

# Apple-Works Forum

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

## Information about InfoMerge

Dear Cathy,

Did you know that Pinpoint's InfoMerge, which I wrote, does not require the Pinpoint Desk Accessories?

Peter Meyer  
Capt. Cook, Hawaii

*[Ed: InfoMerge is a powerful mail merge program that has features not available in the AppleWorks 2.0 mail merge module. For example, it supports the automatic insertion of date (and time, if you have a system clock), offers non-printing comment fields so you can document your files, and includes selecting and sorting features usually available only in a data base reporting module. InfoMerge costs \$79 from Pinpoint Publishing and is available from mail order discount vendors.]*

*We're proud to have software developers like Peter Meyer as NAUG members.]*

## Template Developer Wants to Work with Others

Dear Cathleen:

I am working on a new template application which I'm calling "Let's Get Organized". I plan to create a comprehensive system to organize family and personal records, such as family history, marriage records, medical information, safe deposit box in-

ventory, investments, savings accounts, insurance, etc. I'm barely into it, so I don't know how it will work out.

I would like to work on a cooperative basis with other AppleWorks users in developing applications or assisting with problems—especially spreadsheet templates. If you know of any opportunities, please let me know. Since I'm not plugged into the world via modem, I feel a little isolated out here in California.

Louis Vincenti  
8105 San Rafael Road  
Atascadero, California 93422  
(805) 466-5049

*[Ed: Mr. Vincenti is a prolific developer of high quality AppleWorks templates. Three of his recent works were described in the "Public Domain Update" column in last month's issue of the AppleWorks Forum.]*

## CP/M Cards and AppleWorks

Dear Cathy,

I have a 64K CP/M (Z-80) card installed in my Apple. Is there a way I can access the 64K of RAM on that card and use it to increase my desktop in AppleWorks? Is there any other way I can benefit from that card?

Ron Ward  
Ferguson, Missouri

*[Ed: This is one of four letters we've received from members who want to take advantage of their CP/M card when running AppleWorks. Can any members with experience with CP/M cards help?]*



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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 and applications of the program. Our primary means of communication with members is through the monthly newsletter entitled the **AppleWorks Forum**.

## Letters...

### Printer Control Codes in AppleWorks

Dear Cathy,

I recently converted from AppleWriter to AppleWorks. One of the features available in AppleWriter that I can't seem to implement in AppleWorks is the ability to embed control codes in my AppleWorks file. For example, I can easily embed commands for my new Pro-Grappler 1.0 in AppleWriter, but fail with AppleWorks.

I tried sending a Control-I command to the printer, but the characters after the Control-I were printed on the page instead of being treated as a command. For example, I entered "Control-I WI" to turn on italics...but instead of printing italics, the letters WI were printed. Any ideas?

John Jessmer, Jr.  
Brooklyn Park, Minnesota

*[Ed: AppleWorks will send control codes to your printer, but not as conveniently as in AppleWriter. The trick is to tell AppleWorks you have a "custom printer" and put your control codes in the areas allocated for Superscript Begin and Subscript Begin. You can't enter many codes this way, but you should be able to implement the most important features available on your system. The procedures are described in the Printer Primer article entitled "How to Get Italics in your Printouts" in the October 1986 issue of the AppleWorks Forum.]*

### Printer Settings for Mail Merge

Dear Cathy,

When using the Mail Merge feature in version 2.0 of AppleWorks, I had trouble when I followed Warren Williams' suggestion to leave the "Accepts top of page" command set to "NO" when you are printing on normal size paper. When printing a batch of letters using Mail Merge, each letter began a few lines further down the bottom of the page. My advice is to choose the "YES" setting whenever you are using 11 inch pages, and definitely when using Mail Merge.

Terrence Davis  
Louisville, Kentucky

*[Ed: Thanks for the suggestion, Terrence. Alternatively, if you want to leave the "Accepts top of page command" set to "NO" for all printing, insert a "New Page" command as the last line on your Mail Merge documents.]*

### AppleWorks and a Standard TV

Dear Cathy,

As a teacher at Higgins Middle School in Peabody, Massachusetts, I'd like to use a standard TV as a display with AppleWorks. Using a monitor, I have no problem. When using a TV set with an RF modulator, AppleWorks is blurry. Is there anything I can do to overcome this problem? I want to use our 25 inch TV to teach AppleWorks to our seventh and eighth graders next fall.

George Lemire  
Danvers, Massachusetts

*[Ed: Unfortunately, any program that uses the 80-column text screen on your Apple will give unacceptable resolution on a TV; you'll need to use a monitor.]*

*Did you know that you can connect two monitors to a single Apple? Go to a store that sells stereo components and buy the following: (1) a "Y-connector" with one male and two female RCA plugs, and (2) an extension cord with two male RCA plugs. Plug the male part of the "Y" into the composite video port in the back of the Apple where you usually plug in your monitor. Plug the regular monitor into one female extension from the "Y". Plug the second monitor into the remaining fork of the "Y" using the extension cord. Then whatever you do on your Apple will appear on the two screens. It's not ideal, but it's better than having the entire class gather around a single monitor.*

*Two other suggestions:*

*1. Buy the best Y-connector and extension cord*

*(continued on the next page)*

you can get. They are made to carry audio signals, not video, and video requires a higher grade of cable. Radio Shack and audio stores usually carry two grades of connectors. Get the best you can find.

2. If you have a computer connected to an RGB monitor, use that computer as your master. Then you can run three screens from the system; one from the RGB card and two connected with the Y-adaptor to the composite video port on the back of the Apple.]

### How to Get the “^” Symbol in a Printer Control Code

Dear Cathy,

I do a lot of scientific writing with AppleWorks and make heavy use of subscripts and superscripts. One of my printers is a TI-850. The only way to get a superscript or subscript with that printer is by using half line-feeds and reverse half line-feeds. The command for a reverse half line-feed is with the sequence ESC ^ . However, I cannot enter the ^ as a control character directly into the custom printer control code sequence. Is there any way to get a ^ into the printer code sequence in AppleWorks?

Larry Thaete  
Boulder, Colorado

[Ed: You can enter the caret (^) into a printer control code sequence in AppleWorks...but not directly. You will need a “Disk Zap” program to enter the caret. My favorite disk zapper is Pro Byter from Beagle Bros.

The procedure is to enter some unusual code into the printer setup area and then use the Disk Zap program to replace that code with a caret. More specifically:

1. Insert the code ESC ?? in the printer control code area where you want the ESC ^ sequence to appear. AppleWorks will store this sequence in the file SEG.PR on the Program Disk.
2. Boot Pro Byter and use the Find command to

locate the double question marks in SEG.PR. Then replace the two question marks with a caret followed by a space.

The process is not difficult and the documentation that comes with Pro Byter is excellent. This is also a good way to enhance your understanding of how your computer and AppleWorks function. Once you're comfortable with Pro Byter, you can do some interesting things with AppleWorks. For example, you can customize the menus to personalize your copy of the program.]

### Software for the Apple III

Dear Cathy,

Our school recently received an Apple III as a donation. I understand we can use /// E-Z Pieces, an AppleWorks work-alike on the Apple III and that we can read and write /// E-Z Pieces files with AppleWorks. Is that true?

Do you know of an inexpensive source for /// E-Z Pieces and other software and accessories for our Apple III?

Connie Peters  
Decatur, Illinois

[Ed: Your Apple III is ProDOS compatible; it can read and write on disks formatted under ProDOS on an Apple II. That means you can use /// EZ Pieces to read and write AppleWorks files. Dave Ottalini described the relationship between SOS (the disk operating system on the Apple III) and ProDOS in his letter published on page 4 of the December 1986 issue of the AppleWorks Forum.

You can get Apple III equipment and software from two discount mail order firms: Sun Remarketing, Box 4059, Logan, Utah 84321 (800-821-3221) and the Association of Independent Microdealers, 3010 N. Sterling Avenue, Peoria, Illinois 61604 (800-342-5246). Both firms offer significant discounts on Apple II and III software and accessories.]

# Leave Your Computer On

by Cathleen Merritt

Many AppleWorks users are discovering the benefits of installing extended memory cards in their computers. These cards provide four advantages:

1. They let you load all of AppleWorks into your computer for faster operation of the program.
2. They let you run AppleWorks conveniently with only one disk drive.
3. They let you load larger files onto the desktop.
4. They let you segment the memory on the card so a portion of that memory can be allocated to a "RAM disk"; a simulated disk drive that runs with the speed of RAM chips. You can copy your programs onto that RAM disk. Programs loaded onto the RAM disk operate faster than programs running from floppy or hard disks. In addition, you can switch between programs such as spelling checkers and AppleWorks without changing disks. (It takes me approximately three seconds to quit AppleWorks and start running Pinpoint's Document Checker.)

However, configuring the card to serve as a RAM disk and loading AppleWorks and all your other programs onto the card can be an inconvenience. It takes me almost ten minutes to load AppleWorks, Document Checker (including the spelling dictionary), Point-to-Point, ThinkWorks (an outliner from Megahaus) and UTIL.SYSTEM from Copy II+ onto my one megabyte RamWorks card.

### Leave Your Computer On

Once all that work is done, you will be loath to turn off your Apple; all the programs and files loaded on your RAM disk will be lost when you power down. One solution is to leave your Apple on all the time.

Those of us brought up in the age of electronic vacuum tubes probably think this will shorten the life

of your equipment. However, that is not true of solid state equipment like a computer. Unless you've added a fan to your Apple, there are no moving parts in the machine and nothing that can wear out. The most likely time any damage will occur in your machine is when you turn it on...that's the time you're most likely to get a harmful power surge.

### Some Related Suggestions

However, here are some other things to consider if you leave your Apple on:

1. If you live in an area subject to power surges and lightning strikes, or if you are worried about overheating your Apple, get a combination fan and surge protector. I like the Kensington Microware System Saver (approximately \$65 from mail order dealers). While the fan in this unit adds the only moving parts to your Apple and you might have to replace the unit every few years, you should be willing to pay \$65 every three or four years to have a cool, power protected Apple that you don't have to reload with programs every time you use the machine. Your Apple should last longer and you should recover the \$65 through reduced repair costs.
2. When you leave your computer unattended for more than 15-20 minutes, turn the brightness down on the screen, but don't turn the monitor's power off. Your monitor is under the greatest stress when you turn the power off and on; so leave it on. However, turn the brightness down when you leave the computer for any extended period of time; the phosphorus on the inside of the monitor will permanently darken if it is "lit" for a long time.
3. If there is a chance that the power will be temporarily interrupted while you are away from the computer, save your data files onto disks before

*(continued on the next page)*

## Hardware Tips...

leaving the machine. All data in RAM will be lost if the power fails, so make certain you have the latest copy of your files on your disk. If the power in your area is unreliable, consider getting a battery backup for your Apple. Plug the backup system into the wall outlet and always run your Apple from the battery pack. In that way, your Apple is not subject to the vagaries of an unreliable power supply. (If you have an Ap-

ple //c, Roger Coats sells the Prairie Pack battery backup system for about \$140.)

4. If there is a power interruption, your Apple will turn on your floppy disk drive when the power returns. Some machines will leave the drive running unless there is a ProDOS or DOS 3.3 disk in the drive. Since there are moving parts in the disk drive that will eventually wear out, you should check your computer by turning it on

with nothing in the drive. If your disk drive keeps running, put a copy of the AppleWorks Startup Disk in Drive 1 when you leave the machine unattended for long periods of time. In that way, your drive will stop turning if the power goes off while your machine is on.

In summary, if you want to make it easier to use an extended memory card with AppleWorks and prolong the life of your computer, leave your Apple on all the time. However, remember to turn the brightness down on your monitor and leave an AppleWorks Startup Disk in Drive 1.

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AppleWorks 1.3	\$179.00
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### HARDWARE

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Promodem 300C	119.00
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L.A. 20 Meg SCSI Hard Drive (MacPlus)	650.00
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# Keeping Your Tax Records

by Warren Williams

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*Here's how to use an AppleWorks data base to maintain your tax records in an orderly, efficient manner.*

---

**N**ow that you've filed your 1986 tax return, you might not want to hear about taxes for another year, so maybe this article is poorly timed. On the other hand, you might want to know how to use the AppleWorks data base to keep your tax records and generate summary reports. You can use those reports to complete your tax forms.

If you spend a week of evenings digging through shoe boxes to get your receipts and tax records in order, this article is for you. With AppleWorks and a little discipline, it will only take a couple of hours.

The procedures are simple:

1. Set up an AppleWorks data base to store tax-related information.
2. Enter tax-related entries into the data base during the tax year.
3. Generate year end summary reports.

### **An AppleWorks Tax Data Base**

Here is more specific information about the system:

Create an AppleWorks data base file with the following categories:

DATE  
PAID TO/FROM  
I/E  
AMOUNT  
CHECK #/CASH/MC  
TAX CATEGORY  
NOTE

Figure 1 is an example of the data base screen.

Enter data into these categories as follows:

**DATE:** This field contains the date on which you enter the transaction; not the date the transaction oc-

curred. That will help you locate your receipt. I'll describe that system below.

**PAID TO/FROM:** This field contains the name of the payee or payor.

**I/E:** Enter an "I" to indicate an income item, an "E" to indicate an expense.

**AMOUNT:** Enter the amount of the transaction.

**CHECK #/CASH/MC:** Enter the type of transaction. If it was a checking account transaction, enter the check number. "MC" stands for Master Card. This will help you find the receipt or cancelled check if you need to locate a receipt or if you are audited.

**TAX CATEGORY:** Enter a number in this field to indicate the tax consequence of the transaction. Is it related to mortgage interest on your house? A cash contribution to a charity? Consulting income? I will discuss these categories later.

**NOTE:** Enter any notes to help you remember the transaction. A note in an entertainment transaction might be "Signed contract to do mobility study". That will help you remember business-related work that occurred at a dinner meeting.

*(continued on the next page)*

**Figure 1. Sample Data Entry Record.**

Record 1 of 1

```
=====
DATE:      Jan 12 87
PAID TO/FROM: Dr. Thomas Hall, DDS
I/E:       E
AMOUNT:    120.00
CHECK#/CASH/MC: 1281
TAX CATEGORY: 410
NOTE:      BILL DUE JAN. 31
=====
```

# Data Base Applications...

## More about Tax Categories

This record keeping system is built around the concept of "Tax Categories". You should set up a tax category for each line on your federal income tax form. For example, I have one category for salary, one for consulting income, a few for consulting expenses, one for professional travel, one for professional books, one for cash contributions to charities, and another for non-cash contributions (because the IRS requires us to report those figures on separate lines in our 1040 forms).

I suggest that you organize all your data by tax category number instead of by description. The reasons for this recommendation appear in Frank Zucarro's article entitled "Data Base Tips: Using Codes Instead of Names and Words" in the October 1986 issue of the *AppleWorks Forum*.

You can use the AppleWorks data base module to help you keep track of your tax categories and remember their associated numbers. You should develop a tax category data base with three categories: CATEGORY NUMBER, I/E, and DESCRIPTION. You can enter all your categories into this data base and keep the file on the desktop. While entering data into your record keeping system, you can use the Apple-Q command to look at your list of categories if you ever forget a category number. Alternatively, you can print a list of these codes and keep them handy when you enter data.

Figure 2 depicts the tax category data entry screen. Figure 3 shows a list of some of my tax categories.

## Entering Tax-Related Transactions

Like many taxpayers, I used to keep my receipts in

one or more shoe boxes near my desk. At the end of the year, I would take out the shoe boxes and sort the receipts into different groups, then total the receipts in each category. Facing this mass of unsorted receipts at the end of the tax year was a disheartening experience.

Here's a procedure that might help you use your AppleWorks data base to keep track of your receipts:

1. Pay your bills as usual and drop all receipts into a shoe box (that sounds familiar).
2. Every two weeks, take your checkbook, appointment schedule, and shoe box to the computer and enter all transactions that have tax consequences. These include all tax-related checks written, all tax-related cash or credit card receipts in the shoe box, and all travel expenses (copied from your appointment schedule). Enter the current date as the date of each transaction. (Even though the transaction might have occurred on March 4th, you will be putting the receipts in an envelope marked with the date on which you enter the transactions...not March

**Figure 3: Tax Categories**

CATEGORY #	I/E	DESCRIPTION
100	I	Salary, Husband
102	I	Salary, Wife
110	I	Interest earned
120	I	Dividends earned
130	I	Tax refunds received
135	I	Capital gains
199	I	Miscellaneous income
200	I	Rental Apt.--income--rent
210	E	Rental Apt.--Advertising
220	E	Rental Apt.--Clean/Maintain
235	E	Rental Apt.--Legal fees
240	E	Rental Apt.--Interest
250	E	Rental Apt.--Repairs
255	E	Rental Apt.--Supplies
260	E	Rental Apt.--Taxes
265	E	Rental Apt.--Utilities
270	E	Rental Apt.--Other expenses
300	E	Child care
305	E	Contributions--cash
310	E	Contributions--non-cash
315	E	Contributions--political
320	E	Educational Expenses--Husband

**Figure 2: Tax Category Data Entry Screen**

Record 29 of 29

=====

CATEGORY #: 320  
I/E: E  
DESCRIPTION: Educational Expenses--Husband

-----

type entry or use @ commands

## Data Base Applications...

- 4th. To locate the receipt, you will need to know the date under which it is filed. The receipt has the actual transaction date.)
3. Take all receipts out of the shoe box, put them in an envelope, and write the current date on the envelope.

Now you can find every receipt. For example, say that the IRS wants to see a receipt to show that you actually paid by Master Card for a subscription to a professional journal. You can search your data base for the name of that journal and find the transaction. The date on that transaction is also the date on the envelope containing the receipt; you can easily find the receipt. The Tax Report described below and depicted in Figure 4 will also help you locate your receipt.

### Generating Tax Reports

At the end of the year, you can generate a summary report to help you complete your tax forms. Save that report in case you are audited. Figure 4 depicts a portion of a Tax Report.

You generate that report as follows:

1. Use the Arrange command (Apple-A) to sort the transactions first by date and then by tax category.

ry. This will give you a chronological list of all deductible expenses in each tax category.

2. Use the Apple-G command to tell AppleWorks to "group" by tax category.
3. Use the Apple-T command to tell AppleWorks to print the total of the AMOUNT category; that gives you the total dollar amount of the transactions in each category.

Then copy the total amounts from the report onto your tax forms.

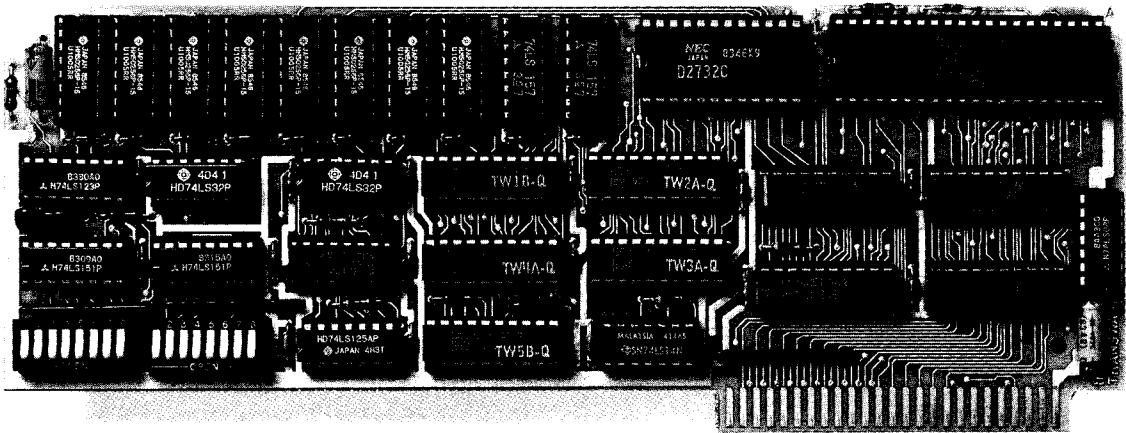
I submitted a copy of the tax template and tax category data base to the NAUG public domain library. [Ed: The Williams Tax Templates and ten other templates are on the HOME 01 NAUG public domain disk. You can order this disk from the NAUG Public Domain Library at the usual rates: \$6 for the first disk, \$4 for each additional disk.]

[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.]

**Figure 4: Tax Report**

DATE	PAID TO/FROM	AMOUNT	CHECK#	TAX CAT	NOTE
Jan 3 87	Mary Smith	425.00		200	January rent payment
Jan 29 87	Mary Smith	425.00		200	Rent payment-- February
		850.00			
Jan 28 87	Golden Isles Condo.	180.00	320	220	Feb. condo fee
Mar 2 87	Golden Isles Condo.	180.00	338	220	Mar. condo fee
		360.00			
Jan 16 87	Little Folks Nursery	120.00	305	300	January fee
Feb 4 87	Little Folks Nursery	120.00	330	300	February fee
Mar 3 87	Little Folks Nursery	120.00	340	300	March fee
		360.00			
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### An important difference.

TransWarp's not the only speedup card on the market. But it's the only one that accelerates your Apple's main memory, ROM *and auxiliary memory*. And with more and more programs residing in auxiliary memory, buying anyone else's accelerator makes less and less sense because TransWarp speeds up software up to 3 times faster than other cards on the market because the others can't accelerate programs in auxiliary memory. That's why TransWarp is so much faster than the rest. Nearly all of today's more powerful programs run partially or completely in auxiliary memory; programs like AppleWorks, Pinpoint, Managing Your Money, SuperCalc 3a, BPI and Pascal, just to name a few. Why settle for a card that only accelerates part of memory? Get TransWarp, it accelerates all memory. TransWarp even works with most D.M.A. devices including the Swyft™ card.

There's one more difference. Since TransWarp doesn't use memory caching, you get consistent high speed performance.

### A cinch to use.

Simply plug TransWarp into any slot in your Apple II, II+ or IIe —including slot 3 in the IIe. Instantly you'll be computing at speeds you only dreamed about before. And should you ever wish to run at normal speed, simply press the ESC key while turning your Apple on.

Since TransWarp is completely transparent, you won't need preboot disks or special software. It's ready to go right out of the package!

### Speed = Productivity

Imagine the productivity gains you'll achieve when your programs are running over three times faster. TransWarp is so powerful, your Apple will make IBM PCs™ and even ATs™ look like slowpokes — whether you're planning taxes, plotting charts or playing games! Take a look at a few of the features that set TransWarp apart:

- 3.6 MHZ 65C02
- 256K of ultra-fast on-board RAM
- Accelerates main *and* auxiliary memory
- Low power consumption for cool operation
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# Volunteers to Help You with AppleWorks

by Bob Royce

The May issue of the *AppleWorks Forum* included a chart of members who volunteered to provide technical assistance to others. This month we added more than 40 volunteers to our list. (The chart reflects additions as of June 1.)

There are two parts to this insert— a chart indicating the type of help available from each member, and a list of the volunteers' phone numbers and the appropriate times to call. The list of volun-

teers begins on this page and continues on page 14. The chart begins on the next page.

*[Ed: We've placed this article in the center of the newsletter to make easy to pull out and keep by your phone.]*

*[Bob Royce is an elementary school teacher in Saline, Michigan. He is responsible for the design and layout of the AppleWorks Forum.]*

### Instructions

The categories for help are listed down both sides of the chart. Along the bottom of the chart is a list of the members willing to offer technical assistance, the state in which they live, and a reference number. Use the reference number to help you find the volunteer in the list. The chart is organized so the volunteers are separated into time zones and individual states.

To use the chart, locate the category in which you need help. Then look across until you see a "•", which indicates a person is comfortable helping with problems in that area. Use the reference number along the bottom or top to help you find the phone number(s) for that person. Be prepared to pay collect charges if your consultant must return your call.

- |   |   |
|---|---|
| 1 Martin Knight, Middletown, CT<br>203/ 346-9698... M-F 6-9pm<br>GEnie - M.KNIGHT   | 8 Jane Harris, Grand Rapids, MI<br>616/ 458-2653... Sat 12-11pm, Sun 10am-11pm  |
| 2 Larry T. Brooks, Tampa, FL<br>813/ 874-7355... M-F 6-9pm  | 9 Bill Neef, Grass Lake, MI<br>517/522-4689... 8am - 10pm   |
| 3 Joe Policy, Lantana, FL<br>305/ 586-1111... M-F 9am-5pm<br>804/ 973-7416... before 10pm<br>804/ 973-4957... (if above # is busy) before 10pm<br>CompuServe - 76127,24/ The Source- STR774 | 10 J. O'Connor, Rochester, MI<br>313/ 853-1260<br>NAUG BBS - #99  |
| 4 Thomas J. Stanius, Opa Locka, FL<br>305/ 375-2095 ext. 8691... M-F 8am-5pm<br>305/ 624-6142... M-F 6pm-Midnight, S-S all day  | 11 Quality Computers, Grosse Pt., MI<br>313/ 885-4270... 9am-5pm<br>313/ 885-4215... 9am-5pm                                    |
| 5 Ronald Romanowicz, Glencoe, MD<br>301/ 472-4800... 8am-4pm<br>301/ 472-2983... 4pm-midnight   | 12 Pete Ross, Wayne, MI<br>313/ 728-8720... 24 hr. Answ mach. leave time to return call   |
| 6 Jim Anker, Hazel Park, MI<br>313/ 542-3910 ext 344... M-F 8-4pm<br>313/ 391-0033... M-F 5-10pm, S-S   | 13 Richard P. Zajac, Mt. Clemens, MI<br>313/ 465-2615... M-F 9am-1pm  |
| 7 Arthur Daniel, Warren, MI<br>313/ 445-7142... M-Th 7am-4pm<br>313/ 445-7105... M-Th 7am-4pm   | 14 Peter Crosta, Nutley, NJ<br>201/667-6369... M-F 5pm- 9pm<br>201/667-2928... S-S 8am - 9pm<br>210/266-4335... M-F 8:45am- 3pm |
|   | 15 Stuart Schneider, Teaneck, NJ<br>201/ 568-3336... M-F 9:30am-5:15pm<br>201/ 261-1983... M-F after 6pm, S-S 10am-11pm         |

(Continued on page 14)

## Members Helping Members Reference Chart

[illegible]

**Other**

S. De Kirmandjian	IL	26
J. T. Flynn	IL	27
D. Ricke	IL	28
M. P. Warner	IL	29
V. Weisskopf	IL	30
M. Philbrick	KS	31
F. Schwan	KS	32
N. E. Hecimovich	MN	33
T. Hexum	MN	34
B. Brescia	MS	35
J. Holcomb	TX	36
J. Kline	TX	37
B. Oberholtzer	TX	38
D. C Chase	WI	39
P. Lee	WI	40
M. Starck	WI	41
P. Van Wyk	WI	42
S. Feldman	CO	43
B. Shipek	MT	44
B. Demmon	CA	45
T. Higgins	CA	46
C. M Behrens Jr.	OR	47
J. Emig	OR	48
T. E. Chambers	WA	49
H.Thorn	Mex	50

# Members Helping Members...

- 16 Suzanne Thomas, Tinton Falls, NJ  
201/ 842-7699... 9am-3pm, 7-9pm  
CompuServe - 76012,1145
- 17 James L. Nicoll, Pittsford, NY  
716/ 546-6732... M-F 7:30am-2pm  
716/ 381-9480... Eve. & S-S
- 18 Wm Beasley, N. Olmsted, OH  
216/ 777-7700 ext. 282... 8am-4pm  
216/ 433-4408... answ. mach.  
CompuServe - 71106,574
- 19 Mark Elliot, Hudson, OH  
216/ 686-2280... M-F 9am-5pm  
216/ 653-5006... S-S 6-11pm  
GEnie - G.ELLIOT
- 20 Robert J. Netro, Canton, OH  
216/477-3667... 8-11am/ 1-4pm
- 21 Patricia Ritchey, Bowling Green, OH  
419/ 372-7038... M-F 8am-4pm  
419/ 673-0040... Evenings & S-S
- 22 Major Michael Sutter, Clarksville, TN  
502/ 798-8203 ... 6am-2pm  
615/ 552-0973 ... 5-9pm
- 23 Warren L. Downes, Yorktown, VA  
804/ 898-8386... M-F 12pm-4pm  
804/ 898-1881... M-F after 4pm, Sat. after noon
- 24 Rebecca A. Cathey, Eutaw, AL  
205/372-3581... M-F 5-9pm, S-S except Sun mom.
- 25 Roger Christian, Iowa City, IA  
319/ 337-2189... M-F 9-5pm  
319/ 338-7350... M-F 6-10pm
- 26 Sharon De Kirmandjian, Libertyville, IL  
312/ 680-1974... after 2pm
- 27 J. T. Flynn (Terry), Lake Bluff, IL  
312/ 680-0980... M-F 8am-5pm  
312/ 234-2820... other  
The Source- TCK890
- 28 Dennis Ricke, St. Charles, IL  
312/ 377-4829... Sept-June 8am-3pm
- 29 Michael P. Warner, Glenn Ellyn, IL  
312/790-0330... M-F 8am-5pm  
312/ 469-2543... M-F 5-10pm, S-S all day
- 30 Victor Weisskopf, Lincolnwood, IL  
312/ 674-7400... M-F 9am-5pm
- 31 Marcia Philbrick, Seneca, KS  
913/336-3557... Sept-May, M-F 8am-4pm  
913/ 336-3645... Eve, S-S, Summer
- 32 Fred Schwan, Leavenworth, KS  
913/ 651-2878
- 33 Norman E. Hecimovich, Austin, MN  
507/ 433-3425... M-F 7:30am-5pm  
507/ 437-4245... 5-10pm
- 34 Tom Hexum, Maplewood, MN  
612/ 487-5501... S-S 6-10pm
- 35 Bill Brescia, Union, MS  
601/ 656-5251 ext. 156... M-F 8am-4:30pm  
601/ 774-5609... 24 hrs. answ. mach.
- 36 Jeff Holcomb, Carrollton, TX  
214/ 241-6069... M-F 9am-5:30pm  
817/ 465-7978... M-F 7-10pm, S-S until 10pm
- 37 Joseph Kline, Lubbock, TX  
806/ 796-0829... 8am-9pm
- 38 Bob Oberholtzer, Houston, TX  
713/ 664-2011... M-F 9am-6pm  
713/ 664-1795... M-F 6-8:30pm, Sat 2-7pm  
713/ 664-2011... All, 24hr answ serv
- 39 Donald C Chase, Omro, WI  
414/ 685-5681... 6-9pm
- 40 Peter Lee, Milwaukee, WI  
414/ 344-6807... mess. 8am-10pm  
414/ 963-6180... M-F 9am-5pm  
CompuServe- 73317,243/ GEnie- PETER.LEE
- 41 Mike Starck, Milwaukee, WI  
414/ 545-5233... M-F 7am-5pm, also has answ. mach.
- 42 Paul Van Wyk, Appleton, WI  
414/ 731-0941... 9am-4pm  
414/ 739-6503... 7-10pm
- 43 Steve Feldman, Denver, CO  
303/ 428-6115... All, 8am-8pm
- 44 Bob Shipek, Great Falls, MT  
406/ 791-2130... 8am- 5pm  
406/ 452-9104... 9pm-12am  
CompuServe- 76067,3221
- 45 Bob Demmon, Coronado, CA  
619/435-0554... 8am-10pm (answ mach)  
619/435-0520... (via modem) M-F 3-10pm, S-S 9am-9pm  
CompuServe - 70157,3607 / NAUG BBS - #8
- 46 Terry Higgins, Hayward, CA  
415/ 887-7499
- 47 Calvin M Behrens Jr., West Linn, OR  
503/ 655-0058... M-F 9am-5pm  
503/ 636-0762... M-F after 5pm, WE all
- 48 Jim Emig, Portland, OR  
503/ 280-5666... M-F 7am-4pm  
503/ 771-1916 ... S-S 7am-9pm (answ. mach)
- 49 Thomas E. Chambers, Fox Island, WA  
206/549-4114... M-F 5-9pm (all day weekends)
- 50 Harve Thorn, Mexico City, Mexico  
905/ 516-0720 ext 135... M-F 8am-2pm

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# Using the Spreadsheet to Simulate Decision Support Software

by Terrel LeCesne

There is a genre of products on the market called "decision-support software". These programs help you order your priorities and step you through the process of choosing among competing alternatives. Most of these programs are designed to help businesses make complex and significant business decisions; e.g., where to locate a manufacturing facility.

Why not use the AppleWorks spreadsheet to simulate these sophisticated applications? The idea is to set up a list of factors in Column A that influence your choice between alternatives. Then give weights to each factor; these weights represent the importance of each factor to you. Finally, rate every practical alternative on each of the factors.

### Sample Decision Support Spreadsheet

Figure 1 contains an example of a "Decision-Support Spreadsheet"; a spreadsheet designed to help you decide between three different cars.

In this model, I rated the importance of thirteen factors based on my own value structure. There is nothing inherently right or wrong about these ratings. Each factor, such as "Price", was assigned a rating between 1 (not important) and 5 (very important). In addition, each of the three cars was assigned a rating be-

tween 1 (not good) and 5 (very good) on each of the factors.

The columns labelled "Score" contain formulas that multiply the weight of each factor by the rating for each car. The cell at the bottom of each "Score" column calculates the sum of the scores in that column.

From the data in this model, it is apparent that I should give the most serious consideration to the Toyota Camry. Based on my value structure, it appears best suited to my needs.

**Figure 1: Sample Decision-Support Spreadsheet**

FACTOR	Weight	Mercury		Toyota		Toyota	
		Rating	Score	Rating	Score	Rating	Score
Price	5	4	20	2	10	1	5
Trade-in value	3	2	6	5	15	4	12
Dealer Service	5	2	10	5	25	5	25
Styling	2	3	6	3	6	4	8
Options	2	2	4	4	8	4	8
Driver comfort	4	2	8	4	16	4	16
Trunk space	3	3	9	4	12	4	12
Rear seat room	3	3	9	5	15	3	9
Reliability	5	3	15	4	20	4	20
Handling	3	2	6	4	12	4	12
Economy	2	2	4	3	6	3	6
Conveniences	2	2	4	4	8	5	10
Made in America	5	5	25	0	0	0	0
Totals			126		153		143

#### Weight Codes:

- 1 = Not important
- 2 = Little importance
- 3 = 'Average' importance
- 4 = Pretty important
- 5 = Very important

#### Ratings:

- 1 = Not good
- 5 = Very good

### **This is Not a Sophisticated Model**

Readers versed in decision theory undoubtedly recognize the weaknesses in this decision-support model. For example, there are "disqualifying factors" not considered in the model (a Rolls Royce does well in this model because the cost of the car is only rated on a scale from 1-5 and it doesn't accommodate the significant range of costs between vehicles). In addition, the model makes too many assumptions. For example, the model assumes there is as much difference between a rating of 1 and 2 as there is between a rating of 4 and 5.

You can avoid this problem by adopting these practices:

1. Do not put impractical alternatives into the model: Don't evaluate a two bedroom house if you know you require at least three bedrooms.
2. Remember that this model is a guide; it helps you make your choice. Ultimately, you must be comfortable with your decision.

*[Dr. Terrel LeCesne is an Assistant Superintendent in the Romulus (MI) Community Schools and is a former Mayor of Inkster, Michigan.]*

### **News from Apple Computer**

## **Apple Computer Extends AppleWorks 2.0 Upgrade Offer**

Apple Computer recently extended its offer to upgrade older versions of AppleWorks to version 2.0 of the program. If you own a version prior to 2.0, you can get an upgrade by sending Apple your original AppleWorks disks, the cover of the AppleWorks Reference Manual, a form available from Apple dealers, and a check for \$50. The upgrade offer is now available through August 31, 1987

### **Using AppleWorks to Teach Social Studies**

by Alice Jagger

Vital world statistics, manipulated with AppleWorks, can have astonishing results with social studies students in the secondary school curriculum.

Two of us at the International High School in Eugene, Oregon, developed a data base called "The Power of Nation-States" which includes data for 167 nations, with information recorded in 45 different categories such as population, ethnic groups, major trading partners, and the like.

We developed lesson plans which encourage students to use AppleWorks to examine these data, test hypotheses, and draw conclusions about (a) which nation-states possess the greatest amount of power, and (b) the factors related to the power of a nation-state.

Students learn to appreciate the conceptual challenges that occur as they use AppleWorks to create calculated categories (Apple-K), combine data from multiple categories, call up only certain attributes from the data base (using the Apple-R command), and arrange the data numerically or alphabetically.

Using these data, students participate in simulations, seminars, debates, class discussions, and other activities. Creative students often go beyond the required assignments and discover new combinations of data. Using data in this way, the teacher becomes a facilitator of learning in a classroom of the contemporary world.

For further information about the disk or teaching strategies, contact Alice Jagger at the International High School, 400 East 19th Street, Eugene, Oregon 97405 (503) 687-3115.

# Correct Cables for Your Computer

Apple Computer recently sent NAUG a chart listing the cables used to connect all Apple computers and peripherals. Here is a list of all cables that work with Apple // and Apple /// series computers.

To connect an Apple //, //+, or //e using a Super Serial card:

Device	Cable number	Name of cable
Personal Modem	A2C0311 or A2C0312	Apple //e Modem—8 Cable
Modem 300	A2C0354	Modem Accessory Kit for Apple //e
ImageWriter	A2C0352	ImageWriter Accessory Kit for Apple //e
ImageWriter //	A9C0313 or A9C0314	Apple //e Printer—8 Cable
Daisy Wheel Printer	A2C0351	Daisy Wheel Accessory Kit for Apple //e
Scribe Printer	A2C0355	Scribe Accessory Kit for Apple //e

To connect an Apple //c:

Device	Cable number	Name of cable
Personal Modem	A2C4312 or A2C4313	Apple //c Peripheral—8 Cable
Modem 300	A2C4505	Modem Accessory Kit for Apple //c
ImageWriter	A3C0352	ImageWriter Accessory Kit for Apple ///
ImageWriter //	A2C4312 or A2C4313	Apple //c Peripheral—8 Cable
Daisy Wheel Printer	590-0191	Apple //c Color Plotter Cable
Scribe Printer	A2C4520	Scribe Accessory Kit for Apple //c

The cables for an Apple /// are the same as for an Apple //e with the following exception:

Device	Cable number	Name of cable
ImageWriter //	A2C0311 or A2C0312	Apple //e Modem—8 Cable

The cables for an Apple //GS are as follows:

Device	Cable number	Name of cable
Personal Modem	MO197	Apple System/Peripheral—8 Cable
Modem 300	A2C0354 and A9M0333	Modem Accessory Kit for Apple //e
ImageWriter	A2C0352 and A9M0333	Apple //GS Peripheral Adaptor Cable
ImageWriter //	MO197	ImageWriter Accessory Kit for Apple //e
Daisy Wheel Printer	A2C0351 and A9M0333	Apple //GS Peripheral Adaptor Cable
Scribe Printer	A2C0355 and A9M0333	Apple System/Peripheral—8 Cable
		Daisy Wheel Accessory Kit for Apple //
		Apple //GS Peripheral Adaptor Cable
		Scribe Accessory Kit for Apple //e
		Apple //GS Peripheral Adaptor Cable

For a free copy of the complete chart including all Apple computers and accessories, send a self-addressed, stamped envelope to: **Apple Cable Chart; NAUG; Box 87453; Canton, MI 48187.**

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## Checker Document™

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## Point-to-Point™ GraphicEdge™

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More people use AppleWorks than all other integrated Apple II software programs combined. And for good reason.

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# How to Underline in Data Base Reports and Produce Bibliographies

by Les Blatt

---

*AppleWorks' inability to underline in the data base module makes it difficult to prepare bibliographies and other reports that require underlining. Here's a technique that lets you use macros to underline data when you print from your data base.*

---

**M**y wife often finds herself compiling unalphabetized lists of books into orderly bibliographies. The AppleWorks data base is a useful tool for that function because of its ability to arrange entries in alphabetical order. You can create a master list of books and use the record selection feature of the data base to subdivide the list into smaller sub-categories. However, from a librarian's point of view, the data base has one serious drawback: It does not permit underlining. That is a problem because book titles are underlined in a bibliography.

There is a solution: Mark the entries to be underlined with a symbol, such as the plus sign (+), print the data base report to the word processor, then replace the symbols with control characters to underline each individual title. However, replacing the plus signs is not easy because AppleWorks' Replace command will not let you replace a symbol with a Control-L (Control-L is the command that begins and ends underlining in the word processor). You must find each symbol and replace it manually. That's a lot of work unless you have Key Player, Super MacroWorks, AutoWorks or some other macro program.

### Working in the Data Base

If you use macros, the job is easy. Here's a step by step breakdown of how to do it using MacroWorks:

1. Create a data base using your normal category definitions.
2. Enter data into your data base file. Include all necessary punctuation marks when you make

your entries. For example, enter the author's name in the format last name, comma, first name, period. Like this:

Aardema, Verna.

3. When entering an item you want to underline, use the plus symbol (+) to surround the entry. Your record will look like this:

Record 1 of 1

```
=====
Author's name: Aardema, Verna.
Title: +Who's In Rabbit's House+.
Publisher: Dial, Year: 1977.
=====
```

4. After completing your entries, alphabetize and sort your list.
5. Create a "labels format" report and put the categories on a single line. Use the Apple-J command to left-justify each category and the Apple-D command to delete unwanted lines (which can be re-inserted in the word processor if desired). The Report Format screen will look like this:

```
Author's name <Title <Publisher <Year
----Each record will print 1 lines---
```

6. Use the Apple-O command to go to the Printer Options Menu and change the format of the report as follows:
  - A. Toggle the entry PH to "NO" (to prevent "headings" from appearing in the final report).
  - B. Set the Characters Per Inch (CI) to 21 and

# Word Processor/ Data Base Tips...

the Platen Width (PW) to 13. In that way, the records sent to the word processor will not have RETURN's at the end of each line. You want to format in the word processor, not in the data base.

7. Print the report "To the Clipboard" for the word processor.

## Working in the Word Processor

Now you will move the data into the word processor.

8. Return to the Main Menu and indicate you want to create a new document for the word processor.
9. After entering a title and any formatting instructions, use the Apple-M command to move the report From the Clipboard. That will give you a list of entries, each of which should look like this:

Aardema, Verna. +Who's In Rabbit's House+. Dial, 1977.

Next you will use the Find command (Apple-F) and do some preliminary work before replacing the "+" signs with Control-L's.

10. Invoke the Find command (Apple-F). Respond that you want to Find Text and press the RETURN key. Indicate you want to find a "+" and press RETURN.

The find function will take you to the first occurrence of "+". Respond "NO" to the question: "Find next occurrence?"

## Setting Up a Macro

Now, you can set up a temporary macro to replace all the "+" signs with Control-L's.

If you have MacroWorks, the sequence is as follows:

1. Move the cursor BACK a couple of spaces, so the Find command will take you to the first "+" sign.
2. Press Apple-X to indicate you want to write a temporary macro.

3. Press the number "1", or any other number key to "name" the macro. Now, each key stroke will be recorded in the new macro.
4. Press Apple-F to invoke the Find command. Press RETURN to indicate you want to Find Text. The "+" sign will appear as the default text to find. Press RETURN to accept that entry. Then press the RETURN key to respond "NO" to the "Find next occurrence?" prompt.
5. Press the Right Arrow key to move the cursor one space to the right.
6. Press the Delete key to remove the "+" sign.
7. Press Control-L to insert the Underline Begin command.
8. Press Control-Shift-@, to indicate the end of the macro.

Now, press Solid-Apple-1 as often as necessary to replace all remaining "+" marks with a Control-L. [Ed: Some macro programs (e.g., AutoWorks and Key Player) let you write macros that repeat or call themselves. With these programs you can write a macro that repeats until all the plus signs are replaced.]

Each entry will now appear like this:

Aardema, Verna. Who's In Rabbit's House. Dial, 1977.

Your bibliography will print with all titles neatly underlined...just the way it should.

[Leslie Blatt is a writer for the ABC World News Tonight with Peter Jennings.]

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# How to Print Page Numbers—Part 1

by Warren Williams

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*This is the first of two articles on how to print page numbers at the top or bottom of every page. This month, Dr. Williams describes how to use AppleWorks' "Header" and "Footer" commands. Next month he will describe how to use these commands to insert page numbers.*

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**D**id you know that AppleWorks lets you automatically print the correct page number at the top or bottom of any page in a word processor document? However, getting those page numbers requires you to use two often misunderstood commands: the "Footer" (or "Header") command and the "Print Page No." command.

### How to Print Headers and Footers

A "Header" is a line of text that appears at the top of every printed page; a "Footer" appears at the bottom of every page. Headers and footers are useful in word processing because they let you print any single line of text at the top or bottom of every page in a document. For example, an author might want to put the title of an article at the top of every page of a manuscript or a student might want to put her name at the bottom of every page.

While you can fuss with the "New Page" command and manually insert a header or footer on any page, manually inserted headers and footers are moved if you add or delete text from your document. It's best to let AppleWorks handle that formatting problem by using the appropriate commands.

You declare a header or footer by going to the Options Menu with an Apple-O and entering an "HE" or "FO" command. Then press the ESCAPE key. Your screen will show that you called for a "Page Header" or a "Page Footer".

Now enter a line of text. The line of text AFTER the header or footer command becomes the header or footer. Figure 1 depicts a screen with a header command inserted. The words "Little Red Riding Hood" will appear underlined at the top of every page.

### Placement of the Header Command

The header appears at the top of the NEXT page that prints. For example, if you want to print your header starting at the top of the second page, put the header command somewhere near the middle of the first page.

You might ask, "Why near the middle of the first page? Why not at the top of the second page?" The purpose of a header is to let you print something at the top of every page without having to change your commands if you edit your document. If you put your header command at the bottom of the first page or at the top of the second page and then add a paragraph to the first page of your document, the header command will move past the beginning of the second page. Since the word processor prints the header at the top of the NEXT page AFTER the header command, and since the header command would now appear after the beginning of the sec-

**Figure 1: Sample Screen with a Header Command**

```
Once upon a time, a young girl named
Little Red Riding hood was sent to
visit her sick Grandmother.
Grandmother lived deep in the forest
north of Little Red Riding Hood's
house, so the young girl started very
early in the morning.
-----Page Header
^Little Red Riding Hood^
  Little Red Riding Hood was well on
her way when she noticed something
peering at her through the trees...
```

## Word Processor Tips...

ond page, your header would be printed on the third page, not the second page. So, put your header command somewhere near the middle of the page BEFORE you want the header to appear.

If you want your header to print at the top of the first page of your document, place the header command at the very beginning of your document (right after the initial formatting commands).

### Placement of the Footer Command

The first footer will print at the bottom of the page on which you issue the footer command. For example, if you want the footer to appear at the bottom of the first and all following pages, put the footer command somewhere near the beginning of the first page. If you want the footer to start at the bottom of the second page, put the footer command somewhere near the middle of page two.

### Cancelling Headers and Footers

There is no "cancel header" or "cancel footer" command. You turn off the header or footer by issuing a header (or footer) command, pressing the ES-

CAPE key to leave the Options Menu, and pressing the RETURN key to insert a blank line immediately following the Page Header (or Page Footer) command on the screen.

Figure 2 shows the commands that will print a footer at the bottom of page one but not on the following pages. In this example, the line "Little Red Riding Hood" will appear as a footer at the bottom of page one. However, the second footer command followed by a blank line cancels the command on all succeeding pages.

By using the header and footer commands, you can get text to print automatically at the top or bottom of every page. Next month I will describe how to use that power to print page numbers on every page.

**Figure 2: Example where Footer will Appear on Page 1 but not on the Following Pages.**

```
-----Page Footer
Little Red Riding Hood
  "Why are you looking at me that
way?" exclaimed the child.
  The wolf looked at her calmly and
smiled in an assuring way, the way a
dentist does when you ask if it's
going to hurt.
  "I wanted to see where you are
going" he said quietly.
-----End of Page 1-----
  "I am going to visit my Grandmother
and it is getting late. So if you'll
please excuse me, I'll be on my
way."
-----Page Footer
  "Would it be all right if I came
along?" asked the wolf, still smiling
as charmingly as a wolf can.
  Although she did not trust him,
Little Red Riding Hood hesitated to
tell him no. As she stood thinking...
```

### Quick Tip

## How to Print a Single Page

Ever try to print a single page from an AppleWorks word processor document? You put the cursor on the page you want to print, command an Apple-P and select "Print this page" from the menu. Then you know what happens. The printer starts on that page...and prints the entire document. How can you print only the single page?

The trick is to insert a Pause Each Page command (PE) available on the Options Menu (Apple-O) somewhere earlier in your document. (I insert the command at the very beginning of my file so I can find it easily when I want to delete the command.) Once the Pause Each Page command is in the document, AppleWorks will print a single page and then ask you to "Press the Space Bar to continue". Instead, press the ESCAPE key and you will return to your document without printing additional pages.

## NAUG:

The National AppleWorks Users Group  
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3. Articles: Articles are generally from two to five double-spaced pages long.

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Cathleen Merritt, Editor, **AppleWorks Forum**  
Box 87453, Canton, MI 48187

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

The presenter, Dr. Warren Williams, is a technical advisor to NAUG and a frequent contributor to the **AppleWorks Forum**. He has written more than thirty articles about AppleWorks and has conducted AppleWorks seminars throughout the country.

Future seminars:

- July 11 — Batavia, NY (Buffalo/ Rochester)  
July 25 — Cleveland, OH (Akron/ Canton)  
August 1 — Boston, MA  
August 8 — New Rochelle, NY  
August 15 — Plainview, Long Island, NY  
August 22 — Clark, NJ (Newark/ Elizabeth)  
August 29 — Tysons Corner, VA (Washington, DC)

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