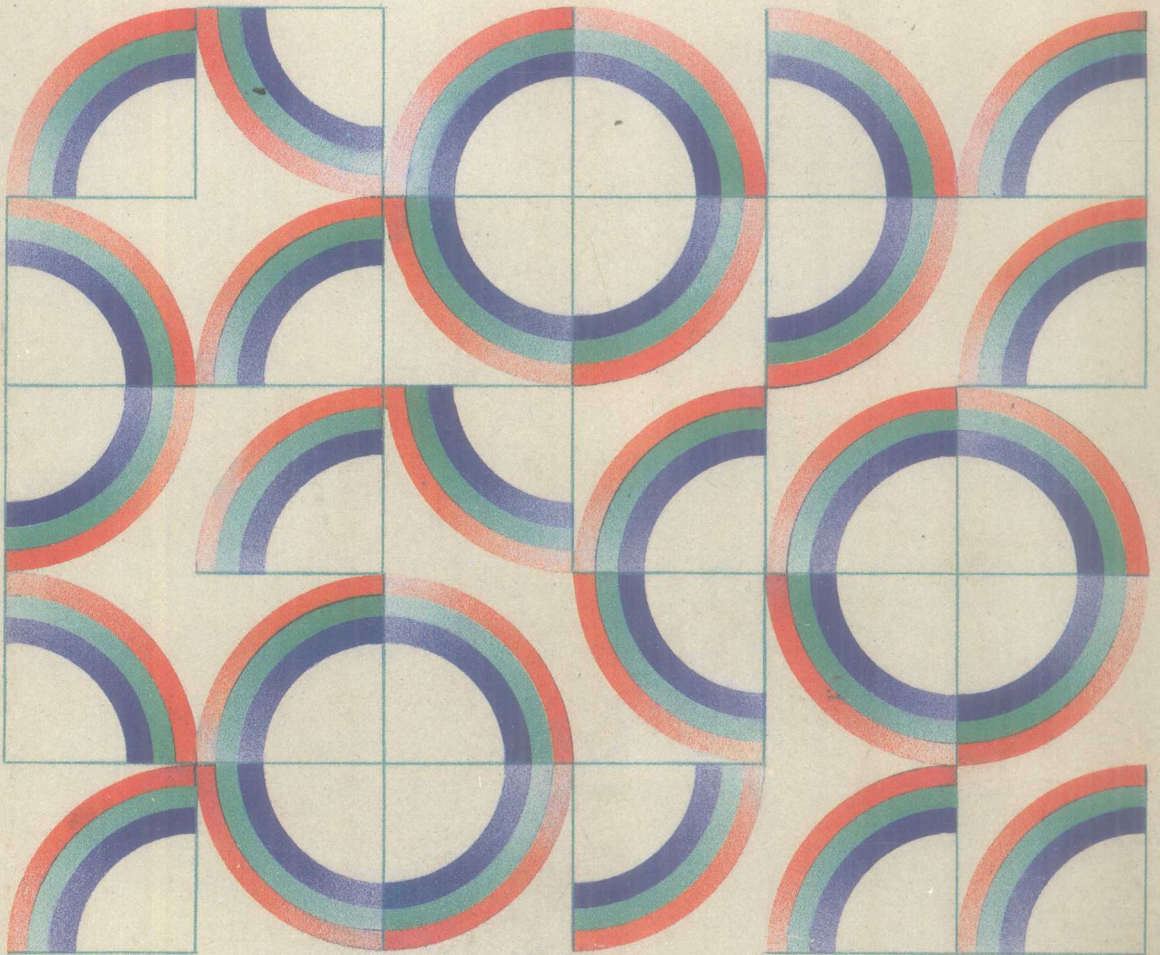


Osborne McGraw-Hill

APPLE WRITERTM II

MADE EASY



Leah Freiwald

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MADE EASY

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APPLEWRITER™ II MADE EASY

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COMMAND CARD

Control Character Commands

In Apple Writer II	In WPL	Meaning
[A]	A	Adjust screen display
[B]	B	Move cursor to beginning of document
[C]	C	Enter Case Change mode
[D]	D	Set direction arrow
[E]	E	Move cursor to end of document
[F]	F	Search for text in document
[G]	G	Display Glossary buffer contents
[L]	L	Load file
[N]	N	Clear screen of editing display
[O]	O	Display ProDOS Commands menu
[P]	P	Give a Print command or a Program command
[Q]	Q	Display Additional Functions menu
[R]	R	Enter Replace mode
[S]	S	Save file
[T]	T	Give a Tab command
[V]	V	Enter Control-Character Insertion mode
[W]	W	Delete or retrieve word
[X]	X	Delete or retrieve paragraph
[Y]	Y	Split screen
[Z]	Z	Toggle word wraparound
[_]	_	Display page and line count

WPL Commands

Command	Name	Meaning
PAS	Assign String	Assign value of one side of = to string variable
PCS	Compare String	Compare one string (or string variable) to another string (or string variable)
PGO	Go	Execute next labeled command
PIN	Input	Display program message; wait for RETURN
PLS	Load String	Load text string from file
PND	No Display	Turn off screen display of document in memory
PPR	Print	Display program message
PQT	Quit	End program
PRT	Return	Return from subroutine
PSR	Subroutine	Execute subroutine
PSX	Set X	Set value of numeric variable X
PSY	Set Y	Set value of numeric variable Y
PSZ	Set Z	Set value of numeric variable Z
PYD	Yes Display	Turn on screen display of document in memory

Printing Commands and Formatting Commands

With [P]	Command	Default	Meaning
SP	Single Page	0	Sets printer for fanfold paper
PD	Print Destination	1	Printer connected to card in slot 1 or to port 1
CR	Carriage Return	1	Apple Writer II issues a line feed
LM	Left Margin	0	Sets left margin
PM	Paragraph Margin	0	Indents first line of paragraph
RM	Right Margin	78	Sets right margin
TM	Top Margin	1	Sets blank line(s) between header and first line of text
BM	Bottom Margin	1	Sets blank line(s) between last line of page text and footer
PN	Page Number	1	Sets number of first page for counting
PL	Printed Lines	58	Sets total number of printed lines on a page
PI	Page Interval	66	Sets number of lines per page from top to bottom edge of paper
LI	Line Interval	0	Sets line spacing
UT	Underline Token	\	Marks text to be underlined
LJ	Print Mode	LJ	Sets how text is distributed between left and right margins
FJ			
CJ			
RJ			
TL	Top Line	(blank)	Formats a header or page number
BL	Bottom Line	(blank)	Formats a footer or page number

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INTRODUCTION

For anyone who spends time getting words onto paper, Apple Writer II is a marvelous help. Apple Writer II makes light work of memos and correspondence, reports, and even complicated tables. This word processing program for the Apple IIe and the Apple IIc is easy to learn, yet powerful and sophisticated.

INTRODUCING APPLE WRITER II

Apple Writer II has all the features you'd expect in a word processing program for typing and editing text. To type a table, for example, you quickly set tabs exactly where you want them. You can prepare a list of phrases you frequently type, and forget about typing them ever again. With one command Apple Writer II puts a phrase in your text where it should appear. While editing, you can delete and type over text, move entire paragraphs, and search for a particular word and change it instantly.

Apple Writer II also has an array of printing and formatting options to give text a polished look. Centered headings, double-spacing, and justified margins are but a few of the choices for printed documents. You can print an entire document, part of a document, or join several documents into one. Apple Writer II can accommodate extra-wide paper, up to 240 columns across.

In addition, Apple Writer II has a most unusual feature: its own programming language, called *WPL*. With *WPL* you can automate many Apple Writer II functions. Four *WPL* programs are provided for you; one of them lets you produce form letters automatically. It's also easy to learn enough *WPL* to write simple programs that streamline repetitive tasks.

The latest version, Apple Writer II ProDOS, uses the advanced operating system, ProDOS, for the Apple IIe and the Apple IIc. The ProDOS system commands you'll need most often while you work on text are conveniently included in Apple Writer II.

You can also use a modem with Apple Writer II. Modems (peripheral devices for sending and receiving electronic data over the telephone lines) let your computer communicate with other computers. Documents prepared with Apple Writer II can be sent to another computer near or far away. Information received via modem from another computer can be edited and printed out.

If you are new to word processing, the tutorial disk accompanying the Apple Writer II program offers an introduction. The tutorial chapter in the *Apple Writer II User's Manual* is a brief practice session on the fundamentals of the program. Try them both. This book is intended to take you farther—to genuine familiarity with Apple Writer II's powerful features.

USING THIS BOOK EFFICIENTLY

This book is a tutorial with exercises and explanations that teach you all of Apple Writer II's features, step by step. Technical terms are minimized; where they are necessary, they are clearly defined. In each chapter, simulations of the screen guide your progress at the keyboard.

The chapters are designed to demonstrate related groups of commands and to show you practical applications for typical word processing tasks. You should be able to complete the exercises in a chapter in one session. Succeeding chapters make use of sample documents you've already typed in earlier chapters, much as you'll do with your own work. Optional review exercises are at the end of each chapter.

Beginners will find it most efficient to go through the book one chapter at a time. Pull out the Command Reference Card at the back of the book and keep it nearby to refresh your memory. If

time has elapsed between sessions, try the Review Exercises before going on to a new chapter.

If you have experience with word processing but are new to Apple Writer II, you can probably skim the early chapters to see how this program handles standard functions. If you are learning Apple Writer II DOS 3.3, read Appendix B first, which summarizes the differences between this version and Apple Writer II ProDOS.

This book is divided into four parts:

- Part I provides all the basic instruction you need to start using Apple Writer II.
- Part II teaches you Apple Writer II's more advanced features.
- Part III shows you how to use WPL.
- Part IV contains reference information organized into appendixes.

The emphasis in this book is on the many ways you can let Apple Writer II work for you. In Part I you'll type a short memo, edit it, and print it. By the end of Part I, you'll be able to produce similar documents. In Part II you'll create a table, an outline, and a report. You'll learn how to format pages, adding footnotes and page numbers. Then you'll print these documents with Apple Writer II's advanced formatting and printing options. In both Part I and Part II, there are tips and advice about how to avoid or overcome potential problems, especially if you have a printer other than one Apple manufactures. By the end of Part II, you'll be ready to enjoy the many advantages of word processing.

Part III is a thorough introduction to WPL. You'll learn how to produce form letters and how to write your own simple programs.

Throughout Parts I, II, and III, the sample documents map the development of an imaginary project, an auction for a non-profit organization. Beginning with a brief memo, the project expands, as such projects often do, to require a progress report and other documentation. In the process, you'll see how to recycle text in new documents and how to organize a growing body of documents efficiently.

Part IV has four appendixes. Appendix A clearly explains how to set up Apple Writer II for a serial printer and for a modem; it also explains how to type individual envelopes and labels. Appendix B is a concise comparison of the differences between

Apple Writer DOS 3.3 and Apple Writer II ProDOS. Appendix C explains modifications you can make to customize the program's print and tab settings. Appendix D summarizes commands for handy reference.

Throughout this book, certain conventions are used. The text you type is usually in boldface type; occasionally, it is a short inset paragraph of a few lines of text. When technical terms are introduced, they are printed in italics and then defined. The CONTROL key is represented by brackets ([]) surrounding another key. Many Apple Writer II commands are given by holding down the CONTROL key while you press another key. For example, [X] always means "hold down the CONTROL key while you press X."

It is assumed that you turn off the computer at the end of a chapter. You can, of course, continue on to the next chapter, if you like. "Getting Started," which follows, explains the steps to begin making the most of Apple Writer II.

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GETTING STARTED

Before a spacecraft lifts off, the crew prepares months in advance to ensure a smooth, safe voyage. Luckily, preparing for the new world of word processing takes very little time. You simply set up your equipment and follow a few critical procedures to avoid unnecessary mishaps. In this chapter you will copy Apple Writer II's Master disk, format a disk for the practice exercises, and learn how to leave Apple Writer II.

In order to get started with Apple Writer II, you will need

- An Apple IIe or IIc
- A monitor or a television
- One disk drive
- A printer.

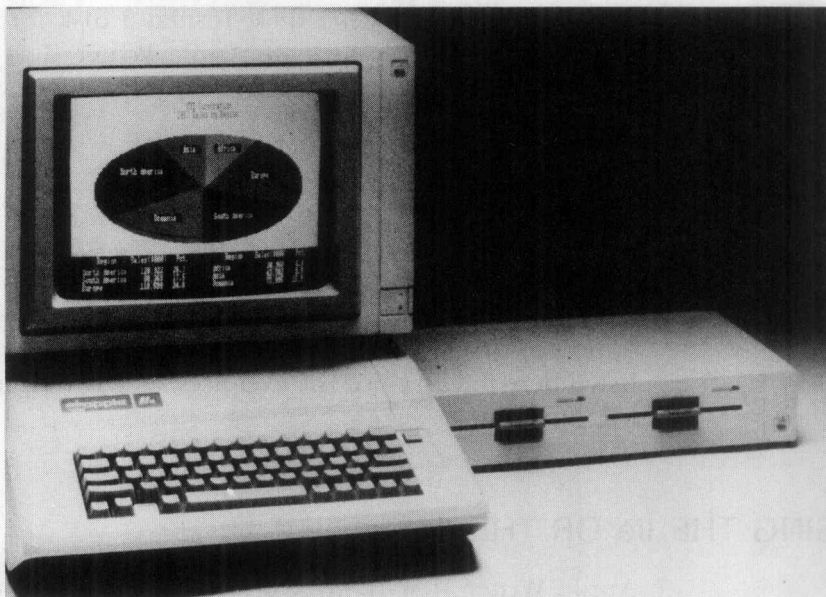
Although your system may have more than one disk drive and other optional equipment, you will need only the basic equipment listed here to carry out the exercises in this chapter and the following ones.

USING THE IIe OR THE IIc

Apple Writer II will work on both the IIe and the IIc. Although the IIe and the IIc look very different (see Figures GS-1 and GS-2), as far as the program is concerned, they are essentially the same.

There is, however, one difference between the two models that will occasionally show up when using Apple Writer II. The IIe has internal *slots* (locations inside the computer where parallel and serial interface cards for peripheral devices are placed). The IIc has external *ports* (outlets on the back of the computer for connecting cables to peripheral devices). If you have a IIc and the program asks for a slot number, do not be dismayed. The ports on the IIc correspond to the IIe slots, so the number to type in will be the same, even though the term “slot” does not apply to your computer.

The instructions in this book do not distinguish between the two models except where a difference in terminology affects the action you should take. For example, the placement of the disk drive (or drives) varies between the IIe and the IIc, because the IIc has one disk drive built into the computer. One or more disk drives for the IIe are in a separate device. Throughout this book the gen-

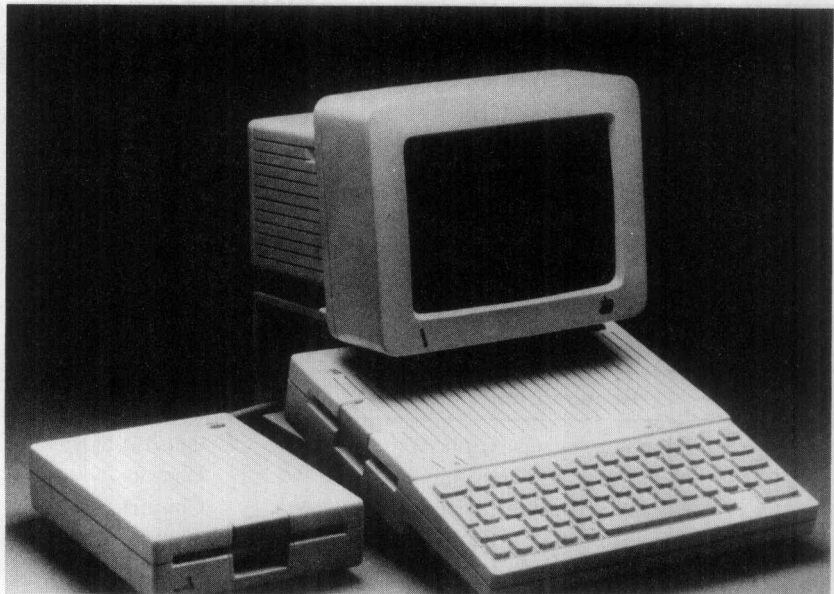


Courtesy of Apple Computer, Inc.

Figure GS-1. *The Apple IIe*

eral terms “drive 1” and “drive 2” will be used. Drive 1 refers to the first (or only) disk drive on the IIe and to the built-in drive on the IIfx. Drive 2 refers to a second disk drive on the IIe and to an external disk drive on the IIfx. (See the next section for more information about disk drives.)

Some of the terminology on the disk containing the operating system utilities differs, and these differences are noted when they occur in instructions. For the IIe, the utilities are on the disk called the “ProDOS User’s Disk.” For the IIfx, the disk is labeled “System Utilities.” The System Utilities disk will only operate on the IIfx, although the ProDOS User’s Disk will work with both computers. You will ordinarily use the operating system utilities that are included on the Apple Writer II Master disk. On the few occasions when you need to use the separate operating system utilities, consult the *ProDOS User’s Manual* or the *System Utilities Disk Manual* to review the correct procedure.



Courtesy of Apple Computer, Inc.

Figure GS-2. *The Apple IIc*

USING ONE OR TWO DISK DRIVES

In order to produce finished documents with Apple Writer II, you will be saving early drafts, edited versions, and final versions on disks other than the Apple Writer II Master disk. You will use these disks, the *data disks*, to store the text you produce. Because the programs that make up Apple Writer II require most of the space on the Master disk, you should not save your text on this disk. Consequently, you will be using Apple Writer II with more than one disk, even if you have only one disk drive.

Apple Writer II can be used with one or two floppy disk drives. If you have only one disk drive, you can still use Apple Writer II successfully, but you will have to replace the Master disk with the data disk to *save* your work (that is, to make a copy on the data disk) and to use any previously saved work. Thus, most of the time, the data disk will be in use. Two disk drives are more convenient and faster than one for word processing because the Master disk can stay in drive 1 while the data disk is in drive 2.

Once Apple Writer II has been started up, much of the program remains in the computer's temporary memory until you turn off the computer. If you are using Apple Writer II with only one disk drive, you can remove the Master disk and insert the data disk. When you reach a point where you want to use a part of the program that is not in memory, for example, the Help menu (discussed in Chapter 1), reinsert the Master disk. Table GS-1 lists all the situations in which the Master disk must be in drive 1.

In addition to using Apple Writer II with floppy disks, you can also use it with Apple's ProFile hard disk. For installation procedures, see the appendix in the *Apple Writer II User's Manual*.

Required for	See
Starting up Apple Writer II	Getting Started
Using the Help menu	Chapter 1
Viewing the Master disk catalog	Chapter 3
Running WPL programs on Master disk	Chapter 10
Modifying files on Master disk	Appendix C

Table GS-1. *Tasks Requiring the Master Disk in Drive 1*

USING ProDOS OR DOS 3.3

Apple Writer II exists in two versions that correspond to two operating systems available for both the IIe and the IIfx: Apple Writer II version 2.0 ProDOS and Apple Writer II DOS 3.3. As the names of the two versions indicate, Apple Writer II ProDOS uses the ProDOS operating system, and Apple Writer II DOS 3.3 uses the DOS 3.3 operating system. Many of the features are the same or very similar in both versions.

Apple Writer II ProDOS contains some features that Apple Writer II DOS 3.3 does not. For example, the ability to operate a modem from within the program has been added to the ProDOS version. ProDOS is also a more recently developed operating system for the IIe and the IIfx.

The exercises in this book illustrate Apple Writer II ProDOS. If you have already learned the earlier DOS 3.3 version, you will find it easy to adapt to the slight differences and to learn how to use the new features. You can convert any disks you may have prepared under the DOS 3.3 version for ProDOS, as will be explained in Appendix B, which summarizes the differences between the two versions.

If you have Apple Writer II DOS 3.3 only, the exercises in the next chapters will also be helpful. But you should read Appendix B first and consult your manual where procedures differ. Also be aware that the Apple Writer DOS 3.3 Master disk cannot be copied. A backup disk is included with the Master disk. Do *not* try to do the next exercise (“Copying the Apple Writer II ProDOS Master Disk”); it is written specifically for Apple Writer II ProDOS users who need to make a duplicate of the Master disk.

COPYING THE APPLE WRITER II ProDOS MASTER DISK

Whenever possible, you should always make a working copy of a program disk. If the copy is damaged, you can make another from the original Master disk. Accidents—a spilled cup of coffee, exposure to heat, or exposure to a powerful magnet in a piece of machinery—can ruin a disk. Or you might accidentally alter or erase part of the program. You will be cautioned how to avoid such mistakes when preserving your documents, and such drastic

accidents probably will not occur. But if the Master disk has been duplicated and stored safely, you can relax, knowing that the software is still intact.

To make a working copy, you need

- The disk labeled “Apple Writer II Version 2.0 Master.”
- A utilities disk (the Apple IIe ProDOS User’s Disk or the Apple IIc System Utilities Disk).
- The *ProDOS User’s Manual* or the *System Utilities Disk Manual*.
- A blank disk to receive the copy of Apple Writer II.

To make certain that nothing will be changed on the Apple Writer II Master disk, put a *write-protect tab* on it before copying it. Write-protect tabs are small silver squares that come in the boxes of new disks. Place one tab over the notch on the upper-right side of the Master disk.

Consult the manual for your utilities disk and follow the steps for making a duplicate of the contents of an entire disk. The *ProDOS User’s Manual* explains this in Chapter 3 in the section on the “Copy a Volume” command. The *System Utilities Disk Manual* details the same operation with the “Duplicate a Volume” command. The main principle to keep in mind—especially when swapping disks in a one-drive system—is that the Apple Writer II Master disk is the *source* disk, and the disk that will become the working copy is the *destination* disk.

Insert your utilities disk and find the selection for copying or for duplicating a volume. Follow the instructions on the screen. Remove the utilities disk from drive 1 and insert the Apple Writer II disk. The screen will tell you when to insert the destination disk. If you have one disk drive, you must swap the source and destination disks during the copying whenever the screen tells you to do so.

When the copying or duplicating has been completed, a prompt will appear on the screen. Should the copying not be completely successful, go through the steps again carefully. If you still are not successful, try a new destination disk.

Once the Master disk has been copied, follow the instructions on the screen to exit from the utilities program. Remove the disks and turn off the computer and the monitor. Then take a moment to put the original Master disk away in a safe place and keep the working copy ready at hand.