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Support for AppleWorks and ///EZ Pieces Users

Defense of Printrix

Dear NAUG,

I was surprised by Mr. Shanker's comments concerning Printrix in his review of TimeOut SuperFonts in the July 1988 issue of the *AppleWorks Forum*.

Although it is correct that Printrix is not integrated with AppleWorks, I do not feel this is a serious limitation. Remember that Printrix works with other word processors besides AppleWorks. In addition, the need to jump back and forth between AppleWorks and Printrix is exaggerated.

The trick to an easy session with Printrix is to insert only the text and font selection commands in the AppleWorks document. Once in Printrix, you can change the fonts while using the preview feature to look at the document. You should create the layout file and insert the load layout commands *after* you are satisfied with the results of your work.

One word of caution when using Printrix: Not all printers are created equal. Though several printers are supported, not all can print in high density. This has a noticeable impact on the final print quality of the document regardless of which program you use.

William Calhoun
Claysville, Pennsylvania

[Ed: See the November 1987 issue of the *AppleWorks Forum* for two reviews of Printrix.

NAUG members who want to publish high quality newsletters with an Apple II computer should take a serious look at the program. Printrix costs \$60 from the Apple Fontrix/Printrix Club, Box 29857, Thornton, Colorado 80229-0857; (303) 452-5160.]

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

Single Space Output in Foreign Languages

Dear Cathleen,

The May 1988 issue of the *AppleWorks Forum* describes how to get AppleWorks to print in foreign languages. The article also lists the control code commands necessary to get the ImageWriter II to print in eight foreign languages. Unfortunately, using these commands forces the ImageWriter to double space everything. In addition, after the first document is printed, the printer will refuse to print other documents until it is turned off and then on again. Invoking the Single Space Command and changing the printer definition so "Needs line feed after each Return" is set to "No" does not solve this problem.

The appropriate solution is to add the following printer codes to the end of the codes listed in *Figure 1* on page eight in that article:

Escape Z @ Control-@

For example, the complete command to print Spanish characters on the ImageWriter II should read:

Escape D Control-G Control-@ Escape Z @ Control-@

Roger Shaddick
Marietta, Georgia

[Ed: Mr. Shaddick is correct. If you are using version 2.0 of AppleWorks, you cannot enter the Control-@ code directly into AppleWorks. To solve this problem, see the article entitled "Four Ways to Enter Control-@ Printer Codes" in the February 1988 issue of the *AppleWorks Forum*.]

AppleWorks Forum

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Use AutoWorks to Fill Out Printed Forms

Dear NAUG:

Creative AppleWorks users probably know they can use mail merge to do more than send form letters. For example, you can use mail merge to print labels format reports that are over 2.5 inches long, or fill out pre-printed forms.

I use mail merge to fill in renewal leases for a large mobile home park. The base document is a pre-printed, legal-size form; I insert names, dates, pronouns, rents due, and other text to customize the lease.

The trick to filling out forms with mail merge is to use the Mail Merge module built into AutoWorks, *not* the module in version 2.0 or 2.1 of AppleWorks. This is because AppleWorks lacks an important feature built into AutoWorks: the ability to merge data without reformatting the rest of the text in a document. AppleWorks insists on adjusting the format of the document to accommodate the different length of each merged entry. AutoWorks lets you declare whether or not reformatting should take place.

If you use AppleWorks to fill out a form, the placement of the second and all following entries on a line is determined by the length of the earlier entries on that line. For example, if you try to print a name and address in two blanks on a single line, the placement of the address will depend on the length of the name entered on the form.

By comparison, AutoWorks lets you declare whether or not the word processor document should be re-formatted.

Suppose you want to use someone's last name in a document and the Last Name category is the second category in your data base file. Normally, you enter the AutoWorks command <#2> whenever you want the last name to appear. Text after the placeholder is reformatted, as in the AppleWorks Mail Merge module.

However, if you are filling out a pre-printed form that has space for someone's last name, you use the AutoWorks command <*2>..... to print the name. The asterisk tells AutoWorks not to format

the text after the placeholder, and the series of 11 periods following the placeholder reserves 15 characters for the last name (the AutoWorks command reserves the first four characters).

So, I am writing for two reasons. First, to inform other NAUG members that they can use AutoWorks to print data base data on pre-printed forms. And second, to encourage Claris to consider adding this feature to future versions of the Mail Merge module in AppleWorks.

Bruce Rapee
Miami, Florida

[Ed: AutoWorks is compatible with versions 2.0 and earlier of AppleWorks, and is available from Beagle Bros for \$49.95.]

Patch to Delete Unwanted Spaces

Dear NAUG,

NAUG members who use text (ASCII) files to create AppleWorks word processor documents might want to disable a troublesome "feature" of AppleWorks. As these people know, when you import a file, AppleWorks inserts a blank space at position 61 in any line that contains more than 61 continuous characters.

For example, try to import a text file that contains a line of dashes that is 70 characters long. AppleWorks automatically inserts a space at the sixty-first character position so the line wraps ... like this:

```
-----  
-----
```

If you set the left and right margins to zero, you get this:

```
-----
```

Note the space that was inserted by AppleWorks. After you import a file you must go through the new word processor document and delete these extra spaces.

Here is a patch that modifies versions 2.0 or 2.1 of AppleWorks so it does not insert that extra space:

1. Boot your computer with a disk that contains only the files ProDOS and BASIC.SYSTEM.

Letters...

2. When you get the BASIC prompt (`]`), replace the ProDOS/BASIC.SYSTEM disk with a copy of your AppleWorks Program Disk.
3. Type the following:

For AppleWorks 2.0:

```
BLOAD SEG.M1,T0,A$300,L1,B$197A4
POKE 768,65
BSAVE SEG.M1,T0,A$300,L1,B$197A4
```

For AppleWorks 2.1:

```
BLOAD SEG.M1,A$300,L1,B$19B74
POKE 768,65
BSAVE SEG.M1,A$300,L1,B$19B74
```

Unfortunately, this patch disables the word wrap feature of AppleWorks and the program no longer wraps words correctly when you import a text file. To correct this problem, issue an Unjustify Command (UJ at the Options Menu) at the beginning of the document, and AppleWorks will reformat the document and wrap lines correctly.

If you use text files frequently, consider getting Late Nite Patches. This collection of AppleWorks patches includes a Text Loader patch that lets you select files from a list instead of having to remember and type the complete pathname every time you want to load a text file into AppleWorks. The text loader patch also eliminates the blank space AppleWorks inserts at the sixty-first character position.

Mark Munz
Fort Lewis, Washington

[Ed: Mark Munz, a NAUG member, is the author of Late Nite Patches.] ■

New 1988/1989 Public Domain Catalog

NAUG recently increased the size of its Public Domain Library and released a new, 24-page edition of the NAUG Public Domain Catalog. The catalog lists hundreds of inexpensive public domain templates, fonts, AppleWorks enhancements, and utilities available from NAUG. The catalog costs \$4 and includes a rebate coupon worth \$2 on your first order.

AppleWorks News

Clarisc Now Shipping AppleWorks 2.1

Clarisc Corporation is no longer shipping version 2.0 of AppleWorks. Clarisc started shipping AppleWorks 2.1 to its dealers in mid August.

Old versions of most AppleWorks enhancements are not compatible with AppleWorks 2.1. For information about software enhancements that are compatible with AppleWorks 2.1, see the article entitled "What You Need to Run AppleWorks Version 2.1" in the August 1988 issue of the *AppleWorks Forum*.

Note the following updates to that article:

Pinpoint Desk Accessories Not Compatible with AppleWorks 2.1

The current version of the Pinpoint Desk Accessories and Spell Checker are not compatible with AppleWorks 2.1. Pinpoint Publishing reports that they are developing version 2.1-compatible updates to their products. NAUG will publish further information about AppleWorks 2.1-compatible Pinpoint products when they become available. Other Pinpoint enhancements, including the popular Document Checker, are compatible with AppleWorks 2.1.

TimeOut 2.1 Required for AppleWorks 2.1

Version 2.0 of the TimeOut program is not compatible with version 2.1 of AppleWorks. While Beagle Bros expected version 2.0 of TimeOut to work with the latest release of AppleWorks, a late change in AppleWorks forced Beagle to release version 2.1 of the TimeOut program. ■

[See pages 5 and 17 of this issue of the *AppleWorks Forum* for information about TimeOut updates.]

NAUG News

Beagle Buddy Program Expanded

NAUG members who own TimeOut enhancements to AppleWorks can get the latest versions of the TimeOut programs from NAUG's "Beagle Buddies", Bruce Shanker and Oliver Roosevelt.

To update any TimeOut program, send your NAUG member number, return address, and *original* 5.25-inch or 3.5-inch TimeOut disk(s) to Bruce or Oli at the addresses listed below. The cost is \$2.50 for the first 5.25-inch disk and \$1 for each additional 5.25-inch disk, or \$3 for the first 3.5-inch disk and \$2 for each additional 3.5-inch disk. Enclose a check or money order in U.S. funds payable to Bruce Shanker or Oliver Roosevelt (not to NAUG) with your request. Do not send cash, credit card numbers, or purchase orders. Orders shipped outside North America require an additional \$2 per disk for postage.

Bruce Shanker also updates JEM disks for NAUG members. To update to version 2.0 of PathFinder, PatchMania, or Late Nite Patches, return your *original* JEM disk(s) with payment of \$3.50 for the first disk and \$2 for each additional disk. If you want the update on 3.5-inch disks, send \$4 for the first disk and \$2 for each additional disk.

Bruce also offers overnight delivery to U.S. addresses by Express Mail for \$12 additional per order.

Send your disks and payment to:

Bruce Shanker; 1279 Boyd Road,
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How to Create Keyboard Macros

by Mark Munz

This is the second in a series of articles that describe how to use TimeOut UltraMacros, a program that enhances AppleWorks. Last month, Mr. Munz outlined the features available in a macro program and the commands that UltraMacros adds to AppleWorks. This month, he describes how to create keyboard macros.

Last month, you learned that the commands and macros built into TimeOut UltraMacros are powerful and useful additions to AppleWorks. The next step is learning how to create your own macros.

Different Types of Macros

There are two ways to construct a macro:

1. By telling UltraMacros to memorize your keystrokes, or
2. By entering the macro as text in a word processor document and using the UltraMacros compiler to convert that document into a macro.

Keyboard macros are easy to construct, but are not as powerful as compiled macros. This month, I will describe how to develop and save keyboard macros. Next month, I will discuss compiled macros.

How to Create a Keyboard Macro

Boot up an UltraMacros-enhanced copy of AppleWorks, and you are ready to record your keystrokes and create a keyboard macro.

In this example, we will create a keyboard macro that returns you to the AppleWorks Main Menu from anywhere within AppleWorks. I will use the nomenclature described in last month's article; i.e., <oa-> means issue an Open-Apple command, <sa-> means Solid-Apple, and <ba-> means Both-Apples.

1. Enter <oa-X> to tell UltraMacros you want to record a macro.

2. The "Select macro key" prompt will appear. You must "assign" the macro to a key combination so you can later "call" or run the macro by pressing those keys. Press the capital letter "T" to indicate that you want to record the macro as <sa-T>.

You can also assign macros to Both-Apple Key combinations. To create a Both-Apple macro, hold down the Open-Apple Key as you respond to the "Select macro key" prompt. (You do not need to hold down the Solid-Apple Key; UltraMacros automatically assumes that the Solid-Apple Key is depressed when you assign a name to a macro.)

If you change your mind and do not want to record a macro, press the Escape Key.

UltraMacros will check to see if the key you selected is already used to call another macro. If it is, UltraMacros issues the message:

Replace local macro T? No Yes

This message indicates that the keystroke combination you want to assign to the new macro is already used to define another macro. If you respond "yes", UltraMacros will replace the former definition with a new set of memorized keystrokes. You will recall from last month's article, that UltraMacros comes with a series of useful macros already installed in the system, so don't be surprised if you get the "Replace local macro?" message even though you never assigned a macro to that particular key combi-

nation. [Ed: Figures 1 and 2 on pages 11 and 12 of the September 1988 *AppleWorks Forum* list the keys already used by UltraMacros.]

UltraMacros also tells you whether the previous macro is a "local" macro or a "global" macro. A local macro works in only one AppleWorks module. For example, you can define a local macro that only works in the spreadsheet module. That macro will not work when you are using the AppleWorks word processor or data base modules. A global macro works in all three modules.

All keyboard macros are automatically global. If you want to create local macros, you have to create an UltraMacros source file and compile it. I will discuss those procedures in next month's article.

3. After you assign a name to your macro, AppleWorks appears frozen. You cannot see the cursor at this moment, but it will reappear after you press a key.

When the cursor returns, it does not flash. This means that your keystrokes are being recorded. If the cursor is flashing, your Macro Table is full and your keystrokes are not being captured by UltraMacros. I will describe how to resolve this problem later in this series of articles. For now, if your Macro Table is full and if you still want to record your keystrokes, find a macro you don't use and assign your new macro to that keystroke combination. That will replace the earlier macro with the new set of keystrokes.

The lower-right hand corner of the screen (where the "oa-? for Help" message usually appears) displays the message "Recording T". UltraMacros is memorizing every keystroke and is storing them in macro T. Enter your keystrokes slowly ... you do not want to make a mistake now.

We will create a macro that will automatically return us to the AppleWorks Main Menu from anywhere in AppleWorks, so enter an <oa-Q> and press the Escape Key.

4. Tell UltraMacros to stop memorizing your keystrokes by entering a <ctrl-@> (Control-Shift-2). Do not enter <oa-ctrl-@>; this will enter a Control-@ into your series of captured keystrokes.

If you entered <ctrl-@> correctly, the message "Done macro T" will appear at the lower-right hand corner of the screen to indicate that recording has stopped.

You have now created your first macro. Type <sa-T> and you will be transported to the AppleWorks Main Menu. This macro is handy; it works almost anywhere inside AppleWorks and TimeOut (the exception is DeskTools' calculator).

Make Your Macro Permanent

At this moment, your keystroke macro is temporary; it is active only during the current AppleWorks session. If you quit AppleWorks, this macro will not be available when you return to the program.

You can make your macro "permanent" by adding the macro to the set of "default macros"; the macros that are automatically available when you start AppleWorks.

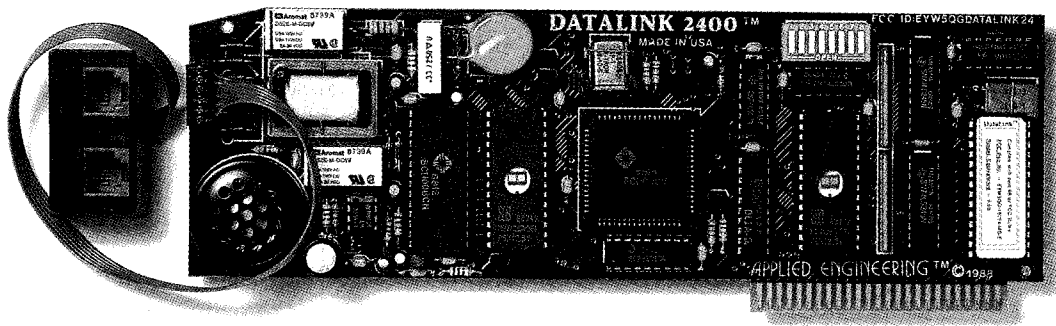
Follow these steps to make your new macro permanent:

1. From anywhere within AppleWorks, press <oa-Escape> and select "Macro Options".
2. Select choice #3, "Save macro table as default set". This option will save all the currently active macros (including the new global macro you just entered) as the default macro set that will be active when you return to AppleWorks.

You should now know how to create a keystroke macro and make that macro permanent. Next month you will learn how to use the AppleWorks word processor to create more powerful macros. ■

[Mark Munz, author of Late Night Patches, Soft-Works, and several macros on the MacroTools disk, is the AppleWorks SIG leader for Northwest Apple Pickers, in Tacoma, Washington.]

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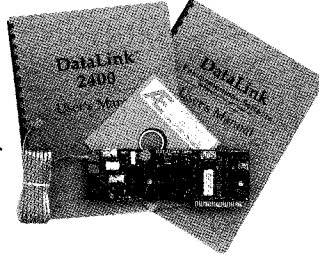


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How to Transfer Files from Laptop Computers into AppleWorks

by Warren Williams, Joel Perlish, and Tom Rudolph

This is the second in a series of three articles on how to transfer files from other computers into AppleWorks. Last month, Dr. Williams described how to transfer files from MS-DOS and CP/M computers into AppleWorks. This month's article explains how to transfer data from non-MS-DOS laptop computers, such as the Tandy 100, 102, and 200, NEC 8201, and NEC Starlet. Next month, William Marriott will describe how to transfer AppleWorks files to a Macintosh computer.

If you travel a lot, must use your computer on the road, and suffer from masochistic tendencies, get an Apple IIc, a back-lit LCD screen, and a Prairie Power Pack. That combination lets you use AppleWorks on the road much as you do at home. Since the hardware weighs 24 pounds in the morning and seems to gain weight throughout the day, your masochistic urges will be fully satisfied.

By contrast, if you are on a limited budget and write fewer than 30 pages of double-spaced text during each trip, you should consider a "notebook" style portable computer like the Tandy 100, Tandy 102, Tandy 200, NEC 8201, or NEC Starlet. Unlike most MS-DOS-compatible "laptop" systems, notebook computers are inexpensive, lightweight, diskless systems with word processing and telecommunications software built in. (You can buy a used Tandy 100, which weighs less than four pounds, for about \$150.)

Unfortunately, notebook-style computers are not designed to serve as complete computer systems. The screens display only a few lines of data, the memory is generally inadequate for longer documents, and the built-in word processing software has limited formatting capability. These computers are most useful if you can transfer the files to a larger system to format and print the documents.

This article describes how to connect a typical notebook computer to an Apple IIe, IIc, or IIGs, and how to transfer data into AppleWorks from the notebook system.

While there are many ways to connect and configure these two computers, we will describe a method that is relatively easy and works whether you have an Apple IIc, IIe, or IIGs.

A Five-Step Process

Transferring files from a notebook computer is a five-step process:

1. Connect the two computers.
2. Set up the Apple hardware and software.
3. Set up the notebook computer to send the file.
4. Transfer the document as a text (ASCII) file.
5. Use AppleWorks to read the text file from disk and save it as an AppleWorks file.

Once you learn the procedure, it takes less than five minutes to connect the portable to the Apple and transfer a file into AppleWorks.

What You Need

In addition to the notebook and Apple computers, you will need the following:

Figure 1: How to Configure a Super Serial Card

The techniques described in this article require a Super Serial card configured to drive an ImageWriter printer. Here are the correct Super Serial card switch settings for an ImageWriter:

Jumper Block

Set to "Terminal"

Switch 1

OFF OFF OFF ON OFF ON ON

Switch 2

ON OFF OFF ON ON OFF OFF

Figure 2: Point-to-Point Setup

1. Modem Slot	2 ¹
2. Modem Interface Type	Standard.6551 ²
3. Special Modem Type	None
4. Printer Slot Number	2
5. Printer Interface Type	STD.FIRMWARE
6. Printer Needs LF after CR	NO
7. Printer Setup String	
8. Modem Setup String	
9. System Speed	Normal ³

Notes

¹ "Slot 1" if you are using an Apple IIe with a Super Serial Card in Slot 1.

² If you have an Apple IIgs, set the Modem Interface Type to "GS.PORT".

³ "Fast" if you are using an Apple IIgs or accelerator card.

1. A cable to connect the Apple and notebook computers. Use a cable that normally connects an ImageWriter I printer to your Apple.
2. A ProDOS-based communications program for the Apple. (We will describe how to use the Point-to-Point telecommunications program from Pinpoint Publishing, but you can use any ProDOS-based communications package.)

You will use the "Telcom" program built into the notebook computer, so you need no additional software for that system.

In this article, we assume you want to transfer a document called "LETTER.DO" from a Tandy 102 notebook computer into AppleWorks. While we refer specially to the Tandy 102 and Point-to-Point, you can generalize these procedures to other notebook computers and telecommunications programs.

Connect the Computers

Use the ImageWriter I cable to connect the Apple and notebook computers. Apple IIc or IIgs owners should connect the cable to the modem port on the computer. Apple IIe owners should connect the cable to a Super Serial card configured to drive an ImageWriter printer (See Figure 1).

Software Setup: Apple Computer

Once the computers are connected, you must configure the telecommunications programs in both

computers. Follow these steps to configure Point-to-Point on the Apple computer:

1. Boot the Apple with Point-to-Point in Drive 1 and an AppleWorks data disk in Drive 2. (We will assume your data disk is named "DATA".)
2. Press the Escape Key when the Point-to-Point logo appears on the screen.
3. With the Hardware Setup folder on the screen, change the settings to match those in Figure 2. Then press the Escape Key.
4. Follow these steps to indicate where Point-to-Point should store the files from the notebook computer:
 - A. With the Point-to-Point Main Menu on the screen, select #3, "Disk/File Activities".
 - B. With the Disk/File Activities folder on the screen, choose #7, "Change Disk Drive or Prefix".
 - C. With the Change Current Disk folder on the screen, indicate the location of your AppleWorks data disk.
 - D. Press the Escape Key twice to return to the Main Menu.
5. Follow these steps to prepare a Point-to-Point directory entry for the Tandy 102 computer:

Advanced Techniques...

- A. With the Main Menu on the screen, select choice #1, "Dial a Telephone Number".
 - B. Select one of the unused directory entries and press the Return Key.
 - C. Enter "Tandy 102" as the new directory entry and press the Return Key.
 - D. Point-to-Point requests a telephone number. Press the Return Key to leave the telephone number blank.
 - E. The Telephone Number folder will appear. Select #3, "Modify Communications Setup", and press the Return Key.
 - F. Change the baud rate setting to 9600 baud.
 - G. Change the data format to "7+Even Parity+1".
 - H. Press the Escape Key to return to the Telephone Number folder.
6. With the Telephone Number folder on the screen, select #1, "Connect To This Telephone Number".
 7. With the Dialing folder on the screen, select #2, "Resume Communications".
 8. Enter an Apple-6 to command Point-to-Point to "Trap" the data that is sent to the computer.

Software Setup: Model 102

Your Apple is ready to receive files from the Model 102. Now you must configure the notebook computer. Follow these steps:

1. Turn on the Model 102 and select the telecommunications program from the Main Menu by highlighting "TELCOM" and pressing the Enter Key.
2. Follow these instructions to change the Telcom default settings to match the settings you just entered for the Apple:
 - A. Press the F3 Key (the "Status" key). The Model 102 shows the prompt "Stat".
 - B. Type in the code that sets the status for the correct baud rate, word size, number of stop bits and parity. The code for 9600 baud, 7 bit words, 1 stop bit, even parity is 87E1E. Enter those characters and press the Enter Key.
 - C. To see if your settings were accepted by the Model 102, press the F3 Key again and then press the Enter Key. The codes you entered should appear followed by a comma and the dialing pulse rate of 10 or 20 pulses per second. You will not use the dialing capability of the Model 102, so you do not care about the pulse rate setting.

How to Transfer the File

Now that the notebook and Apple computers are connected and set to the same communications parameters, you can transfer the file to the Apple. Follow these steps:

1. Press the F4 key on the Model 102 to enter Terminal Mode.
2. Press the F3 key on the Model 102 to declare you want to upload a file.
3. Enter the name of the file you want to transfer to the Apple. In our example, type "LETTER.DO" in response to the "File to Upload?" prompt.

If the Model 102 responds "No file; Upload aborted", the file name you entered does not match the name of the file on the Main Menu. Return to the Main Menu by pressing F8 and confirm the disconnect by pressing "Y" followed by the Enter Key. Look at the correct spelling of the file name on the Main Menu, and then return to Telcom. You do not have to reset the communications parameters; Telcom remembers the last settings.

4. Respond to the "Width:" prompt by pressing the Enter Key. (If you enter any number here, the Model 102 inserts carriage returns into the file at the end of every line. You will have to remove them with AppleWorks.)
5. The file will now be transferred to the Apple and should scroll quickly onto the Apple screen. If it does not appear on the Apple screen, check the following:
 - A. Do the baud rate, word length, and parity settings of the Apple communications software and Model 102 software match? They must be identical.

- B. Is the serial cable plugged into the correct port on your Apple? Is the cable making a good connection with the port on the back of the Model 102? Did you use an ImageWriter I cable?
6. Point-to-Point "traps" the file in RAM. Issue an Apple-S command to save the document as a text file on the AppleWorks data disk. Enter a name for this file. (In this example, name the file "TEMPORARY".)

The document is now stored as a text file on the data disk. The last step is to use this text file to create an AppleWorks word processor file and save that file in AppleWorks format on the data disk. Follow these steps:

1. Boot up AppleWorks.
2. Select #1, "Add files to the Desktop", from the Main Menu.
3. Select #3, "Make a new file for the Word Processor", from the Add Files Menu.
4. Select #2, "From a text (ASCII) file", from the Word Processor Menu.
5. Respond to the "Pathname?" prompt by entering "/DATA/TEMPORARY" (no quotation marks), the pathname to the file you stored on the data disk. Press the Return Key.
6. Enter the name you will give the file in AppleWorks. Then press the Return Key. The file will be transferred to the AppleWorks desktop.
7. Issue an Apple-S command to save the file on your disk in AppleWorks format.

Now that the document is in AppleWorks you can delete the original ASCII version from the disk. Follow these steps:

1. Press the Escape Key to return to the Main Menu.
2. Select #5, "Other Activities", from the Main Menu.
3. Select #4, "Delete Files from Disk", from the Other Activities Menu.
4. Scroll through the list of files until you get to "TEMPORARY". Place the cursor on TEMPO-

RARY and press the Return Key. Type a "Y" to confirm that you want to delete the file.

5. Type an Apple-Q to return to your letter. You can now edit and format this document as you would any other AppleWorks document.

A Word of Encouragement

Don't be reluctant to transfer files from a notebook computer into AppleWorks. Once you are comfortable with these steps, the entire procedure takes about five minutes.

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

Joel Perlsh is a third grade teacher with the Haverford (PA) School District. His weekly school newspaper, written by students using AppleWorks, claims to be the longest continuous running school newspaper in the country.

Tom Rudolph is the Director of Music for the Haverford (PA) School District. He has written numerous articles about teaching music with computers and is the author of the book Music and the Apple II.]

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TimeOut Data Converter Adds Power to AppleWorks

by Mark Munz

AppleWorks lets you easily move data between some modules, but not others. For example, it is difficult to transfer data between AppleWorks data base and spreadsheet files. If you can integrate these modules, you add power to AppleWorks. With integrated spreadsheet and data base files, you can use the Apple-R command in the data base module to manage spreadsheet data, and use the spreadsheet module to add calculated categories to data base records.

Here is a suggestion for users who want to make it easy to transfer data between the AppleWorks data base and spreadsheet modules: Use TimeOut Data Converter.

Data Converter transfers data base records into spreadsheet rows and converts spreadsheet rows into a data base records. The program is available on the TimeOut DeskTools I, Graph, SideSpread, UltraMacros, and SpreadTools disks. *[Ed: An enhanced version of the Data Converter on the TimeOut SpreadTools disk also lets you transfer data between the AppleWorks spreadsheet and word processor modules.]*

It is easy to use Data Converter: Copy your data onto the AppleWorks clipboard in one module, call Data Converter from the TimeOut Menu, and copy the data from the clipboard into the other module.

An Example

There are many applications for Data Converter. Here is one example: Integrating the data base and spreadsheet modules so you can add calculated categories to data base records.

Proceed as follows:

1. Copy the data base records onto the clipboard.
2. Use Data Converter to convert the data on the clipboard into spreadsheet rows.

3. Create an AppleWorks spreadsheet to receive the data on the clipboard.
4. Copy the converted data base data from the clipboard into the spreadsheet.
5. Add a column of formulas to the spreadsheet to do the necessary calculations.
6. Copy the spreadsheet onto the clipboard and use Data Converter to convert the spreadsheet data into data base format.

When you move data from a spreadsheet into a data base, each column in the spreadsheet provides data for a different category in the data base file. Since you added a column to the spreadsheet, you must add a category to the data base file so it has room to "capture" the new calculated data from the spreadsheet. You should also delete the old records from the data base so it contains only the modified records. Proceed as follows:

7. Insert a blank record into the data base, then delete all the original records in the file.
8. Add an additional category to the data base file to accommodate the calculated data.
9. Copy the data from the clipboard into the data base file. Each record will now contain a category with data calculated in the spreadsheet and transferred into the data base file.

Remember that you can use TimeOut UltraMacros to automate this process. Think of all the applications for this combination of Data Converter and UltraMacros. ■

Use SuperFonts to Print Special Characters

by Richard Melpignano

In this article, Mr. Melpignano describes how to use the extra character sets built into a font to get attractive output using TimeOut SuperFonts. You can use these techniques to generate special symbols not usually available from AppleWorks, and to print foreign characters not on the Apple keyboard.

As a French teacher, I find myself manually inserting the accent marks and other symbols required by the French language. This process is tedious, time consuming, and leaves me with output that is less than satisfying.

Although the May 1988 issue of the *AppleWorks Forum* included a comprehensive article on how to print foreign characters in AppleWorks, I want more attractive output than can be generated from the standard characters available from my ImageWriter II printer. In addition, I want the capability to print special characters like the cents sign that are not available from the AppleWorks keyboard.

In this article, I describe how to use TimeOut SuperFonts to get attractive foreign language and special character output from AppleWorks. Since my training is predominantly in French, I focus my remarks on the letters and diacritical marks used by that language. Readers should be able to generalize these techniques to other languages and special characters.

Characters Not Available on the ImageWriter

The following letters and diacritical marks are an integral part of the phonetic system of the French language: à; â; é; è; ê; ï; ô; ù; û; ç; and ë. French also uses the character œ in words such as *sœur*, *bœuf*, and *œil*. Unfortunately, the ImageWriter character sets do not include all the French characters.

A practical solution to this dilemma is to use TimeOut SuperFonts, which gives you access to the complete series of French characters. These char-

acters are part of the alternate character sets included in most SuperFonts-compatible fonts.

Each SuperFonts font actually includes three sets of characters: a "normal" set of letters, and two additional sets. SuperFonts assumes you will use the first set of characters. When you type the "A" key, SuperFonts prints the letter "A". However, you can always switch to one of the other two character sets. If you select the second set, the letter "A" prints as an "Å"; when you use the third character set, "A" prints the "¿" symbol.

SuperFonts calls the three sets of characters <x1>, <x2>, and <x3>. *Figure 1* shows the three sets and the key you must press to generate each character.

[Ed: For more help, see the article entitled "Using SuperFonts' Alternate Characters Sets" in the July 1988 issue of the *AppleWorks Forum*.]

How to Get Foreign Characters

Once you know how to use the alternate character sets, it is relatively easy to use SuperFonts to produce all the French characters.

In the instructions that follow, I will assume you already installed TimeOut on your copy of AppleWorks and that you added SuperFonts to your TimeOut Applications Disk. I will also assume you know how to use both AppleWorks and SuperFonts.

Imagine you want to type the word "bœuf", which requires the character œ. The table in *Figure 1* indicates that œ is in the second alternate character

Figure 1: Character Set Conversion Table

Key	<x2>	<x3>	Key	<x2>	<x3>	Key	<x2>	<x3>
?	ø		U	ï	'	k	'	
@	Ä	¿	V	ñ	+	l	"	
A	Å		W	ó	◊	m	≠	
B	Ç	¬	X	ò	ÿ	n	Æ	
C	É	√	Y	ô		o	Ø	
D	Ñ	f	Z	ö		p	∞	
E	Ö	≈	[õ		q	±	
F	Ü	Δ	\	ú		r	≤	
G	á	«]	ù		s	≥	
H	à	»	^	û		t	¥	
I	â	...	`	ü		u	μ	
J	ä		~	†		v	∂	
K	ã	À	a	°		w	Σ	
L	â	Ã	b	¢		x	Π	
M	ç	Ö	c	£		y	π	
N	é	Œ	d	§		z	∫	
O	è	œ	e	•		{	∫	
P	ê	—	f	¶			∫	
Q	ë	—	g	ß		}	Ω	
R	í	"	h	®		~	æ	
S	ì	"	i	©				
T	î	'	j	™				

Figure 2: Common French and Spanish Characters

French	Spanish
à = <x2> H	á = <x2> G
â = <x2> I	é = <x2> N
é = <x2> N	í = <x2> R
è = <x2> O	ó = <x2> W
ê = <x2> P	ú = <x2> \
ë = <x2> Q	ü = <x2> _
î = <x2> T	ñ = <x2> V
ï = <x2> U	
ô = <x2> Y	
ù = <x2>]	
û = <x2> ^	
ç = <x2> M	
ñ = <x2> V	
œ = <x3> O	

set. You access the second alternate set by typing the characters <x3> in your AppleWorks text. The SuperFonts command <x2> lets you access the first alternate set, and <x1> returns you to the standard character set.

Follow these steps to print the word "bœuf":

1. Open a word processor file, insert the necessary SuperFonts font definition(s) at the beginning of the document and type until you need to enter the first occurrence of a special character.
2. Refer to the "Keyboard to Font Conversion Table" in *Figure 1*. The character œ is in the second alternate character set and corresponds to the keyboard letter "O".
3. Type the text <x3> to switch to the first alternate character set.
4. Type the letter O.
5. Type <x1> to return to the standard character set.

Here is what you will see on the screen:

This is the word b<x3>O<x1>uf.

Do not format the document on the screen; when SuperFonts prints a document, it removes all the extra characters required to change between character sets.

At first there appears to be excessive coding necessary to get this output, but once you practice entering the keystrokes and letter equivalences, the necessary keystrokes become automatic. In addition, you can use UltraMacros to set up macros to enter each of the special foreign characters.

To simplify using SuperFonts, I extracted the 14 French and seven Spanish characters from the font character chart and printed a conversion table I keep on my desk (see *Figure 2*). Remember to distinguish between upper- and lowercase letters if you make your own chart.

[Richard Melpignano is a teacher and photographer from Bellingham, Massachusetts.]

Keeping Your Disks Organized

by Henry Magnin

Here are some ideas to help you organize your growing collection of AppleWorks data disks. The underlying theme of this article is that a few minutes spent now planning how to store your data files will save hours of work after you have filled numerous data disks.

The integrated nature of AppleWorks encourages many new users to save all their files on a single disk. When that disk is full, they format a new disk and continue saving their work. AppleWorks' ability to store word processor, data base, and spreadsheet files on the same disk entices you to use this system.

However, now imagine that it is six months later and you are looking for a letter of complaint you wrote to the local department store. Which disk has your letter? What did you call that letter? How much work will you have to do to locate that letter?

Our goal is to make it easier to find files later, even if it takes a few extra minutes now.

Archive Your Files on Specialized Disks

One way to make it easier to find specific AppleWorks files is to store them on different disks. If you have separate disks for "Personal Letters" and "Tax Data" it is easier to locate the disk containing a specific file.

Try to anticipate the different types of documents and applications you have for AppleWorks. For example, set up separate disks for income tax records, mailing lists, medical records, personal correspondence, business correspondence, travel information, and for any other categories you can predict you will need. Label these disks clearly. Consider using disks that come in colored disk jackets and post a list of the different color codes you develop. For example, I use disks in a red jacket for files I use daily, a green disk for files related

to my financial records, and an orange disk for graphic files.

There are two ways to archive your files on these disks. One is to insert the correct disk when you start working on a file. When you issue an Apple-S command, AppleWorks will automatically store your file on the appropriate disk.

The other technique is to use a single "Working Disk" during the day and save all your files on that disk. At the end of the day, your last job is to copy the files from that Working Disk onto the appropriate archive disk. The goal is to remove all files from the Working Disk every day.

Use Meaningful Names for Files

Locating the correct disk is only a part of the problem. Equally important is your ability to identify the appropriate file on that disk.

It helps to review the rules you must follow when you assign a name to an AppleWorks file:

1. Each file name can contain up to 15 letters and/or numbers.
2. Each file name must start with a letter.
3. The only punctuation mark you can use in a file name is a period.

These rules give you exceptional latitude when you assign a name to an AppleWorks file. You should use that flexibility and assign file names that help you recall the contents of each file when you look at a catalog of a data disk.

Here are some ideas to help:

1. Reserve the first letter in the title to help you classify the file. I use the following codes for the first letter in file names:
 - A. "a." (lower case letter "a" followed by a period) signifies a file that I use regularly.

Novice Notes...

For example "a.LETTERHEAD" contains my correct printer settings and letterhead. When I want to compose a letter, I bring a.LETTERHEAD onto my desktop, issue an Apple-N command to change the name, and start writing my letter.

- B. "d." signifies a file that is expendable; a file I want to delete after a few days or weeks. Once a month, I review the "d." files and delete all unwanted files from my disks. *[Ed: Another technique is to store all temporary files on a separate disk and review the contents of that disk when it gets full.]*
- C. "t." indicates that the file is a template. I have numerous templates I use occasionally. All have file names that start with "t.".
2. Use suffixes and prefixes to help you remember the contents of a file. For example, as you become more comfortable with AppleWorks, you will want to store ASCII files on your disks. Use the prefix "ASCII." to help you remember the contents of those files. For example, the file "ASCII.FORUM.MAY" would contain the content of the May issue of the *AppleWorks Forum* in ASCII format.

If your file is date-dependent, use suffixes to help you remember the date. For example, "BANKING.MAR88" contains my financial records for March 1988; "MEMBRSHIP.APRIL" contains membership data for April. (Note that I had to abbreviate "Membership" to fit within the 15-character limit for file names.)

If a precise date is needed in the file name, use a suffix that consists of a dot and six numerals to represent that date. For example, "FISCAL.030488" contains a fiscal report for March 4, 1988. If you do not need the year in the file name, use the month and date as a suffix. For example, "LETR.NAUG.APR10" is a letter to NAUG written on April 10th.

3. Use all capital letters in the file name unless a mix of upper and lower case letters makes it easier to read. For example, "FINANCIALreport" is easier to read than "FINANCIALREPORT".

You might think it bothersome to have to maintain all these different data disks and create meaningful file names, but take a word of advice from those of us who have been around AppleWorks for a while ... it is well worth the time and effort.

Finally, what was the file name for this article? "ART.NAUG.JAN88".

[Henry Magnin is a retired manager with E. F. Hutton, a professional wood carver of international fame, and a docent with the California Museum of Science and Industry.]

Current Versions of TimeOut Modules

TimeOut	2.1	QuickSpell	2.0
DeskTools	2.0	SideSpread	2.0
DeskTools II	1.1	SpreadTools	1.0
FileMaster	2.0	SuperFonts	2.0
Graph	2.0	Thesaurus	1.0
PowerPack	1.2	UltraMacros	2.0

These modules are compatible with AppleWorks 2.0 and 2.1. See the article "Beagle Buddy Program Expanded" on page 5 of this issue for more update information.

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How to Print Headings and Comments in Tables Format Reports

by Roger Shaddick and Cathleen Merritt

AppleWorks' tables format report capability lets you print attractive lists. The program automatically inserts a page header (including the file name, report name, date, and page number) and the name of each category at the top of each page. You can cancel the printing of these headings by issuing an Apple-O command, followed by a PH command (for Page Header), when you define the report format. However, the PH command turns off the complete page header ... including the name of each category. AppleWorks does not let you turn off the page header and still print the category names at the top of the list.

Here are two work-arounds that let you overcome this limitation of AppleWorks.

Use the Apple-N Command

If your report is no longer than 78 characters wide, you can enter the column headings as the title of the report. AppleWorks will print this "title" at the top of each page. Follow these steps:

1. Prepare a tables report format.
2. Issue an Apple-O command followed by a PH command to turn off the page headers. Press the Escape Key to return to the report definition screen.
3. Issue an Apple-N command to enter a title for the report.
4. Press the Return Key to accept the current report name.
5. Type the label you want to appear over the first column in the report.

6. Press the Space Bar to move the cursor to the second column and type the name for that column.
7. Repeat steps 5 and 6 until you enter names for every column in the report.
8. Press the Return Key.

When you print the report, AppleWorks will enter the "title" at the top of each page. Since the title contains the name for each column, you will get nicely formatted column headings.

You can also use this technique to print a note or comment at the top of every page of the report.

Enter Column Headings as Records

Another way to get column headings is to enter those headings as extra records in the data base file. This approach provides more attractive output and also works with reports that are more than 78 columns wide. However, the column headings appear only on the first page of the report.

This procedure requires you to enter three records at the beginning of the file. The first record contains the label you want at the top of each column in the final report. The second record includes underscores, hyphens, or equal signs to separate the column headings from the data. The last record is empty and generates a blank line between the column headings and the data.

Here are specific directions:

1. Prepare a tables format report.
2. Issue an Apple-O command followed by a PH command to turn off the page headers.

Data Base Tip...

3. Press the Escape Key until you return to Review/Add/Change mode.
4. Issue an Apple-1 command to get to the first record in the data base file.
5. Issue an Apple-I command to indicate you want to insert new records.
6. You are now in Insert Records Mode with a blank record on the screen. The cursor is in the first category in the data base file. Enter the name of that category. For example, if the category is called "First Name", enter "First Name". Your data entry screen will look like this:

First Name: First Name

7. Press the Return Key and repeat the process in step #6 until you enter the name of every category.
8. When you are done entering this record, press the Return Key to get another blank record on the screen. The cursor will be on the first category. Hold down the equal sign key and fill the available space with a string of equal signs. Repeat this process for every category. When you are done, the screen will look like the example in *Figure 1*.

These lines will later serve as underscores under the titles you entered in steps 6 and 7 above.

9. Get another blank record on the screen and press the Return Key once. Then press the Escape Key to leave Insert Records mode. This inserts a blank record into the file.

There are now three additional records at the beginning of the data base file. Record one contains the headings you want to print at the top of each column. Record two contains underscores to highlight that column name. Record three is blank and will insert a blank line between the column headings and the data in the report.

Figure 1: Data Entry Screen for Underscore Record

```
File: Medical Records      REVIEW/ADD/CHANGE      Escape: Main Menu
Selection: All Records

Record 2 of 7
=====
Last Name: =====
First Name: =====
Vaccination Date: =====
Next Appointment: =====

Type entry or use ⌘ commands      ⌘-? for Help
```

Figure 2: Sample Report with Column Headings

Last Name	First Name	Vaccination Date	Next Appointment
Adams	Jeffrey	Jun 1 76	Nov 15 88
Carlson	Liz	Jan 6 77	Feb 12 89
Honigstock	Jay	Oct 4 79	Jan 6 89
Merritt	Michael	Mar 4 80	Nov 20 88

Figure 2 is an example of the printout that will appear when you print this report.

Remember that these three records must remain at the beginning of the data base file. If you are not careful, the Arrange Command (Apple-A) will rearrange the file so these records no longer appear at the top of the report. If you want to use the Apple-A command, first use the Apple-M command to move the three records to the AppleWorks clipboard, then rearrange the data. Finally, move the records back to the beginning of the file before printing the report.

[Roger Shaddick is co-director of the Apple computer laboratory at Marist School in Atlanta, Georgia.]

Two Resources to Help You Teach AppleWorks

by Bobbi Norris

Teachers were quick to discover AppleWorks. AppleWorks proved itself a valuable productivity partner for their professional use and for their personal applications, small businesses, and home offices. Now one finds AppleWorks used to teach computer literacy, in business courses, and in traditional English, mathematics, science, and social studies classes.

If you teach AppleWorks, or if you want to learn the program yourself, there are numerous resources available to you. This is a review of two such resources, *AppleWorks for Teachers*, and *Hands-On AppleWorks*.

The two packages introduce basic AppleWorks techniques to students with no prior computer experience. *AppleWorks for Teachers* is written for teachers who intend to use AppleWorks for class projects and their own productivity; *Hands-On AppleWorks* teaches AppleWorks to secondary school students. Neither text covers intermediate and advanced topics, such as the integration of the different AppleWorks modules.

What You Get

AppleWorks for Teachers is a 220-page soft-cover textbook that includes a disk of AppleWorks files and templates covered in the text. The book has an introduction, fifteen chapters covering the AppleWorks modules, appendixes, a glossary, and an index. The introduction explains the basics of starting AppleWorks, formatting data disks, creating and saving files, and quitting AppleWorks. The chapters on the individual modules discuss the development of typical AppleWorks applications: for example, using the word processor to create letters, certificates, tests, templates, and forms; using

the spreadsheet to generate seating charts, and grade books; and using the data base for address lists and multiple-choice tests. The back cover of the book presents a quick-reference chart of AppleWorks commands.

For teaching students, *Hands-On AppleWorks* is the clear winner.

Hands-On AppleWorks consists of three independent modules that introduce the AppleWorks word processor, spreadsheet, and data base modules. The complete package includes three 75-page teacher's guides, three 160-page student lesson books, three disks of AppleWorks files, and a set of reproduction

masters containing tests and presentation materials. The three texts share a common structure: an introduction to AppleWorks basics, supported by a series of hands-on laboratory assignments; a set of lessons coordinated with the student data disk; and projects to help students apply what they learned about AppleWorks to a new application.

The teacher's guides correspond to the student lesson books and contain detailed descriptions of the student laboratory projects, answers to all the questions in the student books, a glossary of unfamiliar terms, and other valuable teaching resources.

There are some superficial similarities between these packages. Both texts are interactive and give the students tasks to complete. Both include clearly stated instructional objectives at the beginning of each chapter. Both conclude with practice exercises and review questions. However, there the resemblance ends. The materials are designed for different audiences and use different instructional strategies.

Book Review...

AppleWorks for Teachers

AppleWorks for Teachers is designed for adults. Each section starts with an explanation of the tasks and skills the reader will learn, followed by exercises for readers to complete. The explanations describe both the skills to be learned and the application to be developed in the chapter. Many of these explanations are much too lengthy.

One problem is that the authors have two objectives. One goal is to teach AppleWorks. The other is to show teachers a variety of classroom applications for the program. For example, *AppleWorks for Teachers* describes how to prepare memoranda, how to use the spreadsheet to maintain a grade book, and how to keep a student demographic data base.

While these are useful applications, the teaching of a skill sometimes appears subordinate to the example used to present it. For example, the spreadsheet section describes how to use the spreadsheet module *and* how to prepare and use a grade book template. These dual purposes interfere with the authors' ability to write clear and specific directions on how to use AppleWorks.

AppleWorks for Teachers also suffers from flaws which are distracting and often frustrating to beginners. Even when the purpose of a section is to teach an AppleWorks command, the presentation is often marred by mistakes, awkward wordiness, idiosyncratic or completely misleading wording, even misspellings.

Hands-On AppleWorks

By contrast, *Hands-On AppleWorks* is a carefully constructed package. Beginners get a thorough grounding in good computer habits and the AppleWorks commands. The material is presented in small, easily digested segments.

The authors follow a three-step sequence in their lessons: First, the student uses the computer with a

AppleWorks for Teachers

Authors

Patti Nogales
Carol McAllistar

Package

220 8.5" x 11" pages soft bound;
One 5.25-inch disk of exercises

Price

\$16.95

Pros

Includes useful templates for teachers

Cons

Lack of clarity and focus; wordy and disorganized; factual errors

Publisher

Franklin, Beedle, and Assoc.
4521 Campus Drive, #327
Irvine, CA 92715
(714) 552-4155

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1987

If you can struggle through AppleWorks for Teachers, you will be familiar with AppleWorks and have applications you can use in your classroom.

Hands-On AppleWorks

Authors

Arthur Luehrman
Herbert Peckham

Package

Student Lesson Books
3 modules, 160-pgs each
Teacher Guide Book
3 modules, 75-pages each
Template Disks
3 disks, 100K each
Reproduction Masters
AppleWorks Wall Chart

Price

Student Book
\$9.95 ea/\$18.95 set
Teachers guide w/ disk
\$18.50 ea/24.95 set
Reproduction Masters
\$29.95
AppleWorks Wall Chart
\$14.95

Pros

Simple, modular approach;
Consistent learning sequence;
valuable teacher's guides

Cons

Omission of Apple-Q and Apple-H commands; little preparation for exercises

Publisher

Computer Literacy Press
353 East 10th Street, Suite C-624
Gilroy, CA 95021
(408) 848-1483

Copyright

1988

Hands-On AppleWorks disk to learn a new set of skills. Then, the student reads an explanation of the skills he just practiced. Finally, the student answers two or three questions as a "quick-check" to confirm that the appropriate skills were learned.

This three-step approach — follow the steps, read this, and quick-check — virtually assures that students will master the material. However, students approach the hands-on portion of the lesson with little background about what they will learn. The instructor must be ready to help students when

Book Review...

unexpected things happen. Instructors of large classes will keep particularly busy during these laboratory sessions.

At the end of each section, the book describes projects for students to complete on their own. These assignments are important because the standard exercises in the text only ask students to edit existing files. The projects require students to create new word processor documents, data bases, and spreadsheets.

The books in the *Hands-On AppleWorks* series have an attractive format. Computer Literacy Press does an outstanding job of using graphics and color to enhance these materials.

Teacher's Guide: A Treasure

Teachers will find the *Hands-On AppleWorks Teacher's Guide* a treasure; it includes useful material one might not expect in an AppleWorks course. For example, the *Teacher's Guide* includes a special section for those teaching computers for the first time. That section discusses hardware requirements, classroom environment, ideas for classroom management, the teacher's role in the instructional process, how to evaluate student work, and even a check-list to insure you are ready before the first class meeting. A table in the *Guide* correlates each laboratory assignment in the text with the corresponding pages in seven popular introductory computer literacy textbooks. The *Guide* also includes a list of books, newsletters, organizations, and templates of interest to AppleWorks teachers.

The *Teacher's Guide* describes each laboratory lesson in detail and answers all the questions in the workbooks. It includes instructions to help teachers configure AppleWorks for the number of disk drives at each student work station and directions to help teachers edit and duplicate the student template disk. The last six pages of the *Guide* are a glossary of all terms introduced in the workbooks.

Conclusions

Neither of these packages is perfect. *AppleWorks for Teachers* starts with long introductions, is often poorly written, and is filled with mechanical and conceptual errors. I was disturbed that people writing for teachers would write so poorly. Although I

am competent with AppleWorks, I found myself struggling through this text. In a college situation, where there is an instructor to correct the book's mistakes, this might be an acceptable text. If you can struggle through the book, you will be familiar with AppleWorks and have a series of applications you can use in your teaching. However, *AppleWorks for Teachers* is seriously flawed.

Hands-On AppleWorks is carefully organized, well written, attractively presented, and includes excellent ancillary materials. However, *Hands-On AppleWorks* puts students in front of computers with little background about each specific exercise. Students are likely to be confused from time to time as they work through the different lessons. It may be difficult to use *Hands-On AppleWorks* with large classes of introductory or insecure students.

For teachers studying AppleWorks on their own, I recommend starting with *Hands-On AppleWorks* to learn the program. Then use *AppleWorks for Teachers* for further practice and to create tools you can use professionally.

For teaching students, there is little choice: *Hands-On AppleWorks* is the clear winner.

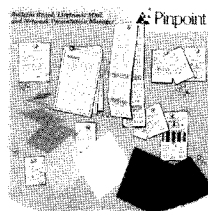
[Bobbi Norris is a writer and business consultant from Muskegon, Michigan.]

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The Storage Management Team

If only I had storage management software that could give me complete control of my hard-disk by installing itself onto my hard-disk and then installing my programs automatically . . .

. . . it could have a menu where I could choose the applications I want by just touching a key . . .

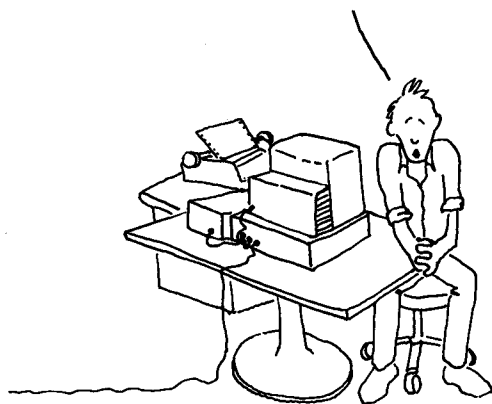
. . . it could run programs, remove programs, back up, restore, index, copy, and other stuff, too, automatically. And it could be incredibly fast and easy to use.

And there could be another program just like it, for my RamCard. It could load my programs onto my RamCard and present them to me on a menu . . . and I could flip from program to program like turning a page . . . and would have great features like autoloading, back up, restore and statistical displays. And it could be incredibly fast and easy to use.

And they could work together to give me the greatest storage management system ever . . .

. . . and come with a manual that could explain ProDOS in a way that even I could understand . . .

. . . and be sold and serviced by friendly people . . . and be affordable . . .



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How to Get Help with Utility Software

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 utility software for Apple computers. Next month's issue will contain a list of members who offer help with Apple-compatible hardware and printers.

Apple Utilities

How to Use this List

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

- 1 = ProDOS
- 2 = File Conversion
- 3 = Copy II+
- 4 = Disk/File Recovery
- 5 = Printrix/Fontrix
- 6 = FontWorks

California

- 3 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
- 1,2,3, Robert Demmon
5,6 Coronado CA
619/ 435-0554 M-F 3pm-10pm;
S-S 9am-10pm
619/ 435-0520 M-F 3pm-10pm;
S-S 9am-10pm

- 3 George Gray
Los Angeles CA
213/ 774-4131 M-F 10am-10pm
- 1,2,3,6 Terry Higgins
Hayward CA
415/ 887-7499 Daily 8am-11pm answ mach
NAUG BBS #117
GEInie T.HIGGINS1
The Source SIG049
- 1,3,6 Berenice Maltby
Corona del Mar CA
714/ 640-7369 9am-9pm
- 3,6 Tom Militello
Rancho Palos Verdes CA
213/ 541-2766 M-F 4pm-8pm
NAUG BBS #118
- 1,3 Will Nelken
San Rafael CA
415/ 456-1798 M-F 10am-3pm
415/ 459-0845 M 3pm-9pm;
Sat 10am-10pm
- 1,3 Dale Shields
Torrance CA
CompuServe 73177,2323
GEInie D.G.SHIELDS

Colorado

- 3 Gary Armour
Littleton CO
303/ 933-9493 M-F 5pm-10pm;
S-S 10am-10pm
- 1,2,3 David Gillaspie
Lakewood CO
303/ 431-6100 M-F 9am-Noon
303/ 988-0994 M-F 7am-9pm
- 1 Lyle Graff
Littleton CO
303/ 977-4557 M-F 8am-3pm
303/ 794-5970 M-F 6pm-9pm;
Sat Noon-9pm

- 1 Larry Thaete
Boulder CO
303/ 939-9072 MWF 5pm-9pm
303/ 492-2717 M-F 9am-3pm

Connecticut

- 1,2 John R. Robinson
Niantic CT
203/ 739-7435 Daily 9:30am-2pm
- 3,6 Emery Roth
Washington CT
203/ 868-7118 Daily 3pm-8:30pm
- 3,6 Newton Shaffer
Gales Ferry CT
203/ 464-9716 Daily 4pm-11pm

Florida

- 1,3 John Andrianoff
Ft. Pierce FL
305/ 466-6653 School Days 3:30pm-8:30pm;
Other Days Noon-8pm
- 5 H. Clay Bailey III
Jacksonville FL
904/ 725-3477 Daily 9am-6pm
904/ 744-2499 W-Sun; 7pm-11pm
- 1,3 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

- 1,2,3 Jim Sulsona
Doraville GA
404/ 455-0853 Daily 9am-Midnight
NAUG BBS #69
CompuServe 76440,227
404/ 446-9048 #187

Illinois

- 3 Dennis Ricke
St. Charles IL
312/ 377-4829 School Hours

3 Victor Weisskopf
Lincolnwood IL
312/ 674-7400 M-F 9am-5pm

Indiana

3 Stanley Boler
Knightstown IN
317/ 345-5663 M-F 5pm-11pm

1 Brenda Crenshaw
Shelbyville IN
317/ 264-1286 M-F 7am-5pm
317/ 398-0525 M-F 6pm-9pm;
S-S 9am-10pm

3 Irvin Haas
Carmel IN
317/ 848-0050 M-F 3:30pm-10pm;
S-S 10am-10pm

Kansas

3 Jan Laughlin
Mapleton KS
316/ 743-3441 Daily 9am-4pm

Maryland

3,4 Ronald Romanowicz
Glencoe MD
301/ 472-4800 Daily 8am-4pm
301/ 472-2983 Daily 4pm-11pm

1,2,3 Michael Spurrier
Baltimore MD
301/ 298-0263 S-S 6pm-11pm
301/ 955-5938 School days 11am-1pm

Massachusetts

1,3 Pamela Michaelson
Marblehead MA
617/ 631-0918 M-F 9am-Noon

Michigan

3,4 Jim Anker
Hazel Park MI
313/ 542-3910 M-F 9am-4pm
313/ 391-0033 M-F 6pm-10pm;
S-S 1pm-9pm

3 Joe Connelly
Livonia MI
313/ 421-8729 M-F 9am-9pm
NAUG BBS #21

1,2,3 Arthur Daniel
Warren MI
313/ 445-7142 M-Th 7am-4pm
313/ 445-7105 M-Th 7:30am-8pm;
F 7:30am-4pm

1,2 Lynn Leininger
Monroe MI
313/ 241-4021 M-F 4pm-10pm;
S-S 10am-10pm
NAUG BBS #313
CompuServe 73277,2420

2 William Marriott
Canton MI
NAUG BBS #288
CompuServe 72047,2770
GEnie W.MARRIOTT
innen@nuacc.bitnet

1,3,6 Bill Neef
Grass Lake MI
517/ 522-4689 Daily 8am-10pm

3 Quality Computers
Grosse Pointe MI
313/ 885-4270 Daily 9am-5pm
313/ 885-4215 Daily 9am-5pm

1,3 Mike Robinson
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 Pete Ross
Wayne MI
313/ 728-8720 answ mach

1,2,3,4 Keith Zook
Grosse Ile MI
313/ 675-1550 Daily 8am-4pm

Minnesota

1,3,6 James Hirsch
Coon Rapids MN
612/ 755-8082 M-F 6pm-10pm
612/ 755-8220 M-F 7:30am-4pm
GEnie JHIRSCH

1,2,3 Dick Kenfield
Hopkins MN
612/ 938-4382 M-F 4pm-9pm;
S-S all day
CompuServe 71540,373

Missouri

1,3,5 Whit Crowley
Manchester MO
314/ 394-7955 M-F 6pm-9pm;
S-S 10am-6pm
CompuServe 70176,1167

Montana

1,2,3 Steve Bernbaum
Sheperd MT
406/373-6393 Daily 10am-11pm

Nebraska

1,2,3, 4,5 Larry B. McEwen
Hastings NE
402/ 463-1387 M-F 8am-4pm
402/ 463-2267 Daily 5pm-9pm
NAUG BBS #188
GEnie L.MCEWEN

New Jersey

3 Les Blatt
Maplewood NJ
CompuServe 73647,3157

3 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

3,6 Edwin C. Doe
Pt. Pleasant NJ
201/ 528-6349 8am-11pm ans. serv.
or modem
GEnie E.DOE

1 David Edwards
Camden NJ
609/ 966-6767 M-F 9am-5pm
609/ 365-1359 M-F 6pm-9pm

1,3 Matthew Jones
Neptune NJ
201/ 774-0983 M-F 6pm-8pm

3 Linda Nixon
Chatham NJ
201/ 635-0973 M-F 5pm-9pm;
S-S 11am-5pm

1,3 David Jay Scott
Wall NJ
201/ 681-0600 Daily 6pm-10pm

New York

1,2,3,6 Fred Brothers
New York NY
212/ 732-7072 M-F 9am-5pm

3 Cynthia Gillmore
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

3 Sister Mary Gregory
Watertown NY
315/ 782-3460 M-F 3pm-9pm
315/ 788-4670 Daily 2pm-3pm

3 Don Menges
Rochester NY
716/ 544-9398 Daily 8pm-11pm
NAUG BBS #126
CompuServe 75776,443
GEnie VSXER

5 Harold S. Miller
Ozone Park NY
718/ 641-5208 Daily 10am-5pm;
M-F 7pm-9pm

1,2 David Strachen
Buffalo NY
716/ 634-8238 M-F 10am-5pm
716/ 832-8869 M-Th 6am-10pm

1,3 Walter Taylor
W. Henrietta NY
716/ 263-7700 ext. 269 M-F 8am-5pm
716/ 359-2857 Other Times

Ohio

1,3 Mark Ball
Paris OH
216/ 862-3277 M-F 6pm-10pm
216/ 627-7606 M-F 8am-3pm

1,2,4 Jessie Beale-Hansen
Cinti OH
513/ 751-6834 M-F 7pm-10pm
513/ 241-6400 M-F 9am-11am; 3pm-5pm

1 William Beasley
N. Olmsted OH
216/ 777-7700 ext. 282 M-F 8am-4pm
216/ 933-4408 answ mach
CompuServe 71106,574

6 Mark Elliot
Hudson OH
216/ 686-2280 M-F 9am-5pm
216/ 653-5006 S-S 6pm-11pm
GEnie G.ELLIOT

Codes

- 1 = ProDOS
- 2 = File Conversion
- 3 = Copy II+
- 4 = Disk/File Recovery
- 5 = Printrix/Fontrix
- 6 = FontWorks

- 1,3 Carman Greco
St. Clairsville OH
614/ 695-5026 M-F 3pm-9pm;
S-S 9am-9pm
- 1,2,3,4 Guy R. Moore
Oxford OH
513/ 746-6333 M-F 9am-4pm
513/ 529-7584 M-F 8am-4pm
513/ 523-3797 Daily 7pm-10:30pm
- 1,2,3 Howard Moskowitz
Toledo OH
419/ 729-8412 M-F 8am-4:30pm
419/ 535-8647 M-F 5pm-10pm;
S-S 10am-10pm
CompuServe 73547,337

Oregon

- 1,2,3,4 Jim Emig
Portland OR
503/ 280-5666 M-F 7am-4pm
503/ 771-1916 M-F 6pm-9pm;
S-S 10am-10pm

Pennsylvania

- 3,6 Martin Friedman
Philadelphia PA
215/ 473-6135 M-S 3pm-10pm
NAUG BBS #45
CompuServe 76676,1057

Tennessee

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

Texas

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

Vermont

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

Virginia

- 1,3,6 Warren Downes
Yorktown VA
804/ 898-8386 M-F Noon-4pm
804/ 898-1881 M-F 4pm-10pm;
Sat Noon-10pm

Wisconsin

- 3,6 Neil Johnson
Eau Claire WI
715/ 834-8104 M-F 8am-3:45pm
- 3 Paul Van Wyk
Appleton WI
414/ 731-0941 Daily 9am-4pm
414/ 739-6503 Daily 7pm-10pm

Foreign/APO

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

Electronic Index Disk Update

The list to the right contains the October 1988 update for NAUG's Electronic Index Disk. The first section contains the data for the file "Forum Index.II". 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, October 1988 Update

Enter the standard values for these categories: Volume #: 3 • Issue #: 10 • Date: Oct 88
Enter the rest of the data in the order: TYPE • PAGE • TITLE • AUTHOR • KEY WORDS

Letters to NAUG • 2 • Defense of Printrix • Calhoun, William • Printrix; SuperFonts; printing effects; add-ons

Letters to NAUG • 2 • Single Space Output in Foreign Languages • Shaddick, Roger • ImageWriter; printing effects; word processor; foreign characters

Letters to NAUG • 3 • Use AutoWorks to Fill Out Printed Forms • Rapee, Bruce • AutoWorks; mail merge; form letters

Letters to NAUG • 3 • Patch to Delete Unwanted Spaces • Munz, Mark • modifications; ASCII; import; file transfers

AppleWorks News • 4 • Claris Now Shipping AppleWorks 2.1 • n/a • Claris; AppleWorks; Update; Pinpoint; TimeOut

NAUG News • 5 • Beagle Buddy Program Expanded • n/a • Beagle Bros; Beagle Buddy; TimeOut; Updates

Macro Primer • 6 • How to Create Keyboard Macros • Munz, Mark • macros; UltraMacros

Advanced Techniques • 9 • How to Transfer Files from Laptop Computers into AppleWorks • Williams, Warren; Perlsh, Joel; Rudolph, Tom • file transfers; laptops; notebook computer; Point-to-Point

AppleWorks Add-Ons • 13 • TimeOut Data Converter Adds Power to AppleWorks • Munz, Mark • add-ons; TimeOut; Data Converter

Word Processor Tip • 14 • Use SuperFonts to Print Special Characters • Melpignano, Richard • SuperFonts; word processor; foreign characters; printing effects

Novice Notes • 16 • Keeping Your Disks Organized • Magnin, Henry • disk files; guidelines

Data Base Tip • 19 • How to Print Headings and Comments in Tables Format Reports • Shaddick, Roger; Merritt, Cathleen • data base; formatting; report formats

Book Review • 21 • Two Resources to Help You Teach AppleWorks • Norris, Bobbi • AppleWorks for Teachers; Hands-On AppleWorks; books; education

NEW KEY WORDS: Beagle Buddy; laptops; notebook computers; Data Converter



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New NAUG Phone Number

NAUG recently changed its telephone number.
Effective immediately, the new number is:

(313) 454-1115

Our postal address and bulletin board telephone numbers remain unchanged.

Seminar Schedule

NAUG sponsors 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.

Seminar schedule:

October 12	—	Battle Creek, MI
October 24	—	Kansas City, KS
October 26	—	Minneapolis, MN
October 28	—	Milwaukee, WI
October 31	—	Chicago, IL
November 4	—	Grand Rapids, MI
November 7	—	Ann Arbor, MI
November 11	—	Dallas, TX
November 14	—	Seattle, WA
November 16	—	Portland, OR
November 18	—	Salt Lake City, UT
November 30	—	Sacramento, CA
December 2	—	San Francisco, CA
December 5	—	Orange, CA (Los Angeles/Long Beach)
December 7	—	San Diego, CA
December 9	—	Phoenix, AZ

The presenter, Dr. Warren Williams, is a technical advisor to NAUG and a frequent contributor to the *AppleWorks Forum*. He has written more than 40 articles about AppleWorks and has conducted more than 50 AppleWorks seminars throughout the country. Write or call NAUG for more information.