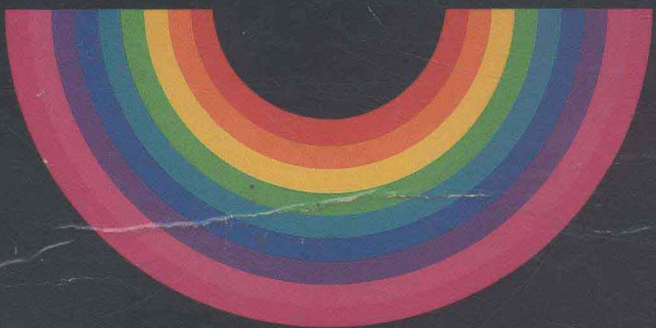# APPLE WRITER TUTOR

A Step-By-Step Tutorial on Apple Writer IIe/II/III

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APPLE WRITER TUTOR

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Acknowledgment

Preface

With the explosive growth of word processing at the office, at school, and in the home, individuals with absolutely no computer background are being called upon to operate word-processing equipment. Thus, there is a special need for training materials aimed at the computer novice.

The aim of *Apple Writer Tutor* is to provide practical, hands-on instruction on the use of the Apple Writer IIe/II/III word processing program. Because it uses a step-by-step method that is free of technical jargon, this book is particularly suitable for the first-time computer user. Building on basic word processing skills, introductory through advanced topics are presented using a self-paced instructional format.

How This Book Is Organized

The book is divided into two parts.

Part 1—Quick Start
This section covers the fundamentals of word processing, adequate for handling correspondence and short reports. It attempts to get the reader up and running in only a couple of hours. Topics covered include text entry, changing text, saving and retrieving files, and formatting printed documents.

Part 2—Advanced Features

This section examines such advanced topics as search-and-replace, moving blocks of text, and merging text files and data bases. Mastery of these features insures adequate preparation for word processing in the professional office.

This book is not an exhaustive treatment of Apple Writer IIe/II/III. For a thorough description of all the Apple Writer features, you are referred to the Apple Writer manual.

Who Should Learn Word Processing

You definitely do not have to be a typist to use word processing to enter text on a computer. In fact, individuals who "hunt and peck" at the keyboard can expect to experience the greatest benefit because they can turn out perfect final copies in only a short period of time.

Learning word processing offers an added benefit for the computer novice. Using the computer as a word processor is an ideal way to obtain meaningful computer literacy.

What This Book Requires

To do this tutorial, you will need the following:
—An Apple IIe, Apple II Plus, Apple II (with 48K bytes or more of memory), or Apple III computer
—At least one disk drive
—An Apple Writer IIe, Apple Writer II, or Apple Writer III word processing program
—Video monitor
—Printer

How to Use This Book

This book is a step-by-step, self-paced training tutorial. It begins by assuming that you have absolutely no knowledge about word processing or computers. The first-time user, therefore, is urged to begin with Chapter 1 and to go through as many of the lessons as

possible. The more knowledgeable reader may move more rapidly through the first few lessons. The book can then be used as a reference, providing step-by-step explanations of the various features of Apple Writer.

The reader is urged not to worry about making typing mistakes. Indeed, correcting errors is a great way to learn word processing. Close attention to the instructions, however, must be paid if the learning process is to progress smoothly. In the event of a difficulty, you should back up a few steps and begin again. Most important, the reader should relax and enjoy learning this powerful skill.

Format

The book's text is printed in a two-column format. An explanation of the commands and relevant background material are presented in the right-hand column. In the left-hand column, in boldface, is the text to be typed into the computer. Key terms are presented in condensed print at the left-hand margin. Additional facts are centered, with titles in boldfaced print.

Apple Writer IIe, II, III

The three versions of Apple Writer are all quite similar. There are, however, some minor differences. The instructions and screens in the body of the text are for the IIe version. Minor differences between Apple Writer IIe and III are explained in the Endnotes at the end of each chapter. Readers using the Apple III should refer to the individual Endnotes as they appear in the text.

The major difference between the versions for the IIe and II Plus is the movement of the cursor. Apple Writer II for the Apple II or II Plus requires that you enter the cursor-move mode in order to move the cursor. When text is to be entered, you must leave the cursor-move mode. Apple Writer for the IIe and III has only a single mode for moving the cursor and entering text.

In order to reduce confusion, Chapters 2 and 3 have been rewritten for the Apple II and II Plus computers. If you are using either an Apple II or II Plus computer, you will use Chapters 2 and 3 in Appendices A and B. Minor discrepancies between the IIe, II, and

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II Plus versions of Apple Writer are presented throughout the text in italicized print within square brackets.

Summary of Chapters

Part 1—Quick Start

Chapter 1 begins with a general introduction to word processing for readers who are unfamiliar with word processing. How word processing is implemented on the Apple personal computer using the Apple Writer program is discussed next.

The fundamentals of entering and revising text are the topics considered in Chapters 2 and 3. Learning how to move the cursor, delete mistakes, and insert new text are the major topics.

Applying basic skills, you enter and then revise a standard business letter in Chapters 4 and 5. Commands for formatting the printed copy and saving and retrieving the letter on diskette are illustrated. In Chapter 6 you learn how to prepare a document using different types of spacing and justification.

Part 2—Advanced Features

In Chapter 7 the search-and-replace feature is illustrated. Automatic replacement of a word or phrase throughout the entire text file is demonstrated.

Chapters 8 and 9 discuss the techniques of "cutting and pasting" blocks of text. Tabs and glossary files are illustrated in Chapters 10 and 11.

Personalizing form letters and the use of "boilerplate" are covered in Chapter 12. Chapters 13 and 14 cover merging text with data files. Apple Writer's Word Processing Language enables you to combine data bases, such as lists of names and addresses, with text files.

Chapters 15 and 16 illustrate how word processing can be applied to specialized applications. Formatting reports and other types of professional communications are the topics considered.

Appendices

Appendix A is Chapter 2 for the Apple II and II Plus. Appendix B is Chapter 3 for the Apple II and II Plus. Appendix C provides a description of the DATA LINE. It is followed by a summary of all the Apple Writer commands.

Reference List

This list consists of handy tear-off reference sheets summarizing all the Apple Writer commands.

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