



Poster Enclosure

# Practical AppleWorks<sup>TM</sup> Uses



David K. Simerly

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David K. Simerly



Berkeley • Paris • Düsseldorf • London

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*To Mom and Marla, who keep the faith  
and somehow manage to put up with me*

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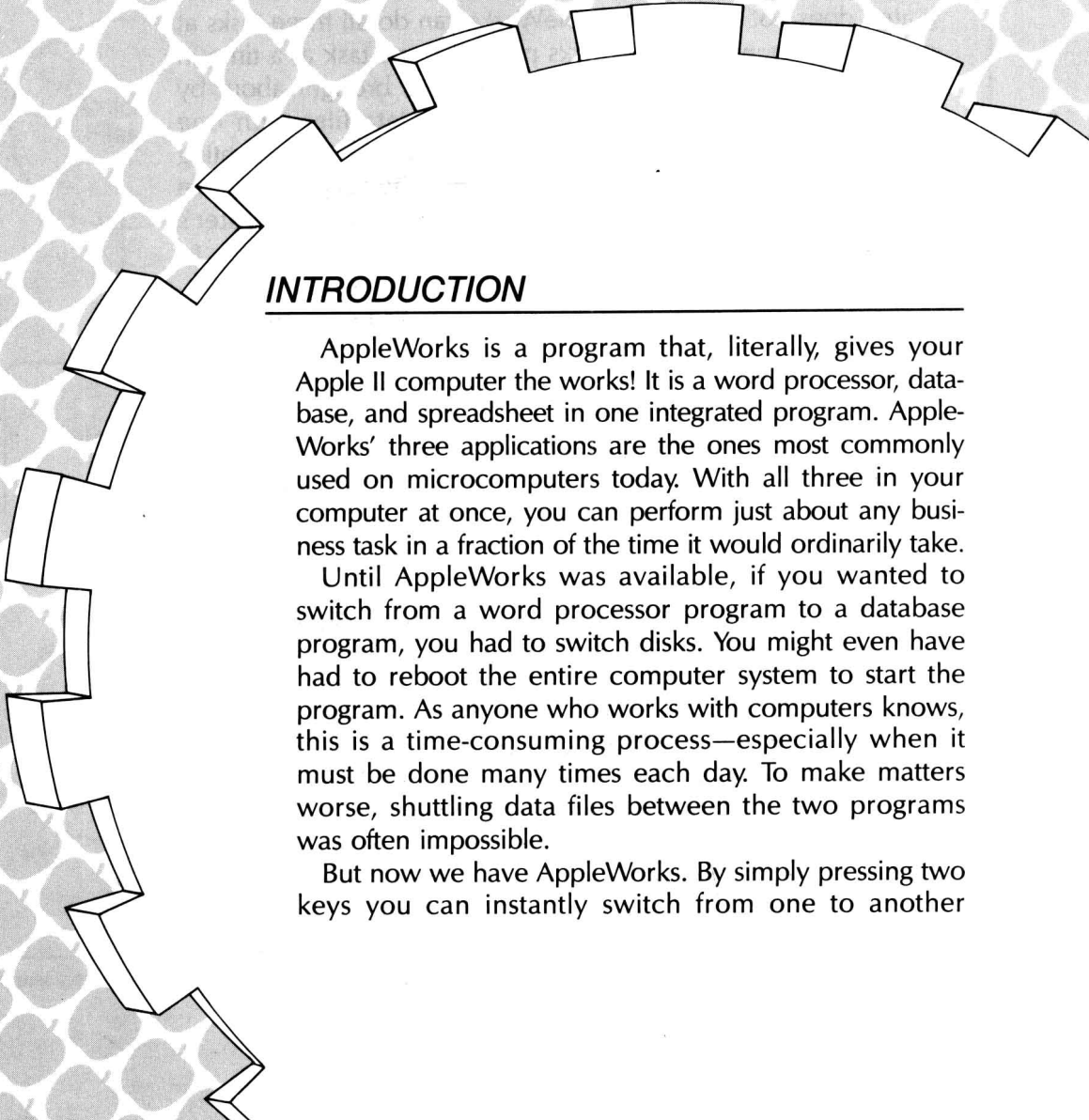
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# *AppleWorks Explained*



## *INTRODUCTION*

AppleWorks is a program that, literally, gives your Apple II computer the works! It is a word processor, database, and spreadsheet in one integrated program. AppleWorks' three applications are the ones most commonly used on microcomputers today. With all three in your computer at once, you can perform just about any business task in a fraction of the time it would ordinarily take.

Until AppleWorks was available, if you wanted to switch from a word processor program to a database program, you had to switch disks. You might even have had to reboot the entire computer system to start the program. As anyone who works with computers knows, this is a time-consuming process—especially when it must be done many times each day. To make matters worse, shuttling data files between the two programs was often impossible.

But now we have AppleWorks. By simply pressing two keys you can instantly switch from one to another

among the three applications. Not only does AppleWorks eliminate system restarts and disk swapping, but AppleWorks' files can also be traded and used by all three applications!

### HOW IT WORKS

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AppleWorks is an integrated program. It is called *integrated* because it can perform three different tasks. The word *integrated* does not imply that AppleWorks can do all three tasks at one time, however; AppleWorks performs one task at a time in one of the three applications. Integration is brought about by allowing the three applications to share data files with one another. This is achieved through AppleWorks' report-generating abilities and a device of the program called the "clipboard" (see Figure 1.1). The clipboard is an area of your computer's random-access memory (RAM) that AppleWorks sets aside to transfer files from one to another of the three applications.

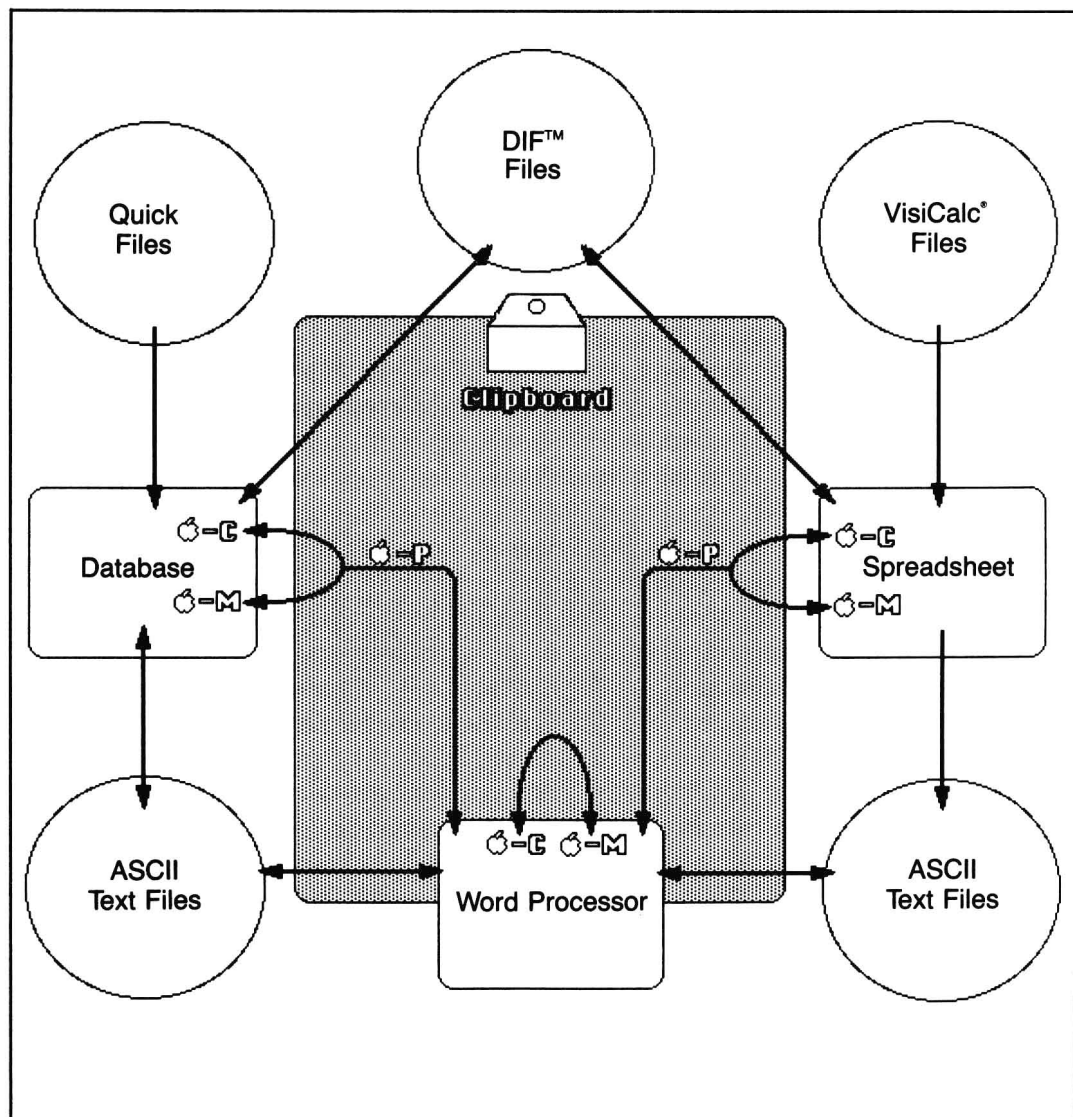
The commands OpenApple-C for *copy* and OpenApple-M for *move* can be used to transfer data from a file into the clipboard. The same commands are used later to retrieve the information from the clipboard in order to paste it into the same file or into another file of the same type.

OpenApple-C and OpenApple-M are *file-type-dependent* commands. This means that database information copied to the clipboard with OpenApple-C can be copied back only into another database file, spreadsheet information can be copied only into another spreadsheet file, and word processor information can be copied only into another word processor file.

OpenApple-P for *print* can be used in the database and spreadsheet to print a report to the clipboard. The report can then be pasted into the word processor, but this is a one-way operation. The word processor cannot print to the clipboard in order to transfer the information into the database or spreadsheet. The database and spreadsheet cannot transfer information to each other via the clipboard, either. Why is this so?

Think of your computer as a business. Within this business there are three departments—Word Processing, Data Processing, and Accounting. AppleWorks is the office assistant.

If Data Processing or Accounting has hot information that is needed for a report in Word Processing, they print it up and give it to the office assistant. Fastening the material to a trusty clipboard, the assistant runs it over to the Word Processing department. Word Processing then takes the material from the



**Figure 1.1:** AppleWorks' Integration

assistant's clipboard and pastes it into the report.

This is the way AppleWorks operates—like a well-organized business. The clipboard can always be used to transfer data into the word processor from the other two applications. But the reverse is not possible.

Think of the office analogy again. It's easy for the Word Processing department to include in its reports data from the other two departments, because it receives nothing but the actual data. All that's needed is to paste the information into the Word Processing report as a table or chart. But if Data Processing wanted to break down the Word Processing report into a database of dates, names, and addresses, it would have to sift through the entire report, separating the desired data from the text. The same situation would apply to the Accounting department. It would need to separate quantities, prices, and other values from the text before it could use the data.

It is because of the structural differences in the data files that information cannot be transferred between the database and spreadsheet via the clipboard.

For AppleWorks to send data from the word processor to the other two applications, or back and forth between the database and spreadsheet, the data must be processed first. This is where AppleWorks' report-generating capabilities come in. All three applications have the ability to print special files to disk or to create new files from the special files on disk. These special files are called ASCII text files and DIF files.

If you wanted to turn a word processor document into a database file, for example, you would print the file to disk from the word processor as an ASCII text file, then open a new database file using the ASCII text file as the source. Likewise, if you wanted to send information from the database to the spreadsheet, you would first print the data to disk as a DIF file, then open a new spreadsheet file by using the DIF file as the source.

By using the clipboard and special file types in this way, information can be transferred among all three applications. In addition, AppleWorks can create new spreadsheets from files created by the VisiCalc spreadsheet program. It can also create new database files using files from the Quick File database program. It cannot, however, create VisiCalc and Quick File files.

## ORGANIZATION: THE MENUS

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With so many different functions and file types available, your work could quickly get confusing. But AppleWorks eliminates confusion by using a series of menus, submenus, screens, and commands.

The differences among menus, submenus, screens, and commands lie mainly in the way they operate and the tasks they perform. A *menu* usually contains a number of options that will take you to a submenu or a screen. In the *submenu* you make choices or change settings that will eventually take you to a *screen*, where you use *commands* to perform some activity.

This organization is like a pyramid, with the Main Menu at the top. Depending on what choice you make at the top of the pyramid, you will wind up in either a submenu or a screen at the next level down. Depending on the choice you make at that level, you will be taken to a submenu or screen at the next lower level, and so on. This type of program structure is appropriately called *multi-level menu structure*. Figure 1.2 illustrates AppleWorks' multi-level menu structure and shows the various menus, submenus, and screens.

### **The Main Menu**

The Main Menu is the top of the AppleWorks pyramid and will always be the point at which you start your work session. The Main Menu contains six options that will take you to the various submenus. The Main Menu is shown in Figure 1.3.

### **The Submenus**

The submenus allow you to perform any task you might need to do while working on AppleWorks' Desktop. Whether it's adding files to the Desktop or installing a custom printer, you'll find it in one of the six Main Menu choices.

Each of the submenus is described briefly in the following section. Each submenu is listed under its Main Menu option title.

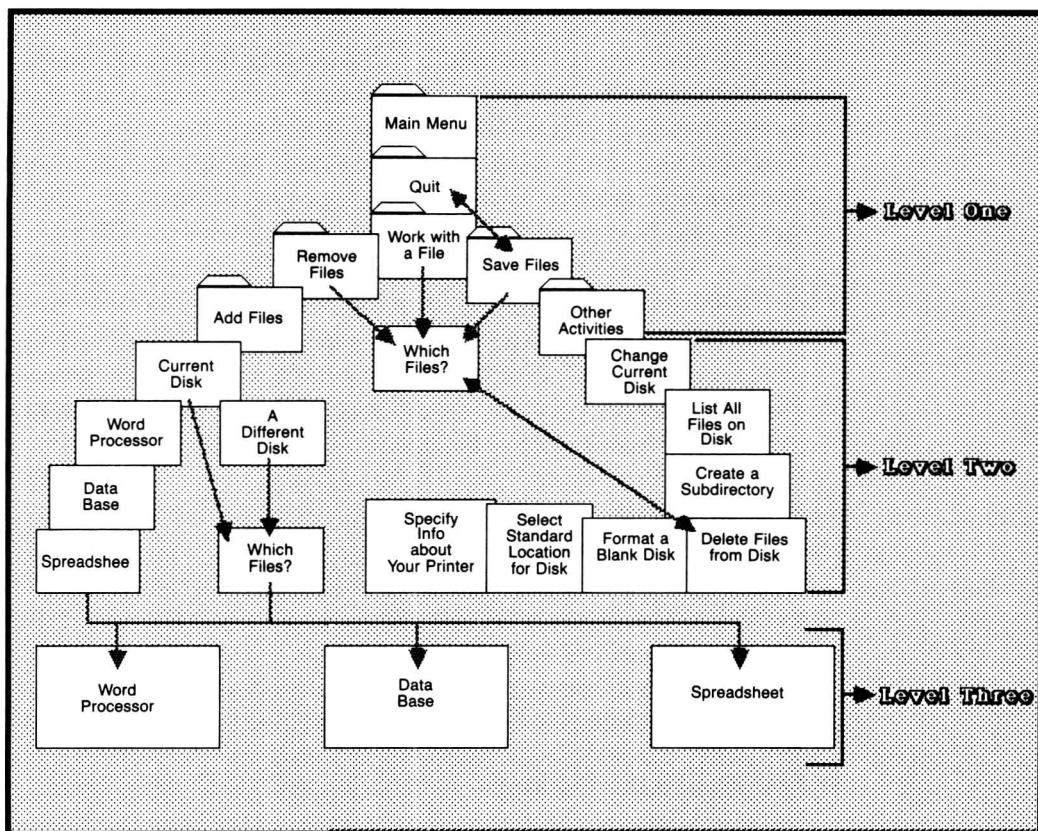
#### **1. Add Files to the Desktop**

The Add Files submenu, shown in Figure 1.4, contains five different options for adding files to AppleWorks' Desktop. The first

two options let you either add files from the data disk in your current disk drive or switch disk drives to access files on a different AppleWorks data disk.

The last three options provide methods for creating files for Appleworks' three applications. If you picked option "4. Data Base", for example, you would then move to the submenu shown in Figure 1.5.

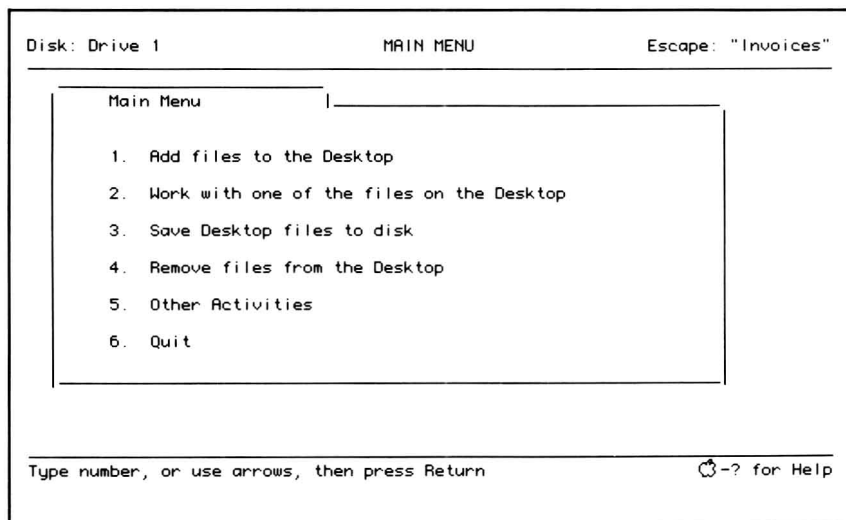
Each of the three applications has an Add Files submenu that resembles Figure 1.5. The Data Base submenu, with its four choices, has the most available options of the three applications. The Word Processor submenu has only two options, and the Spreadsheet submenu has three.



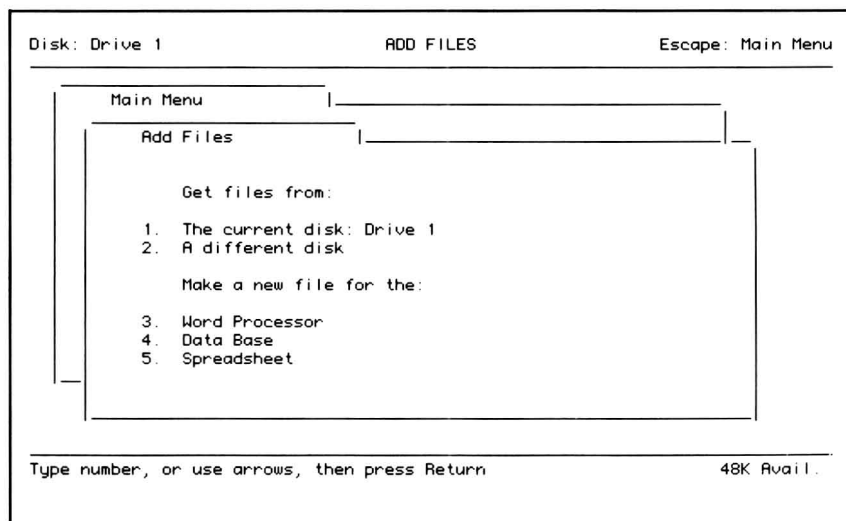
**Figure 1.2:** AppleWorks' Multi-Level, Pyramid-Like Structure

## 2. Work with One of the Files on the Desktop

This Main Menu option will let you work with one of the files already on the Desktop. When you choose this option you will be presented with a Desktop Index similar to the one shown in Figure 1.6.

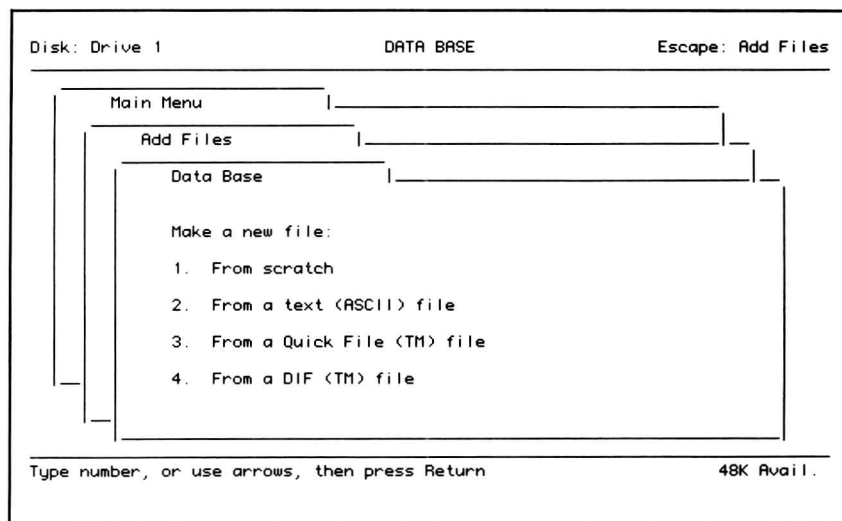


**Figure 1.3:** *The Main Menu*

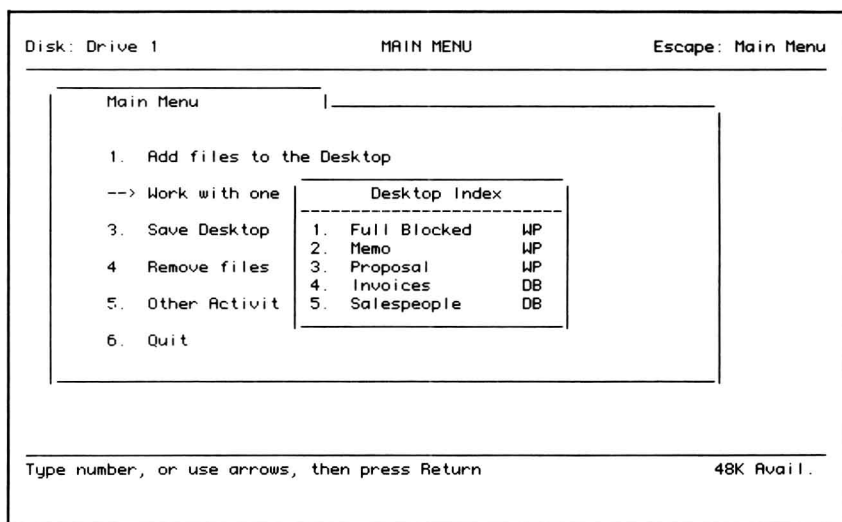


**Figure 1.4:** *The Add Files Menu*

There is also a keyboard command for this Main Menu option that will let you choose a file on the Desktop wherever you are in AppleWorks. OpenApple-Q calls up the Desktop Index window in whatever part of AppleWorks you're working. Simply



**Figure 1.5:** *The Add Files Submenu for the Database*



**Figure 1.6:** *A Desktop Index*