

# Apple-Works Forum

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Support for AppleWorks & ///EZ Pieces Users

# Letters to NAUG

## Converting Data Base Entries into "Date" Format

Dear NAUG,

I am having difficulty with data base files that I created from imported ASCII or DIF files. I select "Create a new file for the data base" from an ASCII or DIF file, import the file and rename the categories. Of course, I name the category containing chronological information "Date". But AppleWorks will not let me arrange or select records from the file chronologically. It treats the entries as if they were regular text, not dates. However, when I enter new records into the file, AppleWorks handles the new records chronologically. What is the problem?

David R. McKee  
Homewood, Illinois

*[Response by Hal Heidtman: The problem is more general than David describes. The AppleWorks data base module does not treat entries in the "Date" category as chronological data when you a) change the name of an existing category to "Date" or b) when you import chronological information into a data base. AppleWorks only converts entries into date format when it "evaluates" the entry. AppleWorks "evaluates" an entry when it is typed in from the keyboard or when it is changed in a record. It does not evaluate an entry when you change the category name or when you import data into a new data base.*

*Here is a work-around that gets AppleWorks to evaluate the entries in your file and convert your entries into chronological format:*

- 1. If the category name does not contain the word "date", use Apple-N to change it.*
- 2. Check to see that the entries in the "Date" category are in a format recognized by AppleWorks (e.g. November 1, 1987, 11/1/87, or 11-1-87). If they are not in one of the accepted formats, move the original ASCII file into the word processor and use Apple-R (Replace Command) to convert the entries so they can*

*be recognized as dates.*

- 3. The "Date" category must be on the screen in multiple record layout mode. If it is not, use Apple-L (Layout) and reorganize the screen display to include that category.*
- 4. Use Apple-E to put the cursor in "insert" mode.*
- 5. Put the cursor in the "date" field for the first record and press the Space Bar or type a character. Then press the Delete key to delete the space or character you inserted. Now press the RETURN key to enter the "new" entry.*

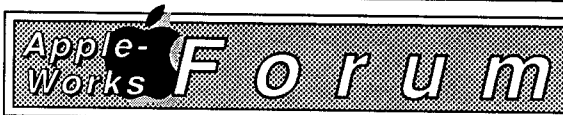
*AppleWorks will "evaluate" the entry and change it to date format. If an entry is not converted to date format, look at the record to see if the date contains the letter "L" where it should have the number one or the letter "O" where it should have the number zero.*

*Repeat step #5 for all records in the file. When you get to the bottom of the file, all your entries should be in chronological format and you should be able to arrange the file in chronological order.*

*If you have a macro program like KeyPlayer, Super MacroWorks, or AutoWorks, you can construct a macro to perform this operation. Here is the macro I wrote for AutoWorks:*

`L:<INSERT> B <DELETE> <RETURN> <L>`

*(continued on the next page)*



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## Letters...

*Solid Apple-L sets the macro in operation. The macro changes the cursor to insert mode, enters the letter "B", deletes the letter "B" and enters a RETURN. Finally, the macro calls itself and repeats the process. The computer will beep when the process is complete. Press the ESC key to terminate the macro.]*

### Patch for a Patch

Dear Cathleen,

The patch that skips the date screen (see "Patching AppleWorks for Faster Startup", June 1987) works inconsistently. If I run AppleWorks after running Copy //+ or Merlin Pro, AppleWorks does not address my clock card. The problem is that these programs clear the memory location \$86.

If you have a clock card, the following patch corrects this problem. The reader should first review the article in the June issue before proceeding.

1. Make a backup copy of your AppleWorks Startup Disk. Do all your work on this backup copy.
2. Get into BASIC and type `PREFIX APPLEWORKS` (or whatever name you assigned to your AppleWorks Startup Disk).
3. If you did *not* modify AppleWorks with the Pinpoint Desk Accessories, type  
`BLOAD APLWORKS.SYSTEM,TSYS,A$2000`  
and press the RETURN key.

If you installed Pinpoint on your AppleWorks disk, type:

```
BLOAD APLWORKS.SYSTEM,TSYS,A$2000,  
      B$3500,L$2000  
and press the RETURN key.
```

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**.

4. If you have version 2.0 of AppleWorks, enter the following statements to get your clock card to automatically enter the date:

```
POKE 14148,76  
POKE 14149,238  
POKE 14150,39
```

If you have version 1.2, type:

```
POKE 13518,76  
POKE 13519,120  
POKE 13520,37
```

While I don't have a copy of either version 1.1 or 1.3, the following patches should work for them:

Version 1.1:

```
POKE 13522,76  
POKE 13523,124  
POKE 13524,37
```

Version 1.3:

```
POKE 13855,76  
POKE 13856,201  
POKE 13857,38
```

5. If you do *not* have Pinpoint installed, type  
`BSAVE APLWORKS.SYSTEM,TSYS,A$2000`

If you do have Pinpoint installed, type  
`BSAVE APLWORKS.SYSTEM,TSYS,A$2000,  
 B$3500,L$2000`

Robert Oberholtzer  
Houston, Texas

### Advice to Other Members

Dear Cathleen:

I've long been a volunteer on the Members Helping Members service and I've gotten numerous calls. As a high school educator, I get a great deal of satisfaction from helping others. Calls come into my home via the correct telephone numbers and usually at the correct times. I appreciate that; it's a service I'm honored to offer.

However, I want to make a suggestion about calling other members for assistance. As a volunteer,

(continued on the next page)

## Letters...

it takes some time to change gears and understand the caller's questions. Most volunteers in this service are not in front of their terminal with their hand on the telephone waiting for it to jingle! We could be having a swim in the pool with family or sitting before a warm fire.

Please give me (and others) a chance to thoroughly understand your problem...to talk it through, re-hash it in our minds. Don't expect to have complex problems answered in one breath or within the span of a three minute call.

My personal experience with this volunteering has been rewarding and highly successful; I recommend that others get involved.

Peter Crosta  
Nutley, New Jersey

P.S.: Mrs. Crosta asks that you not call me after 9 pm!

## Member Needs Help With a Printer

Dear Cathleen:

I have a problem with my print-outs. When my ImageWriter // printer has not been used for a while, I get results like this:

**Thornville School**

What is wrong? I am using an Apple //e with a one megabyte RamWorks /// Card, a Super Serial Card, a TransWarp Card, an Apple Mouse Card, a Uni-Disk Card, and a 20 megabyte Sider. I have a 32K buffer installed in my printer.

Nicholas Anspach  
Thornville, Ohio

*[Ed: Any problem that occurs only when the printer is well "rested" usually reflects a mechanical problem with the printer. Start by connecting a different ImageWriter // to your computer. If that solves the problem, fix your ImageWriter.]*

## Quick Tip

# Using @ROUND in the Spreadsheet

by A. William Neef

Those of us who use AppleWorks versions prior to 2.0 don't have the luxury of an @ROUND function. However, we can simulate the @ROUND function with the following old programming algorithm:

$$@INT(x*100+.5)/100$$

where "x" is any number, formula, or cell reference. For example, imagine that cell A1 contains the value 3.455 and cell A2 contains the formula @INT(A1\*100+.5)/100. Then cell A2 will display 3.46.

The above formula rounds to the nearest hundredths place. You can round to the nearest tenth with the following formula:

$$@INT(x*10+.5)/10$$

However, if you have AppleWorks version 2.0, you can get the same results with @ROUND(x,1) to round a number to the nearest tenth and @ROUND(x,2) to round to the nearest hundredth.

If you can use the @INT algorithm to round a number, why bother with the @ROUND function?

Here are three reasons:

1. The @ROUND function is more consistently accurate.
2. The @ROUND function saves memory.
3. The @ROUND function speeds up the operation of AppleWorks.

*[Bill Neef is owner of Wolf Lake Sailboards in Grass Lake, Michigan.]*

# Quicken: From Check Registers to a Spreadsheet

by George W. Sall

---

*This is the second of two articles on Quicken, a popular program that maintains your checkbook register and prepares tax reports. Last month, Robert McRoberts described the program. This month, George Sall describes tricks in using Quicken with AppleWorks.*

---

**T**he Quicken check writing and financial management program lets you transfer check register data directly into an AppleWorks spreadsheet. While most of Quicken is easy to learn and use, I thought fellow NAUG members might like to read some techniques I developed to help me get more from this useful program.

The key to moving information from Quicken's check register into AppleWorks is using "transfer labels" that Quicken automatically places in Row 1 and Column A of a spreadsheet. The labels in Row 1 are date codes; the labels in Column A are payees' names or the contents of the "memos" entered into Quicken when you write each check.

When you write checks or make a deposit with Quicken, enter the date, the name of a payee or payor, and a "Memo" to identify the purpose of each expenditure or deposit. Memo information can be any combination of words and numbers.

### Code Your Memos

One of the tricks is to develop a comprehensive coding system for your memos and stick to it. Aside from the obvious advantages of using codes (e.g., you do less typing), a coding scheme forces you to put all transactions into categories. Those categories should be related to your tax record keeping needs. Specifically, set up codes that match the deductions you claim on the Federal Income Tax form, including categories for taxes paid, medical expenses, business entertainment, and so forth.

*[Ed: Articles describing the reasons for using codes in tax accounting systems appear in the October 1986 and July 1987 issues of the AppleWorks Forum.]*

One trick for your coding scheme involves using "categories" and "sub-categories". Set up all categories as two digit numbers (for example, travel expenditures can be code 21), then use decimal numbers to track sub-categories of each expense (e.g., 21.1 might be travel related to one consulting job, 21.2 a second job, etc.). That lets you use Quicken's Search and List option to generate summaries of all travel expenses based on the code of 21, or more specific listings of travel expenses by looking at the sub-category data.

Another trick is to put a special character before each code (like a slash). This lets you use numbers in the text you entered into Quicken's Memo field. You can then search for memos with your special character and base your selection on the numeric coding system. Using codes increases the utility of Quicken; it makes it easier to maintain your tax records.

### Transferring Data into AppleWorks

I regularly use the AppleWorks spreadsheet module to help me summarize my Quicken data. I start by sketching out a spreadsheet that will contain the matrix of information I want. Then I prepare a blank spreadsheet, leaving Row 1 and Column A empty to accept the transfer labels I choose. Next, I insert appropriate transfer labels into Row 1 or

*(continued on the next page)*

# Spreadsheet Application...

Column A of the spreadsheet. Now the spreadsheet will accept any Quicken check register data that it recognizes by Date, Payee, or Memo.

Figure 1 illustrates a sample spreadsheet. It includes Row 1 and Column A, which contain the transfer labels. Information inside the brackets identifies information from the check register. The letter that precedes each entry in Row 1 and Column A identifies the source of the information (d=Date, m=Memo, p=Payee).

Figure 2 shows the same spreadsheet with data transferred into the spreadsheet from Quicken. I printed Figure 2 using AppleWorks' "block" option to "hide" Row 1 and Column A.

## Additional Suggestions

Here are more ideas when using Quicken:

1. Don't hesitate to add additional information (such as account numbers) on the memo line. As long as you use a unique character at the beginning of all the budget codes, you'll be able to use Quicken's Search and List option to get the lists you need.

**Figure 1: Sample Spreadsheet with Codes in Row 1 and in Column A**

=====A=====B=====C=====D=====E=====				
1		d[1/87]	d[2/87]	d[3/87]
2	HOME CASH FLOW 1987			
3		Jan 87	Feb 87	Mar 87
4	INCOME:			
5	Amount Forward	\$0.00	\$0.00	\$0.00
6	m[/60.2] Pay			
7	m[/60.3] Interest			
8	m[/60.5] From Savings			
9	m[/60.7] Refunds			
10	m[/60.9] Other			
11				
12				
13	Available Funds	\$0.00	\$0.00	\$0.00
14				
15	DISBURSEMENTS:			
16				
17	m[/10] Automobile			
18	m[/12] Cash			
19	m[/14] Clothing			
20	m[/16] Computer			
21	m[/18] Contributions			
22	m[/20] Entertainment			
23	m[/21] Travel			
24	m[/22] Gifts			
25	m[/23] Recreation			
26	m[/24] House, Interior			
27	m[/26] House, Exterior			
28	m[/27] Insurance			
29	m[/28] Medical			
30	m[/30] Personal			
31	m[/34] Subscriptions			
32	m[/35] Taxes			
33	m[/36] Utilities			
34	m[/50] Bank Debits			
35				
36				
37				
38	Total Disbursements:	\$0.00	\$0.00	\$0.00
39	Balance:	=====	=====	=====
40		\$0.00	\$0.00	\$0.00

2. Leave plenty of space between numbers in your category classification system when you prepare your original budget codes. You'll be surprised at how many things you miss on the first, second, and third go-arounds.

3. When setting up the AppleWorks spreadsheet, remember that all expenditures entered into Quicken are automatically converted to negative values. Summation formulas for any one column should include only plus signs. When I first started using Quicken, I set up my spreadsheets to subtract expenditures from deposits; as a result my

(continued on the next page)

## Spreadsheet Application ...

bank balance increased dramatically, but not realistically.

I like Quicken; it's a useful program. As with AppleWorks, Quicken is easier to learn and use if you have the hindsight of those who went before you.

[Ed: Quicken is now available in a ProDOS version that Intuit says is compatible with most RAM cards and program directors, such as Catalyst. The new version has some other improvements; e.g., it shows an account name on the

screen check register and offers built-in file management tools.]

[George Sall is an employee of the U. S. Department of Energy. You can write him at 7850 Southdown Road, Alexandria, VA 22308, or call outside of business hours at (703) 768-0212.]

## Errors on the NAUG Seminar Template Disk

**Figure 2: Spreadsheet Including Data Transferred From Quicken**

=====B=====C=====D=====E=====				
2	HOME CASH FLOW 1987			
3		Jan 87	Feb 87	Mar 87
4	INCOME:			
5	Amount Forward	\$1,000.00	\$1,250.20	\$294.53
6	Pay	1,100.00	1,100.00	
7	Interest	12.15	0.00	
8	From Savings	0.00	300.00	
9	Refunds	52.26	125.00	
10	Other	0.00	0.00	
11				
12		\$2,164.41	\$2,775.20	\$294.53
13				
14				
15	DISBURSEMENTS:			
16				
17	Automobile	0.00	0.00	
18	Cash	0.00	0.00	
19	Clothing	0.00	0.00	
20	Computer	(30.00)	0.00	
21	Contributions	0.00	0.00	
22	Entertainment	(150.00)	(77.46)	
23	Travel	0.00	0.00	
24	Gifts	0.00	0.00	
25	Recreation	0.00	0.00	
26	House, Interior	(120.00)	0.00	
27	House, Exterior	0.00	0.00	
28	Insurance	0.00	0.00	
29	Medical	0.00	0.00	
30	Personal	0.00	0.00	
31	Subscriptions	0.00	0.00	
32	Taxes	0.00	(1,776.00)	
33	Utilities	(187.34)	(200.34)	
34	Bank Debits	(426.87)	(426.87)	
35				
36				
37				
38	Total Disbursements:	(\$914.21)	(\$2,480.67)	\$0.00
39	Balance:	=====	=====	=====
40		\$1,250.20	\$294.53	\$294.53

There are three errors in the Gradebook Template (the file name is GRADE.BOOK.1) on the AppleWorks Seminar Template Disk.

The errors lead to obviously erroneous output; it is unlikely you will use the template without recognizing that something is awry.

The errors are as follows:

1. The narrative in Row 2 should read "Section A begins at cell A34".
2. Cell AY34 of the Gradebook Template should contain the following formula:  
  
(C20\*T34) + (C21\*AK34) + (C22\*AW34)
3. Cells AY35 through AY68 should contain copies of the formula in cell AY34 with the reference to cells C20, C21, and C22 copied with "No change" and the references to T34, AK34 and AW34 copied "Relative".

If you have the NAUG Seminar Disk and you want specific directions to copy cell AY34 into cells AY35 through AW68, send a self-addressed, stamped envelope to:

**NAUG**

Box 87453, Canton, MI, 48187

# Printrix: Two Reviews

---

*Printrix offers AppleWorks users the ability to obtain high quality output from a dot matrix printer. Here are two points of view about the advantages and disadvantages of the program.*

---

## Printrix: I Like It

by Oliver W. Roosevelt, III

**D**o you want to do desktop publishing using AppleWorks on your //e, //c or //gs? A program called Printrix, from Data Transforms, is a "poor man's desktop publishing program". (Data Transforms also produced Fontrix, an earlier "typesetting" program.) Printrix doesn't offer many of the features available on Macintosh and MS-DOS desktop publishing programs. However, it does merge the power of your word processor with the graphics potential of your dot matrix printer to produce exceptional documents.

Printrix works with AppleWorks using a combination of AppleWorks and Printrix formatting commands. You type your document using AppleWorks and add codes that are recognized by Printrix. For example, if you want to italicize the word "AppleWorks", you would type "`^FI=YAppleWorks^FI=N`". When you print this document using Printrix, the program will interpret `^FI=Y` as a command to begin to italicize. After printing "AppleWorks", it will interpret `^FI=N` as a command to turn off italics. The remaining text will print normally.

The best news for AppleWorks owners is that Printrix reads AppleWorks files and recognizes most AppleWorks commands. Since AppleWorks can boldface, underline and center, you type your AppleWorks documents and enter the AppleWorks formatting commands as usual. As an AppleWorks user, you will not need to learn most of the Printrix formatting commands; Printrix will implement your AppleWorks commands.

*[Ed: Printrix also recognizes AppleWriter, Word*

*Juggler, and Word Perfect files, in addition to accepting ASCII text files. However, with ASCII text files you must enter all the Printrix formatting codes.]*

### Hundreds of Fonts

Printrix lets you print your document with hundreds of fonts not available to regular AppleWorks users. Forty fonts come with the program and additional fonts are available on Fontrix/Printrix font disks. Fonts can even be created in Fontrix and used with Printrix. I converted my Fontrix fonts to ProDOS, but I presume that Data Transforms will offer ProDOS disks shortly. *[Ed: It's easy to convert DOS 3.3 disks to ProDOS using Copy //+.]*

Printrix lets you customize the appearance of each font by giving you control over proportional spacing (Y or N), character spacing gap, linefeed gap, spacebar width, baseline, italics, horizontal boldface, font magnify, and font color.

### Include Graphics in Your Documents

You can also print graphics in your document. Printrix accepts standard Hi-Res graphics, Fontrix "graphiles", and Print Shop graphics. If the file containing the graphic is in DOS 3.3 format, convert the file to ProDOS, and select the graphic by inserting a command in your document. For example, "`^GPA="Art.Santa"`" will print a clip art graphic called Art.Santa. Artwork can be magnified, placed left, center, or right, and printed as a negative. You can even flow text around either side of the graphic.

Printrix works with 100 different printers and 37 different printer interface cards.

Several words of caution to AppleWorks users: First, exiting AppleWorks to run Printrix takes

*(continued in the next column)*



## AppleWorks Add-Ons...

time. With AppleWorks and Printrix loaded onto a RAM disk, I can leave AppleWorks and be ready to print from Printrix in about 20 seconds. However, it takes much longer if you use floppy disks.

Second, since all Printrix output uses the printer's graphics mode, the printing process is slower than using the printer's text mode.

### Not WYSIWYG

Third, Printrix is *not* a WYSIWYG (What You See Is What You Get) program. It is a typesetting program, not a page layout program. You should expect to experiment and print several times before you are happy with the final output.

Finally, I found some occasional bugs when using version 1.05 of Printrix. For example, I managed to crash the program and lock up the cursor on my computer once or twice. However, no harm came to my text files and I easily worked around the bug.

Printrix runs on an Apple //gs, Apple //c, or an Apple //e equipped with an extended 80 column card. It comes on two ProDOS disks, is not copy protected and can be installed on hard drives, 3.5 disks, and RAM disks. The program lists for \$65 and is available from Data Transforms, 616 Washington Street, Denver, CO, 80203. It deserves an A rating. A better way to obtain the program is from the Fontrix/Printrix Club, P.O. Box, 29857, Thornton, CO, 80229. This group offers Printrix and a one year membership to the club for \$60. The club prints a monthly newsletter and gives telephone support.

A final note: Having heard about the TimeOut series of AppleWorks add-ons from Beagle Bros, I am eager to compare the capabilities of their new SuperFonts program with Printrix. If it is as good as Printrix, it should be an excellent enhancement for AppleWorks owners. But for now, Printrix fits my needs.

*[Ed: See the Printrix insert in this issue for a sample of the program's output.]*

*["Oli" Roosevelt, from Fairforest, SC, is the coordinator of the AppleWorks Special Interest Group on the GENie communications system.]*

## Printrix: I Like the Output, But...

by Harold Miller

I recently used Printrix to produce a newsletter and thought my fellow NAUG members would profit from my experience with the program.

First, let me say that the output from Printrix is very good. Printrix let me produce a nicely formatted document using different fonts and sizes. But consider the following:

1. Printing is slow. It took approximately 12 minutes to print a page on my printer.
2. You cannot preview a page on the screen or print part of a page. In addition, there is no way of knowing where page breaks occur until your results are printed. Slow printing, combined with the inability to preview your results or predict where page breaks occur when you mix fonts and sizes, makes getting your final product a long, repetitive process.
3. I found it inconvenient to change fonts on a page.
4. I would like to be able to edit a font. Unfortunately, there are no editing provisions in Printrix. *[Ed: However, you can edit fonts using Fontrix.]*

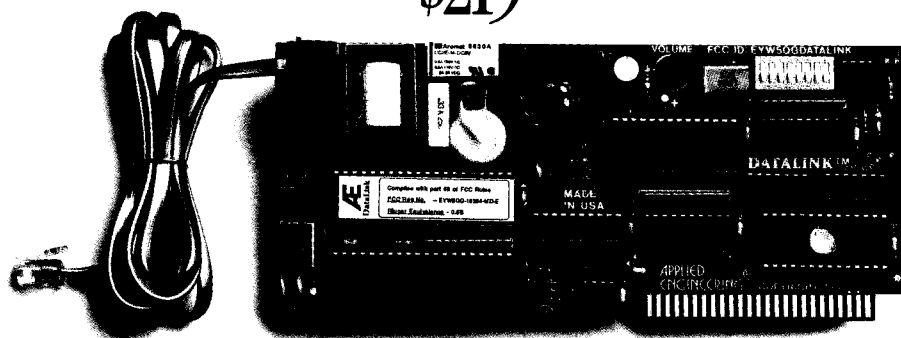
In summary, Printrix will give you handsome output if you can be patient with its faults.

*[Harold Miller, from Ozone Park, NY, publishes "The Cross Bay Utopian" for his lodge society.]*

*[Ed: Data Transforms recently announced the availability of version 1.10 of Printrix. This adds a valuable feature; the ability to preview a page on the monitor before printing. The on-screen representation is schematic; i.e., you can see where text and graphic blocks will appear, but you cannot read the text or see the graphic image. Owners of earlier versions can upgrade to version 1.10 by sending \$10 and their original program disk to the Fontrix/Printrix Club.]*

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Warranty period	5 years at no charge	2 years or 4 years for \$75
Software included	YES	NO
Hayes AT command set	YES	YES
Help screens	YES	NO
On-board telephone jacks	YES	NO
Fits any slot (even with fan)	YES	NO

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*The Apple enhancement experts.*

P.O. Box 798, Carrollton, TX 75006  
(214) 241-6060

# Central Zone Volunteer Listing

by Mike Hoppe

Each month we receive letters from our members, telling us how much they benefit from using the Members Helping Members program. If you have suggestions about improving the Members Helping Members program, please send them to Cathleen Merritt, the *AppleWorks Forum* Editor.

There are two parts to this insert— a list of the volunteers' phone numbers with the appropriate times to call, and a chart indicating the type of help available from each member. The list of volunteers begins on this page and continues on page 14. The chart begins on page 12.

### 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.

To use the chart, locate the type of help you want. 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 of the chart 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 | L. L. Brandon, Chicago Heights, IL<br>312/ 755 6264... 24 hrs. (Apple Tree BBS)                            | 10 | Dick Fogliasso, Girard, KS<br>316/ 724-4330... M-F 8-9am, 3-4pm<br>316/ 724-4590... S-S 9-9pm<br>CompuServe- 73710,20 |
| 2 | Bill Brescia, Union, MS<br>601/ 656-5251 ext. 156... M-F 8am-4:30pm<br>601/ 774-5609... 24 hrs. ans. mach. | 11 | Ron Franzetti, Austin, TX<br>512/ 331-8061... After 5pm                                                               |
| 3 | Rebecca A. Cathey, Eutaw, AL<br>205/372-3581... M-S 5-9pm                                                  | 12 | Norman E. Hecimovich, Austin, MN<br>507/ 433-3425... M-F 7:30am-5pm<br>507/ 437-4245... 5-10pm                        |
| 4 | Donald C Chase, Omro, WI<br>414/ 685-5681... 6-9pm                                                         | 13 | Tom Hexum, Maplewood, MN<br>612/ 487-5501... S-S 6-10pm                                                               |
| 5 | Roger Christian, Iowa City, IA<br>319/ 337-2189... M-F 9am-5pm<br>319/ 338-7350... M-F 6-10pm              | 14 | James Hirsch, Coon Rapids, MN<br>612/ 755-8082... M-F 6-10pm<br>612/ 755-8220... M-F 7:30-4pm<br>GEnie- J.HIRSCH      |
| 6 | Whit Crowley, Manchester, MO<br>314/ 394-7955... M-F 6pm-9pm, S-S 9am-6pm<br>CompuServe- 70176,1167        | 15 | Mark A. Hochstetler, Indianapolis, IN<br>317/ 783-8821... M,T,F 1-5pm, W,Th 8-5pm<br>317/ 299-3156... Evenings, S-S   |
| 7 | Martha (Polly) Davis, Baytown, TX<br>713/ 422-7560... Before 10pm M-S                                      | 16 | Jeff Holcomb, Carrollton, TX<br>214/ 241-6069... M-F 9am-5:30pm<br>817/ 465-7978... M-F 7pm-10pm, S-S 'til 10pm       |
| 8 | Sharon De Kirmandjian, Libertyville, IL<br>312/ 680-1974... after 2pm                                      | 17 | Neil Johnson, Eau Claire, WI<br>715/ 834-8104... 8-3:45 M-F                                                           |
| 9 | J. T. Flynn (Terry), Lake Bluff, IL<br>312/ 680-0980... M-F 8am-5pm<br>312/ 234-2820... other              |    |                                                                                                                       |

(Continued on page 13)

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28
Printer and interface cards					.				.					.	.	.	.					.	.				.	
Floppy disks									.					.	.		.	.				.	.			.		
Hard disks										.				.	.		.	.										
3.5 inch disks						.			.					.	.	.	.					.					.	
Apple memory cards									.					.	.													
Checkmate Cards														.				.										
RamWorks Cards					.	.										.	.					.	.				.	
TransWarp Cards														.		.	.										.	
Other Hardware														.														
Word processing	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.
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AutoWorks							.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.
GraphWorks																												
1040Works																					.							
ThinkWorks																	.											
ReportWorks											.						.					.						
MacroWorks			.											.			.					.						
MegaWorks		.																		.			.					
Point-to-Point														.														
RAMUP														.						.			.					
Sensible Speller								.		.		.					.	.				.		.		.	.	.
Sensible Grammar								.									.	.	.	.						.	.	.
FontWorks														.		.	.	.	.	.						.	.	.
ProDOS		.				.								.		.	.	.	.	.			.					
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Telecommunications								.		.	.	.		.	.	.	.	.	.	.	.	.	.	.	.	.	.	.
Educational Applications	.	.					.	.		.	.	.		.	.	.	.	.	.	.	.	.	.	.	.	.	.	.
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	IL	MS	AL	WI	IA	MO	TX	IL	IL	KS	TX	MN	MN	MN	IN	TX	WI	TX	MN	AL	WI	MO	WI	TX	IL	KS	IL	IL
	L. Brandon	B. Brescia	R. A. Cathey	D. C. Chase	R. Christian	W. Crowley	M. Davis	S. De Kirmandjian	J. T. Flynn	D. Fogliasso	R. Franzetti	N. E. Hecimovich	T. Hexum	J. Hirsch	M. A. Hochstetler	J. Holcomb	N. Johnson	J. Kline	P. Krosch	T. Laster	P. Lee	L. N. Leopard	J. K. Miller	B. Oberholtzer	C. Peters	M. Philbrick	D. Ricke	W. R. Schillinger

# Time Zone

29	30	31	32	33	34	35	36	
						•		Printer and Interface cards
	•					•		Floppy disks
				•		•		Hard disks
•	•	•				•		3.5 Inch disks
			•			•		Apple memory cards
						•		Checkmate Cards
•	•	•				•		RamWorks Cards
•			•					TransWarp Cards
				•		•		Other Hardware
•	•	•				•	•	Word processing
•	•	•	•			•	•	Data base
•	•	•	•			•	•	Spreadsheet
•	•	•	•			•		Integration between modules
•	•	•				•		Pinpoint
						•	•	AutoWorks
								GraphWorks
								1040Works
						•		ThinkWorks
								ReportWorks
			•					MacroWorks
								MegaWorks
								Point-to-Point
		•						RAMUP
				•		•		Sensible Speller
						•		Sensible Grammar
						•		FontWorks
						•		ProDOS
		•	•	•		•		Copy II+
						•	•	Telecommunications
						•		Educational Applications
KS	WI	WI	IL	IL	MN	IA	TX	
F. Schwan	M. Stark	P. Van Wyk	M. P. Warner	V. Weisskopf	Knight Writer	D. York	WESTEX	BBS

- 18 Joseph Kline, Lubbock, TX  
806/ 796-0829... 8am-9pm
- 19 Penelope Krosch, Stillwater, MN  
612/ 436-5405... M-F after 6pm, S-S 10-5pm
- 20 Tiny Laster, Tuskegee, AL  
205/ 727-8855... M-F 9am-6pm  
205/ 727-5466... Daily 9-12pm
- 21 Peter Lee, Milwaukee, WI  
414/ 344-6807... Mess. 8am-10pm  
414/ 963-6180... M-F 9am-5pm  
CompuServe- 73317,243  
GEnie- PETER.LEE
- 22 Lynn N Leopard, Chillicothe, MO  
816/ 646-0702... M-F 8-8:30am, 2:30-3:30pm  
816/ 646-4196... 5-9pm
- 23 Jerry K. Miller, Milwaukee, WI  
414/ 321-3820... M-F 10am-2pm  
414/ 425-0778... M-F 8-10pm
- 24 Bob Oberholtzer, Houston, TX  
713/ 664-2011... M-F 9am-6pm  
713/ 664-1795... M-F 6pm-8:30pm, Sat 2-7pm  
713/ 664-2011... 24hr Answ. serv.
- 25 Connie Peters, Decatur, IL  
217/ 429-6242... M-F 4-10pm, S-S 9-10pm  
217/ 875-2431... M-F 8am-3pm
- 26 Marcia Philbrick, Seneca, KS  
913/ 336-3557... Sept-May, M-F 8am-4pm  
913/ 336-3645... Evenings, S-S, Summer
- 27 Dennis Ricke, St. Charles, IL  
312/ 377-4829... Sept-June 8am-3pm
- 28 Walter R. Schillinger, Oak Park, IL  
312/ 386-2278... M-F 5-6:30pm  
312/ 451-3000... 8am-10am, 2:30-3:30pm
- 29 Fred Schwan, Leavenworth, KS  
913/ 651-2878
- 30 Mike Starck, Milwaukee, WI  
414/ 545-5233, M-F 7am-5pm, Answ. mach.
- 31 Paul Van Wyk, Appleton, WI  
414/ 731-0941... 9am-4pm  
414/ 739-6503... 7-10pm
- 32 Michael P. Warner, Glenn Ellyn, IL  
312/ 790-0330... M-F 8am-5pm  
312/ 469-2543... M-F 5-10pm, S-S All day
- 33 Victor Weisskopf, Lincolnwood, IL  
312/ 674-7400... M-F 9am-5pm
- 34 Knight Writer, Brooklyn Park, MN  
612/ 560-6576... Via modem- 1200 Baud only
- 35 Dan York, Marion, IA  
319/ 373-1883... M-F 5-10pm, S-S Anytime  
319/ 373-2083... M-F 5-10pm
- 36 WESTEX BBS, Lubbock, TX  
806/ 796-0829... 8pm-6am Daily

# Integrating the Data Base and Spreadsheet Modules—Part 1

by Warren Williams

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*This is the first of four articles on how to integrate the AppleWorks data base and spreadsheet modules. This article describes how to transfer data from the data base to the spreadsheet. Future articles discuss how to transfer data back to the data base module and elaborate on this theme.*

---

There is one important reason you should link the AppleWorks spreadsheet and data base modules: To take advantages of the strengths and weaknesses of each module. For example, it's easier to do calculations in the spreadsheet than in the data base, but it's easier to add records to the data base than the spreadsheet. When you transfer data between the two modules, you can utilize the strengths of each module and move your data to whichever module is best for a specific need.

[Ed: See the article entitled "Data Base or Spreadsheet: Which One Should You Use?" in the April 1987 issue of the *AppleWorks Forum* for a description of the strengths and weaknesses of each module.]

## **An Example**

Here is one example of the benefits available if you can integrate those two modules:

Imagine that you are using the AppleWorks data base to maintain the inventory for an office supply store. Your file contains one record for each type of item; e.g., one record for 12" rulers, one for blue Bic pens, and the like. Each record contains a description of the item, its cost to you, the quantity in inventory and its list price.

Unfortunately, because AppleWorks cannot add calculated data into each data base record, it cannot display the total cost of the pens in the appropriate record. Of course, you can create data base reports that do the calculations, but you cannot put

the calculated values from the report into the records in your file.

In this series of articles, I'll describe how to move data between the spreadsheet and data base modules so you can overcome this limitation.

In our example, we will transfer all our inventory records into the spreadsheet module. Then we will use the spreadsheet to (a) multiply the number of items in our inventory by the cost of each item to calculate the cost of our inventory, and (b) calculate the retail value of our inventory for each item. Finally, we will transfer the results back into our data base, including the new calculated data for the total cost of our inventory and the retail value of our stock. You should be able to generalize this technique to any application in which you want calculated data to appear in each record.

## **How to Transfer Data to the Spreadsheet**

An initial glance at the module integration chart that comes with AppleWorks suggests that you cannot easily transfer data between the data base and spreadsheet modules. Fortunately, closer examination of the diagram shows that both modules can read and write DIF files; that is the key to transferring data between them. Don't be deterred by the number of steps in this process; the last article in this series will describe macros that make the procedure relatively easy.

Here are the steps necessary to transfer data from the data base to the spreadsheet:

## Data Base/Spreadsheet Tip...

1. Create your data base file normally except you should include additional category names for fields that will later contain calculated entries. *Figure 1* contains the categories used in our example. The "Cost of Stock" and "Retail Value" categories will contain calculated values. "Cost of Stock" will be calculated by multiplying the quantity by the cost. The "Retail Value" will be calculated by multiplying the quantity by the Retail Price.

**Figure 1: Categories Used in the Data Base Example**

Part Number	Retail Price
Quantity	Cost of Stock
Description	Retail Value
Cost	

2. Enter data into your file. Leave the calculated categories ("Cost of Stock" and "Retail Value") blank.
3. Issue an Apple-S command to save your data in AppleWorks format.
4. Issue an Apple-P command and indicate you want to create a tables report. Give the report a name, but don't change the default formats or options on the report (those formats and options are ignored when you write a DIF file).
5. Issue another Apple-P command to indicate you want to "print" the report. Select "A DIF (TM) file on disk" from the Printer Menu.
6. Enter the pathname you want to assign to this DIF file. For example, if you want to store the file on a floppy disk named "DATA" in a file called DIF1, enter /DATA/DIF1. *[Ed: For more information about pathnames, see the article entitled "What AppleWorks Users Should Know About ProDOS Pathnames" in the November 1986 issue of the AppleWorks Forum.]* If you have an expanded memory card configured as a RAM disk, you

can store this DIF file onto that card. For example, if you named your RAM disk RAM5, enter /RAM5/DIF1.

Your data base data is now on your disk ready to be transferred into a spreadsheet file. You will use the DIF file to prepare the new spreadsheet.

### How To Create the New Spreadsheet

Here's how to create the new spreadsheet using the data from the data base report:

1. Return to the Main Menu by entering an Apple-Q. Then press the Escape key.
2. Select "Add files to the Desktop".
3. At the Add Files Menu, select choice #5, "Make a new file for the spreadsheet."
4. At the Spreadsheet Menu, select choice #2, "From a DIF (TM) file."
5. Enter the same pathname you used in step #6 above.
6. Enter a name for the AppleWorks spreadsheet you are about to create.

There you have it; your data base data is now in a spreadsheet. Next month I will describe how to move the data back into the data base after you use the calculating power of the spreadsheet module.

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

### Compatibility Enhancements Special Features Utility

These are some of the things we look for when we review hardware and software that works with AppleWorks. Do you want to review products for NAUG? Send a sample of your writing and information about your qualifications to:

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# RAMUP<sup>TM</sup> \$39.95

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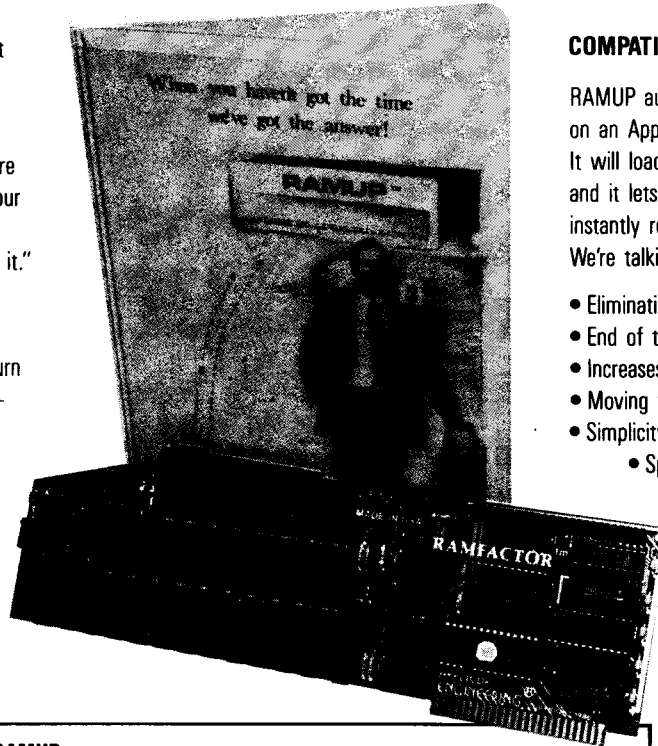
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You can stop disk swapping. RAMUP can turn Control-Open-Apple-Reset into Control-Open-Apple-ACCESS. RAMUP lets you boot from your RamCard and it allows you to flip — at will — from one program to another. In a flash.

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	With Ramup	Without
AppleWorks to Sensible Speller	2.6 Sec.	30 Sec.
Sensible Speller to Grammer	1.3 Sec.	29 Sec.
Power on to AppleWorks	2.8 Sec.	22 Sec. *
Control A- Reset to AppleWorks	2.9 Sec.	28 Sec. **

\*Requires Battery backup option

\*\*Requires Ramfactor (or apple [slot] compatible) Memory Expansion

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Ramfactor 1mg	\$278	Transwarp	\$208
Ultra II 1mg	\$293	Datalink	\$175
Ultra III 1mg	\$364	Serial pro	\$119
GSram 1mg	\$234	Parrell Pro	\$119
GSram + 1mg	\$349	256K-PC Transporter	\$ 33

Item	Price
CMS 40 meg - Network!	\$945
Midideas	call
Pinpoint	call
Beagle Bros - TIME OUT	call
Delux Paint	\$ 69
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# How to Get Blank Cells When the Value is Zero

by J. Ernest Cooper and Cathleen Merritt

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*Here's how to get a feature not normally available in AppleWorks; the ability to leave a cell blank when you issue an @IF command. The article also serves as a primer to help you learn how to use Copy II+ to modify the AppleWorks program.*

---

**E**ver want to develop a spreadsheet formula that puts a number in a cell if something is true but leaves the cell blank if something is false? Here are two examples where leaving a cell empty is useful:

1. Imagine that you are developing an inventory system for a business. You want the number of pieces that must be ordered to appear in a cell if the stock on hand goes below a threshold. However, you want the cell to remain blank if you shouldn't order an item.
2. Imagine you are evaluating test scores in a school and you want to show the gain in student scores for students who improved. However, you don't want zeros or negative numbers printed for students who did not improve.

In developing these spreadsheets, you can use the @IF function to display a number or a zero in a cell. While your output would be more readable if you left the cell blank, AppleWorks does not give you that option.

Here is a work-around that lets you modify AppleWorks so you can get blank cells when you use an @IF formula.

## **The Trade-off**

As usual, if you gain something, you lose something. This method prevents normal use of the @NA function, an infrequently used AppleWorks feature. We will describe how to put blanks in place of the letters "NA" that AppleWorks normally displays; then you can use the @NA function to

leave a cell blank.

For example, imagine that you put the formula @IF (A1=0, @NA, A1) into cell B1. Then B1 will display the number that is in A1 unless A1 contains a zero, a label, or is blank. Under normal conditions, if cell A1 contains a zero, a label, or is blank, this formula will display "NA" in cell B1. However, if you replace the NA in the AppleWorks program with blanks, cell B1 will be blank.

## **Step-By-Step Directions**

You can use any disk zapping utility program (e.g., Bytezap.Pro or ProByter) to make these changes. We like Copy II+, so we will describe how to use the Copy II+ Sector Editor to replace the NA in the AppleWorks program with blanks. Follow these steps:

1. Boot up Copy II+ and make a backup copy of your AppleWorks Program Disk. Make all your modifications on this backup disk.
2. At the Copy II+ Main Menu, select COPY, then BIT COPY. Respond to the question "SLOT NUMBER?" by typing the number of the slot in which your disk drive controller is located. (If you have an Apple IIc or if you don't know the slot number, try entering the number 6; that's the slot that usually contains the disk drive controller.)
3. Choose SECTOR EDITOR from the next menu and respond to the question "ORIGINAL DRIVE?" with the number of the drive that contains the AppleWorks Program Disk (backup).

*(continued on the next page)*

## Spreadsheet Tip...

4. Copy //+ will then ask "SCAN FOR [H]EX OR [T]EXT?" Enter a "T" to scan for text.

The left part of the display will show hexadecimal numbers. The right edge of the screen will display the text equivalent of those numbers.

5. You want to scan for the text characters NA, so enter NA (in capital letters) and press the RETURN key. Copy //+ will find NA in several places. The one you want will appear in the following group of words:

```
ERROR.: (Label.NA.: (Value!:
```

When Copy //+ finds the wrong "NA", press the letter "S" to continue the scan, the letter "T" to say "text" and RETURN to say you still want to scan for NA.

6. When you find the correct "NA", use the I (up), J (left), K (right), and M (down) keys to move the cursor to the letter N.
7. Press the letter "T" to indicate you want to edit text.
8. Press the Space Bar twice to replace the letters NA with spaces.
9. Press the Escape key to indicate you are done entering text.
10. When you are certain your entry is correct, type the letter "W" to write the revised file back onto your disk. You will be prompted for track and sector numbers; press the RETURN key twice to write the changes back to the same location.
11. When your disk drive stops running, return to the Copy //+ Main Menu, quit Copy //+ and boot up AppleWorks.

Now you can run AppleWorks normally. However, anytime AppleWorks would normally print NA in a cell, that cell will now be blank. ■

*[J. Ernest Cooper is an educator from Lathrup Village, MI, who uses AppleWorks for everything from grading students to running his union's treasury.]*

## Hardware Tip

### Free "Upgrade" for Apple //GS Owners

Apple Computer recently announced the availability of two chips to correct problems that occasionally occur with //GS computers. These chips will be replaced free by any authorized Apple dealer.

One chip is a new Video Graphics Controller (VGC). The VGC generates the video output of your //GS. The early VGC chips occasionally produced flickering and pink tones when black and white programs were displayed on color monitors in double-high-resolution mode. Also, some color combinations caused characters to flicker in standard text mode.

The second chip, the firmware ROM, corrects some bugs in the Monitor program.

Not all //GS's need both "upgrades". Check the serial number on the bottom of your computer. If the first three numbers are less than 705, you need both chips. If the first three numbers are between 705 and 724, you only need the new ROM chip. If your first three digits are 725 or above, you have the latest versions of both chips; you don't need an upgrade.

You should have these chips replaced even if you are not experiencing difficulties with your //GS. ■

### Have you developed an interesting use for AppleWorks?

*As a users group we continue to learn new things about AppleWorks from each other. If you would like to share your ideas with other NAUG members, send your articles and templates to: NAUG*

Box 87453, Canton, MI, 48187

# How to Solve Printer Problems when Using a RAM Disk

by Brian Theil

**A**fter reading about RAM disks in the *AppleWorks Forum*, I bought the RAMUP program from Quality Computers and configured all my extra memory as a RAM disk. I can't imagine how I worked without it! AppleWorks runs lightning fast, and I can switch between AppleWorks and other programs instantaneously. Now I don't even need to change disks; I load all my programs on the RAM disk and leave my Apple on.

However, switching to a RAM disk wasn't without its problems. More specifically, I had occasional printer problems immediately after doing fancy printing with Print Shop or Sideways.

It turns out that Print Shop and Sideways send special codes that change some of the default settings in the printer interface card. These settings remain in effect until new codes are sent to the interface card or until the computer is shut off. Since the codes reset the printer interface card and not the printer, turning off the printer does not solve the problem. If you try to run AppleWorks or any other program, your printer may not operate correctly.

Here's how to solve this problem without powering down your Apple and deleting the contents of your RAM disk. The procedure involves creating a spreadsheet file that contains the code to reset your printer interface card. You should print that spreadsheet after using Print Shop or Sideways so you can print properly from AppleWorks.

## Step-by-Step Directions

Here are the specific directions to follow:

1. Create a new spreadsheet file. You can put a brief message in this file to remind yourself what it does, such as "This spreadsheet sets the printer interface card back to its default setting".
2. Issue an Apple-O command to get to the Options Menu.
3. Type 'SC' to indicate you want to send special codes to the printer.
4. Use the documentation that came with your printer interface card to locate the command to reset its default settings. Enter that command into the Special Codes screen and press a Shifted-6 (the caret mark) when you are done. *[Ed: With an Apple Super Serial Card, the command is Control-I R.]*
5. Save this spreadsheet file.

In the future, whenever you leave Print Shop or Sideways, return to AppleWorks, retrieve this spreadsheet file from your disk and print it. Printing that file will reset your printer interface card back to its default settings and cancel the special codes sent by fancy printing programs. Your printer interface card should now function properly with AppleWorks or any other program.

## Use Your Macro Program

This is another good use for a macro program such as Super MacroWorks, UltraMacros, AutoWorks, or KeyPlayer. You can create a macro that will call the spreadsheet file from your disk, print the spreadsheet, and remove the file from your desktop. ■

*[Brian Theil, a graduate of the Educational Technology program at Eastern Michigan University, is a compensatory education teacher in the Taylor (MI) Public Schools.]*

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# How to Print Addresses on Envelopes

by Virgil Buss, Jr.

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*If you're keeping your old typewriter around to type addresses on envelopes, read on. You might be about to have a garage sale.*

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**D**id you know that if you have an ImageWriter // printer you can print on envelopes without removing your tractor feed paper? [Ed: This feature is available on many new printers; check your printer manual.]

If that got your attention, you're probably keeping your old typewriter around just to print addresses on envelopes. Try out the techniques in this article and you'll probably be ready to get rid of the old klunker.

In this article I will describe:

- (1) How to set up AppleWorks to print on envelopes.
- (2) How to get AppleWorks to print a recipient's name and address on an envelope without doing any retyping.
- (3) How to set up the ImageWriter // to print on envelopes without removing the tractor feed paper.

## Setting up AppleWorks to Print on Envelopes

First, you want to set up AppleWorks so it can accommodate envelopes. If you print a lot of short letters, you can leave these settings in place all the time. If you print both short and long documents, your initial ImageWriter settings should be left on the Printer Menu for long documents. However, you should add your printer to the Printer Menu a second time and make the changes noted below. Call the second printer your "ENVELOPE PRINTER" and choose that printer from the Printer Menu whenever you print short letters and envelopes.

## Follow these steps:

1. Go to the Printer Menu and indicate you want to change the specifications for your printer.
2. Tell AppleWorks that your printer does not accept top of page commands.
3. Tell AppleWorks that you want the printer to stop after each page.
4. Change the printer initialization string so it disables the out-of-paper warning switch. With an ImageWriter, replace the current code of Control-I 8ØN with Control-I 8ØN Escape O. [Ed: Directions for changing the printer initialization string appear in the September 1986 issue of the *AppleWorks Forum*.]

The AppleWorks printer driver is now ready to print envelopes.

## How to Print the Name and Address

If you type a lot of letters and want to prepare envelopes easily, consider enhancing your copy of AppleWorks with the Pinpoint Desk Accessories from Pinpoint Publishing. "Quicklabeler", one of the accessories included in the Pinpoint package, locates the recipient's name and address in a word processor document and lets you print that address on an envelope. However, if you have a macro program or don't mind a few keystrokes, you can emulate the function of Quicklabeler.

The trick is to prepare a template document with

*(continued on the next page)*

## Word Processor Tip...

your return address and the necessary formatting commands. When you want to print an envelope, you will retrieve that template file from the disk. Then you will use the word processor clipboard to copy the recipient's name and address from your letter onto the envelope template.

### How to Set Up the Envelope Template.

Here are the specific directions to follow:

1. Create a word processor document called ENVELOPE that looks like the example in *Figure 1*. Replace John Doe's data with your return address.
2. Adjust the page length setting and the second Left Margin setting to accommodate your size envelope.
3. Save a copy of the envelope format file on all your word processor data disks.

**Figure 1: Sample Envelope Format**

```
-----Left Margin: .5
-----Page Length: 5.0 inches
Mr. John Doe
1234 Anywhere Street
Popular City, MA 08765

-----Left Margin 3.0 inches
```

### How to Use the Envelope Template

Here's how to use the envelope template:

1. Put a copy of the envelope template on the AppleWorks desktop.
2. Create a new word processor document and type your letter.
3. When your letter is edited and ready to print, move the cursor to the first line of the recipient's name and address; invoke the Copy Command (Apple-C).

4. Press "T" to indicate you want to copy to the clipboard.
5. Press the down arrow key to highlight the recipient's complete address and press the RETURN key.
6. Issue an Apple-S command to save a copy of the document onto your data disk. (This step is optional, but I assume you want to keep a copy of the document.)
7. Issue an Apple-P (Print) command and print your letter normally.
8. Remove your letter from the printer.
9. Issue an Apple-Q command to switch to the envelope format.
10. Issue an Apple-9 to skip to the bottom of the envelope format file.
11. Issue an Apple-C command followed by the letter "F" to copy the recipient's name and address from the clipboard.
12. Insert an envelope into the printer (see the directions below) and issue the Apple-P (Print) command. (Don't issue a Save Command; there is usually no reason to save a copy of the envelope on your data disk.)
13. Delete the recipient's address from the envelope format file on your AppleWorks Desktop.

### Feeding Envelopes into the ImageWriter //

As indicated earlier, you can insert envelopes in an ImageWriter // and some other printers without removing tractor-feed paper from the printer. Here's how:

1. Remove the front cover on the ImageWriter // and set the paper thickness control (it's near the right hand side of the platen) so it is one click from the top-most setting. You can leave it at this setting for most printing.
2. Raise the paper bail one notch...it will lock in place.
3. Replace the front cover.

*(continued on the next page)*

## Word Processor Tip...

4. Roll the platen backwards until the paper is clear of the platen but is still secured by the tractor pins behind the platen. (You should already have detached your printed letter in step #8 above.)
5. Set the "Friction/Tractor Feed Lever" on the right side of the printer for friction feed.
6. Open the flap of the envelope (avoid envelopes with pointed flaps if possible), and insert the envelope upside down into the single sheet paper feed on top of the rear cover. Push the envelope forward until it touches the platen and turn the platen knob until the envelope is correctly aligned behind the print head.
7. Issue an Apple-P command to print the envelope.

There you have it. The process of printing on envelopes is one of those AppleWorks techniques that takes longer to describe than to accomplish. Of course you can ease the process with a macro that transfers the data between files, prints your letter and envelope, and cleans up your desktop. ■

*[Virgil Buss, Jr. is Vice President of the Apple Valley Computer Club. Contact him at 615 S. Missouri Avenue, Weslaco, Texas 78596.]*

## Hardware Tip

### Late News from Applied Engineering

by James Smith

**H**ere are some announcements of importance to AppleWorks users from Applied Engineering:

1. RamFactor owners: Versions 2.3 or later of the AppleWorks 2 Expander let you specify how much memory you want to reserve as a RAM disk. Until now, AppleWorks versions 1.3 and 2.0 "captured" all available memory on the RamFactor card and wouldn't let you "print"

## Hardware Tip...

ASCII files on the RamFactor from within AppleWorks.

If you have a RamFactor card and use AppleWorks version 2.0, you should enhance AppleWorks with version 2.3 or later of the AppleWorks 2 Expander. Then you can press the ESCAPE key when AppleWorks displays the "Press the Space Bar to continue" prompt to get to the Getting Started Menu. That menu lets you reserve space for additional data files on your RAM disk.

2. You can now add a piggyback memory expansion card to your RamFactor and boost its memory up to four megabytes. While AppleWorks can only address up to three megabytes, you can use the additional megabyte as a RAM disk. You need version 2.4 of the AppleWorks 2 Expander for the RamFactor if you upgrade your RamFactor beyond one megabyte. Contact Applied Engineering if you have an older RamFactor and want to add the piggyback board; you will need to change some chips on the early RamFactor cards to accommodate the additional memory.
3. Applied Engineering recently reduced the list price of the TransWarp accelerator card from \$279 to \$219. The card is available at substantial discounts from mail order dealers. Call the dealer and inquire; most advertising does not yet reflect the lower list prices. *[Ed: See the articles entitled "Operating Speed of AppleWorks" in the August and September 1987 issues of the AppleWorks Forum for reviews of the TransWarp card.]*

### Rumor has it, that...

Finally, a rumor from a "reliable source"; Applied Engineering will soon announce an accelerator card for the //gs. If you think AppleWorks runs quickly on a TransWarp equipped //e, wait until you see this combination! ■

*[James Smith, a graduate of the Educational Technology Program at Eastern Michigan University, is the Technical and Support Services Coordinator for NAUG.]*

## NAUG:

National AppleWorks Users Group  
Box 87453, Canton, Michigan 48187 U.S.A.  
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