you found in the ImageWriter manual are correct; the Escape D Control-@ Control-A sequence will put a slash through zeros you print in a document. However, when you use those codes, the ImageWriter also double-spaces your output.

The correct way to put a slash through all zeros in a document is to add a variation of the "slashed zeroes on" command to the end of the printer interface card settings. For example, if you are using an Apple Super Serial Card with your ImageWriter II printer, the correct setting for slashed zeros is:

Control-I 80N Escape D Control-@

Control-A Escape Z Control-@ Control-@

These codes appeared in the March 1988 issue of Tom Weishaar's excellent Open-Apple newsletter.

If you have an Apple IIc, you do not have the option of changing the printer interface card setting. In that case, you must imbed these codes in some other area of AppleWorks. You suggested using the SC option in the spreadsheet, and that is an appropriate way to send the slashed zero code to your printer. However, remember the following:

1. You cannot change the interface card codes on an Apple IIc. If you are using a IIc, you must find some other way to send those codes to the printer.
2. Version 2.0 of AppleWorks has a bug that prevents you from entering a Control-@ code. See the article entitled "Four Ways to Enter Control-@ Codes" in the February 1988 issue of the **AppleWorks Forum** for work-arounds for this problem.]

---

### Limitations on ProDOS Pathnames

Dear NAUG,

Some time ago, I set up subdirectories to make it easier for me to find files on my UniDisk. I used the Apple System Utilities disk to set up the following subdirectories:

/BLACK.BOOK3/INVESTMENTS/NONTAXABLE

/BLACK.BOOK3/INVESTMENTS/COMMON.STOCKS

## Letters...

Then I used the utilities disk to copy my AppleWorks files into the appropriate subdirectory.

Much to my surprise, when I tried to access these files using AppleWorks, I could not access pathnames that were more than 30 characters long. Apparently, there is a 30 character limitation on the length of a pathname that can be accessed through AppleWorks.

Willis A. Smith,  
Ridgewood, New Jersey

*[Oli Roosevelt, a technical advisor to NAUG, responds: Mr. Smith is correct. While ProDOS lets you enter up to 64 characters in a pathname, AppleWorks has a 30 character limit on the length of pathnames. Unfortunately, this limitation does not appear in the AppleWorks documentation.]*

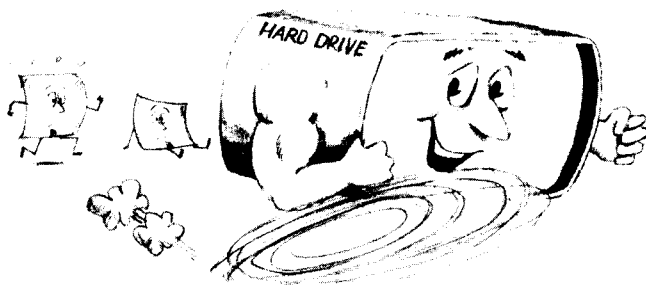
*The work-around for this problem is to make your subdirectory names short. That will let you keep the entire pathname, including the file name, under 30 characters in length. One suggestion is to use meaningful abbreviations for your subdirectories.*

*The easiest way to rename your subdirectories is to use the Rename option on the Copy II+ Main Menu. Here's how:*

1. Boot your Apple with Copy II+ and insert your data disk in another drive.
2. Select "Rename" from the Main Menu, then select "Files".
3. Indicate the slot and drive number that contains your data disk.
4. Copy II+ will display a map of your main directory and all sub-directories. Use the arrow keys to put the highlight on the choice to the left of the subdirectory you want to rename and press the Return Key.
5. Copy II+ will display a list of all files and subdirectories in that area. Use the arrow key to highlight the subdirectory you want to rename and press the Return Key. Enter the new name for the subdirectory, and again press the Return Key.

*According to sources in the industry, future versions of AppleWorks will allow 64-character pathnames]*

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# Using AppleWorks in Foreign Languages

by Warren Williams

¿H abla español? Parlez-vous français?  
Sprechen Sie Deutsch?

There are many ways to get AppleWorks to print in a foreign language. If you have an Apple IIGS, you can display the foreign characters on the screen as you type. If you have an Apple II+, IIe, IIC or Apple-compatible, you can still get foreign language output from your printer. None of these methods require additional hardware or software.

There are two things you must know to print foreign languages in AppleWorks:

1. How to set up your printer to produce foreign characters.
2. How to learn the foreign language keyboard.

## Setting up Your Printer

There are two ways to set up a dot matrix printer so it prints foreign characters. The most direct way is to set the DIP switches inside the printer for the appropriate foreign language character set. The printer manual should have a diagram or description of the position of the switches for every foreign character set it can produce. Whenever you want to print in the foreign language, change the DIP switch settings to produce that language. When you want to print "American" characters, return the switches to their original settings.

While this method is easy, it is relatively inflexible. Every time you change between the American and foreign character sets, you have to change the DIP switch settings. In addition, printer manufacturers seem to delight in putting the DIP switches in the most inconvenient locations.

## Setting DIP Switches

Here are two ideas to consider when setting the DIP switches in your printer:

1. Prepare diagrams of the switch settings that produce English and foreign language characters. Attach those diagrams to your printer to help you remember the positions of the switches.
2. An easy way to move the switches is to use a retractable ball point pen with the point retracted. It is easy to change the position of the switch if you put the protruding piece from the DIP switch in the opening of the pen where the point is located.

## A More Flexible Approach

A more flexible approach is to use AppleWorks to send your printer the control code command that turns on its foreign character set. That code should be listed in the printer manual. The codes for ImageWriter and Epson-compatible printers appear in *Figure 1*. [Ed: Unfortunately, many of those codes require that you enter a Control-@, and a bug in version 2.0 of AppleWorks makes it difficult to enter Control-@ codes. If your printer requires a Control-@ code to switch into its foreign language character set, see the article entitled "Four Ways to Enter Control-@ Printer Codes" in the February 1988 issue of the *AppleWorks Forum*.]

There are many ways to send the codes for the foreign language characters to the printer.

If you use an Apple II+, IIe, or IIGS, and a printer that is on the AppleWorks Add a Printer Menu, you can use the interface card settings area to issue the

(continued on Page 9)

### How to Add Printer Codes to Interface Card Settings

If you have an Apple II+, IIe, or IIGS, and a dot-matrix printer that is listed on the AppleWorks Add a Printer Menu, you can add a hypothetical "foreign language printer" to your copy of AppleWorks. The technique is to put the code to invoke the foreign character set into the interface card setting area for that printer. Whenever you select that printer from the Printer Menu, all output will be in the foreign character set.

Follow these steps to install a foreign language printer on your AppleWorks Printer Menu:

1. At the AppleWorks Main Menu, select #5, "Other Activities".
2. At the Other Activities Menu, select #7, "Specify information about your printer(s)".
3. At the Printer Information Menu, select #2, "Add a printer."
4. At the Add a Printer Menu, select your printer. Give the printer a name that will help you remember it is the foreign language printer. Indicate the slot that contains your printer interface card.
5. Select "Interface card settings" from the next menu. AppleWorks will display the default interface card setting of Control-I 80N.
6. Indicate you want to change that setting. Your new code is the correct interface card set-

### Figure 1: Control Code Commands for Foreign Languages

#### Epson and Compatible Printers

American	Escape R Control-@
British	Escape R Control-C
Danish	Escape R Control-D
French	Escape R Control-A
German	Escape R Control-B

Italian	Escape R Control-F
Japanese	Escape R Control-H
Spanish	Escape R Control-G
Swedish	Escape R Control-E

#### ImageWriter Printers

American	Escape Z Control-G Control-@
British	Escape Z Control-D Control-@ Escape D Control-C Control-@
Danish*	Escape Z Control-E Control-@ Escape D Control-B Control-@
French	Escape Z Control-A Control-@ Escape D Control-F Control-@
German	Escape Z Control-C Control-@ Escape D Control-D Control-@
Italian	Escape Z Control-F Control-@ Escape D Control-A Control-@
Spanish	Escape D Control-G Control-@
Swedish	Escape Z Control-B Control-@ Escape D Control-E Control-@

\*not supported on the ImageWriter I

ting followed by the command to switch your printer into the foreign language character set. For example, let's assume you have an Apple Super Serial interface card and an Epson-compatible serial printer. The correct interface card setting is Control-I 80N, and the command to switch your printer into the German character set is Escape R Control-B. You should enter the following:

Control-I 80N  
Escape R Control-B

[Ed: For more information about printer interface card codes, see "How to Eliminate Unwanted Characters in your Printouts" in the September 1986 issue of the AppleWorks Forum.]

7. Enter a caret mark (^) by typing a shifted-6 to finish entering the printer code.

In the future, whenever you issue

an Apple-P command, the Printer Menu will give you a choice of your regular English language printer or your newly installed foreign language printer. Direct the printout to the foreign language printer when you need special characters.

You should also modify your "standard" printer specifications so they reset the printer to the American character set. Follow these steps:

8. Press the Escape Key until you return to the Printer Information Menu. Indicate that you want to modify settings for your standard printer.
9. Add the instructions that return the printer to American characters to the end of the standard interface card codes.

If you elect not to add these codes, you can reset the printer by turning it off, then on again.

—William Marriott

## Word Processor Tip...

code that turns on the printer's foreign language character set. You should put your printer on the AppleWorks Printer Menu twice; once with codes for American characters, and a second time with the code that turns on the printer's foreign character set. [Ed: See "How to Add Printer Codes to Interface Card Settings" on the preceding page for step-by-step directions.]

### Another Way to Enter Foreign Language Codes

Apple IIc and IIc-compatible computers have a built-in printer interface card. When you use AppleWorks on these computers, the program does not let you add codes to the interface card settings.

In addition, if you use a "custom printer" (one not listed on the AppleWorks Add a Printer Menu), you cannot add a "foreign language" printer to the Printer Menu; AppleWorks lets you put only one custom printer on that menu.

In both cases, you will need to send the foreign language code to the printer without using the interface card settings area.

One work-around for this problem is to send the appropriate foreign language command to the printer using the "SC" option available on the spreadsheet Options Menu. Whenever you want to print a document in a foreign language, you send

the special code to the printer by first "printing" a blank spreadsheet that has the foreign language printer code embedded in the SC area. For step-by-step directions, see "How to Send a Printer Code from the Spreadsheet Module" elsewhere on this page. [Ed: If you enjoy enhancing AppleWorks and want to do a lot of foreign language printing on your custom printer, you can use the "Dr. Shultz Disk" from the NAUG Public Domain Library to add up to three custom printers to your AppleWorks Printer Menu. Directions for using the Dr. Shultz Disk appear in the April and May 1987 issues of the *AppleWorks Forum*.]

### Learning the Foreign Keyboard

Now that you can produce foreign characters on your printer, you must know which key on your keyboard generates each foreign character. For example, which key generates the upside down question mark? Your computer can produce that symbol, but the upside down question mark does not appear on the standard Apple keyboard.

Your Apple computer, and most dot matrix printers, display foreign characters by replacing some symbols in the American character set (including the @ sign, left and right brackets, and tilde) with foreign characters. *Figure 2* displays the keyboard equivalents for each of the languages built into

## How to Send a Printer Code from the Spreadsheet Module

Follow these steps to create a spreadsheet template that sends the foreign language control code to your printer:

1. From the AppleWorks Main Menu, indicate you want to Add Files to the Desktop.
2. From the Add Files Menu, indicate you want to create a new spreadsheet. Give the spreadsheet a name that helps you remember that it turns on your printer's foreign character set.
3. With the empty spreadsheet on the screen, issue an Apple-O command to get to the Options Menu.
4. With the Options Menu on the screen, enter the letters "SC" to indicate you want to send special codes to the printer. Press the Return Key.
5. Enter the code that turns on your printer's foreign language character set. Indicate you are done entering that code by typing a caret mark.
6. Enter the PH code to tell AppleWorks not to print the heading for this spreadsheet.
7. Issue an Apple-S command to save the spreadsheet template on your disk.

When you want to switch your printer into the foreign character set, bring this spreadsheet onto the AppleWorks desktop, issue an Apple-P command, and "print" the spreadsheet. Nothing will print, but everything you produce on that printer will now be in the foreign character set.

ImageWriter and Epson-compatible printers.

Another alternative to help you learn the foreign characters on your keyboard is to create a "Keyboard Conversion Chart". Here are the steps necessary to create that chart:

1. Create a new word processor document. Enter a "picture" of your keyboard; i.e., type in the top line of your keyboard (the number keys) on one line of your word processor document. Then leave a few spaces on that line, hold down the Shift Key (not the Caps Lock Key) and type the line again.
2. Press the Return Key to start the next line in your document.
3. Repeat steps 1 and 2 for the next four lines of keys on the keyboard.
4. Issue an Apple-P command and print your document.
5. Switch the printer into its foreign character set and once again print your document.

You now have four "pictures" of your keyboard; two in the English character set and two in the foreign character set. If you examine the relationship between those pictures, you should be able to produce a "template" of the keystrokes that produce the different foreign characters. *[Ed: If you have an Apple IIGS, send NAUG \$4 for 11 pages of charts that illustrate the foreign keyboard layouts built into your computer.]*

## Setting up the IIGS Display

If you have an Apple II+, IIc, or IIe, you cannot easily display the foreign language characters on your screen. Fortunately, the Apple IIGS is an international machine; it can display characters in eight

## Figure 2: Foreign Character Conversions

This table shows the relationship between the "American" and foreign language character sets built into ImageWriter and Epson-compatible printers. Where there are differences, the Epson characters appear in parentheses.

American	#	\$	@	[	\	]	^	`	{		}	~
British	£	\$	@	[	\	]	^	`	{		}	~
Danish*	#	\$	@	Æ	Ø	Å	^	`	æ	ø	å	~
French	£(#)	\$	à	°	ç	§	^	`	é	ù	è	~
German	#	\$	§	Ä	ö	ü	^	`	ä	ö	ü	ß
Italian	£(#)	\$	§(@)	°	ç(\)	é	^	`	à	ò	è	ì
Japanese†	#	\$	@	[	¥	]	^	`	{		}	~
Spanish	£(Pt)	\$	§(@)	í	Ñ	¿	^	`	°(¨)	ñ	ç(¡)	~
Swedish	#	s(□)	@(É)	Ä	ö	Å	^(ü)	^(ë)	ä	ö	å(ü)	~

\*Not Available on the ImageWriter I †Not available on ImageWriter I or II

languages ("American", "British", German, French, Swedish, Italian, Spanish, and Danish) without modifying the circuitry in the computer. You specify the character set you want to display by changing the settings on the IIGS Control Panel.

Follow these steps to display foreign characters on your IIGS monitor:

1. While in AppleWorks, hold down the Control and Open-Apple keys, then press the Escape Key. This will display the Desk Accessories Menu.
2. Use the arrow keys to select the "Control Panel" option and press the Return Key. This will display a menu that lets you change the system configuration.
3. Use the arrow keys to highlight the word "Options" and press the Return Key. The next screen shows the settings for keyboard and display languages.
4. Highlight the line "Display Language" and press the left or right arrow key until the language you want to use appears. Then press the Return Key.
5. Select Quit to return to the Control Panel Display, then Quit again to return to AppleWorks.

### How to Display Foreign Characters on an Apple IIe

The characters AppleWorks displays on the Apple IIe screen are produced by a chip called the "video ROM" or "character generator". Apple Computer produces a different video ROM chip for each foreign language available for the Apple IIe. Unfortunately, those chips are made in Ireland and are not imported into the United States.

You can purchase the appropriate video ROM from an Apple dealer in the country in which the language is spoken. For example, Spanish character chips are available in Spain and Mexico. If you are travelling to one of those countries, the repair department of any Apple dealership should have the appropriate chip in stock. Be careful to protect this chip from static electricity.

Upon your return to the United States, have someone familiar with the Apple IIe mother board insert a "removable socket" in the appropriate location on that board. (A removable socket has a lever which releases the chip inserted in the socket.) When you

want to display the foreign language on your IIe screen, turn off your computer, release the lever on the socket and replace the English language video ROM with the foreign language chip. Your Apple IIe will now display the foreign characters on your screen.

Unfortunately, many Apple dealers will be reluctant to do this work. You might have to locate an independent repair company familiar with the Apple to make this socket replacement.

#### Foreign Dealers Selling Chips and AppleWorks

NAUG is compiling a list of dealers who will sell foreign language versions of AppleWorks and the appropriate ROM chips by mail to members in the United States. If you visit a foreign dealer who stocks AppleWorks and the appropriate chips, and if that dealer is willing to sell to customers in the United States, please send the dealer's name, address, and telephone number to NAUG. In addition, please send the Apple part number of the correct chips and the price (in local currency) at the time of your inquiry.

NAUG looks to our many foreign members to help us compile a list of cooperating dealers and for additional ideas and experiences about foreign versions of AppleWorks.

If you want a German version of AppleWorks and the German ROM chips for an Apple IIe, contact:

Emmerich Microcomputer GmbH  
Oranienstrasse 38  
6200 Wiesbaden  
German Federal Republic  
Tel.: 06121/300668, 306948, or 306949

There is one anomaly that occurs when you change your screen to display the foreign character set but still use the American version of AppleWorks. The vertical bar character (|) that AppleWorks uses to draw the file card menus is replaced by foreign characters. At first it is a bit unsettling to see these characters on the screen, but rest assured that nothing is changed on your AppleWorks Program Disk and your AppleWorks data files are secure.

#### The Ultimate Foreign Language AppleWorks

If you are travelling abroad and are willing to spend some money and risk some inconvenience, you can configure your Apple system so it runs a foreign language version of AppleWorks just like computers originally purchased in that country.

First, you will need the foreign language version of AppleWorks. AppleWorks is produced in six foreign languages: French, Canadian French, Spanish, German, Italian, and Swedish. If you configure

## How to Print Foreign Words and Phrases

What if you want to talk about a "tête-à-tête" in the middle of an English-language document? How can you print a single word or short phrase in a foreign language?

The technique is to define your printer as a custom printer in AppleWorks and enter all the appropriate printer control codes, except the codes for Subscript Begin and Subscript End. In their place, you enter the codes that command your printer to start and stop printing in the foreign character set. Whenever you want to print a word in a foreign language, you enter a Subscript Begin Command and AppleWorks will send the code for Foreign Language Begin. When you want to return to the English character set, you enter a Subscript End Command.

Step-by-step directions on how to print single words or phrases in foreign languages appear in the article entitled "How to Get Other Special Printer Effects" in the March 1988 issue of the *AppleWorks Forum*.

your Apple IIGs or IIe appropriately, you can display these foreign language versions of AppleWorks on your screen, including foreign language menus and help screens.

With an Apple IIGs, you can use the Control Panel to set your display and keyboard to the correct foreign character set, set the DIP switches in your printer to work in that language, and you can operate as if you purchased your system in that country. You will want to prepare a Keyboard Conversion Chart to help you learn the configuration of the new keyboard layout.

If you have an Apple IIe, you will need the foreign language version of AppleWorks and three additional ROM chips to emulate a computer bought in the foreign country. These chips are the video ROM described earlier in this article, the keyboard ROM, and an EF ROM. Unfortunately, these chips are only available from the repair department at Apple dealers in the foreign country.

You can install these chips into removable sockets

inserted in the motherboard in your Apple IIe. This procedure is discussed on the previous page, in the section entitled "How to Display Foreign Characters on an Apple IIe". Also remember to change the DIP switch settings in your printer to the foreign character settings.

Unfortunately, if you have an Apple IIc or II+, you cannot easily emulate computers sold abroad. The closed architecture of the IIc makes it impractical to change the chips in that machine and the chips for the II+ are generally unavailable.

### Summary

In summary, there are two steps to producing foreign language documents from AppleWorks:

1. Configure your printer so it prints in foreign characters.
2. Learn the keystrokes that generate the different foreign characters.

If you have a IIGs, there is an additional step: Use the Control Panel to display the appropriate foreign characters on your screen.

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

## NAUG Classified Ads

**TUTORING NEEDED:** I need someone to help set up my Apple II computer system and guide me through AppleWorks and various add-on programs. Hardware includes Epson printer and RamFactor board. Northeast Detroit area. Contact: Roland Gardner, 13072 Canonbury Drive, Detroit, MI 48205. (313) 839-8892.

**PROGRAMMER WANTED:** Applied Engineering seeks an experienced 6502 and 65816 machine-language programmer. Familiarity with the Apple IIe, Apple IIGs, and AppleWorks is required. Great benefits and opportunities. Send resume to: Applied Engineering, P.O. Box 5100, Carrollton, TX 75011. Attn: Personnel.

# New Hardware and Software from Applied Engineering

by James Smith

**A**ppled Engineering recently announced the availability of RamKeeper, a battery backup system for Apple IIGS memory expansion cards. The RamKeeper card plugs into the memory expansion slot in the IIGS and provides battery backup for one or two Apple or Applied Engineering memory expansion cards. The rechargeable battery on the RamKeeper preserves the memory on the RAM card if you turn off your computer, or if you suffer a power failure.

RamKeeper is a significant product for AppleWorks users because it lets you load AppleWorks into memory and keep AppleWorks and your data files in battery backed-up memory. When used in this configuration, it takes less than three seconds to boot AppleWorks when you turn on your computer.

RamKeeper offers another advantage: If you plug two memory cards into the RamKeeper, your computer uses those cards as if they were a single large memory device. That lets you store larger files and work with the convenience of a single large RAM disk without segmenting files or using ProDOS pathnames.

RamKeeper buyers also receive Applied Engineering's AppleWorks desktop expansion software (see below) and GS-Cache, a program that enhances the performance of Apple's 3.5-inch disk drive system.

## **Applied Engineering Upgrades PC Transporter Software**

The PC Transporter is an expansion product that lets Apple II+, IIe, or IIGS computers run MS-DOS programs at three times the speed of a standard IBM PC-XT. When you use a PC Transporter-equipped Apple in Apple mode, your system treats the PC Transporter as an Apple Memory Expan-

sion card with up to 768K of RAM. You can use this additional memory as a RAM disk or to enlarge the AppleWorks desktop.

## **AppleWorks Enhancement Software**

Applied Engineering now includes a version of its AppleWorks desktop expansion software that works with the PC Transporter and RamKeeper boards.

This software expands the AppleWorks desktop, automatically loads all of AppleWorks version 2.0 (including the file SEG.PR) into RAM, increases the maximum number of lines in a word processor document from 6,250 to 22,600, increases the maximum number of data base records from 6,250 to 22,600, and increases the clipboard so it accommodates 2,042 lines instead of the 255-line maximum in unenhanced AppleWorks.

If your computer is equipped with a ProDOS clock, an enhanced copy of AppleWorks will automatically date and time stamp the files on the disk and will display the time on the AppleWorks screen. ■

*[James Smith, a graduate of the Educational Technology program at Eastern Michigan University, is Technical and Support Services Coordinator for the National AppleWorks Users Group.]*

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# A Word From The Wise.

"Beagle Bros' TimeOut series puts every enhancement you could dream of right inside AppleWorks."

**Paul Statt, inCider**

"TimeOut Graph works seamlessly; if you didn't know better, you'd swear it was part of AppleWorks. I'm very impressed with TimeOut."

**Owen Linzmayer, Nibble**

"I personally find this series very exciting. The entire series of programs belongs inside of every serious AppleWorks user's repertoire!"

**Marc Apfelstadt, Call-APPLE**

"Beagle Bros' foray into the applications arena is impressive. The TimeOut series add-ons are easy to use and they interact with AppleWorks perfectly."

TimeOut SuperFonts print quality is excellent, and makes you think you have a Macintosh hidden inside your Apple II. The TimeOut series is a major breakthrough for AppleWorks owners."

**Gregg Keizer, Compute!'s Apple**

"The TimeOut series is the best thing to come along for AppleWorks users."

**Lee Hayward, TAWUG**

"TimeOut UltraMacros is incredible. TimeOut QuickSpell is a work of true genius. I love this program."

**Tom Weishaar, Open-Apple**

"TimeOut DeskTools does its work at blinding speed. Beagle Bros has done its homework. The breadth and quality of this opening salvo in the AppleWorks enhancement wars bodes well."

**Charles Rubin, A+**

"It is rare a program impresses me as much as the TimeOut series did. After installing the programs and seeing the speed, all I could say was WOW. As far as I am concerned, if you use AppleWorks you need TimeOut. Period!"

**Jay Wilbur, Uptime**

"TimeOut 'fits' AppleWorks like a glove and in no time you get the feeling that it 'belongs' with AppleWorks. TimeOut SideSpread is terrific. TimeOut FileMaster is indispensable."

**Ib Thorsteinsson, Robert Grist, Lorne Walton, Apples B.C. News**

"The TimeOut series programs are excellent AppleWorks enhancements."

**Warren Williams, NAUG AW Forum**



**Beagle Bros**  
**MICRO SOFTWARE**

# How to Substitute Words for Numbers in the Spreadsheet Module

by Dean Dunbar

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*Here is a technique that lets you use UltraMacros to add string logic functions to the AppleWorks spreadsheet. Although Mr. Dunbar describes a gradebook example, you can generalize his procedures to other applications.*

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AppleWorks represents a series of compromises. While we appreciate the program's strengths, most of us realize that the individual AppleWorks modules are not as powerful as some of the stand-alone products available for your Apple.

One of the limitations of the AppleWorks spreadsheet module is its inability to handle "string logic"; i.e., its inability to put text into cells based on a number in a different cell. Unfortunately, AppleWorks does not let you write "@IF" or "@LOOKUP" statements that check a cell for a number and print different words based on the numeric value in the cell.

String logic adds significant functionality to a spreadsheet program. For example, it lets you insert the words "ORDER MORE" in an inventory spreadsheet, or write "EXCELLENT JOB!" when you track the performance of different salespersons.

In this article, I will describe how to use UltraMacros to add string logic functions to the AppleWorks spreadsheet. My example focuses on inserting letter grades in a gradebook. These procedures can be generalized to other spreadsheet applications.

### Assigning Letter Grades to Students

It helps to recognize that there are many "work-arounds" that overcome AppleWorks' inability to handle string logic. For example, you can use the @LOOKUP function to assign numbers of zero

### Figure 1: Macros to Insert Letter Grades

```
G:<ASP:oa-L>C<rtn rtn rtn>2<rtn begin ba-- right $2 = right $0,5
:if $2 = " " then goto sa-j
:else X = val $2
:if X > 90 then print "A": down left rpt
:else if X > 80 then print "B":down left rpt
:else if X > 70 then print "C":down left rpt
:else if X > 60 then print "D":down left rpt
:else print "F":down left rpt>! Print letter grades
```

```
J:<ASP: right oa-L>C<rtn>LR>! Right justify label format column
```

through four to represent the different grades from F through A. However, I am dissatisfied with that solution; I want letters, not numbers.

Figure 1 contains two macros that let you put letter grades in a spreadsheet. You will need TimeOut UltraMacros from Beagle Bros to use these macros. The macros can serve as a model to help you add more complex string logic functions to other spreadsheets.

### How to Use the Macros

To use these macros, you must design the gradebook spreadsheet so there is a blank column immediately to the right of the students' final averages. In addition, there should be no blank cells in the "Average" column and the cell under the last average must be blank. Figure 2 contains an example of a gradebook template formatted to work with these macros.

To invoke the macros, put the cursor in the first cell of the "Average" column and press Solid-Apple-G.

These macros call macro "ba--" that is in the file "Macros Ultra" on the Ultra-Macros disk. You must include "ba--" in your set of active macros.

The macros in *Figure 1* convert all grades between 91 and 100 to an A, 81 to 90 to a B, 71 to 80 to a C, 61 to 70 to a D, and grades below 61 to an F. You can customize these macros by changing the numbers 90, 80, 70, and 60 in macro G, to correspond to your own grading scale.

## How the Macros Work

Here is what happens when you invoke these macros by typing a Solid-Apple-G:

1. The column containing student averages is formatted so the numbers are displayed in fixed format with two decimal places. This insures that the macro "ba--" captures the correct average from the screen.
2. The macro "ba--" reads the first student's average and places it in the string variable \$0.
3. The macro creates the string variable \$2 and stores the five right-most digits from variable \$0.
4. If the string \$2 is all spaces, the macro stops and invokes the macro Solid-Apple-J. That is why the macro stops after reading the last student's average.
5. If the string \$2 is not all spaces, the numeric variable "X" is created and is assigned the value in variable \$2.
6. Variable X is compared to a number *one point less* than 90, the minimum score necessary for a letter grade of "A". If the contents of X is greater than that number, the letter "A" is printed in the cell to the right of the average. If the contents of X is less than 90, the value is tested to determine if it is greater than 79. The process repeats until a letter grade is determined.
7. The cursor moves to the next cell in the "Average"

**Figure 2: Sample Gradebook Formatted to Accommodate Macros**

Name	Test 1	Test 2	Homework		Test	Homework	Overall	Letter
			1	2	3	Aver.	Aver.	Grade
Grossman, Sarah	80	90	90	75	80	85	82	83.50
Jackson, Mary	90	80	85	85	80	85	83	84.00
Jones, Michael	75	73	65	75	75	74	72	73.00
Michaels, Jeffrey	75	80	85	85	85	78	85	81.50
Smith, David	83	81	75	80	80	82	78	80.00
Smith, Jerry	80	70	65	70	75	75	70	72.50
Smith, Sally	80	85	80	90	80	82	83	82.50
Williams, Lisa	95	85	80	90	90	90	87	88.50
Zelenock, Emily	80	85	85	90	70	82	82	82.00

column and repeats the process in steps 2-6.

8. When the macro encounters an empty cell in the "Average" column, it invokes the macro Solid-Apple-J, which right justifies the entries in the newly established letter grade column and terminates the macro.

*[Dean Dunbar teaches biology at the Forest Park campus of St. Louis (MO) Community College.]*

## Quick Tip

### A Better Way to Pause Each Page

by Richard Melpignano

If you ever print on single sheets of paper or on forms, you probably make heavy use of the Pause Each Page Command in the AppleWorks' word processor. Here is a way to tell AppleWorks to pause each page without using that command:

Add your printer to the AppleWorks Printer Menu a second time and set the "Stop at end of each page" command on the Change A Printer Menu to "Yes". Whenever you print, AppleWorks will let you choose between your "standard" or "pauses each page" printer.

This idea not only saves you keystrokes when entering word processor documents, it also lets you tell the printer to pause at the end of every page when it is printing data base reports or spreadsheets.

# New TimeOut Modules Enhance AppleWorks

by Cathleen Merritt

**B**eagle Bros recently announced 28 new TimeOut modules that add power and functionality to AppleWorks. Here is a description of these new AppleWorks enhancements.

## TimeOut Thesaurus

One of the most important new products is the TimeOut Thesaurus developed by Alan Bird, the author of TimeOut QuickSpell. TimeOut Thesaurus adds a pop-up edition of the Random House Thesaurus to the AppleWorks TimeOut Menu. The thesaurus is powerful; it contains 5,000 root words and 50,000 synonyms. Despite its size, Thesaurus works quickly on a RAM disk or hard disk system.

TimeOut Thesaurus is easier to use than to describe. When you want a synonym for a word, you put the cursor on the word and invoke the Thesaurus from the TimeOut Menu. The Thesaurus displays the current word in context at the bottom of the screen and shows synonyms for that word organized by parts of speech. You can replace the current word with any synonym by highlighting the synonym on the screen and pressing the Return Key. If you want to continue the search, highlight any synonym and press Apple-Return to get synonyms of the synonym. The process can continue indefinitely until you locate a satisfactory substitute.

TimeOut Thesaurus handles suffixes automatically; e.g., if the root word is a plural, the Thesaurus enters the synonym as a plural in your document.

## DeskTools II

DeskTools II is a collection of 12 TimeOut utilities that enhance AppleWorks. Most of the applications were written by Dan Verkade, author of the Notepad and Envelope Addresser modules on the

original DeskTools disk. Here is a brief description of each module:

**Area Codes:** A pop-up module that lets you input a city or state name, then generates the correct area

code(s) for that region. If you enter an area code, the program lists the cities covered by that code.

### Clipboard Viewer:

Lets you examine the contents of the clipboard. Clipboard Viewer displays the source of the data and gives you limited editing functions.

**DiracTree:** Helps you locate and load

files onto the AppleWorks desktop by letting you search for files whose names match a search string. You can load any of the selected files directly into AppleWorks.

**Measurements:** A pop-up conversion table to convert English and metric measurements.

**Printer Manager:** Lets you send codes directly to your printer without leaving your current application or setting up a custom printer.

**Screen Out:** A screen blanker that adds password protection to your system. You can blank the screen and require the user to enter a password to resume operation.

**Calculator Plus:** An advanced scientific and financial calculator. The calculator offers seven scientific functions (including all the standard

## Beagle Bros Update...

trigonometric and logarithmic functions), eight financial functions (including amortization, amount of payment, periodic deposit, lump sum deposit, present and future values), and fourteen constants (including  $\pi$ , Avogadro's number, gas constant, and Compton's constants). The module offers numerous mathematics functions including all the standard functions plus cube root,  $y^x$ , and  $1/x$ . Calculator Plus also offers four independent memories to use when solving complex algebraic equations.

The program has both data importing and exporting functions that let you transfer values from a spreadsheet into the calculator and let you export the results of a calculation into any AppleWorks module.

**Screen Printer:** Lets you print any portion of the current screen.

**Stop Watches:** Lets you set up to five elapsed-time counters. This is particularly useful if you charge others for your time on the computer.

**File Viewer:** Lets you view graphics and other files within AppleWorks. This module also lets you run a slide show of graphic files.

**Disk Tester:** Lets you do non-destructive read tests and/or read-write tests of your data disks. This helps you determine if a problem recalling a file from your data disk is the result of a faulty disk.

**File Searcher:** Searches through the contents of each file on the desktop or on a disk for all files that contain text that matches a specified search string. If you cannot remember a file name, this program is worth the \$49.95 cost of the entire DeskTools II package.

### PowerPack

PowerPack is a collection of ten AppleWorks enhancements developed by Randy Brandt, the author UltraMacros, FileMaster, MacroTools, PatchMania, Pathfinder, and other AppleWorks enhancements.

A description of each PowerPack application follows:

**Triple Desktop:** Gives you three independent AppleWorks desktops. Each desktop stores up to

## NAUG Offers TimeOut Discounts

The National AppleWorks Users Group is impressed by the quality and functionality of the Beagle Bros AppleWorks enhancements. NAUG made a special purchase of TimeOut products for distribution to our members.

Here are the special prices for NAUG members:

Program	List	NAUG Member Price
QuickSpell	\$69.95	\$40.95
UltraMacros	59.95	36.95
FileMaster	49.95	30.95
Graph	89.95	50.95
SideSpread	49.95	30.95
DeskTools	49.95	30.95
SuperFonts	79.95	45.95

Shipping and handling: \$3 for the first program, \$2.00 for each additional program ordered at the same time. VISA/MasterCard accepted, but no telephone orders, please.

### TimeOut Offer

National AppleWorks Users Group  
Box 87453  
Canton, Michigan 48187

12 files, so Triple Desktop lets you maintain up to 36 files in RAM simultaneously. If you expanded the memory in your Apple and find AppleWorks' 12-file limitation constraining, this module represents a significant enhancement.

**Triple Clipboard:** Gives you three independent clipboards. Each clipboard can store data from any of the three AppleWorks modules. Unfortunately, this module is incompatible with AppleWorks enhanced with Applied Engineering's AppleWorks 2 Expander software).

**Program Selector:** Lets you run another program without quitting AppleWorks. (Your AppleWorks desktops are not saved; you must save your AppleWorks files before launching the new application and re-build your desktops when you return to AppleWorks.)

## New AppleWorks Enhancements from JEM Software

"Late Nite Patches", from JEM Software, is a collection of five AppleWorks patches, two UltraMacros macros, two TimeOut modules, and a stand-alone program. These patches, macros, and modules were developed by Mark Munz, in cooperation with Randy Brandt.

The AppleWorks patches include:

**Text Loader:** Alters AppleWorks so there is no need to specify pathnames when reading text or DIF files into AppleWorks. Text Loader displays a menu of all text files on the disk and lets you select the file you want to use.

**Desktop Index Mover:** Lets you relocate the AppleWorks Desktop Index anywhere on the screen.

**Mousetext Menus:** Lets you add

Mousetext characters to AppleWorks menus you create with Menu Maker on the MacroTools disk.

**Tab Settings:** Lets you change the default tab settings in the word processor.

**Category 1 Changer:** Lets you change the name that appears instead of "Category 1" when you create a new data base file.

Late Nite Patches includes two macros that work with TimeOut UltraMacros:

**Disk Changer:** Lets you quickly change the current disk and/or pathname without returning to the Add Files Menu.

**Multiple Text File Converter:** Lets you use text loader to convert several text files into AppleWorks at one time.

Late Nite Patches includes two TimeOut applications:

**Vital Statistics:** Tells you how many files are on the desktop, what type of data is currently stored on the clipboard, and other information about the active files.

**Bell Changer:** Lets you modify the pitch and duration of the AppleWorks bell.

The Late Nite Patches disk also includes SoftWorks, a stand-alone program that makes it easier for BASIC programmers to create AppleWorks-like menus in their programs.

Late Nite Patches costs \$17.50, plus \$2.50 shipping, from JEM Software, Box 20920, El Cajon, CA 92021.

**Line Sorter:** Lets you organize lines in word processor documents so they are in alphabetical or numerical order, based on any column you identify. This module can help you prepare lists, outlines, and indices.

**Help Screens:** Lets you build AppleWorks-like help screens that include inverse, mousetext, and normal characters. Each help screen is saved as a TimeOut application you can use or distribute with templates you develop.

**File Librarian:** Creates an AppleWorks data base file that contains information about all the files on your data disks.

**Desktop Sorter:** Lets you alphabetize or manually rearrange the list of files on your current desktop. You can use this module to put important templates and files at the top of the AppleWorks Desktop Index.

**Category Search:** Lets you search a data base file for the contents of any single category. Category Search is quicker and more powerful than AppleWorks's Apple-F command, which searches all categories, or the Apple-R command that requires a series of search rules.

Category Search lets you use wildcards such as "?" to ignore any single character, "\*" to ignore all characters past the asterisk, and "@" to specify that the match must be at the beginning of the entry.

**AWP to TXT:** Converts AppleWorks word processor documents into text files without Returns at the end of every line. This module overcomes a limitation of version 2.0 of AppleWorks and is useful if you transfer AppleWorks documents to other computers, send electronic mail, or use AppleWorks as a program editor.

**ASCII Values:** A pop-up chart that displays the

## Beagle Bros Update...

ASCII, decimal, binary, keystroke, and screen equivalents for any value you enter.

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### MacroTools

MacroTools is a collection of TimeOut applications and UltraMacros macros developed by Randy Brandt. The modules on this disk are designed for power users of UltraMacros.

The MacroTools disk includes the following TimeOut modules:

**DBug:** Provides information about your macros, including information about sleeping macros and the number of macros currently defined. DBug lets you view and edit the current value of any numeric or string variable while you run a macro.

**Task Launcher:** Lets you run a new UltraMacros task file (a pre-compiled macro set) without using the less convenient Macro Options.

**Menu Maker:** Lets you create AppleWorks-style menus that can appear in your macros. These menus can request input that is used to control branching in an UltraMacros macro.

**UltraMacros Tokens:** A chart that displays all the tokens available in UltraMacros.

**File Statistics:** Gives the current desktop number, file name, file type, and file status (changed/un-changed) without requiring you to return to the AppleWorks Save Files or Remove Files Menus.

The MacroTools disk includes a program that updates your copy of UltraMacros to the current version. (Version 1.7 of UltraMacros is current.)

Finally, MacroTools includes over 150K of macros that add functionality to AppleWorks and enhance your understanding of UltraMacros. One significant set of macros adds both insert tabs and decimal tabs to AppleWorks.

---

### TimeOut Version 2.0

The Thesaurus, DeskTools II, and PowerPack disks include a new version of the TimeOut enhancement program. While earlier versions of TimeOut are limited to 30 TimeOut applications, version 2.0

supports an unlimited number of TimeOut modules.

TimeOut version 2.0 includes another significant enhancement: It lets you add additional TimeOut modules to the TimeOut Menu while you are working in AppleWorks. The process is relatively simple: You select "Add Applications" from the TimeOut Utilities Menu and indicate the device that contains the additional TimeOut applications. You can then access these additional applications by using the Tab Key to switch between TimeOut Menus.

The Thesaurus, DeskTools II, and PowerPack each cost \$49.95. MacroTools costs \$25. All are available from Beagle Bros, 6215 Ferris Square, Suite 100, San Diego, California 92121. (800) 345-1750 or, in California, (800) 992-4022. ■

### Quick Tip

## Using Spelling Checkers with RAM Disks

by Hal Heidtman

If you want exceptional performance from a spell checking program, configure an expanded memory card in your Apple as a RAM disk. If you load your spelling program and associated dictionary onto that RAM disk, you will be surprised at how quickly the program can check your AppleWorks documents.

You should note that any words you add to the spelling dictionary are added to the RAM disk version of the dictionary file, not to the copy on your floppy disk. Unless you save the revised dictionary file from your RAM disk onto a floppy disk, those words will be lost when you power down your Apple.

So, a reminder: If you are using a RAM disk with your spelling program and if you add words to the spelling dictionary, copy your dictionary file onto a floppy disk before turning off your Apple.

# How to Include Notes in a Data Base

by Ron Ward

As an old PFS:File user, there isn't much I can say that is nice about PFS compared to the AppleWorks data base module. AppleWorks is more powerful, faster, and easier to use than PFS. However, PFS offers one feature I miss in AppleWorks: The ability to attach a note to each record in a file.

Here is a work-around that lets you store notes in AppleWorks data base records. The technique is to create a number of separate categories but treat the entries in those categories as a single note. *Figure 1* shows a sample record with eight lines available for notes.

If you examine the format of the single record layout in *Figure 1*, you will see two techniques to use when adding notes to a data base file.

First, establish a series of categories called "N", "O", "T", "E" and "S". If you need more than five lines of notes, create additional categories all with the name "\*". Then use the Apple-L command to rearrange the categories in the single record layout.

In this example, I rearranged the single record layout screen so all the demographic information is at the top of the screen and all the note categories are at the bottom. Follow these steps when you want to restructure the single record layout:

1. Get a single record on the screen.
2. Check the top of the screen to insure you are in Review/Add/Change mode. If you are in Insert

**Figure 1: Sample Record Showing Note Categories**

File: DB WITH NOTES	REVIEW/ADD/CHANGE	Escape: Main Menu
Selection: All records		
Record 2 of 2		
<hr/>		
LAST NAME: Ward	FIRST NAME(S): Ron and Lynn	
ADDRESS: 1528 Anywhere Drive		
CITY: Ferguson,	STATE: MO	ZIP: 63135
HOME TELE: (314) 666-6666		
WORK TELE: (314) 555-5555		
N: This Layout will allow you to keep notes in your data base. You can		
O: have directions to someone's home, birthday information, relationship or		
T: any other information.		
E: It can hold any note you might want to enter.		
S:		
*:		
*:		
*:		
-----		
Type entry or use A commands		A-? for Help

Records mode, press the Escape Key.

3. Issue an Apple-L command.
4. Move the cursor to the first letter of a category name. Hold down the Apple Key and press the appropriate Arrow Key.

This process changes only the way AppleWorks displays your data. The actual data remains unchanged.

*[Ed: For more information about how to use the Apple-L command to modify the single record layout display, see "Customizing Data Entry in the AppleWorks Data Base" in the August 1986 issue of the AppleWorks Forum.]*

*[Ron Ward teaches art at Coolidge Junior High School in Granite City, Illinois.]*

# How to Count Records in a Data Base

by Robert Urschel

One of the limitations of the AppleWorks data base module is its inability to automatically generate a count of the number of records you print in a report. Here is a work-around that lets you get those counts. The idea is to use the Apple-K command to create a data base report that inserts a "1" into each record. The Apple-T command then counts the number of records.

You can use this technique to count the number of people living in any zip code area, the number of bottles of white wine in your cellar, the number of autobiographies in your library, or the number of students in each class.

In this example, I will assume you have a data base file of people that includes their age and that you want to know the number of people of each age.

1. Prepare a tables format report with just the "AGE" category listed.
2. Issue an Apple-A command to arrange this file by "AGE".
3. Issue an Apple-G command to indicate you want group totals every time the "AGE" category changes. Answer "Y" to the "Print group totals only?" prompt.
4. Issue an Apple-K command to create a calculated category. Name that category "COUNT". When the prompt line asks for a formula, enter the number "1". Press the Return Key twice in response to the number of decimal places and the number of blank spaces prompts.
5. Leave the cursor on the calculated category and enter an Apple-T command to indicate you want to total this category. Again, press the Return Key twice to accept the default entries for the number of decimal places and number of blank spaces.

6. Issue an Apple-P command to print your report. It will list the value from the "AGE" category and the number of people in that category.

You can add a calculated "COUNT" category to any List Report and get a count of the number of records in each subgroup in that report. If you want to print the individual records in addition to the count, respond "No" to the "Print group totals only?" prompt. If you want to print only the counts, respond "Yes" to that question.

Since AppleWorks will store up to eight report formats, you can save the formats that generate your counts, "print" those reports to the screen, and get updated counts of the number of records in each category in your file. If you use these report formats often, you can save time and keystrokes by getting UltraMacros or KeyPlayer and writing a macro that generates the report.

*[Ed: Mr. Urschel's example establishes a category called "AGE". If you enter an individual's age into a record, you must update that data annually. Another approach is to create a category called "YOB" (for Year Of Birth) and enter data into that category.]*

*[Robert Urschel is President of Urschel Laboratories in Valparaiso, Indiana.]*

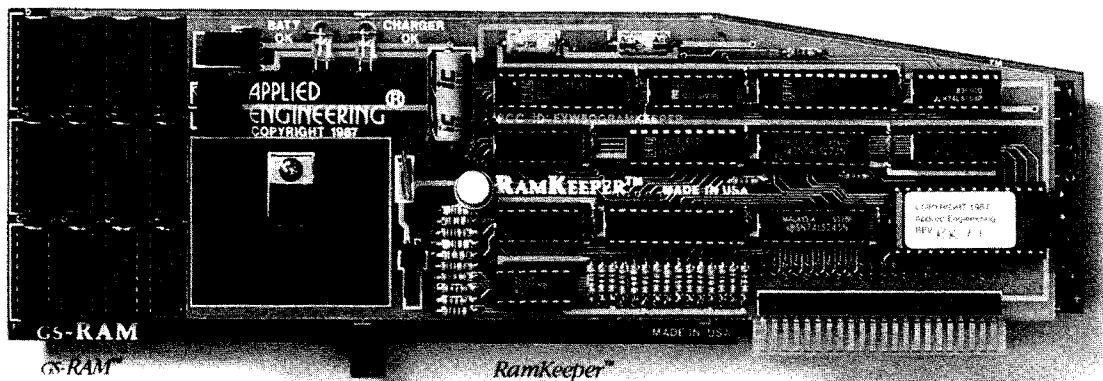
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Steve Wozniak, the creator of Apple Computer

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from your computer, plug your IIGS memory card into RamKeeper, plug RamKeeper into the IIGS memory slot. If you have another IIGS memory card, an additional card socket on RamKeeper will accommodate your second card. That's all there is to it!

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# How to Get Help with Printers and other Hardware

by William Marriott

Each month, the *AppleWorks Forum* lists the member-volunteers who offer technical support for AppleWorks products. This month's list identifies the volunteers who can answer questions about printers and hardware, including memory cards, interface cards, the Apple /// computer, and disk drives. Next month's issue will contain a list of members who offer help with AppleWorks software enhancements.

## ***Printers/Hardware***

### ***How to Use this List***

Use this month's list to find help with printers and hardware. To the left of each consultant's name is one or more numbers indicating what hardware products the consultant supports. Consultants are listed alphabetically by state.

- 1 = 3.5-inch Disks
- 2 = Apple ///
- 3 = Apple II+
- 4 = Apple Memory Cards
- 5 = Checkmate Cards
- 6 = Floppy Disks
- 7 = Hard Disks
- 8 = Printers & Interface Cards
- 9 = RamWorks Cards
- 10 = TransWarp Cards
- 11 = RamFactor Cards
- 12 = RAM Disks
- 99 = Other Hardware

### ***California***

- 6,9 Stephen Brewer  
San Bernadino CA  
714/ 883-0365 Sun 7pm-10pm;  
M 7pm-10pm  
714/ 882-3308 T-F 10am-5pm  
NAUG BBS #43  
Compuserve 73277,2500
- 1,6,8, 9,10, 12, 99 Robert Demmon  
Coronado CA  
619/ 435-0554 M-F 3pm-10pm;  
S-S 9am-10pm  
619/ 435-0520 M-F 3pm-10pm;  
S-S 9am-10pm
- 6 George Gray  
Los Angeles CA  
213/ 774-4131 M-F 10am-10pm
- 6,9, 10,12 Terry Higgins  
Hayward CA  
415/ 887-7499 Daily 8am-11pm answ mach  
NAUG BBS #117  
GENie T.HIGGINS1  
The Source SIG049
- 6 Alan E. Kahn  
San Anseimo CA  
415/ 457-9827 M-F 8am-9pm
- 1,6,8, 9,99 Berenice Maltby  
Corona del Mar CA  
714/ 640-7369 9am-9pm
- 1,9 Tom Militello  
Rancho Palos Verdes CA  
213/ 541-2766 M-F 4pm-8pm  
NAUG BBS #118
- 6,9,12 Will Nelken  
San Rafael CA  
415/ 456-1798 M-F 10am-3pm  
415/ 459-0845 M 3pm-9pm;  
Sat 10am-10pm

- 9,10,11 Jim Pennington  
Long Beach CA  
213/ 420-8629 24-hr. answ mach

- 1,4,6, 8,9 Dale Shields  
Torrance CA  
Compuserve 73177,2323  
GENie D.G.SHIELDS

### ***Colorado***

- 9 Gary Armour  
Littleton CO  
303/ 933-9493 M-F 5pm-10pm;  
S-S 10am-10pm
- 1,4,6,7, 8,9,10 David Gillaspie  
Lakewood CO  
303/ 431-6100 M-F 9am-5pm  
303/ 988-0994 M-F 7am-8pm
- 7,8,9,12 Lyle Graff  
Littleton CO  
303/ 977-4557 M-F 8am-3pm  
303/ 794-5970 M-F 6pm-9pm;  
Sat Noon-9pm
- 1,6 Larry Thaele  
Boulder CO  
303/ 939-9072 MWF 5pm-9pm  
303/ 492-2717 M-F 9am-3pm

### ***Connecticut***

- 1 Martin Knight  
Middletown CT  
203/ 346-9698 Daily 6pm-9pm  
NAUG BBS #101  
GENie M.KNIGHT
- 9 John R. Robinson  
Niantic CT  
203/ 739-7435 Daily 9:30am-2pm
- 7,11 Newton Shaffer  
Gales Ferry CT  
203/ 464-9716 Daily 4pm-11pm

# Printers/Hardware...

## Florida

- 6,8,9 John Andrianoff  
Ft. Pierce FL  
305/ 466-6653 School Days 3:30pm-8:30pm;  
Other Days Noon-8pm
- 1,4 Larry Brooks  
Tampa FL  
813/ 874-7355 M-F 6pm-9pm
- 1,9,10 Jeff C. Strichard  
Ft. Lauderdale FL  
305/ 587-9590 M-F 6pm-11pm;  
S-S all day  
305/ 763-3883 M-F 9am-4pm

## Georgia

- 1,4,5,6, Jim Sulsona  
7,8,9, Doraville GA  
10,12, 404/ 455-0853 Daily 9am-Midnight  
14 NAUG BBS #69  
Compuserve 76440,227  
404/ 446-9048 #187

## Iowa

- 8,9 Roger Christian  
Iowa City IA  
319/ 337-2189 M-F 9am-5pm  
319/ 338-7350 M-F 6pm-10pm
- 9 Dan York  
Marion IA  
319/ 373-1883 M-F 5pm-10pm;  
S-S 10am-10pm  
319/373-2083 M-F 5pm-10pm

## Illinois

- 1,4,6,8 J. Terry Flynn  
Lake Bluff IL  
312/ 680-0980 M-F 8am-5pm  
312/ 234-2820 M-F 6pm-9pm;  
S-S 10am-9pm  
The Source TCK890
- 1,8,9,10 Dennis Ricke  
St. Charles IL  
312/ 377-4829 School Hours
- 1,7,9, Victor Weisskopf  
10,99 Lincolnwood IL  
312/ 674-7400 M-F 9am-5pm

## Indiana

- 99 Stanley Boler  
Knightstown IN  
317/ 345-5663 M-F 5pm-11pm
- 4,6,8,9, Brenda Crenshaw  
10,14 Shelbyville IN  
317/ 264-1286 M-F 7am-5pm  
317/ 398-0525 M-F 6pm-9pm;  
S-S 9am-10pm
- 1,6,8 Irvin Haas  
Carmel IN  
317/ 848-0050 M-F 3:30pm-10pm;  
S-S 10am-10pm
- 1,8 Mark Hochstetler  
Indianapolis IN  
317/ 783-8821 MTF 1pm-5pm;  
WTh 8am-5pm  
317/ 299-3156 M-F 7pm-10pm;  
S-S 10am-10pm

## Massachusetts

- 7 Pamela Michaelson  
Marblehead MA  
617/ 631-0918 M-F 9am-Noon

## Maryland

- 9 Ron Jacobs  
Laurel MD  
301/ 498-0558 M-F 6pm-10pm  
Sat 10am-10pm; Sun Noon-10pm  
301/ 725-3228 M-F 8:30am-3pm
- 1,2,6, David Ottalini  
7,8,99 Silver Springs MD  
301/ 681-5792 M-F 6pm-9pm  
Compuserve 72457,241
- 1,6,9 Ronald Romanowicz  
Glencoe MD  
301/ 472-4800 Daily 8am-4pm  
301/ 472-2983 Daily 4pm-11pm
- 6,9 Michael Spurrier  
Baltimore MD  
301/ 955-0263 Daily 8pm-10pm  
301/ 955-5938 11am-1pm School Days

## Michigan

- 8,9,10 Dawn Andrews  
Muskegon MI  
616/ 755-4308 M-F 4pm-10pm
- 1,4,6, Jim Anker  
7,9 Hazel Park MI  
313/ 542-3910 M-F 9am-4pm  
313/ 391-0033 M-F 6pm-10pm;  
S-S 1pm-9pm
- 9 Joe Connelly  
Livonia MI  
313/ 421-8729 M-F 9am-9pm  
NAUG BBS #21
- 9 Arthur Daniel  
Warren MI  
313/ 445-7142 M-Th 7am-4pm  
313/ 445-7105 M-Th 7:30am-8pm;  
F 7:30am-4pm
- 9 Lynn Leininger  
Monroe MI  
313/ 241-4021 M-F 4pm-10pm;  
S-S 10am-10pm  
NAUG BBS #313  
Compuserve 73277,2420
- 6,7,9 Richard Lewandowski  
Ann Arbor MI  
313/ 426-5031 M-S 6pm-9pm  
313/ 482-9494 M-F 9am-4pm  
NAUG BBS #1
- 1,12 Bill Neef  
Grass Lake MI  
517/ 522-4689 Daily 8am-10pm
- 7,8 J. O'Connor  
Rochester MI  
313/ 853-1260 Daily 10am-9pm  
NAUG BBS #99
- 9,10 Quality Computers  
Grosse Pointe MI  
313/ 885-4270 Daily 9am-5pm  
313/ 885-4215 Daily 9am-5pm

- 1,6,8, Mike Robinson  
11,12 Royal Oak MI  
313/ 585-5027 M-F 6pm-10pm;  
S-S 10am-10pm  
NAUG BBS #411  
Michigan AppleGram 313/ 292-0389 #15

- 1,3,7,99 Pete Ross  
Wayne MI  
313/ 728-8720 answ mach

- 1,4,5,6, Keith Zuuk  
7,8,9 Grosse Ile MI  
313/ 675-1550 Daily 8am-4pm

## Minnesota

- 1,4,6, James Hirsch  
7,8 Coon Rapids MN  
612/ 755-8082 M-F 6pm-10pm  
612/ 755-8220 M-F 7:30am-4pm  
GEne JHIRSCH
- 6,9,10 Dick Kenfield  
Hopkins MN  
612/ 938-4382 M-F 4pm-9pm;  
S-S all day  
Compuserve 71540,373

## Missouri

- 1,9 Whit Crowley  
Manchester MO  
314/ 394-7955 M-F 6pm-9pm;  
S-S 10am-6pm  
Compuserve 70176,1167
- 8 Lynn Leopard  
Chillicothe MO  
816/ 646-0702 M-F 8am-8:30am, 2:30pm-  
3:30pm  
816/ 646-4196 Daily 5pm-9pm

## Members Helping Members Data Base Available on Disk

You can now get an electronic copy of NAUG's Members Helping Members data base. The file contains a list of more than 150 consultants and the technical support they offer.

Use the Apple-R command in the data base module to search this list for volunteers who offer the technical support you need.

The Members Helping Members Disk is available from NAUG's Public Domain Library for \$4 per disk, plus \$2 shipping and handling per order (Foreign postage \$4 additional).

## Codes

- 1 = 3.5-inch Disks
- 2 = Apple ///
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- 6 = Floppy Disks
- 7 = Hard Disks
- 8 = Printers & Interface Cards
- 9 = RamWorks Cards
- 10 = TransWarp Cards
- 11 = RamFactor Cards
- 12 = RAM Disks
- 99 = Other Hardware

## Montana

- 4,6,7,8 Bob Shippek  
Great Falls MT  
406/ 791-2130 Daily 8am- 5pm  
406/ 452-9104 Daily 9pm-Midnight  
Compuserve 76067,3221

## North Carolina

- 1,13 Terry W. Robertson  
Charlotte NC  
704/ 377-0111 M-F 8am-6pm  
704/ 536-4261 Daily 7:30pm-10pm

## Nebraska

- 1,4,6,8, Larry B. McEwen  
9,10, Hastings NE  
12,14 402/ 463-1387 M-F 8am-4pm  
402/ 463-2267 Daily 5pm-9pm  
NAUG BBS #188  
GEnie L.MCEWEN

## New Jersey

- 9 Les Blatt  
Maplewood NJ  
Compuserve 73647,3157
- 99 Pete Crosta  
Nutley NJ  
201/ 667-6369 M-F 3pm-10pm  
201/ 667-2928 S-S 8am-10pm  
201/ 266-4335 M-F 8:30am-3pm  
NAUG BBS #230  
Compuserve 70601,35  
GEnie P.S.R.CROSTA  
InCider #878
- 1,7,9 Edwin C. Doe  
Pt. Pleasant NJ  
201/ 528-6349 8am-11pm  
ans. serv. or modem  
GEnie E.DOE  
201-528-6349
- 1,4,5,6, David Edwards  
7,8,99 Camden NJ  
609/ 966-6767 M-F 9am-5pm  
609/ 365-1359 M-F 6pm-9pm

- 6,7,9,10 Matthew Jones  
Neptune NJ  
201/ 774-0983 M-F 6pm-8pm
- 9 Linda Nixon  
Chatham NJ  
201/ 635-0973 M-F 5pm-9pm;  
S-S 11am-5pm
- 10 Stuart Schneider  
Teaneck NJ  
201/ 568-3336 M-F 9:30am-5:15pm  
201/ 261-1983 M-F 6pm-10pm;  
S-S 10am-11pm
- 12 David Jay Scott  
Wall NJ  
201/ 681-0600 Daily 6pm-10pm
- 1 Suzanne Thomas  
Tinton Falls NJ  
201/ 842-7699 Daily 9am-3pm, 7pm-9pm  
Compuserve 76012,1145

## New York

- 1,9,10 Bob Beer  
Coram NY  
516/ 928-6870 Daily 6pm-9pm
- 3,6,7, Fred Brothers  
8,10 New York NY  
212/ 732-7072 M-F 9am-5pm
- 1,6,9, Cynthia Gillmore  
10 Johnstown NY  
518/ 762-8483 M-F 7am-5:30pm;  
S-S 10am-10pm  
518/ 725-4016 M-F 8am-4pm  
518/ 661-6277 Summer, M-F 6pm-10pm
- 6,8 Sister Mary Gregory  
Watertown NY  
315/ 782-3460 M-F 3pm-9pm  
315/ 788-4670 Daily 2pm-3pm
- 6,8,9 Don Menges  
Rochester NY  
716/ 544-9398 Daily 8pm-11pm  
NAUG BBS #126  
Compuserve 75776,443  
GEnie VSXER
- 99 Harold S. Miller  
Ozone Park NY  
718/ 641-5208 Daily 10am-5pm;  
M-F 7pm-9pm
- 1,7,9 James Nicoll  
Pittsford NY  
716/ 546-6732 M-F 7:30am-2pm  
716/ 381-9480 M-F 7pm-10pm;  
S-S 10am-10pm
- 4,6,8,9, Walter Taylor  
11,12, W. Henrietta NY  
14 716/ 263-7700 ext. 269 M-F 8am-5pm  
716/ 359-2857 Other  
716-235-3698 Box 0070

## Ohio

- 1,6,8,9 Mark Ball  
Paris OH  
216/ 862-3277 M-F 6pm-10pm  
216/ 627-7606 M-F 8am-3pm
- 1,3,6,7, Jessie Beale-Hansen  
8,12 Cinti OH  
513/ 751-6834 M-F 7pm-10pm  
513/ 241-6400 M-F 9am-11am;  
3pm-5pm
- 8 William Beasley  
N. Olmsted OH  
216/ 777-7700 ext. 282 M-F 8am-4pm  
216/ 933-4408 answ mach  
Compuserve 71106,574
- 9 Mark Elliot  
Hudson OH  
216/ 686-2280 M-F 9am-5pm  
216/ 653-5006 S-S 6pm-11pm  
GEnie G.ELLIOT
- 1,6,9, Carman Greco  
12,99 St. Clairsville OH  
614/ 695-5026 M-F 3pm-9pm;  
S-S 9am-9pm
- 1,3,4,6, Guy R. Moore  
7,8,9, Oxford OH  
12,14 513/ 746-6333 M-F 9am-4pm  
513/ 529-7584 M-F 8am-4pm  
513/ 523-3797 Daily 7pm-10:30pm
- 6 Patricia Ritchey  
Bowling Green OH  
419/ 372-7038 M-F 8am-4pm  
419/ 673-0040 M-F 7pm-10pm;  
S-S 10am-10pm

## Oregon

- 9 Calvin Behrens  
West Linn OR  
503/ 655-0058 M-F 9am-5pm  
503/ 636-0762 M-F 5pm-10pm;  
S-S 10am-10pm
- 1,3,4,6, Jim Emig  
8,12,14 Portland OR  
503/ 280-5666 M-F 7am-4pm  
503/ 771-1916 M-F 6pm-9pm;  
S-S 10am-10pm

## Pennsylvania

- 1,10 Larry Beatty  
Hopwood PA  
412/ 439-4912 Daily 9am-10pm
- 9,99 Martin Friedman  
Philadelphia PA  
215/ 473-6135 M-S 3pm-10pm  
NAUG BBS #45  
Compuserve 76676,1057

## Tennessee

- 1,4 Major Michael Sutter  
Clarksville TN  
502/ 798-8203 Daily 6am-2pm  
615/ 552-0973 Daily 5pm-9pm

## Texas

- 3,6,8, Richard Buro  
9,12 Temple TX  
817/ 778-0386 Daily 6am-9pm answ mach
- 1,9,10 Jeff Holcomb  
Carrollton TX  
817/ 465-7978 M-F 7pm-10pm;  
S-S 10am-10pm
- 5,6,7 Joseph Kline  
Lubbock TX  
806/ 796-0829 Daily 8am-9pm
- 9,10,12 Ralph Logan, Jr.  
Fort Worth TX  
817/ 281-0661 TThF 2pm-5pm  
GEnie R.LOGAN2  
Fort Worth STARTEXT 50411

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

## Virginia

2,99 H. Joseph Dobrowski  
Langley AFB VA  
804/ 865-7520 T-Th 7pm-9pm

4,6,8, Warren Downes  
9,99 Yorktown VA  
804/ 898-8386 M-F Noon-4pm  
804/ 898-1881 M-F 4pm-10pm;  
Sat Noon-10pm

6 William W. Sanderson  
Merrifield VA  
703/ 352-1568 M-F 6pm-10pm  
703/ 820-8550 Daily Noon-1pm

## Vermont

99 Lars Baris  
Essex Jct. VT  
802/ 878-1392 Daily 7am-2pm

## Washington

9 Thomas Chambers  
Fox Island WA  
206/ 549-4114 M-F 5pm-9pm;  
S-S 10am-10pm

## Wisconsin

6,8,9,10 Neil Johnson  
Eau Claire WI  
715/ 834-8104 M-F 8am-3:45pm

1,6,8,9 Jerry K. Miller  
Milwaukee WI  
414/ 321-3820 M-F 10am-2pm  
414/ 425-0778 M-F 8pm-10pm

1,6,9,10 Mike Starck  
Milwaukee WI  
414/ 545-5233 M-F 7am-5pm

1,9 Paul Van Wyk  
Appleton WI  
414/ 731-0941 Daily 9am-4pm  
414/ 739-6503 Daily 7pm-10pm

## Foreign/APO

5,6,8, Harve Thorn  
9,99 Mexico City Mexico  
905/ 516-0720 ext 135 M-F 8am-2pm

6,8,9 Brian Scully  
Kitchener Ontario Canada  
519/ 744-2064 M-F 9pm-10pm;  
S-S Noon to 10pm

## Notice to Members

The NAUG Bulletin Board was inoperative during the week of April 4 because of technical difficulties. It is now fully operational.

## Electronic Index Disk Update

The list to the right contains the May 1988 update for NAUG's Electronic Index Disk. The first section contains the data for the file "Forum Index". The second section contains the data for the file "Key Words". Directions for updating the Index Disk appeared in the February 1988 *AppleWorks Forum*.

NAUG updates the Electronic Index Disk monthly. The latest version can be ordered from the NAUG Public Domain Library (\$4 per disk; \$2 postage per order). Current updates can also be downloaded from the NAUG bulletin board, (313) 482-8090.

### Electronic Index Disk May 1988 Update:

Enter the standard values for these categories: Volume #: 3 • Issue#: 5 • Date: May 88  
Enter the rest of the data in the order TYPE • PAGE • TITLE • AUTHOR • KEY WORDS

Editorial • 2 • The Excitement of AppleFest • n/a • AppleFest; Seminars; NAUG

News • 3 • Special Offer for NAUG Members • n/a • Apple Computer; Quantum; Communications; Samuel; AppleLink

Letters to NAUG • 3 • How to Replace Data in the Data Base • Hirsch, Norman • Data Base; Mail Merge

Letters to NAUG • 4 • Transferring Numbers from Spreadsheet to Data Base • Netro, Robert • Spreadsheet; Data Base; @ROUND; DIF

Letters to NAUG • 4 • How to Get Slashed Zeros • Neef, William • Zeros; Printing; Printers; Printer effects

Letters to NAUG • 4 • Limitations on ProDOS Pathnames • Smith, Willis • ProDOS; AppleWorks; Pathnames

Word Processor Tip • 7 • Using AppleWorks in Foreign Languages • Williams, Warren • Foreign Characters; Word Processor; Printer Codes; Printing Effects

Printer Primer • 8 • How to Add Printer Codes to Interface Card Settings • Marriott, William • Foreign Characters; Printer Codes

Printer Primer • 10 • Foreign Character Conversions • n/a • Foreign Characters; ASCII; Epson; ImageWriter; Printers

Printer Primer • 11 • How to Display Foreign Characters on an Apple IIe • n/a • Apple IIe; Foreign Languages; ROM; Dealers; Keyboards

Update • 13 • New Hardware and Software from Applied Engineering • Smith, James • Applied Engineering; RAM Cards; Upgrade; Update; RamKeeper; PC Transporter

Advanced Techniques • 15 • How to Substitute Words for Numbers in the Spreadsheet Module • Dunbar, Dean • Spreadsheet; UltraMacros; Education; Gradebooks

Quick Tip • 16 • A Better Way to Pause Each Page • Melpignano, Richard • Printers; Shortcuts; Pause Each Page

Update • 17 • New TimeOut Modules Enhance AppleWorks • Merritt, Cathleen • Beagle Bros; TimeOut; The-saurus; DeskTools II; PowerPack; MacroTools; TimeOut 2.0; Add-Ons

Special Offer • 18 • NAUG Offers TimeOut Discounts • n/a • NAUG; TimeOut; Special Programs

Update • 19 • New AppleWorks Enhancements from JEM Software • n/a • JEM Software; Add-Ons; Late-Nite Patches

Quick Tip • 20 • Using Spelling Checkers with RAM Disks • Heidtman, Hal • Spell Checkers; Ram Disks

Quick Tip • 21 • How to Include Notes in a Data Base • Ward, Ron • Data Base

Data Base Tip • 22 • How to Get Counts in a Data Base • Urschel, Robert • Data Base

Members Helping Members • 24 • How to Get Help with Printers and other Hardware • Marriott, William • Members Helping Members; Special Programs; Hardware; Printers

**NEW KEYWORDS:** AppleLink; Quantum; Samuel; Zeros; Pathnames; RamKeeper; PC Transporter; DeskTools II; Power Pack; MacroTools; Late-Nite Patches;

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- July 9 — Cleveland, OH
- July 9 — Springfield/Hartford, CT
- July 16 — Batavia, NY (Buffalo/Rochester)
- July 16 — Rye, NY (Westchester County)
- July 19 — Plainview, NY (Long Island)
- July 23 — Tysons Corner, VA (Washington, DC)

The presenters, Dr. Warren Williams, Hal Heidtman, and Oliver Roosevelt, are technical advisors to NAUG and frequent contributors to the **AppleWorks Forum**. Write or call NAUG for more information.