

CLARIS™

AppleWorks® GS User's Guide

Limited warranty and disclaimers

A. Limited Warranty on Media. Claris warrants the disks on which the Software is recorded to be free from defects in materials and faulty workmanship under normal use for a period of ninety (90) days from the date of delivery as evidenced by a copy of the sales receipt. Claris will, at its option, replace or refund the purchase price of the diskette at no charge to you, provided you return the faulty diskette with the sales receipt to Claris or an authorized Claris Dealer. Claris shall have no responsibility to replace or refund the purchase price of a diskette damaged by accident, abuse, or misapplication. ANY IMPLIED WARRANTIES ON THE DISKS, INCLUDING IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE, ARE LIMITED IN DURATION TO 90 DAYS FROM THE DATE OF DELIVERY.

B. Disclaimer of Warranty on Software. THE SOFTWARE IS PROVIDED "AS IS" WITHOUT WARRANTY OF ANY KIND, AND CLARIS EXPRESSLY DISCLAIMS ALL IMPLIED WARRANTIES, INCLUDING BUT NOT LIMITED TO THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. CLARIS DOES NOT WARRANT, GUARANTEE, OR MAKE ANY REPRESENTATIONS REGARDING THE USE OR THE RESULTS OF THE USE OF THE SOFTWARE OR ANY ACCOMPANYING WRITTEN MATERIALS IN TERMS OF THEIR CORRECTNESS, ACCURACY, RELIABILITY, CURRENTNESS, OR OTHERWISE. THE ENTIRE RISK AS TO THE RESULTS AND PERFORMANCE OF THE SOFTWARE AND WRITTEN MATERIALS IS ASSUMED BY YOU. CLARIS DOES NOT WARRANT THAT THE SOFTWARE WILL WORK CORRECTLY IN YOUR MULTI-USER OR NETWORK ENVIRONMENT. IF THE SOFTWARE IS DEFECTIVE, YOU, AND NOT CLARIS OR ITS DEALERS, DISTRIBUTORS, AGENTS, OR EMPLOYEES, ASSUME THE ENTIRE COST OF ALL NECESSARY SERVICING, REPAIR, OR CORRECTION. SOME STATES DO NOT ALLOW THE EXCLUSION OF IMPLIED WARRANTIES, SO THE ABOVE EXCLUSION MAY NOT APPLY TO YOU.

C. Complete Statement of Warranty. THE LIMITED WARRANTIES PROVIDED IN PARAGRAPHS A AND B ABOVE ARE THE ONLY WARRANTIES OF ANY KIND THAT ARE MADE BY CLARIS ON THIS CLARIS PRODUCT. NO ORAL OR WRITTEN INFORMATION OR ADVICE GIVEN BY CLARIS, ITS DEALERS, DISTRIBUTORS, AGENTS, OR EMPLOYEES SHALL CREATE A WARRANTY OR IN ANY WAY INCREASE THE SCOPE OF THIS WARRANTY, AND YOU MAY NOT RELY ON ANY SUCH INFORMATION OR ADVICE. THIS WARRANTY GIVES YOU SPECIFIC LEGAL RIGHTS. YOU MAY HAVE OTHER RIGHTS, WHICH VARY FROM STATE TO STATE.

D. Limitation of Liability. IN NO EVENT WILL CLARIS, OR ITS DEVELOPERS, DIRECTORS, OFFICERS, EMPLOYEES, OR AFFILIATES BE LIABLE TO YOU FOR ANY CONSEQUENTIAL, INCIDENTAL, OR INDIRECT DAMAGES (INCLUDING DAMAGES FOR LOSS OF BUSINESS PROFITS, BUSINESS INTERRUPTION, LOSS OF BUSINESS INFORMATION, AND THE LIKE) ARISING OUT OF THE USE OF OR INABILITY TO USE THE SOFTWARE OR ACCOMPANYING WRITTEN MATERIALS EVEN IF CLARIS OR AN AUTHORIZED CLARIS REPRESENTATIVE HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. BECAUSE SOME STATES DO NOT ALLOW THE EXCLUSION OR LIMITATION OF LIABILITY FOR CONSEQUENTIAL OR INCIDENTAL DAMAGES, THE ABOVE LIMITATIONS MAY NOT APPLY TO YOU. Claris' liability to you for actual damages for any cause whatsoever, and regardless of the form of the action, will be limited to the greater of \$500 or the money paid for the Software that caused the damages.

U.S. Government Restricted Provisions.

If this Software is acquired by or on behalf of a unit or agency of the United States Government this provision applies. This Software:

- (a) Was developed at private expense, and no part of it was developed with government funds,
- (b) Is a trade secret of Claris for all purposes of the Freedom of Information Act,

(c) Is "commercial computer software" subject to limited utilization as provided in the contract between the vendor and the governmental entity, and

(d) In all respects is proprietary data belonging solely to Claris. For units of the Department of Defense (DOD), this Software is sold only with "Restricted Rights" as that term is defined in the DOD Supplement to the Federal Acquisition Regulations, 52.227-7013 (b) (3) (ii) and:

Use, duplication or disclosure is subject to restrictions set forth in subdivision (b) (3) (ii) of the Rights in Technical Data and Computer Software clause at 52.227-7013. Manufacturer: Claris Corporation, 440 Clyde Ave., Mountain View, California 94043.

If this Software was acquired under a GSA Schedule the U.S. Government has agreed to refrain from changing or removing any insignia or lettering from the Software or the accompanying written materials that are provided or from producing copies of manuals or disks (except one copy for backup purposes) and:

(e) Title to and ownership of this Software and documentation and any reproductions thereof shall remain with Claris,

(f) Use of this Software and documentation shall be limited to the facility for which it is acquired, and

(g) If use of the Software is discontinued to the installation specified in the purchase/delivery order and the U.S. Government desires to use it at another location, it may do so by giving prior written notice to Claris, specifying the type of computer and new location site. U.S. Governmental personnel using this Software, other than under a DOD contract or GSA Schedule, are hereby on notice that use of this Software is subject to restrictions which are the same as or similar to those specified above.

CLARIS™

AppleWorks® GS User's Guide

© Claris Corporation, 1988. All rights reserved.
Claris, 440 Clyde Ave., Mountain View,
California 94043
(415) 960-1500

Claris is a trademark of Claris Corporation. AppleWorks is a registered trademark of Apple Computer, Inc., licensed to Claris Corporation.

Apple, Apple IIgs, AppleTalk, ImageWriter, LaserWriter, and Macintosh are registered trademarks of Apple Computer, Inc.

PaintWorks Gold and PaintWorks Plus are trademarks of Mediagenic, Inc. Deluxe Paint II is a trademark of Electronic Arts, Inc. Epson is a registered trademark of Epson America, Inc.

The Spelling portion of this product is based on Proximity Linguistic Technology. The Proximity/Merriam-Webster Linguibase® © Copyright 1983 All Rights Reserved. Proximity Technology Inc. © Copyright 1983 All Rights Reserved Merriam-Webster Inc. The Proximity/Merriam-Webster Thesaurus © Copyright 1984, 1985 All Rights Reserved. Merriam-Webster Inc. © Copyright 1984, 1985 All Rights Reserved. Proximity Technology Inc.

Proximity and Linguibase are registered trademarks of Proximity Technology Inc.

APPLE COMPUTER, INC., MAKES NO WARRANTIES, EITHER EXPRESS OR IMPLIED, REGARDING THE ENCLOSED COMPUTER SOFTWARE PACKAGE, ITS MERCHANTABILITY OR ITS FITNESS FOR ANY PARTICULAR PURPOSE. THE EXCLUSION OF IMPLIED WARRANTIES IS NOT PERMITTED IN SOME STATES. THE ABOVE

CONTENTS

About the AppleWorks GS Users Guide

Chapter 1

AppleWorks GS 1

- About This Chapter 3
- AppleWorks GS Overview 4
- Using AppleWorks GS 8
 - Starting AppleWorks GS 8
 - To Start AppleWorks GS 8
 - Opening 10
 - To Open an Existing Document 10
 - To Open a New Document 11
 - Saving 12
 - To Save a Document 12
 - To Save Under a New Name 13
 - Printing 14
 - To Choose a Printer 15
 - To Define the Page Setup 16
 - To Print a Document 17
 - Working with Files 18
 - To Import a File 18
 - To Delete a File 19
 - Closing 20
 - To Close a Document 20
 - Quitting AppleWorks GS 21
 - To Quit AppleWorks GS 21
- Editing with AppleWorks GS 22
 - Selecting 22
 - To Select Text 22
 - To Select Data 23
 - To Select an Object 24
 - To Deselect Text, Data, or Objects 24
 - To Select Multiple Objects 25
 - To Deselect a Single Object 25
 - Using the Clipboard 26
 - To Copy Information 27
 - To Move Information 28
 - Undoing 29
 - To Undo an Accidental Deletion 29
- Using Windows in AppleWorks GS 30

Contents

Working with Windows	30
To Change the Size of a Window	31
To Restore a Window to Full Size	31
To Move a Window	32
To Display Another Window	32
To Scroll One Line at a Time	33
To Scroll Up or Down Continuously	33
To Scroll Up or Down One Window	33
To Scroll Quickly	33
Working with Multiple Windows	34
To Make a Window Active	35
To Copy Information Between Windows	35

Chapter 2

Word Processing	37
About This Chapter	39
Word Processing Overview	40
Editing Text	44
Starting Word Processing	44
To Open a New Document	44
To Open an Existing Word Processing Document	45
Entering Text	46
To Enter Text	47
To Enter a Sticky Space	47
Moving the Insertion Point	48
To Move to the Top of the Document	48
To Move to the Bottom of the Document	48
To Move to a Specific Page	48
To Move Using the Arrow Keys	49
To Move Using the ⌘ and Arrow Keys	49
To Move Using the Option and Arrow Keys	49
To Move to a Relative Position in the Document	49
To Move to the Current Insertion Point	49
Selecting	50
To Select Text	50
To Cancel a Selection	50
To Select a Word	51
To Select One Word at a Time	51
To Select an Entire Line of Text	51
To Extend the Selection	51
To Select a Sentence	52
To Select a Paragraph	52
To Select a Page Break	52
To Select a Carriage Return	53

- To Select a Tab 53
- To Select an Entire Document 53
- Inserting 54
 - To Insert a Carriage Return 54
 - To Insert a Page Break 54
- Replacing 55
 - To Replace with New Text 55
 - To Replace with the Contents of the Clipboard 55
- Deleting 56
 - To Delete with the Cut Command 56
 - To Delete with the Clear Command or the Delete Key 56
 - To Delete One Character at a Time 56
 - To Delete a Line of Text 56
 - To Delete to the End of a Line 56
 - To Delete a Carriage Return 57
 - To Delete a Page Break 57
 - To Delete an Entire Document 57
 - To Undo a Deletion 57
- Using Rulers 58
 - To Change Margins for a Paragraph 59
 - To Change the Margins of All Paragraphs 59
 - To Set Tabs 60
 - To Move Tabs 60
 - To Remove Tabs 61
 - To Indent the First Line of a Paragraph 61
 - To Set a Paragraph with a Hanging Indent 61
 - To Set Line Spacing 62
 - To Set Text Alignment 62
 - To Lock a Paragraph 63
 - To Set the Format for a New Document 63
 - To Copy the Format of a Paragraph 63
- Changing the Appearance of Text 64
 - To Change Text Fonts 64
 - To Change Text Sizes 65
 - To Change Text Styles 65
 - To Combine Text Styles 66
 - To Deselect a Style 66
 - To Deselect All Styles 66
 - To Change Text Colors 67
- Editing Documents 68
- Finding and Replacing 68
 - To Find Text 69
 - To Find Again 69

Contents

- To Find and Replace Text 70
- Spell Checking 72
 - To Spell Check a Document 72
- Finding Synonyms 74
 - To Find a Synonym 74
- Editing the User Dictionary 76
 - To Edit the User Dictionary 76
- Creating Headers and Footers 78
 - To Set Up Headers and Footers 79
 - To Insert the Page Number 80
 - To Insert the Current Date 81
 - To Insert the Current Time 81
 - To Display Headers and Footers 82
 - To Set the First Page Number 83
- Creating Mail Merge Documents 84
 - Selecting a Database 84
 - To Select a Database to Merge 85
 - Adding Merge Fields 86
 - To Add a Merge Field 86
 - To Add a Merge Field Manually 87
 - Printing a Merged Document 88
 - To Print a Merged Document 88

Chapter 3

Database 89

- About This Chapter 91
- Database Overview 92
- Setting Up a Database 96
 - Starting Database 96
 - To Open a New Document 96
 - To Open an Existing Database Document 97
- Adding Fields 98
 - To Add a Field 100
 - To Move a Field 102
 - To Resize a Field 102
 - To Delete a Field 102
 - To Change a Field Name or Type 103
- Defining Field Formats 104
 - To Format a Text Field 106
 - To Format a Numeric Field 107
 - To Format a Date Field 108
 - To Format a Time Field 109
 - To Format a Picture Field 110
 - To Format a Static Text Field 111

Setting Up Field Formulas 112
 To Enter a Field Formula 113

Setting Up Label Fields 114
 To Add a Label Field 115

Setting Up Form Headers and Footers 116
 To Set Up a Form Header or Footer 116
 To Resize the Header or Footer Area 117
 To Resize the Body Area of the Form 117

Using the Database 118

Entering Data 118
 To Enter Data 119
 To Move to Different Cells After Entering Data 120
 To Edit Data in a Cell 120
 To Add a New Record to an Existing Database 120
 To Delete Information in a Cell 121
 To Delete a Record 121

Using the List Screen 122
 To Display the List Screen 123
 To Enter Data in a List 123
 To Change Field Widths in a List 123
 To Move Fields in a List 124
 To Insert a Record in a List 125
 To Delete a Record in a List 125

Finding and Replacing Text 126
 To Find Text 127
 To Find Text Again 127
 To Replace Text 128

Selecting Data 130
 To Select a Cell 130
 To Select a Range of Cells 130
 To Select a Field 130
 To Select a Record in a List 131
 To Select a Record in a Form 131
 To Select All Records 131

Matching Records 132
 To Match Records 133

Hiding Records 134
 To Hide Selected Records 135
 To Hide Unselected Records 135
 To Display All Records 135

Marking Fields 136
 To Mark Fields 137
 To Unmark Fields 137

Contents

- Sorting Records 138
 - To Sort Records 139
- Using Templates 140
 - To Save a Template Separately 140
 - To Open a Template File 141
- Creating Database Reports 142
 - Setting Up a Report 142
 - To Set Up a Report 145
 - To Set Up a Report Header or Footer 146
 - To Set Up a Summary Report 146
 - Creating a Report 147
 - To Create a Report 147
- Producing Mailing Labels 148
 - To Produce Mailing Labels 148
 - To Print Mailing Labels 151

Chapter 4

- Spreadsheet 153**
 - About This Chapter 155
 - Spreadsheet Overview 156
 - Using Spreadsheet 160
 - Starting Spreadsheet 160
 - To Open a New Document 160
 - To Open an Existing Spreadsheet Document 161
 - Entering Labels and Values 162
 - To Enter a Label 163
 - To Enter a Value 164
 - To Change the Contents of a Cell 164
 - To Delete a Label or Value 165
 - To Enter a Value in Scientific Notation 165
 - Entering Formulas 166
 - To Enter a Formula 169
 - To Enter a Relative Cell Reference 170
 - To Enter an Absolute Cell Reference 170
 - To Enter a Reference to a Range of Cells 171
 - To Use the List Formula Command 172
 - To Protect a Cell from Changes 172
 - To View Formulas 173
 - To Turn Automatic Calculation Off 173
 - To Recalculate the Spreadsheet Manually 173
 - Selecting 174
 - To Select a Cell 174
 - To Find and Select a Cell 174
 - To Select an Entire Column of Cells 174

- To Select an Entire Row of Cells 175
- To Select a Range of Cells 175
- To Select All the Active Cells in a Spreadsheet 175
- Arranging Spreadsheet Information 176
 - To Move Cells Using the Clipboard 176
 - To Move Cells Using the Move Command 177
 - To Insert Blank Cells 178
 - To Delete Cells 179
 - To Transpose Rows and Columns 180
 - To Sort Cells 181
- Formatting 182
 - To Assign Formats to Cells 182
 - To Set Decimal Places 183
 - To Copy a Cell's Format 184
 - To Set Format Defaults 184
 - To Change a Column Width 185
 - To Restore Default Column Widths 185
 - To Change the Default Column Width 186
 - To Turn Cell Lines Off 186
 - To Set Titles 187
- Using Spreadsheet Shortcuts 188
 - To Move to Different Cells When Entering Data 188
 - To Copy the Contents of a Cell 188
 - To Copy the Contents of a Range of Cells 189
 - To Fill Columns of Cells from the Top 190
 - To Fill Rows of Cells from the Left 191
- Reporting Spreadsheet Information 192
 - Creating a Chart 192
 - To Create a Spreadsheet Chart 193
 - To Modify a Chart 195
 - Printing a Spreadsheet 196
 - To Print a Spreadsheet 197

Chapter 5

- Graphics 199**
 - About This Chapter 201
 - Graphics Overview 202
 - Using Graphics Tools 204
 - Starting Graphics 204
 - To Open a New Document 204
 - To Open an Existing Graphics Document 205
 - Using the Paint Tools 206
 - To Use the Paintbrush 207
 - To Change the Brush Shape 208

Contents

- To Choose a Different Pattern or Color 209
- To Use the Pencil 210
- To Use the Paint Bucket 211
- To Use the Spray Can 212
- To Begin a New Paint Object 213
- Using the Drawing Tools 214
 - To Add Text to a Graphic 215
 - To Change the Text Font, Size, or Style 216
 - To Draw Horizontal or Vertical Lines 217
 - To Draw Lines 218
 - To Draw Rectangles and Squares 219
 - To Draw Rounded Rectangles 220
 - To Draw Ovals and Circles 221
 - To Draw Arcs 222
 - To Draw Polygons 223
- Using the Editing Tools 224
 - To Select Using the Selection Arrow 225
 - To Select More than One Object 225
 - To Select the Objects in an Area 226
 - To Deselect One of Multiple Selected Objects 226
 - To Select Using the Marquee 227
 - To Magnify a Graphic 228
 - To Select Using the Lasso 229
 - To Scroll Using the Grabber 230
 - To Erase a Graphic 231
- Working with Objects 232
 - Modifying Objects 232
 - To Move an Object 232
 - To Nudge an Object 233
 - To Delete an Object 233
 - To Reshape an Object 234
 - To Change the Color or Pattern of an Object 234
 - To Change the Line Width of an Object 235
 - To Add a Drop-Shadow to an Object 235
 - To Group Objects 236
 - To Ungroup Objects 236
 - To Duplicate an Object 237
 - To Modify an Object with the Paint Tools 237
 - To Flip an Object 238
 - To Rotate an Object 239
 - Arranging Objects 240
 - To Move an Object to the Front 241
 - To Send an Object to the Back 241

- To Shuffle an Object Up 242
- To Shuffle an Object Down 243
- Modifying Text Objects 244
 - To Change the Font, Size, or Style of Text 244
 - To Change the Color or Pattern of Text 244
 - To Reshape a Text Object 245

Chapter 6

Page Layout 247

- About This Chapter 249
- Page Layout Overview 250
- Adding Text and Graphics 254
 - Starting Page Layout 254
 - To Open a New Document 254
 - To Open an Existing Page Layout Document 255
 - Creating Text Objects 256
 - To Create a Text Object 258
 - To Create Linked Text Objects 259
 - To Import Text into a Text Object 260
 - To Import Text Directly onto a Page 261
 - Importing Graphics 262
 - To Import a Graphic File 262
 - To Import a Graphic Using the Clipboard 263
- Using Page Layout 264
 - Working with Pages 264
 - To Fit the Entire Page in the Window 265
 - To Insert Blank Pages in a Document 266
 - To Delete Pages 267
 - To Go to a Specific Page 268
 - To Set Up a Master Page 268
 - To Set Up Left and Right Master Pages 269
 - To Ignore Master Page Items 269
 - To Set Up Headers and Footers 270
 - To Insert the Current Date 271
 - To Insert the Current Page Number 272
 - To Set the First Page Number 273
 - Using Guides 274
 - To Set Guides Manually 275
 - To Move a Guide 275
 - To Make Guides Magnetic 276
 - To Lock Guides 276
 - To Hide Guides 276
 - To Set Margin and Column Guides 277
- Working with Text and Graphics 278

Contents

- Entering and Formatting Text 278
 - To Enter Text Using the Text Tool 278
 - To Change the Ruler Settings 278
 - To Change Text Alignment 279
 - To Change Line Spacing 279
- Working with Text 280
 - To Move the Insertion Point 280
 - To Select Text 280
 - To Select a Word 281
 - To Select One Word at a Time 281
 - To Select an Entire Line of Text 281
 - To Extend the Selection 281
 - To Cancel a Selection 281
 - To Select a Carriage Return 282
 - To Select a Tab 282
 - To Select All the Text in a Text Stream 282
 - To Replace Selected Text with New Text 283
 - To Replace Selected Text with the Contents of the Clipboard 283
 - To Delete Text with the Cut Command 284
 - To Delete Text with the Clear Command or the Delete Key 284
 - To Delete a Carriage Return 285
 - To Delete All the Text in a Text Stream 285
 - To Undo a Deletion 285
- Changing the Appearance of Text 286
 - To Change Text Fonts 286
 - To Change Text Sizes 286
 - To Change Text Styles 286
 - To Combine Text Styles 287
 - To Deselect a Style 287
 - To Deselect All Styles 287
 - To Change Text Colors 287
- Creating Graphics 288
 - To Draw Horizontal or Vertical Lines 289
 - To Draw Lines 290
 - To Draw Rectangles and Squares 291
 - To Draw Rounded Rectangles 292
 - To Draw Ovals and Circles 293
- Working with Objects 294
 - To Move an Object 294
 - To Resize an Object 295
 - To Change a Graphic Object 295
 - To Duplicate an Object 296
 - To Delete an Object 296

- To Flip an Object 297
- To Rotate an Object 298
- To Move an Object to the Front 299

Chapter 7

Communications 301

- About This Chapter 303
- Communications Overview 304
- Setting Up Communications 306
 - Starting Communications 306
 - To Open a New Document 306
 - To Open an Existing Communications Document 307
 - Entering Hardware Information 308
 - To Enter Hardware Information 308
 - Entering Communication Settings 310
 - To Enter Communication Settings 311
- Setting Up a Phone List 312
 - To Add a Number to the Phone List 312
 - To Change Communication Settings in the Phone List 314
 - To Replace an Entry in the Phone List 315
 - To Remove an Entry in the Phone List 315
- Using Communications 316
 - Making a Call 316
 - To Dial a Number 316
 - To Dial a Number in the Phone List 317
 - To Fast Dial a Number 318
 - To Autodial a Number 318
 - To Answer a Call 319
 - To Hang Up 319
 - Working On-Line 320
 - To Use the Edit Line 320
 - To Display Control Characters in Text 321
 - To Turn Off the Status Bar 321
 - To Send a Text File 322
 - To Capture Text 323
- Transferring Files 324
 - To Send a File 324
 - To Receive a File 325
 - To Send a File Batch 326
 - To Receive a File Batch 327
 - To Send Binary II Files 328
 - To Receive Binary II Files 329

Contents

Chapter 8

Integration in AppleWorks GS 331

- About This Chapter 333
- Copying Information Between Applications 334
 - Copying Information from Word Processing 334
 - To Copy to a Database Document 334
 - To Copy to a Spreadsheet Document 335
 - To Copy to a Page Layout Document 336
 - To Copy to a Graphics Document 337
 - To Copy to a Communications Window 338
 - Copying Information from Database 339
 - To Copy to a Word Processing Document 339
 - To Copy to a Spreadsheet Document 340
 - To Copy to a Page Layout Document 341
 - To Copy to a Graphics Document 341
 - To Copy to a Communications Window 342
 - Copying Information from Spreadsheet 343
 - To Copy to a Word Processing Document 343
 - To Copy to a Database Document 343
 - To Copy to a Page Layout Document 344
 - To Copy to a Graphics Document 345
 - To Copy to a Communications Window 345
 - Copying Information from Graphics 346
 - To Copy to a Database Document 346
 - To Copy to a Page Layout Document 346
 - Copying Information from Page Layout 347
 - Copying Information from Communications 347
- Using the Import File Command 348
 - Importing into Word Processing 348
 - Importing into Database 350
 - Importing into Spreadsheet 351
 - Importing into Page Layout 352
 - Importing into Graphics 353
 - Importing into Communications 353
- Working with Other Programs 354
 - Opening Files from Other Programs 354
 - Preparing Files for Exporting 356

Glossary 357

Index 373

About this Manual

This manual provides step-by-step instructions on carrying out basic tasks with each of the six different applications included in your new AppleWorks® GS software package. Refer to this manual when you want a quick summary on how to perform a procedure—creating a new document, for example—using AppleWorks GS.

When you want an in-depth discussion of the commands and concepts in AppleWorks GS, consult the *AppleWorks GS Reference*. The *AppleWorks GS Reference* contains thorough explanations of each AppleWorks GS command and includes advanced technical information not covered in this manual.

This manual is divided into eight chapters:

- Chapter 1, “AppleWorks GS,” provides information on the procedures common to all six AppleWorks GS applications. This includes procedures for creating and saving documents, for printing, for editing, and for working with windows.
- Chapter 2, “Word Processing,” contains descriptions of procedures in the word processing application such as editing text and working with word processing documents. The chapter includes information on the mail merge features of AppleWorks GS.
- Chapter 3, “Database,” provides information on procedures for using the database application to enter and report on database information.
- Chapter 4, “Spreadsheet,” explains the basic procedures for using the spreadsheet application, including the creation of charts based on spreadsheet information.
- Chapter 5, “Graphics,” describes the procedures for using the graphics application tools and commands to create graphics.
- Chapter 6, “Page Layout,” contains information on the procedures

About this Manual

in the page layout application to create documents combining text and graphics.

- Chapter 7, “Communications,” explains the procedures in the communications application for using your computer to send and receive information.
- Chapter 8, “Integration in AppleWorks GS,” details the procedures for sharing information between different AppleWorks GS applications. This chapter also includes a discussion of using AppleWorks GS with files created by other programs.

Throughout this manual, any term that may need further explanation appears in italics the first time that it's used. This indicates that more information about the term can be found in the Glossary, which follows chapter 8.

CHAPTER 1

AppleWorks GS

CHAPTER

1

AppleWorks GS

About This Chapter

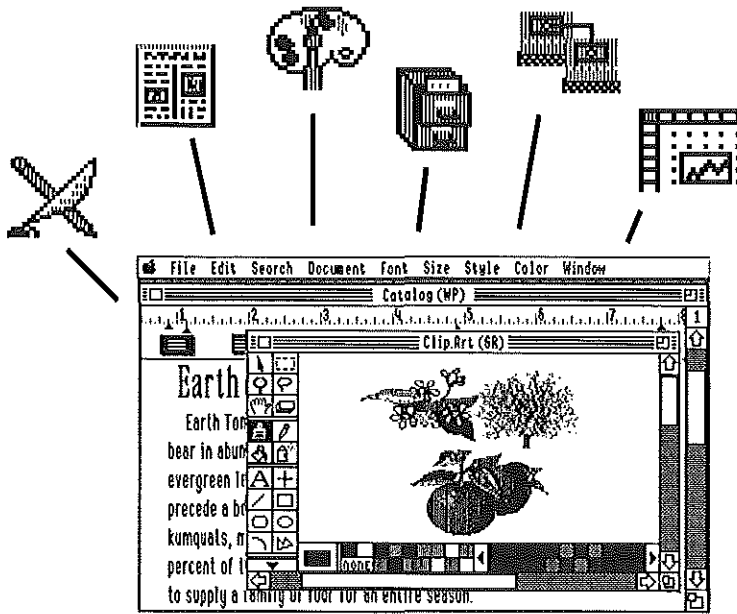
With AppleWorks GS you get six powerful applications—word processing, database, spreadsheet, graphics, page layout, and communications—in a single software package.

Although the six applications were designed to perform different types of tasks, many commands and features are the same throughout AppleWorks GS. This means you can perform many basic operations the same way no matter what application you're using.

In this chapter you'll have a chance to learn about the common commands and features shared by all AppleWorks GS applications:

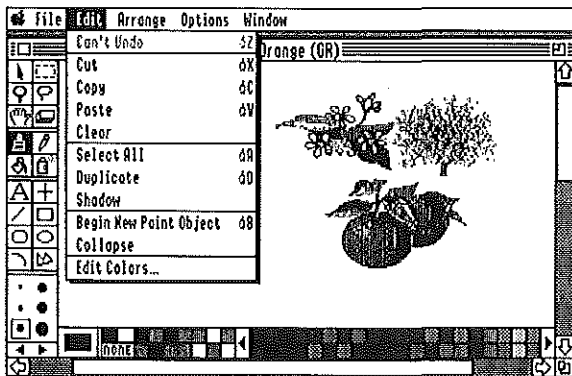
- Using AppleWorks GS to open, save, or print documents
- Selecting, copying, and moving information
- Using windows in an AppleWorks GS application

AppleWorks GS Overview



From the AppleWorks GS desktop you can open any AppleWorks GS application or document.

See "Opening" and "Saving" in this chapter.

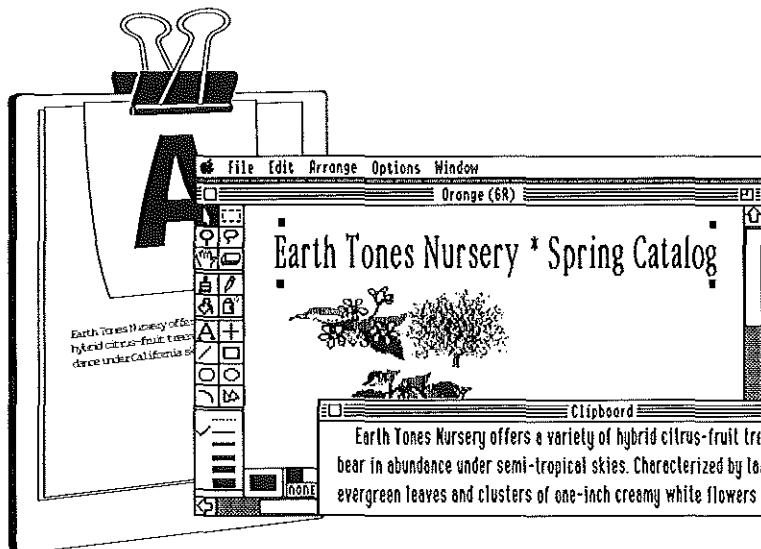
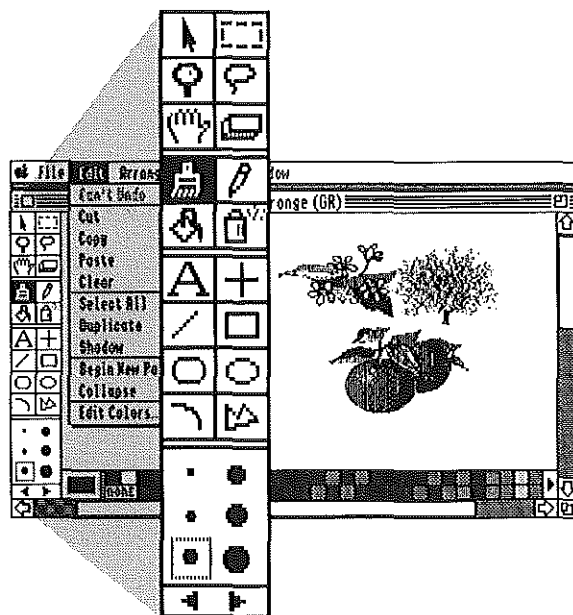


When you open a document, AppleWorks GS displays the document in a window. A window is where you work on a document—review it, make changes, or enter new information.

See "Selecting," "Using the Clipboard," "Undoing," and "Working with Windows" in this chapter.

All windows have an area to display the contents of the document. At the top of the windows is a menu bar that allows you to choose different commands. In some applications, windows also display tools you can use to work on a document.

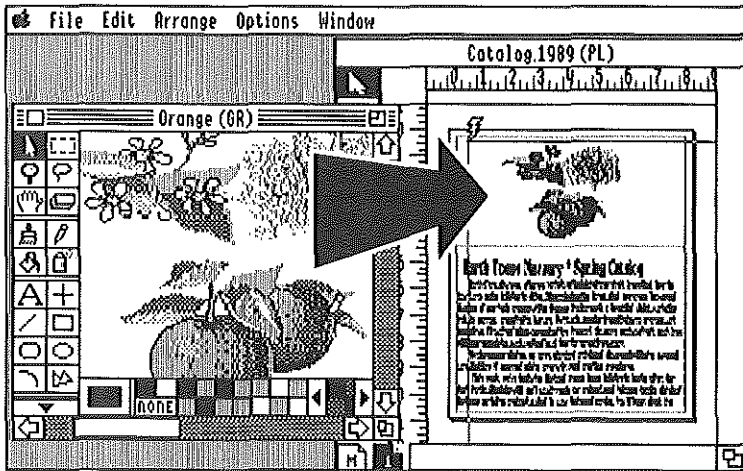
See "Working with Windows" in this chapter.



To move or copy information between different documents, or even between different applications, you can use the Clipboard. The Clipboard lets you store information temporarily during a session.

See "Using the Clipboard" in this chapter.

AppleWorks GS Overview



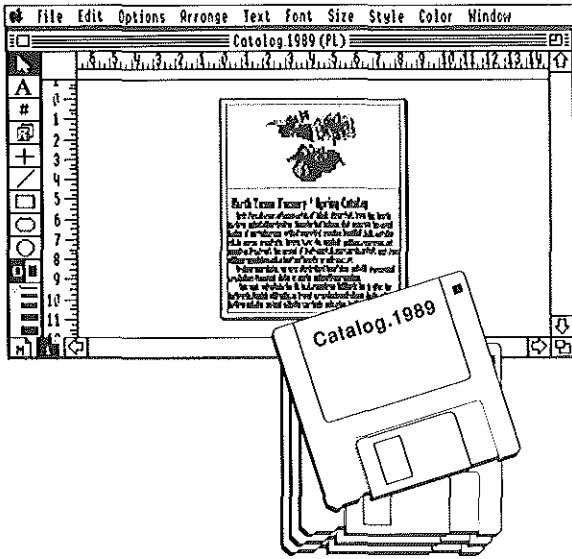
You can open and display more than one window at a time on the AppleWorks GS desktop. Information can be easily copied from one window to another by simply pressing the Control key and dragging the information across window boundaries.

See “Working with Multiple Windows” in this chapter.

The printing commands make it possible to produce a printed copy of your document at any time.

See “Printing” in this chapter.





Saving a copy of your document on a disk lets you store your work to use again.

See "Saving" in this chapter.

Using AppleWorks GS

Starting AppleWorks GS

Before you begin using AppleWorks GS, check to see if you have:

- Sent in your registration card
- Made backup copies of your AppleWorks GS disks and stored the original disks in a safe location
- Prepared initialized disks for storing documents
- Checked on any special installation procedures that might apply to your computer system (see appendix A, “Special Installation Information” in *AppleWorks GS Reference*)

Are you experienced? If terms like “double-clicking” and “icons” are new to you, you need to refer to the owner’s guide that came with your Apple IIGS. You’ll also probably want to put this manual down for now and review the information in *Getting Started with AppleWorks GS*, where procedures like starting up AppleWorks GS and making backup copies are described in step-by-step detail.

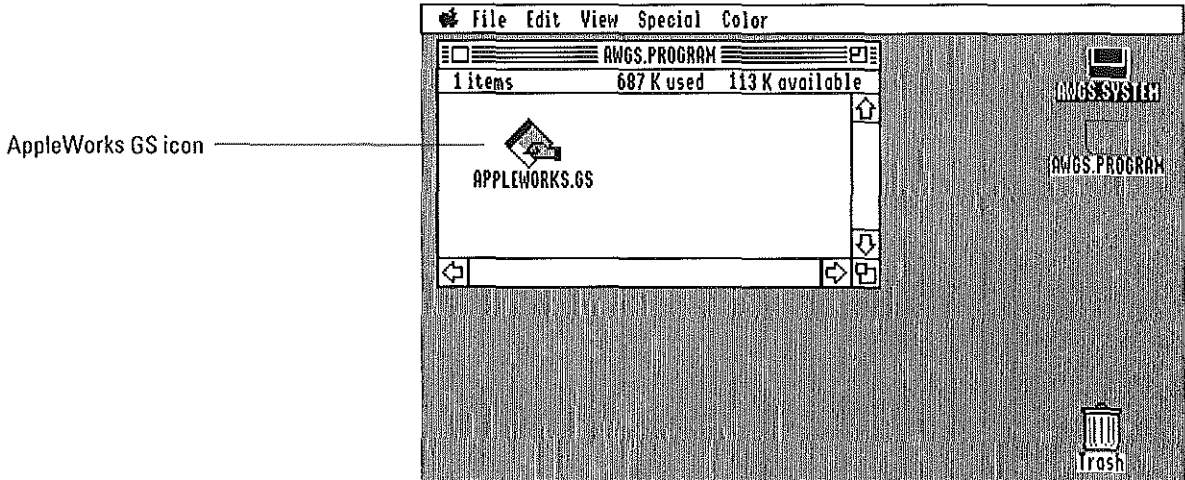
To Start AppleWorks GS

1. **Insert a copy of your AppleWorks GS system disk into drive one, and a copy of your AppleWorks GS program disk into drive two.**

If you are using a single-drive system, refer to the instructions in *Getting Started with AppleWorks GS*.

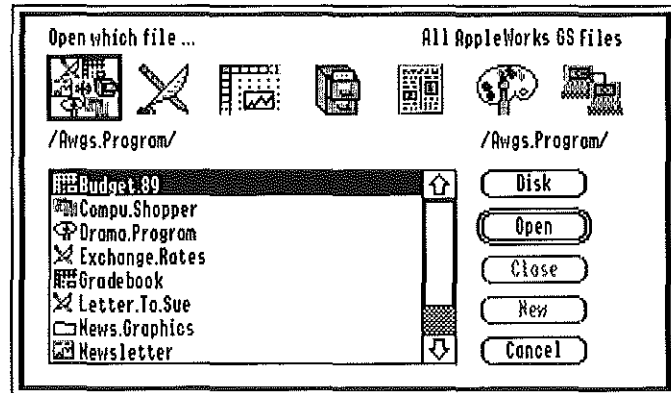
2. Turn on your Apple IIcs and monitor.

The Finder desktop appears with the AppleWorks GS icon visible:



3. Double-click the AppleWorks GS icon.

A dialog box appears:



From this dialog box you can open any AppleWorks GS application or document.

Using AppleWorks GS

Opening

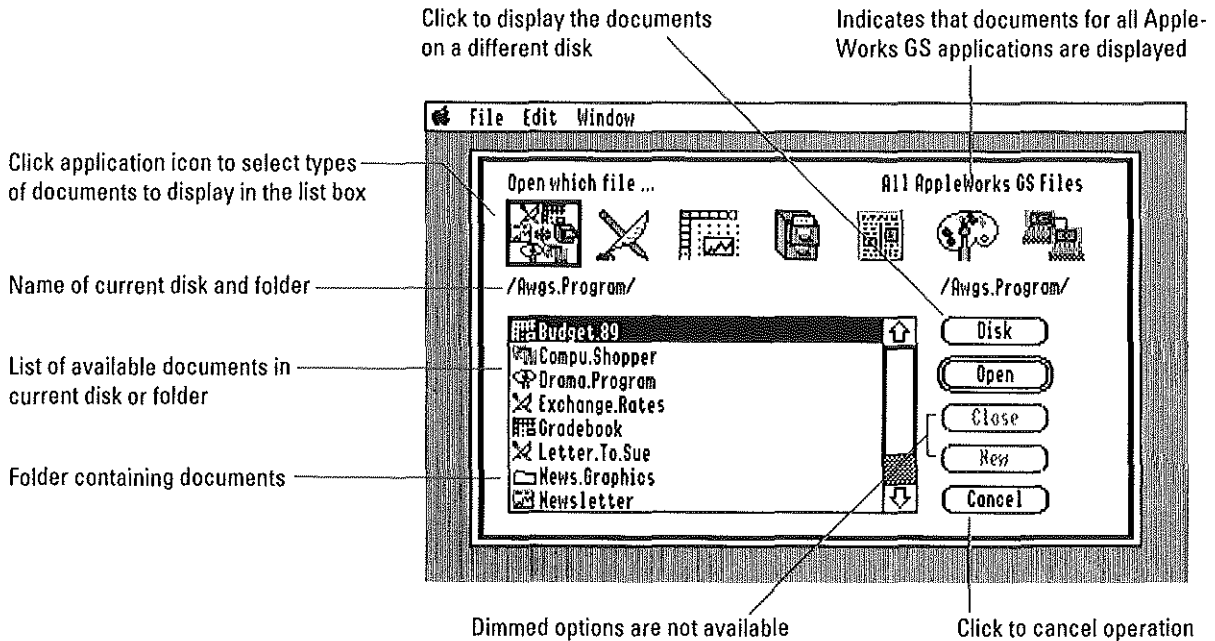
Opening an AppleWorks GS document means reading an existing document from the disk and displaying it in an application window. Opening can also refer to displaying an empty application window in order to create a new document.

You can have up to 14 different AppleWorks GS documents open at once, depending on the amount of internal memory your computer has.

To Open an Existing Document

1. Choose Open from the File menu, or press ⌘-O .

A dialog box appears with a list of documents for all AppleWorks GS applications on the current disk or path:



2. Click the application icon for the type of document you wish to open.

The names of the documents for the application appear in the list box.

3. If the document you wish to open is not displayed in the list, you can do one of the following:

- Scroll the list of document names.
- Open the folder that contains the document by double-clicking.
- Click Disk to see the documents on another drive.

4. When the name of the document is displayed, double-click the name to open the document.

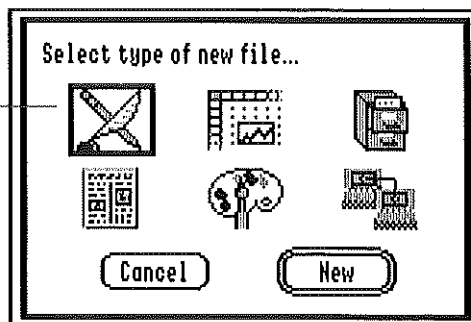
AppleWorks GS opens that document.

To Open a New Document

1. Choose **New** from the **File** menu, or press **⌘-N**.

A dialog box appears:

Double-click to choose type of document to open



2. Double-click the application icon for the type of document you wish to create.

AppleWorks GS opens an untitled document for that application.

New document names: A newly-created document doesn't have a name until you save it for the first time. As a temporary measure, AppleWorks GS names all new documents *Untitled*, followed by a number indicating the order in which you created the document.

Using AppleWorks GS

Saving

Saving a document means storing a copy of the document on a disk in order to preserve the changes you've made. You should save your documents frequently as you work on them. That way you always have a copy of the most recent version of a document on disk.

A good rule of thumb: Save your document every time you make an important change to its contents, or every time you open another application or document.

The File menu includes two commands for saving documents:

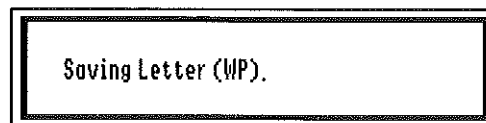
- **Save** stores the changes in a document, replacing the version of the document currently on the disk.
- **Save As** saves the document under a new name, allowing you to preserve earlier copies of the document. You can also use **Save As** to place a copy of the document in a different folder, or on a different disk.

Different file formats: You can use the **Save As** command to store a document with a different file format. For example, you can store any word processing document as a *text-only* (ASCII) file. For more information about the different file formats available in each application, see "Save As" in chapter 1 of *AppleWorks GS Reference*.

To Save a Document

- **Choose Save from the File menu, or press ⌘-S.**

AppleWorks GS saves a copy of the document on the current disk or in the current folder. A dialog box appears confirming that the document is being saved:

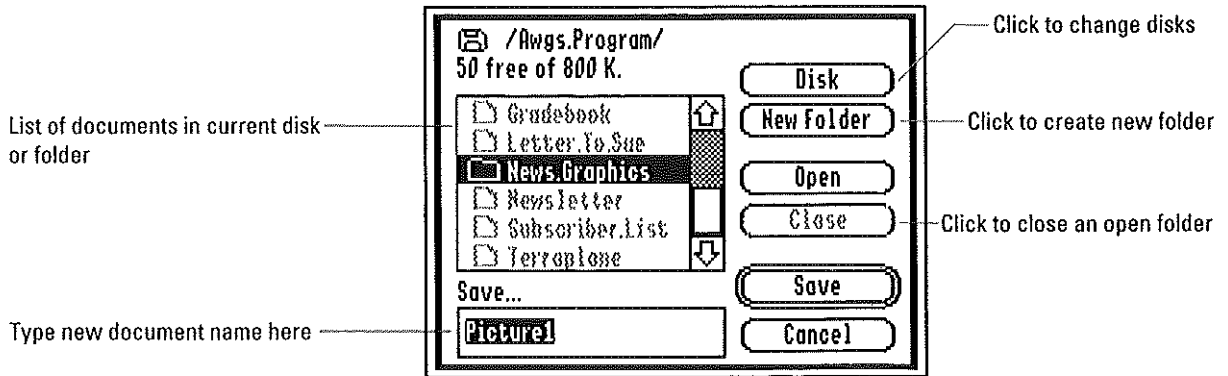


Saving the first time: If you're saving the document for the first time, the **Save As** dialog box appears, allowing you to name the document.

To Save Under a New Name

1. Choose Save As from the File menu.

A dialog box appears:



2. Specify where to save the document:

- To save on a different disk, click Disk.
- To save in a different folder, open the folder by double-clicking it.
- To save in a new folder, type the name of the folder in the entry box and click New Folder.

3. Type the name for the document in the entry box, and press Return.

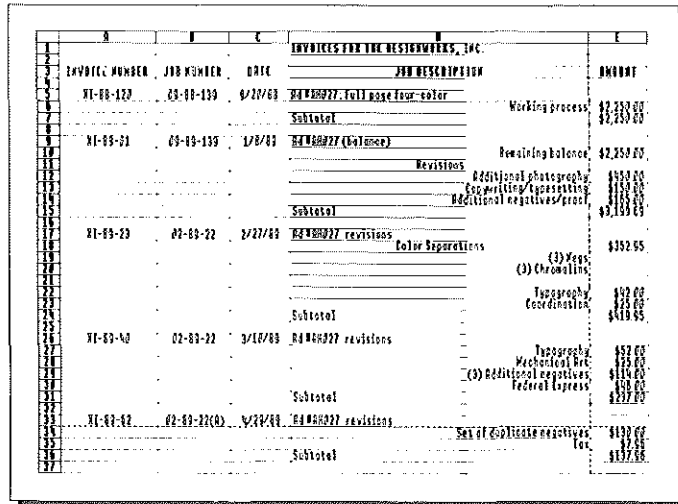
AppleWorks GS saves a copy of the document in the folder or on the disk you specified.

If a name already exists: If you've entered the name of an existing document, a dialog box appears asking you to confirm that you want to replace the existing document with the one you are saving.

Using AppleWorks GS

Printing

You can print any AppleWorks GS document (with the exception of a communications document) using a wide variety of printer, page setup, and printing options. With these options you can, for example, print out a spreadsheet document sideways to show more information on a single page:



INVOICE NUMBER	JOB NUMBER	DATE	JOB DESCRIPTION	AMOUNT
NI-89-122	89-89-139	9/27/89	04068227 full page four-color	
			Working process	\$2,250.00
			Subtotal	\$2,250.00
NI-89-21	89-89-139	1/8/90	04068227 (4-color)	
			Revisions	Remaining Balance
			Additional photographs	\$550.00
			Copywriting/typesetting	\$100.00
			Additional negatives/proof	\$100.00
			Subtotal	\$850.00
NI-89-23	89-89-22	2/27/90	04068227 revisions	
			Color Separations	
			(3) Keys	\$352.65
			(3) Chromalins	
			Typesetting	\$100.00
			Coordination	\$200.00
			Subtotal	\$652.65
NI-89-40	89-89-22	3/18/90	04068227 revisions	
			Typesetting	\$52.00
			Mechanical Ret	\$200.00
			(3) Additional negatives	\$100.00
			Federal Express	\$200.00
			Subtotal	\$552.00
NI-89-52	89-89-22(0)	4/23/90	04068227 revisions	
			Set of 500 slide negatives	\$100.00
			Tax	\$100.00
			Subtotal	\$200.00

The AppleWorks GS applications all use the same set of commands related to the printing of documents:

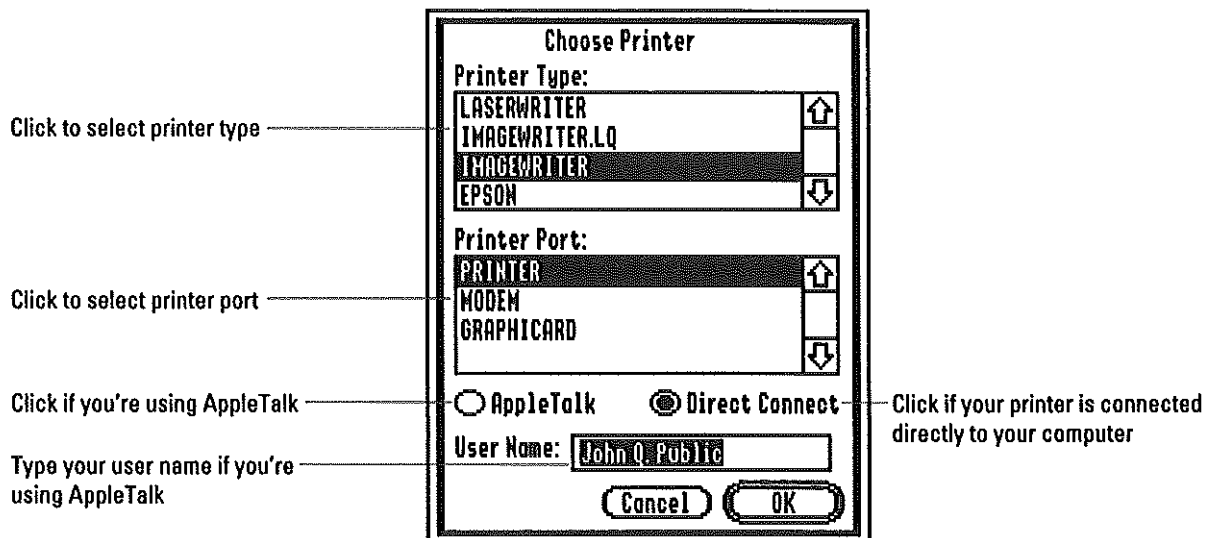
- Choose Printer allows you to specify the printer type and printer port you're using with your Apple II GS. Once you've entered this information, you don't have to change it unless you begin using a different printer or printer port.
- Page Setup allows you to specify the size and orientation of the printer paper you're using. You can also use this command to specify special effects for the printer.
- Print allows you to print the current document according to your specifications.

What about Print Merge? The Print Merge command allows you to combine database information with a word processing document in order to produce merged documents such as form letters. This command is only available in word processing and appears dimmed on the menus of all other applications.

To Choose a Printer

1. Choose the Choose Printer command from the File menu.

A dialog box appears:



2. Click the names of the printer type and port you're using.

You can also indicate if you're using AppleTalk and, if you are, what your user name is.

3. Click OK, or press Return, to store the information.

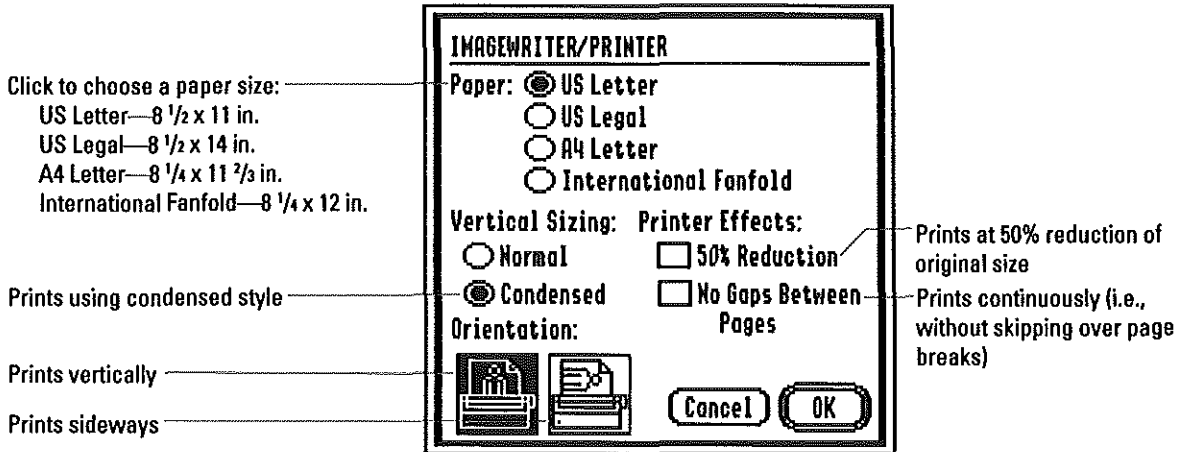
More about printer types and ports: For more information about printer types and ports, refer to the owner's guide that came with your Apple IIGS.

Using AppleWorks GS

To Define the Page Setup

1. Choose Page Setup from the File menu.

Depending on the printer type you selected using the Choose Printer command, a version of the Page Setup dialog box appears. For example, if you're using an ImageWriter (the default printer type), you see the following dialog box:



2. Click the appropriate settings.

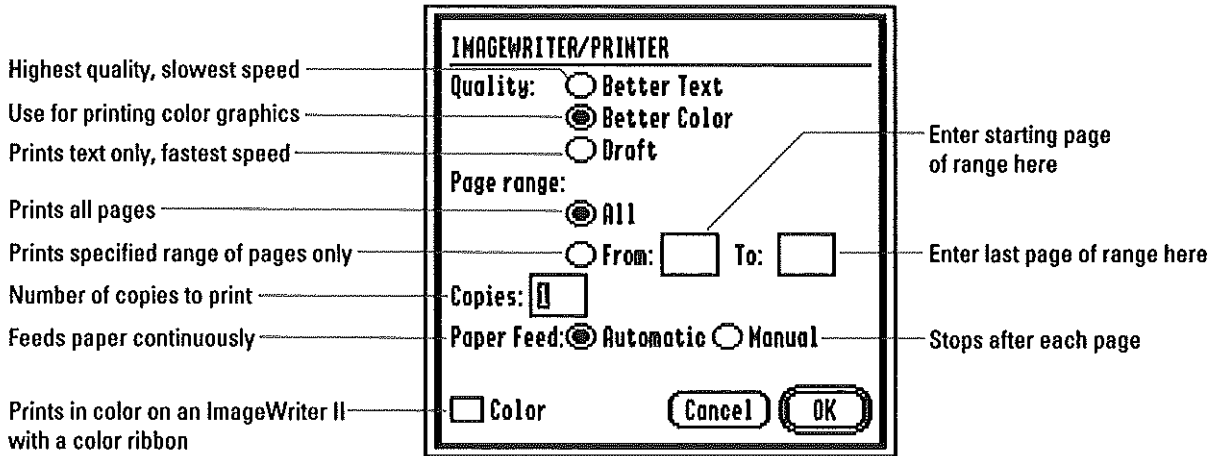
3. Click OK, or press Return, to store the page setup.

More about Page Setup: For more information about page setup using other types of printers, see "Page Setup" in chapter 1 of *AppleWorks GS Reference*.

To Print a Document

1. Choose Print from the File menu, or press ⌘-P.

Depending on the printer type you selected using the Choose Printer command, a version of the Print dialog box appears. For example, if you are using an ImageWriter (the default printer type), you see the following dialog box:



2. Click the appropriate settings.

3. Click OK, or press Return, to begin printing.

More about printing: For more information about printing using other types of printers, see "Print" in chapter 1 of *AppleWorks GS Reference*.

Using AppleWorks GS

Working with Files

With AppleWorks GS you can import information into an open document from an external document or file with the **Import File** command. This command is the equivalent of pasting information into a document and can produce a number of possible results depending on the application and the type of file you are importing. (For more information about pasting, see "Using the Clipboard," in this chapter.)

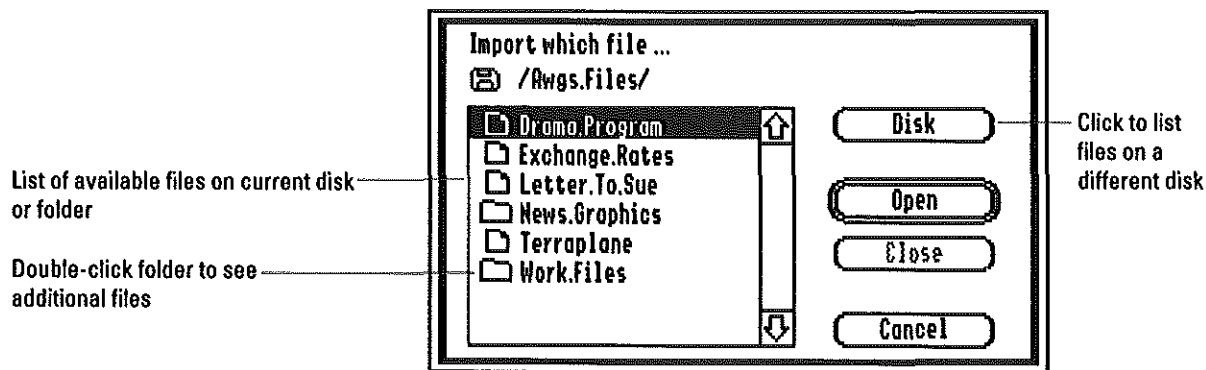
More about Import File: For a complete description of how the **Import File** command works in each application, see chapter 8 in this manual and "Import File" in chapter 1 of *AppleWorks GS Reference*.

The AppleWorks GS **Delete File** command allows you to delete any file from a disk without quitting AppleWorks GS.

To Import a File

1. Choose **Import File** from the **File** menu.

A dialog box appears:



2. If the name of the file is not listed, you can do any of the following:

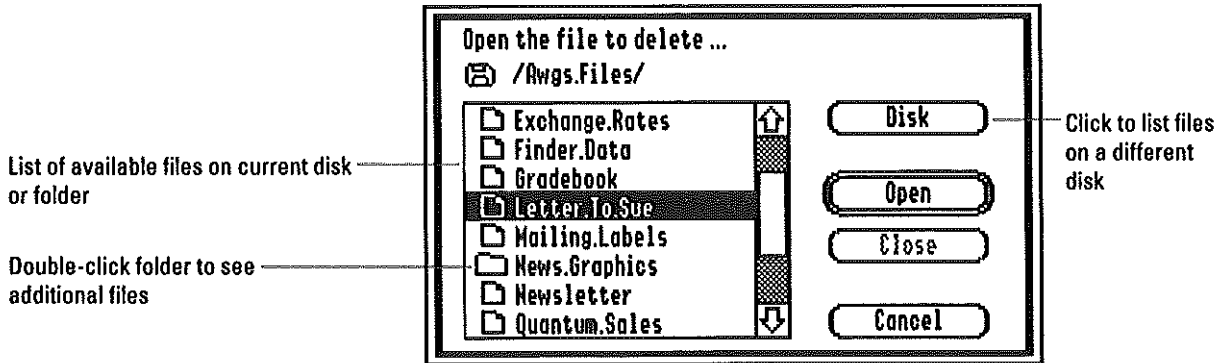
- Scroll the list of file names.
- Open the folder that contains the file by double-clicking.
- Click **Disk** to see the files on another drive.

3. Double-click the name of the file you wish to import.

To Delete a File

1. Choose Delete File from the File menu.

A dialog box appears:



2. If the name of the file is not listed, you can do any of the following:

- Scroll the list of file names.
- Open the folder that contains the file by double-clicking.
- Click Disk to see the files on another drive.

3. Double-click the name of the file you wish to delete.

A dialog box appears asking you to confirm your choice before proceeding with the deletion.

Using AppleWorks GS

Closing

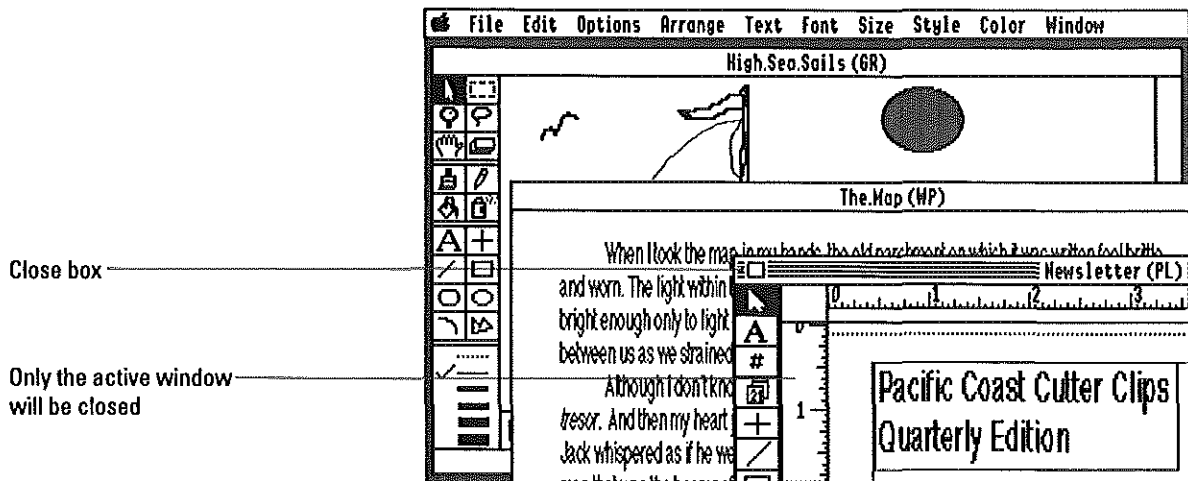
Closing a document means closing the document window and removing it from the AppleWorks GS desktop. If you're closing a document with unsaved changes, AppleWorks GS gives you the opportunity to save the document before closing.

To Close a Document

- Choose Close from the File menu, or press ⌘-K.

or

- Click the close box on the title bar of the window.



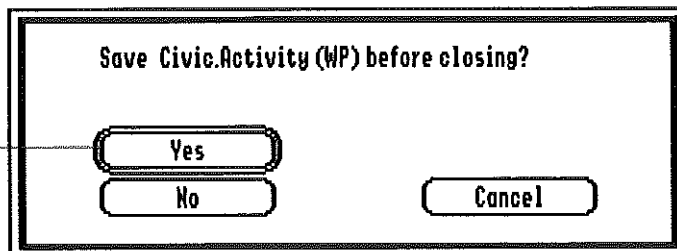
Quitting AppleWorks GS

Quitting means leaving AppleWorks GS and returning to the Finder desktop. If you have open documents when you choose to quit, AppleWorks GS gives you the opportunity to save any changes before quitting.

To Quit AppleWorks GS

- Choose Quit from the File menu, or press **⌘-Q**.

If you have open documents with unsaved changes, a dialog box appears:



Click or press Return to save changes before quitting AppleWorks GS

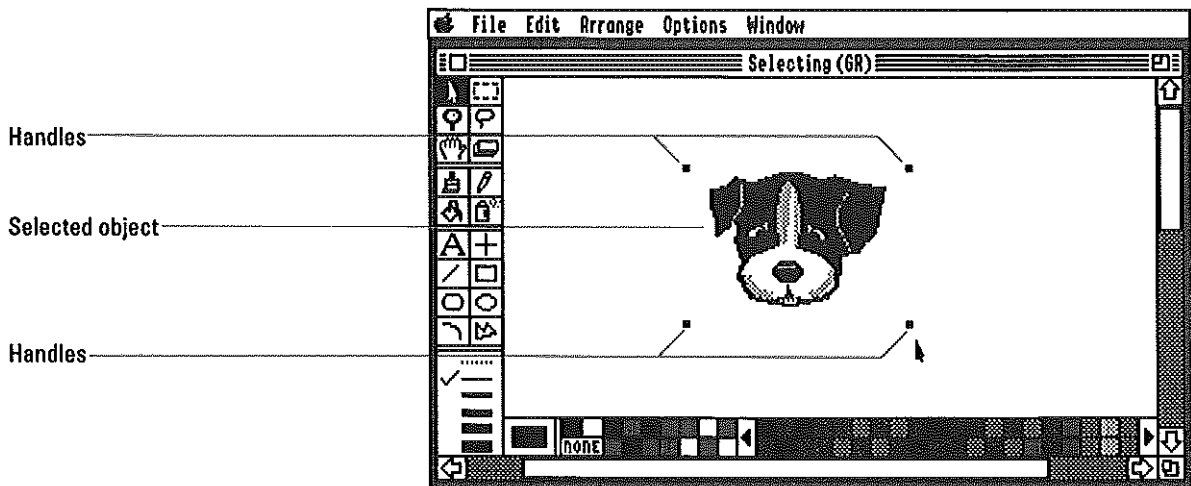
Editing with AppleWorks GS

Selecting

Selecting means using the mouse or keyboard to specify a section of a document that is to receive the next action.

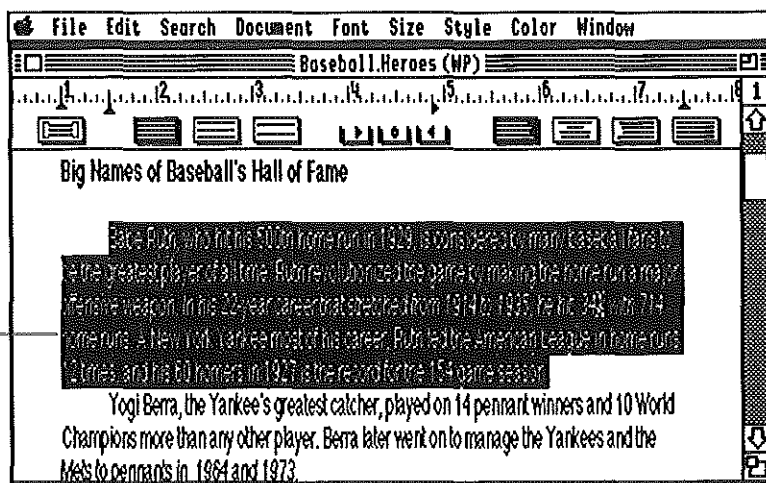
When a part of a document is selected, AppleWorks GS changes the way the selected information is displayed in order to set it off from the rest of the document. For example, when text in a word processing document is selected, the text is highlighted by appearing as white text on a black background. Highlighting is also used to indicate data that's been selected in a database or spreadsheet document.

When an object is selected in a graphics or page layout document, small black squares or *handles* appear around the object:



To Select Text

1. Position the insertion point at either the beginning or the end of the text you want to select.



Drag to select this text

2. Drag in the direction of the text you want to select.

To Select Data

1. Position the pointer on the item at the beginning or the ending of the range of data you want to select.
2. Drag in the direction of the data you want to select.

File Edit Format Options Data Window

Gradebook (SS)

=Abbot, L.

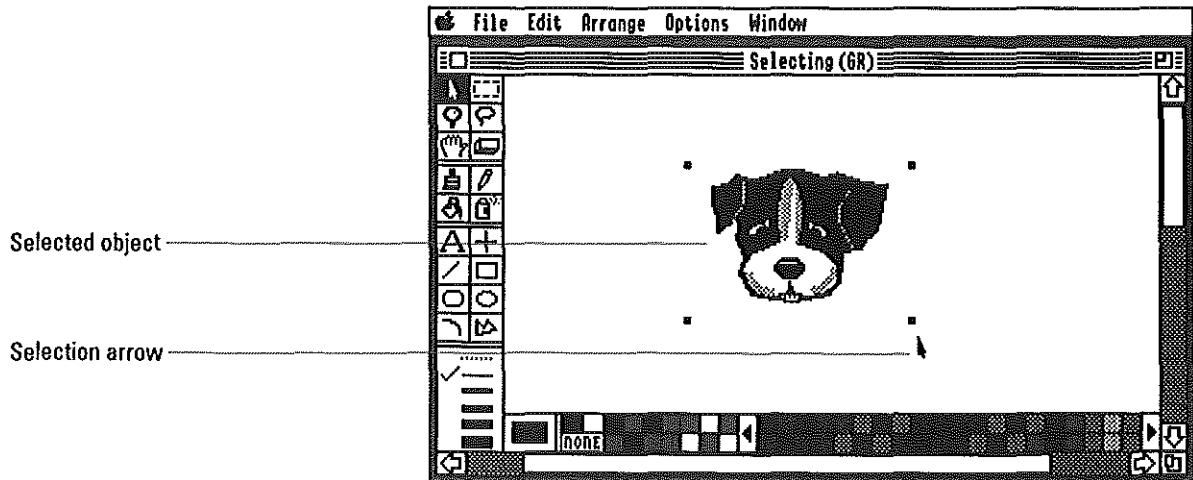
65	A	B	C	D	E	F	G
1	GRADEBOOK FOR MS. GLEASON'S GEOGRAPHY CLASS--SPRING SEMESTER						
2							
3		GRADE					
4	NAME	Test1	Test2	Test3	Test4	Test5	Average
5	Abbot, L.	85	79	82	93	78	82.8
6	Andrews, M.	78	84	82	73	88	76.4
7	Baile, S.	92	90	95	91	74	88.4
8	Brannon, R.	74	80	73	77	94	79.3
9	Coffins, P.	83	89	88	83	90	88.6
10	Daly, W.	82	80	72	83	84	80.2
11	Edwards, H.	80	73	80	80	88	73.3
12	Flynn, S.	72	88	94	92	78	84.2
13	Forester, G.	94	84	87	90	96	86.2
14	Green, D.	78	87	88	100	81	84.2

Drag to select these cells

Editing with AppleWorks GS

To Select an Object

1. Choose the selection arrow by clicking it.
2. Click anywhere inside the object or along its border.



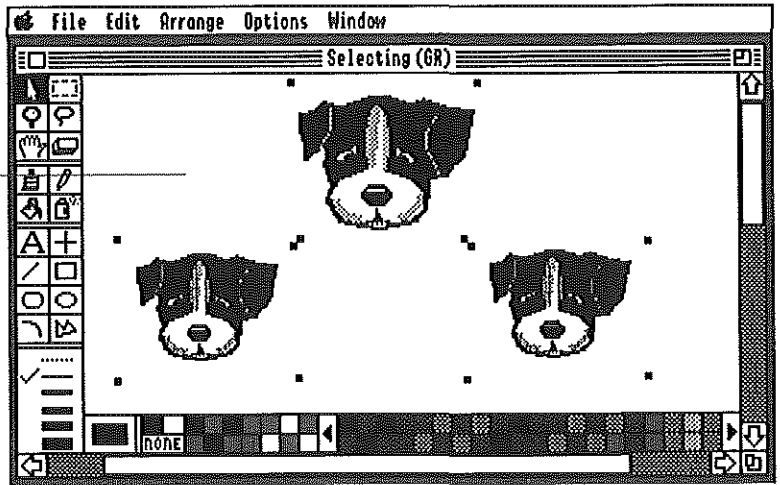
To Deselect Text, Data, or Objects

- Click anywhere in the window outside the selection.

To Select Multiple Objects

1. Choose the selection arrow by clicking it.
2. Select the first object by clicking inside the object or along its border.
3. Press the Shift key and click another object to select it.
4. Continue pressing the Shift key while selecting objects.

All selected objects will be affected by the next command or action



To Deselect a Single Object

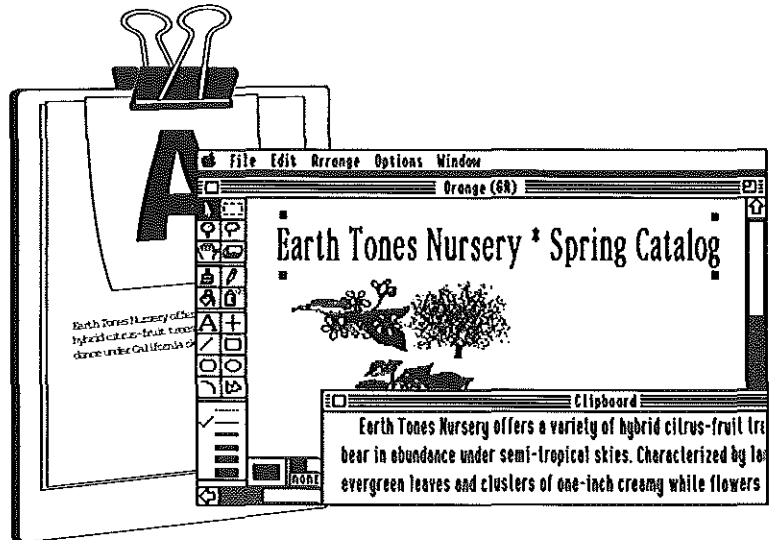
- Press the Shift key and click the object.

The object you click is deselected. Any other selected objects remain selected.

Editing with AppleWorks GS

Using the Clipboard

AppleWorks GS uses a holding area called the *Clipboard* to store selected text, data, or objects that you want to move or copy. Each time you choose the Cut, Copy, or Paste commands in AppleWorks GS, you're using the Clipboard.



The names of the Clipboard-based commands describe what they do:

- The Cut command removes selected information from the current document and places it on the Clipboard.
- The Copy command makes a copy of selected information and stores it on the Clipboard, leaving the original information unchanged.
- The Paste command inserts the contents of the Clipboard into a document.

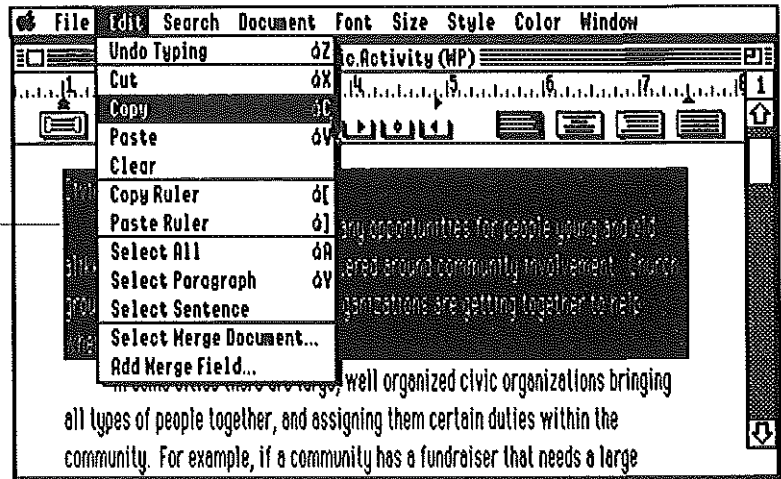
Use the Clipboard to copy or move information within a document, or to transfer information between different documents.

Clipboard contents: The Clipboard can only hold one selection at a time; if you add new information to the Clipboard to be copied or moved, the previous contents are replaced.

To Copy Information

1. Select the information (text, data, or graphics).
2. Choose Copy from the Edit menu, or press ⌘-C.

This text will be copied to the Clipboard



3. Indicate where you want a copy of the information to appear.

For example, if you're copying text in a word processing document, select the insertion point at the location where you want to place the copied text.

4. Choose Paste from the Edit Menu or press ⌘-V.

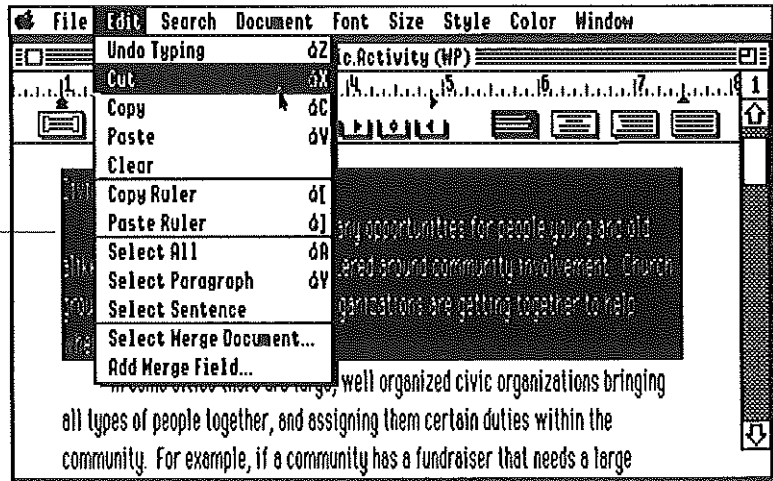
Where will it be pasted? Where AppleWorks GS pastes information from the Clipboard depends on the type of information being pasted and the type of document in use. For example, in word processing documents the information is pasted at the insertion point; in a graphics document the information is pasted in the center of the window. For information about the Paste command, see "Paste" in chapter 1 of *AppleWorks GS Reference*.

Editing with AppleWorks GS

To Move Information

1. Select the information (text, data, or graphics).
2. Choose Cut from the Edit menu, or press ⌘-X.

This text will be placed on the Clipboard and deleted from its present location



3. Indicate where you want the information to appear.

For example, if you're moving text in a word processing document, select the insertion point at the location where you want to place the text.

4. Choose Paste from the Edit Menu, or press ⌘-V.

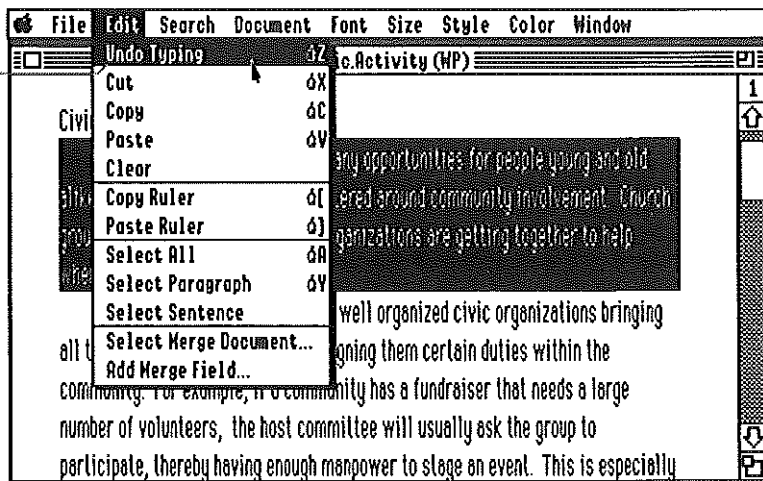
Pasting more than once: You can paste the same information as many times as you want; the information remains on the Clipboard until you make another cut or copy.

Undoing

The Undo command allows you to reverse the most recent action or command. This is particularly useful in cases where you've deleted information in a document accidentally.

Depending on the AppleWorks GS application, Undo may be capable of undoing a wide range of actions (as in graphics), or limited to undoing basic operations such as a deletion (as in word processing).

Indicates type of action to be undone



All AppleWorks GS applications (other than Communications, which does not have an Undo command) also provide a Redo command, thus allowing you to reverse the effects of the Undo command.

More about Undo: For more information about the capabilities of the Undo command in each of the AppleWorks GS applications, see "Undo" in chapter 1 of *AppleWorks GS Reference*.

To Undo an Accidental Deletion

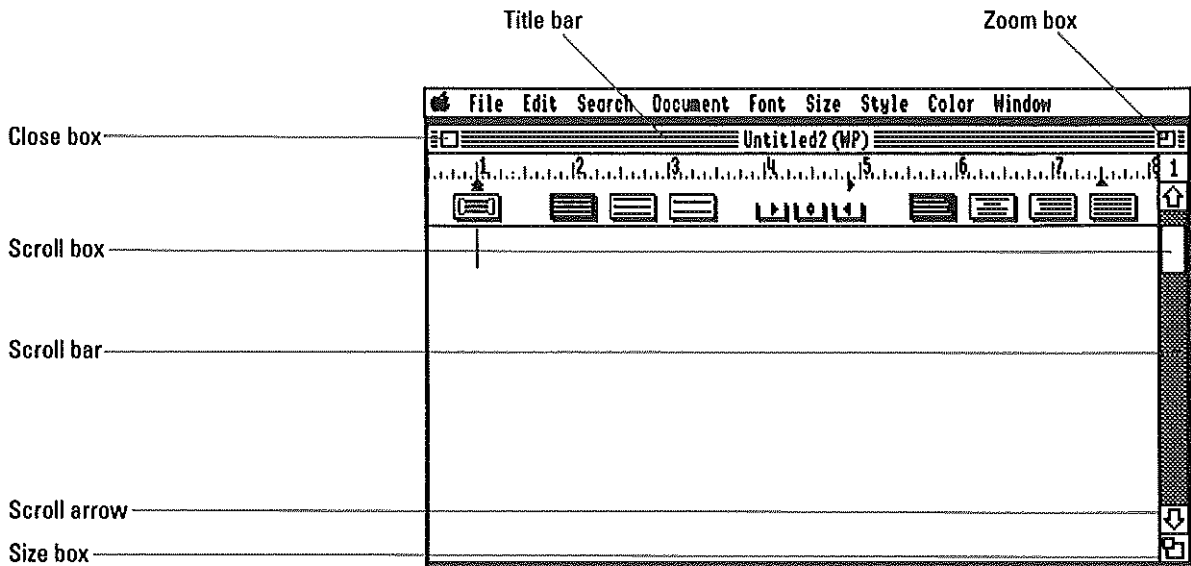
- Choose Undo from the Edit Menu, or press ⌘-Z , immediately after the deletion.

If you delete information using the Cut command, simply paste the information back before placing anything else on the Clipboard.

Using Windows in AppleWorks GS

Working with Windows

A *window* is an area on the desktop that displays the information contained in a document.



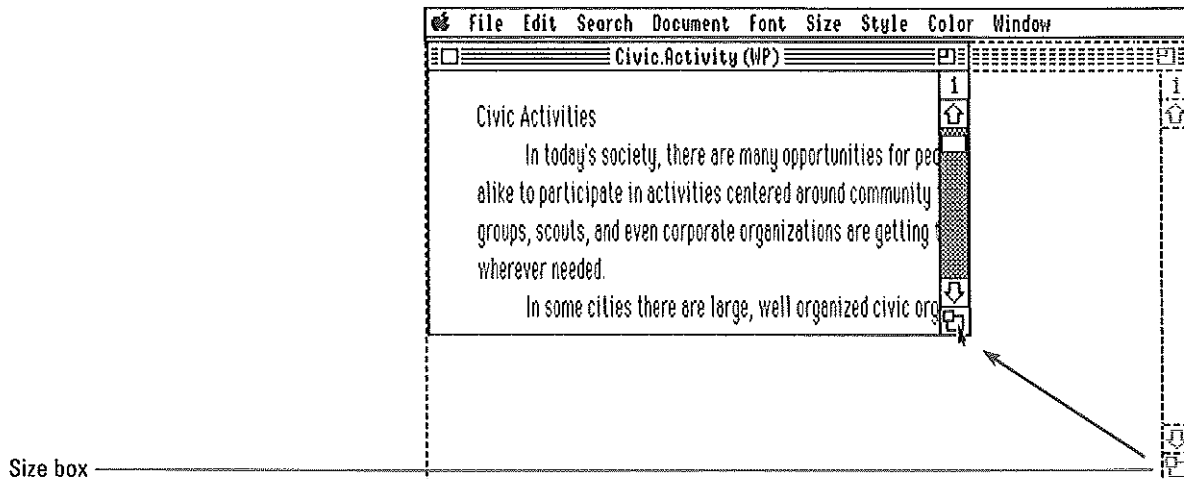
Each AppleWorks GS window has a title bar and close box. A window may have a zoom box, size box, scroll bar, scroll box, and scroll arrows as well. You can arrange the window on your desktop by moving the window or by using the size box to adjust the window's size. To expand the window to its maximum size, use the zoom box.

To view the windows of other open documents, choose the document name from the Windows menu.

To show parts of the document not currently displayed in the window, use the scroll bar and the scroll box, or the scroll arrows. Think of the scroll box as representing the document window and the length of the scroll bar as representing the entire document. As you move the scroll box up or down, you're in effect "opening" a window to that part of the document represented by the position of the scroll box in the scroll bar.

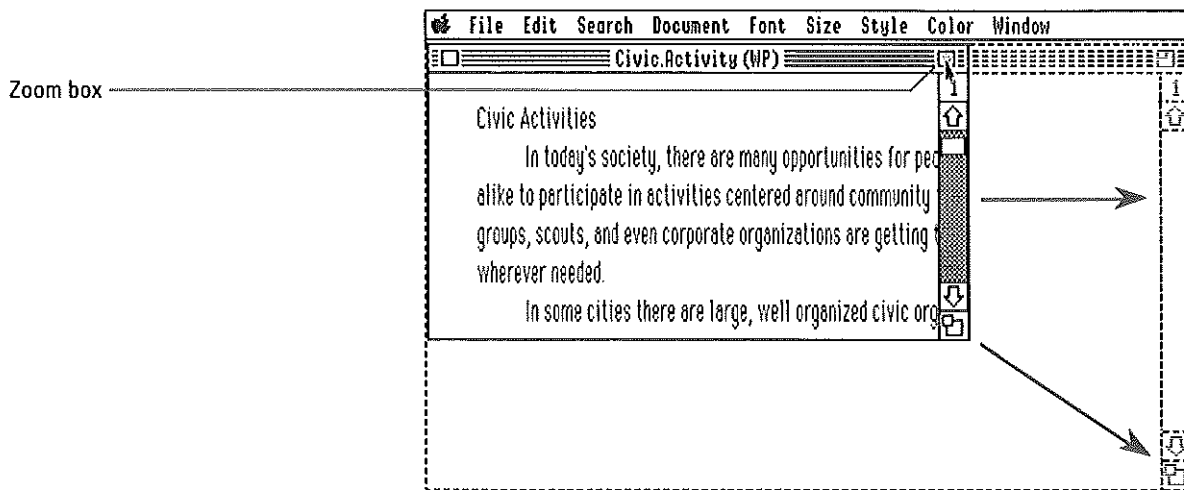
To Change the Size of a Window

- Drag the size box vertically, horizontally, or diagonally.



To Restore a Window to Full Size

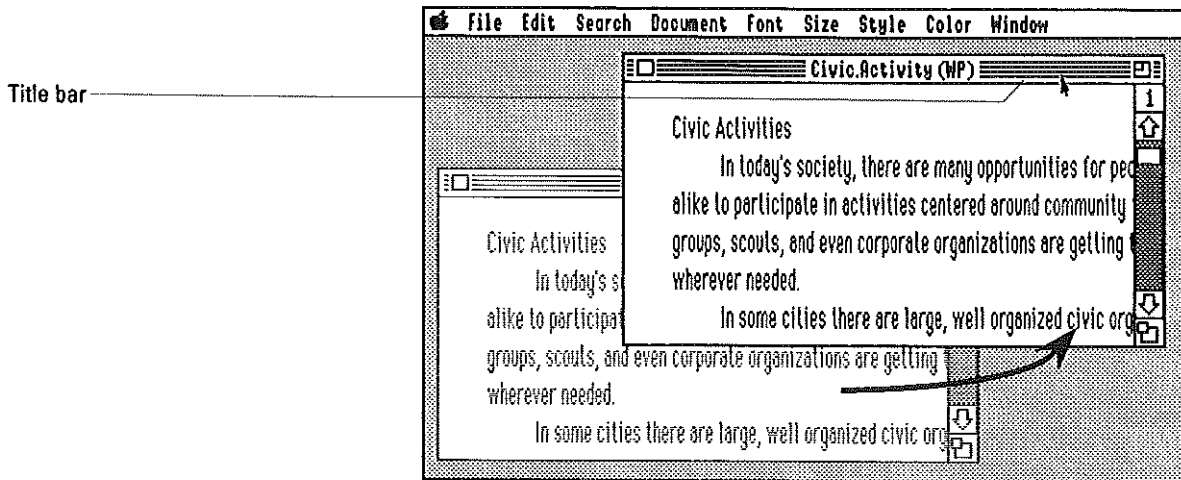
- Click the zoom box.



Using Windows in AppleWorks GS

To Move a Window

- Drag the window by the title bar to the new location.



To Display Another Window

- Choose the window you wish to see from the Window menu.

To Scroll One Line at a Time

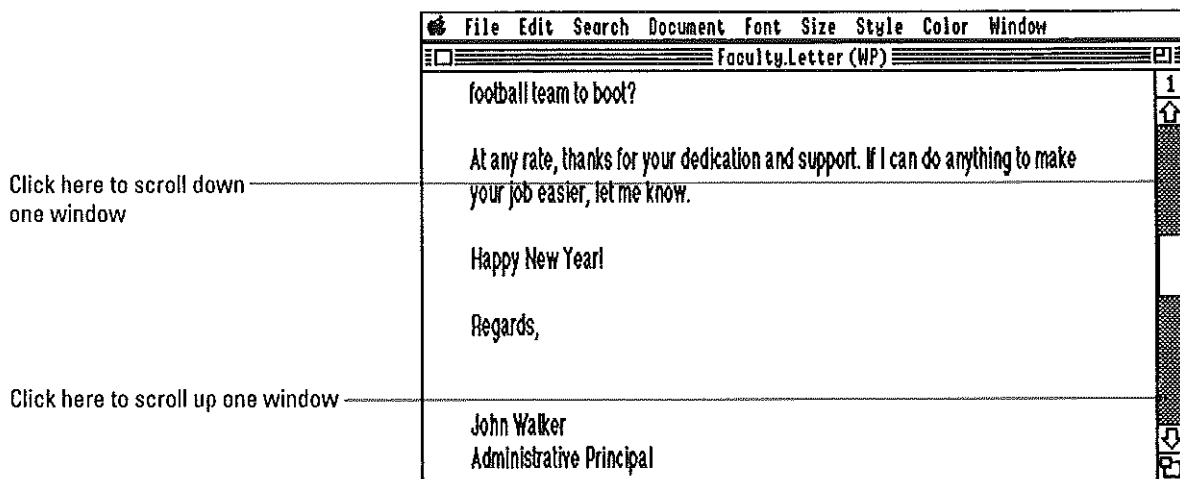
- Click the scroll arrow at the top or bottom of the scroll bar.

To Scroll Up or Down Continuously

- Position the pointer on the appropriate scroll arrow and hold down the mouse button.

To Scroll Up or Down One Window

- Click inside the scroll bar above or below the scroll box.



To Scroll Quickly

- Drag the scroll box to the place in the scroll bar that approximates the location in your document you wish to display.

or

- Position the pointer in the scroll bar above or below the scroll box and hold down the mouse button.

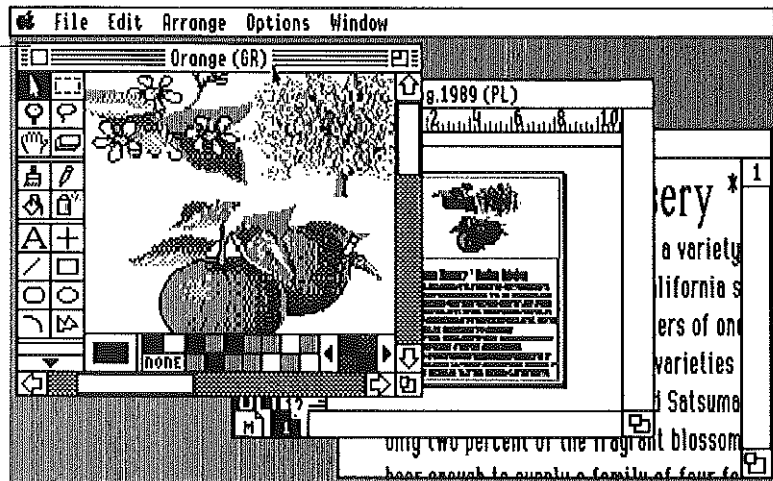
Using Windows in AppleWorks GS

Working with Multiple Windows

By using multiple windows, you can view the contents of more than one document at a time. Depending on the amount of memory your Apple IIGS has, you can have as many as 14 windows on the AppleWorks GS desktop at any one time.

Although you can have more than one window displayed at a time, you can only enter or change information displayed in the active window. Only one window can be active at a time. An active window always appears in front of other windows, and its title bar is highlighted.

Highlighted title bar indicates that this window is active.



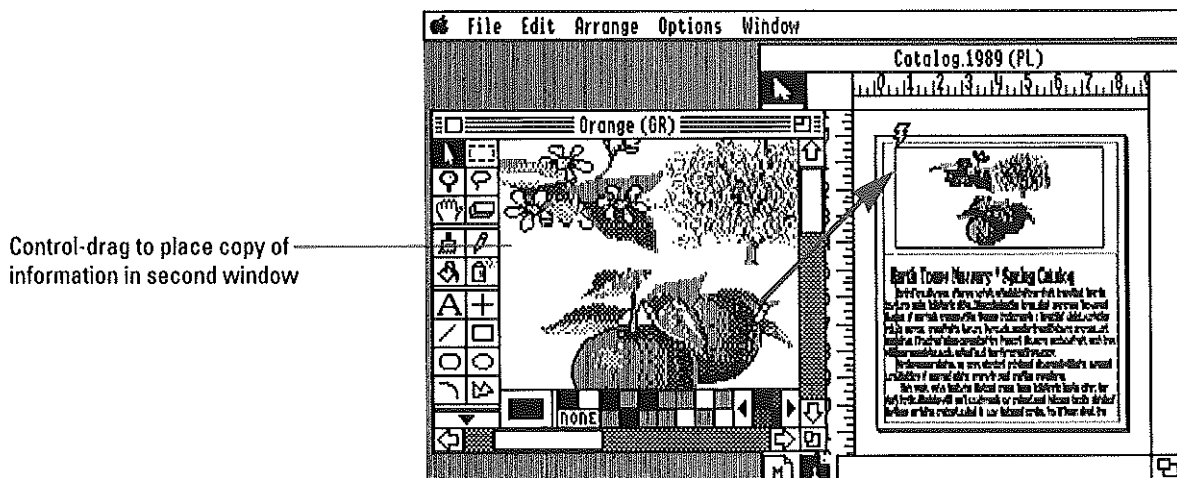
Working with multiple windows is more than a convenient way of viewing documents. If you have more than one window on your desktop, you can use a unique feature of AppleWorks GS that allows you to copy information from one window to another without using the Clipboard-based Copy command.

To Make a Window Active

- Click anywhere within the window.

To Copy Information Between Windows

1. Make sure that both windows are displayed on the desktop.
2. Activate the window containing the information you wish to copy.



3. Select the information to copy.
 4. Holding down the Control key, drag the copy of the information to the other window.
- The pointer changes to a lightning bolt when you begin to drag.
5. Release the mouse button to paste the information in the new window.

Copying within a window: You can also use the control-drag technique to copy and paste information within a single window.

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
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48
49
50
51
52
53
54
55
56
57
58
59
60
61
62
63
64
65
66
67
68
69
70
71
72
73
74
75
76
77
78
79
80
81
82
83
84
85
86
87
88
89
90
91
92
93
94
95
96
97
98
99
100

CHAPTER 2

Word Processing

2



Word Processing

About This Chapter

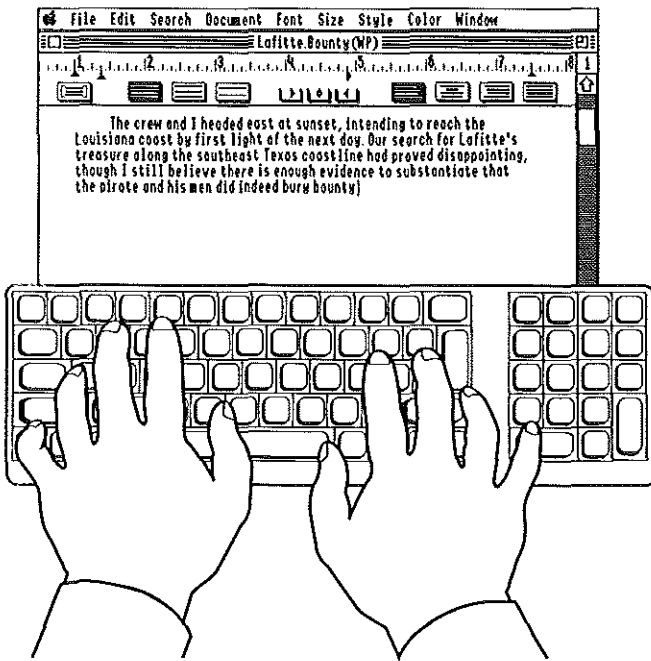
Use word processing to write anything from a short memo to chapters in your latest novel. Create a document, make changes, and save it on a disk for future use. Or print it out whenever you want.

AppleWorks GS lets you use different type styles, fonts, or sizes to get your point across. Special features like automatic search and replace, paragraph-based rulers, and a built-in spell checker and thesaurus make it easy to produce polished documents. And for producing personalized mailings, AppleWorks GS lets you merge information stored in a database with copies of a word processing document.

In this chapter you'll learn how to use many of the features in the word processing application:

- Entering and editing text
- Working with word processing documents
- Creating mail merge documents

Word Processing Overview

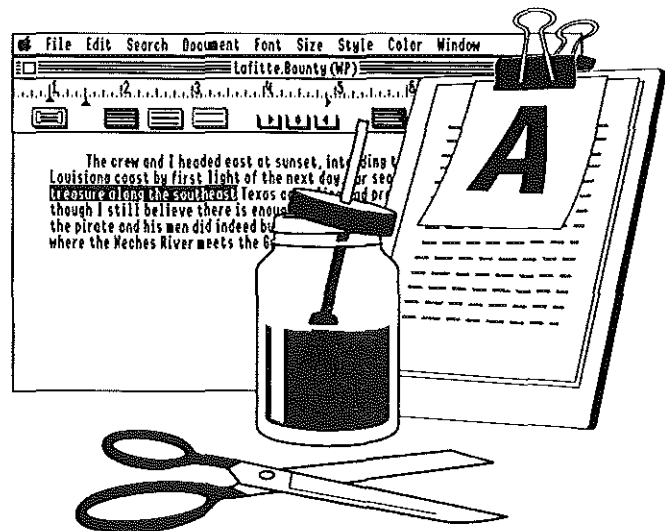


Word processing begins with using the keyboard of your computer to enter text. Unlike typing with a typewriter, you only press Return when you want to start a new paragraph, not at the end of every line.

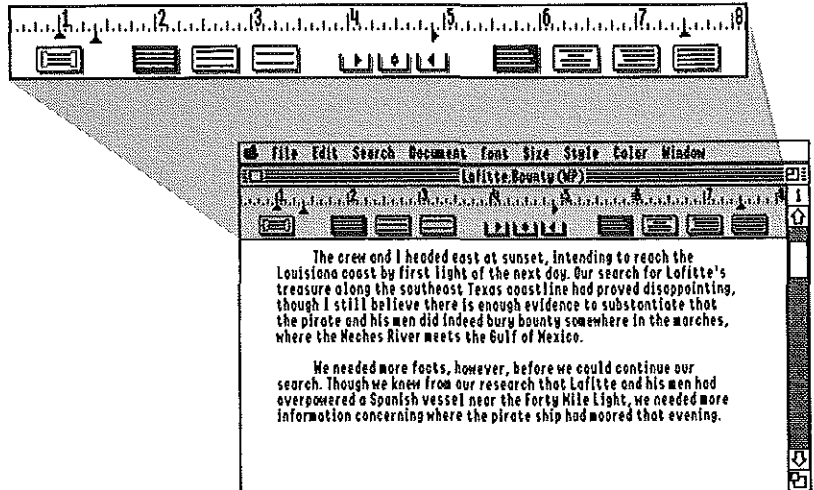
See "Entering Text" in this chapter.

Once you've entered your text, you can return and make as many changes to the document as you like. Use the Clipboard to cut, copy, and paste text in different places in a document or between documents.

See "Using the Clipboard" in chapter 1; "Moving the Insertion Point," "Selecting," "Inserting," "Replacing," and "Deleting" in this chapter.



To define margins, set up tab stops, or specify the alignment and spacing of your text, use the ruler at the top of the window. AppleWorks GS word processing uses *paragraph-based rulers*—all the text in a paragraph is controlled by a single ruler.



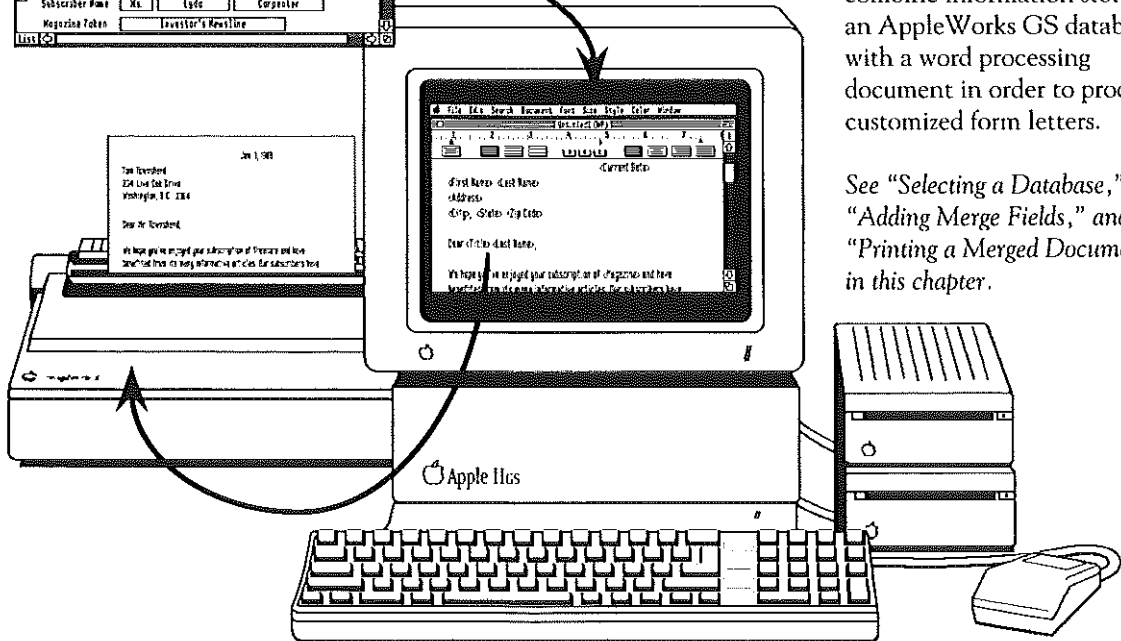
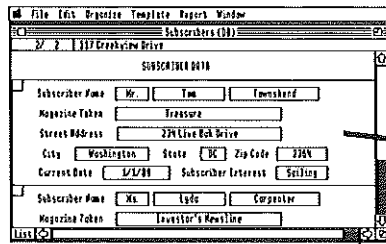
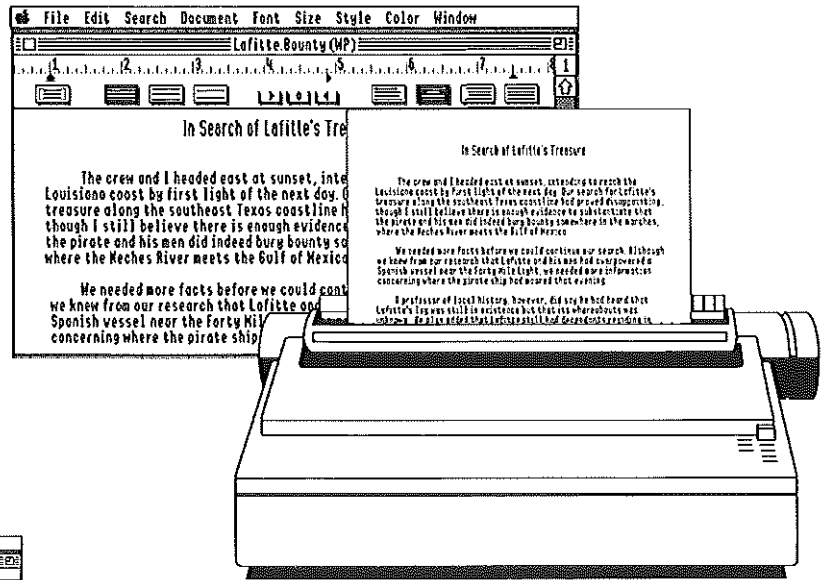
Bold. *Italics.* Underlining. **Outlining.** _{Sub}scripts. ^{Super}scripts. Different type sizes. Different type fonts. You can change the appearance of text in a document and see on the screen exactly how it will print out.

See "Changing the Appearance of Text" in this chapter.



When you have finished editing the document, you're ready to send it to the printer.

See "Printing" in chapter 1.



Use the merge commands to combine information stored in an AppleWorks GS database with a word processing document in order to produce customized form letters.

See "Selecting a Database," "Adding Merge Fields," and "Printing a Merged Document" in this chapter.

Editing Text

Starting Word Processing

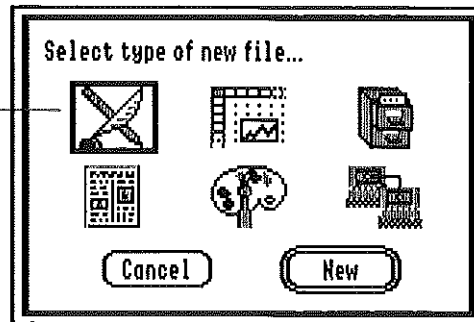
You can start the word processing application by either starting a new word processing document or by opening an existing document.

To Open a New Document

1. Choose **New** from the File menu, or press **⌘-N**.

A dialog box appears:

Double-click the word processing icon to open a new document



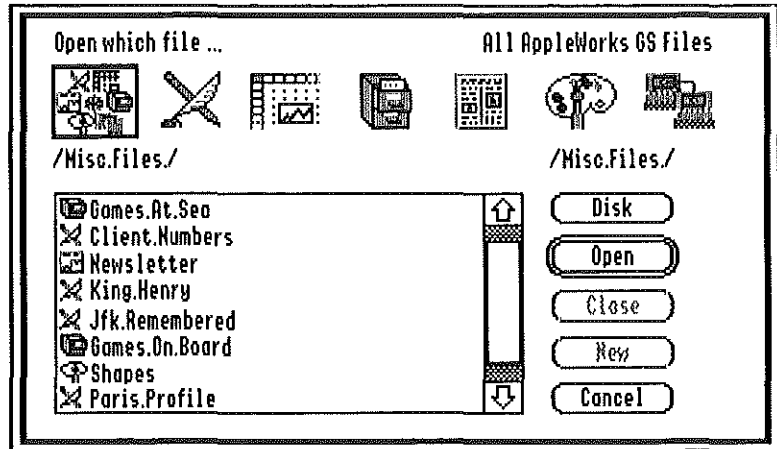
2. Double-click the word processing icon to open the application.

AppleWorks GS opens an untitled word processing document.

To Open an Existing Word Processing Document

1. Choose Open from the File menu, or press ⌘-O.

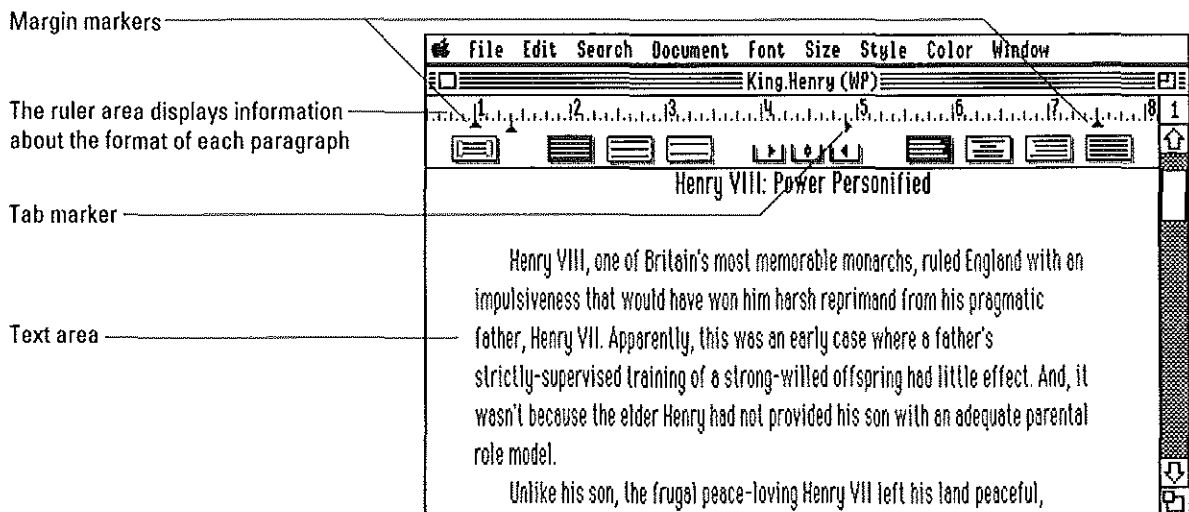
A dialog box appears with a list of available documents:



To display only the available word processing documents, click the word processing icon at the top of the box.

2. Choose the document to open by double-clicking it.

AppleWorks GS opens that document:



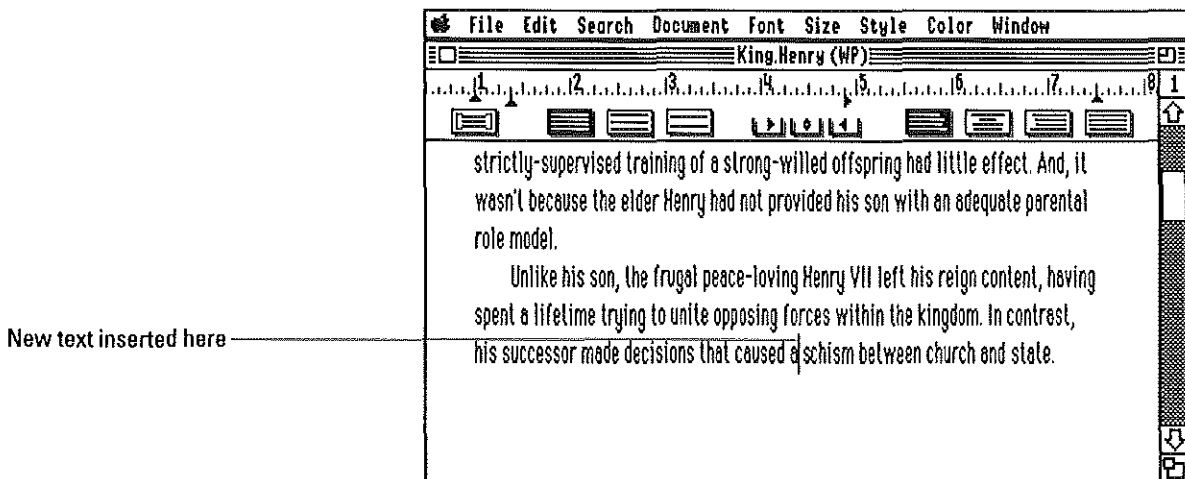
Editing Text

Entering Text

To enter text in a word processing document, you type text using the character keys on your keyboard. These character keys include:

- Letters
- Numbers
- Punctuation
- Special keys such as the Return key, the Tab key, or the Space bar

When you type text, the characters appear at the *insertion point* (a cursor shaped like an I-beam):




The insertion point controls where your text appears in the document. You can position the insertion point so that you can add a word to the middle of a sentence, or a sentence in the middle of a paragraph. With the mouse, you place the I-beam shaped cursor at the desired place in the document and click the mouse button. Positioning the insertion point like this is called *selecting the insertion point*.

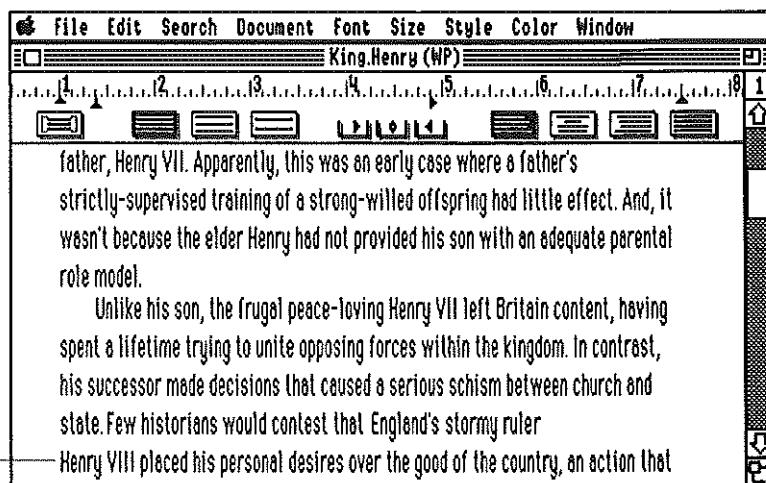
As you enter text, you may want certain combinations of words always to appear on the same line. For example, if you're writing a paper on English history, you would never want a line break to occur between "Henry" and "VIII." To make sure certain words always appear together, use a *sticky space* between the words in place of a regular space.

To Enter Text

1. Select the insertion point where you want to enter text.
2. Type the text.

To Enter a Sticky Space

1. Make sure the insertion point is selected where you want to enter the sticky space.
2. Press  and the space bar.



A sticky space guarantees that a line break never occurs between these two words

You can select or delete a sticky space just as you would a normal space.

Editing Text

Moving the Insertion Point

In AppleWorks GS you can move the insertion point in the document using the mouse or the arrow keys—either alone or in combination with the ⌘ or Option key. In addition, AppleWorks GS provides a number of commands for moving the insertion point directly to a specific place in the document.

To Move to the Top of the Document

- Choose **Go To Beginning** from the Search menu, or press ⌘-1 .

To Move to the Bottom of the Document

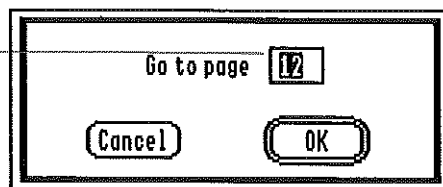
- Choose **Go To End** from the Search menu, or press ⌘-9 .

To Move to a Specific Page

1. Choose **Go To Page** from the Search menu.

A dialog box appears:

Enter number for page
you want to go to



2. Enter the page number.
3. Click **OK**, or press Return.

To Move Using the Arrow Keys

- To move one line up, press the Up Arrow key.
- To move one line down, press the Down Arrow key.
- To move one character to the left, press the Left Arrow key.
- To move one character to the right, press the Right Arrow key.

To Move Using the ⌘ and Arrow Keys

- To move to the top of the window, press ⌘ and the Up Arrow key.
- To move to the bottom of the window, press ⌘ and the Down Arrow key.
- To move to the left margin, press ⌘ and the Left Arrow key.
- To move to the right margin, press ⌘ and the Right Arrow key.

To Move Using the Option and Arrow Keys

- To move one word to the left, press the Option and Left Arrow keys.
- To move one word to right, press the Option and Right Arrow keys.

To Move to a Relative Position in the Document

- Press ⌘ followed by a number from 1 through 9.

For example, to move to the middle of a document, press ⌘-5.

To Move to the Current Insertion Point

- Choose Go To Insertion from the Search menu, or press ⌘-I.

Editing Text

Selecting

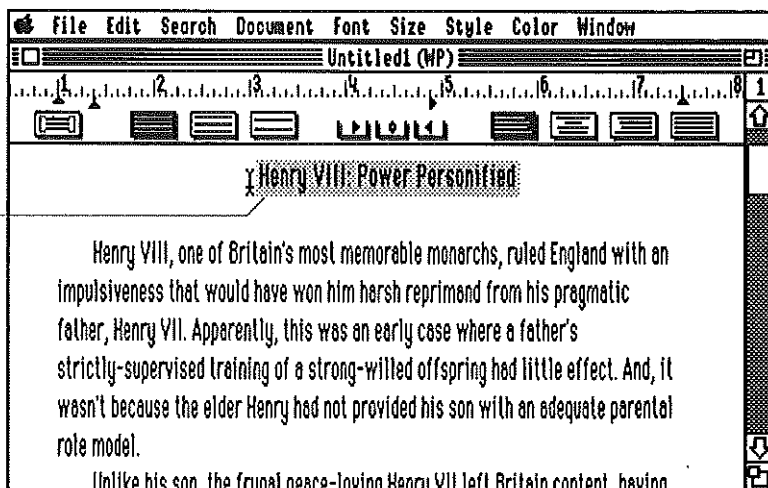
Selecting means using the mouse or keyboard to specify the part of the document to receive the next action—a command (for example, Copy) or new text to replace the selection.

Selections are always highlighted by AppleWorks GS to help you distinguish between selected and unselected portions of a document. Highlighted text appears as white text on a black background. (If you are using colored text, highlighted text appears in a different color to distinguish it from text that is not highlighted.)

To Select Text

1. Select the insertion point at either the beginning or the end of the text to be selected.

Text to be selected



2. Drag in the direction of the text you want to select.

To Cancel a Selection

- Click anywhere in the window outside the selection.

or

- Press any arrow key.

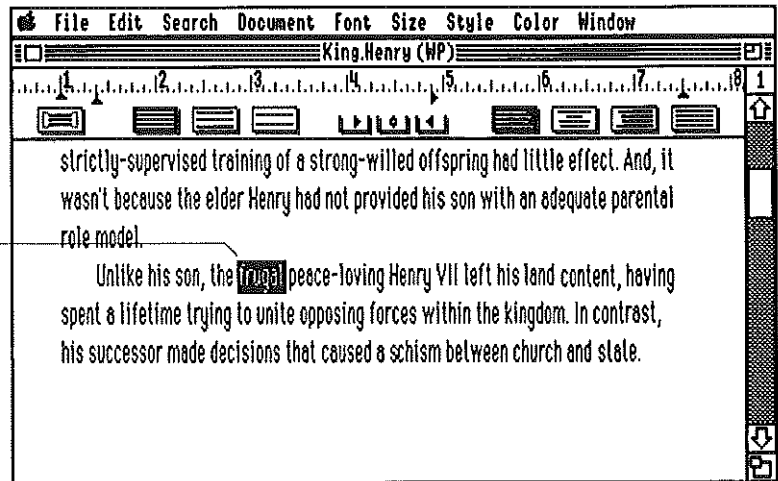
To Select a Word

1. Select the insertion point in the word.
2. Double-click the word.

To Select One Word at a Time

- Double-click a word and drag in the direction of the text you wish to select.

Double-click the first word and drag to extend the selection one word at a time



To Select an Entire Line of Text

1. Select the insertion point in the line.
2. Triple-click the line.

To Extend the Selection

1. Select the insertion point at the beginning or the end of the text to be selected.
2. Move the pointer to the end of the selection, press Shift, and click.

Editing Text

To Select a Sentence

1. Select the insertion point in the sentence.
2. Choose Select Sentence from the Edit menu.

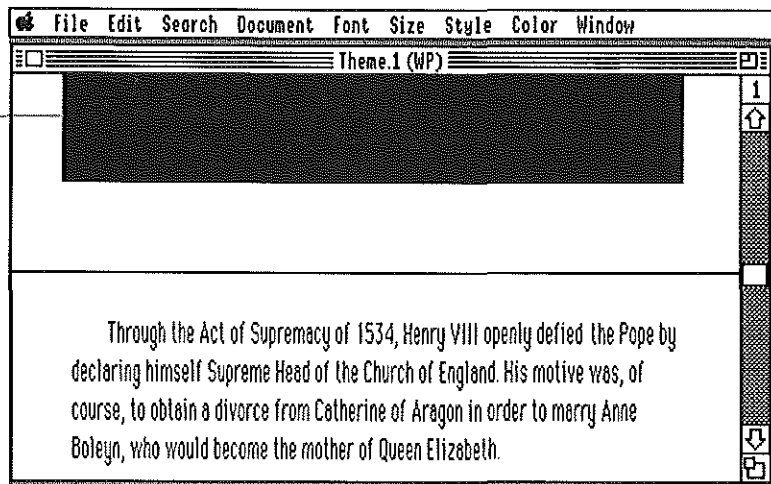
To Select a Paragraph

1. Select the insertion point in the paragraph.
2. Choose Select Paragraph from the Edit menu, or press ⌘-Y.

To Select a Page Break

- Select the insertion point in the space immediately above the line representing the page break.

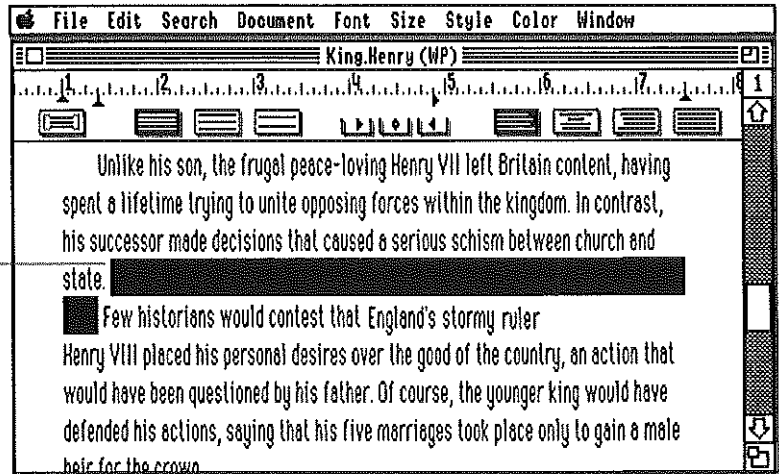
Click here to select the page break



To Select a Carriage Return

- Select the insertion point anywhere after the last word in the paragraph and drag to the first character of the next paragraph.

Drag here to select the carriage return that ends this paragraph



If you want to remove a blank line, select the insertion point anywhere in the line and drag to the first character of the next line.

To Select a Tab

- Drag within the space created by the tab.

To Select an Entire Document

- Choose **Select All** from the **Edit** menu, or press **⌘-A**.

Editing Text

Inserting

Inserting is an important function in any word processing program, since it allows you to add text anywhere. In AppleWorks GS you can insert the following:

- Text (See “Entering Text” in this chapter.)
- Tabs
- Carriage returns to begin new paragraphs or to insert blank lines
- Page breaks to start a new page in a document

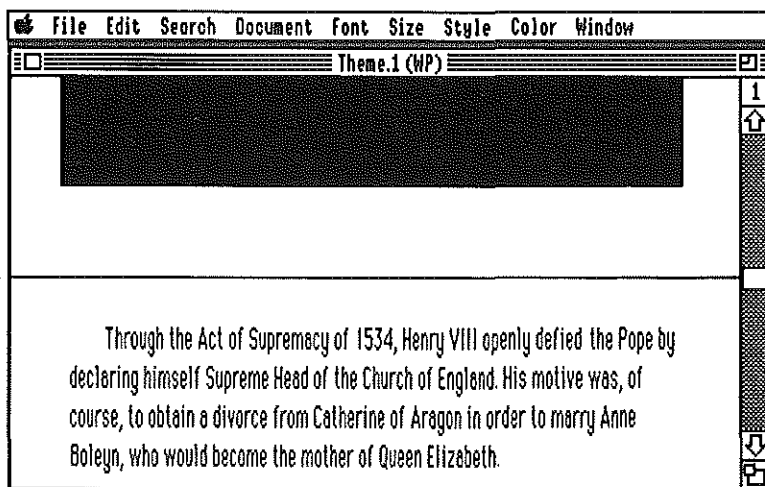
Inserting and replacing: Usually you insert at the location of the insertion point in the document. However, you can also insert over an entire selection in the document using a feature called *replace*. (See “Replacing” in this chapter for more information.)

To Insert a Carriage Return

1. Select the insertion point where you wish to insert the carriage return.
2. Press Return.

To Insert a Page Break

1. Select the insertion point where you want the new page to begin.
2. Choose Insert Page Break from the Document menu, or press ⌘ - - (a hyphen).



Indicates page break in document

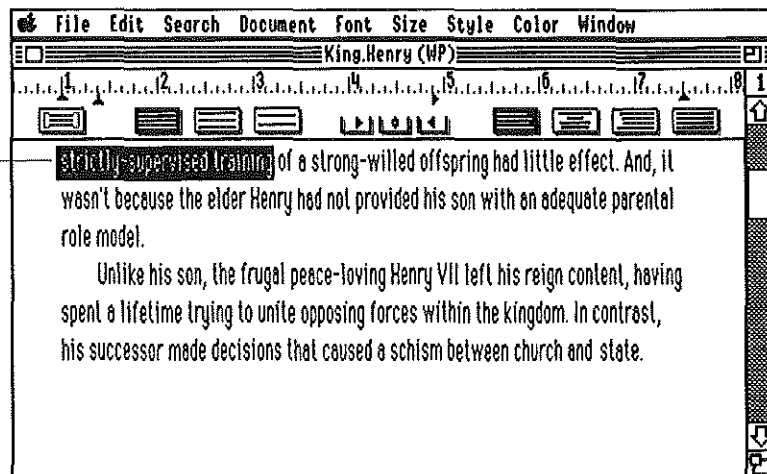
Replacing

Replacing is similar to inserting, except that before replacing, you first select something to be replaced. You most frequently replace by selecting text and then typing the replacement text. You can also replace a selection with the contents of the Clipboard. (See “Using the Clipboard” in chapter 1.)

To Replace with New Text

1. Select the text you wish to replace.

This text will be replaced with the text you type



2. Type the new text.

AppleWorks GS replaces the selected text with the new text.

To Replace with the Contents of the Clipboard

1. Copy the replacement text to the Clipboard.
2. Select the text you wish to replace.
3. Choose Paste from the Edit menu, or press ⌘-V.

A copy of the contents of the Clipboard replaces the selection in the document.

Editing Text

Deleting

You can delete anything that can be selected—text, carriage returns, tabs, spaces, or page breaks—using either of these methods:

- With the Cut command the selection is deleted from the document and stored on the Clipboard, where it remains until another cut or copy operation is performed.
- With the Clear command or Delete key the selection is deleted from the document and can only be restored with the Undo command.

To Delete with the Cut Command

1. Select the text to be deleted.
2. Choose Cut from the Edit menu, or press **⌘-X**.

To Delete with the Clear Command or the Delete Key

1. Select the text to be deleted.
2. Choose Clear from the Edit menu, or press Delete.

To Delete One Character at a Time

- Select the insertion point at the character you wish to delete:
 - To delete the previous character, press Delete.
 - To delete the next character, press Control-F.

To Delete a Line of Text

1. Select the insertion point in the line to be deleted.
2. Press Control-X.

To Delete to the End of a Line

1. Select the insertion point in the line.
2. Press Control-Y.

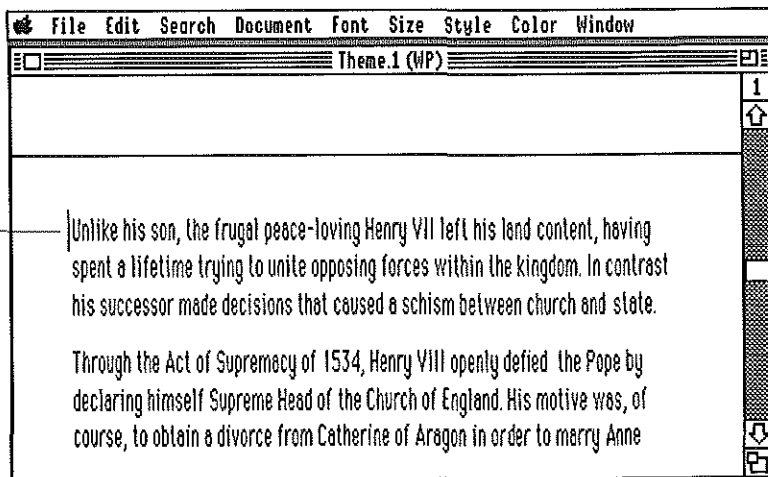
To Delete a Carriage Return

1. Select the insertion point at the left margin of the line below the carriage return you wish to delete.
2. Press Delete.

To Delete a Page Break

1. Select the insertion point at the left margin of the first line below the page break.

Select insertion point here and press Delete to delete the page break



2. Press Delete.

To Delete an Entire Document

1. Select the entire document by choosing **Select All** from the **Edit** menu, or by pressing **⌘-A**.
2. Press **Delete**.

To Undo a Deletion

- Choose **Undo** from the **Edit** menu, or press **⌘-Z**, immediately after the deletion.

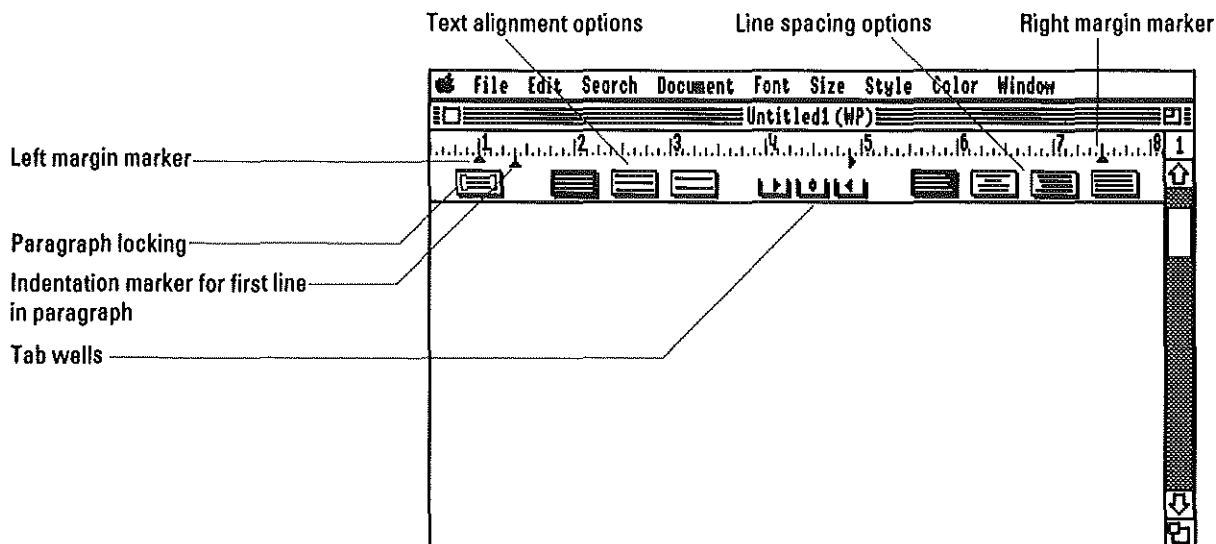
If you delete information using the **Cut** command, simply paste the information back before placing anything else on the **Clipboard**.

Editing Text

Using Rulers

To change formatting information such as margins, tabs, line spacing, or text alignment in the AppleWorks GS word processor, you use rulers. Rulers display a scale (measured in inches) that allows you to accurately set the margins and tabs for each paragraph in the document.

Beneath the ruler scale are icons for paragraph locking, line spacing, and paragraph alignment, as well as tab wells from which you can drag tab markers to add to the ruler.



The settings displayed on the ruler apply to the paragraph that currently contains the insertion point or is currently selected. If you start a new paragraph, the ruler settings for the previous paragraph will apply unless you change them.

If you've selected more than one paragraph in a document, the ruler settings for the first paragraph in the selection are displayed. Any changes you make to the settings will apply to all paragraphs in the selection.

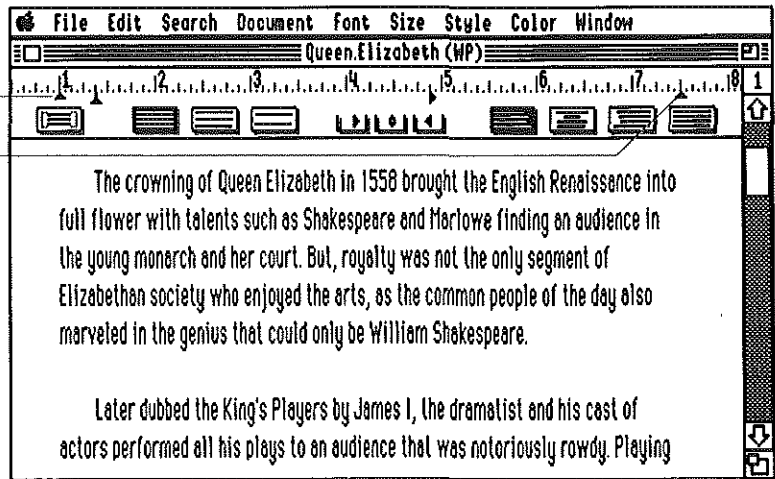
Paragraph locking: Text in a *locked paragraph* always appears together on the same page in much the same way that two words joined by a sticky space always appear on the same line. Use paragraph locking whenever you want to make sure that a page break will not occur in the middle of a block of text.

To Change Margins for a Paragraph

1. Select the insertion point in the paragraph you wish to change.
2. Drag the margin marker to the desired position on the ruler.

Left margin marker

Right margin marker



Using margin markers: Two limits apply when you're dragging margin markers on the ruler—you can't place the left and right margins closer than two inches apart, and you can't drag a margin marker over a tab marker.

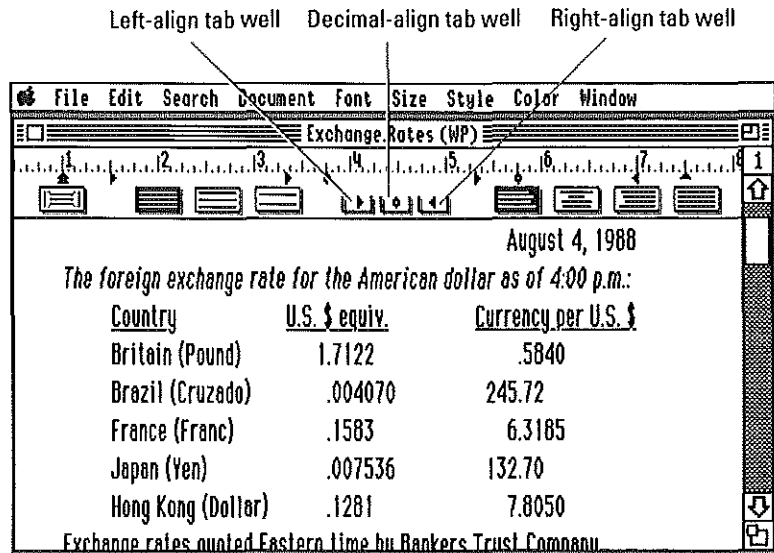
To Change Margins for All Paragraphs

1. Choose **Select All** from the **Edit** menu, or press **⌘-A**.
2. Drag the margin marker to the desired position on the ruler.

Editing Text

To Set Tabs

1. Select the insertion point in the paragraph for which you wish to set tabs.
2. Drag a tab from the appropriate tab well to the desired position on the ruler.



To Move Tabs

1. Select the insertion point in the paragraph for which you wish to move tabs.
2. Drag the tab marker to its new position on the ruler.

Using tab markers: Two limitations apply when dragging tab markers—you can't place more than ten tabs on a ruler, and you can't position a tab marker outside of a margin marker.

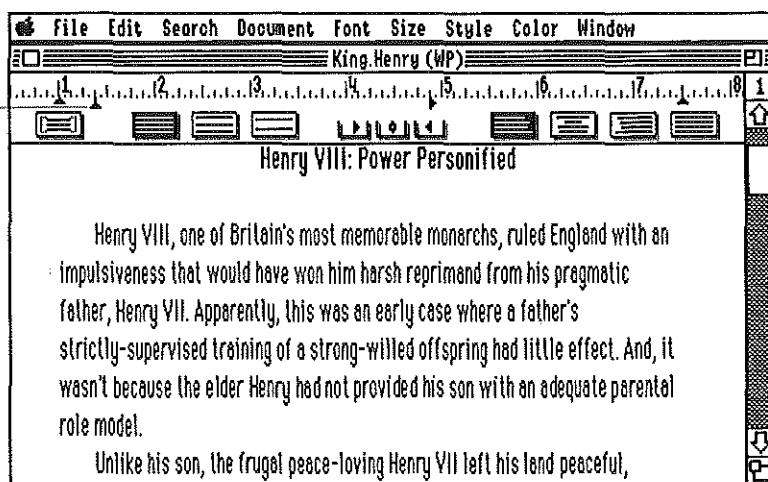
To Remove Tabs

1. Select the insertion point in the paragraph for which you wish to remove tabs.
2. Drag the tab marker off the ruler.

To Indent the First Line of a Paragraph

1. Select the insertion point in the paragraph for which you wish to indent the first line.
2. Drag the indentation marker to the desired position on the ruler.

Move marker to set indentation
for first line in paragraph



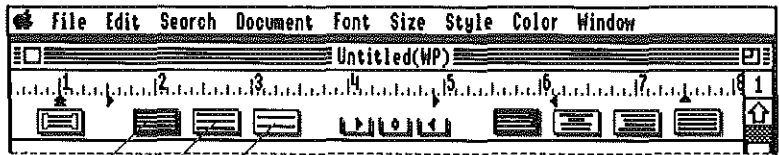
To Set a Paragraph with a Hanging Indent

1. Select the insertion point in the paragraph for which you wish to create a hanging indent.
2. Drag the indentation marker to the left of the left margin marker on the ruler.

Editing Text

To Set Line Spacing

1. Select the insertion point in the paragraph for which you wish to set line spacing.
2. Click the appropriate box on the ruler.



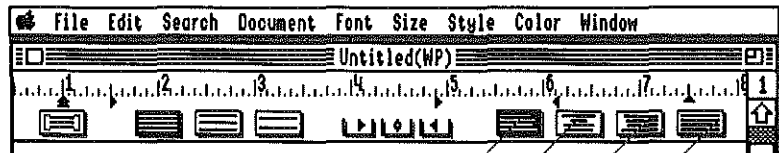
Single spacing

Line-and-a-half spacing

Double spacing

To Set Text Alignment

1. Select the insertion point in the paragraph for which you wish to set text alignment.
2. Click the appropriate box on the ruler.



Left-justified text

Centered text

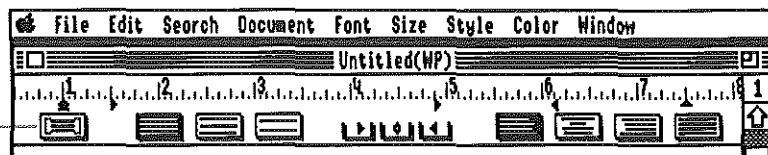
Right-justified text

Full-justified text

To Lock a Paragraph

1. Select the insertion point in the paragraph you wish to lock.
2. Click the paragraph locking box on the ruler.

Click to lock paragraph



AppleWorks GS will not allow a page break to occur within the locked paragraph.

To Set the Format for a New Document

- Before entering any text, set the margins, tabs, text alignment, and line spacing using the ruler.

AppleWorks GS will apply the settings for the ruler to each new paragraph in the document.

To Copy the Format of a Paragraph

1. Select the insertion point in the paragraph with the format you wish to copy.
2. Choose Copy Ruler from the Edit menu, or press $\text{⌘-}[\text{.}$.
3. Select the insertion point in the paragraph to receive the new format.
You can select multiple paragraphs as well as a single paragraph.
4. Choose Paste Ruler from the Edit menu, or press $\text{⌘-}]$.

Editing Text

Changing the Appearance of Text

AppleWorks GS offers a variety of options for changing the appearance of text in a word processing document:

- The Font menu provides a choice of fonts (type faces).
- The Size menu allows you to define the size of characters.
- The Style menu offers a choice of styles that change the appearance, case (uppercase or lowercase), and line position (subscript or superscript) of text.
- The Color menu—lets you change the color of text.

These changes can affect any characters in a document, including spaces, carriage returns, and tabs. For example, a space in a line of 10-point text is not as large as a space in a line of 14-point text.

Changes in font, size, and style are made by AppleWorks GS as follows:

- If you have text selected, only that text is changed.
- If no text is currently selected, all text typed at the insertion point appears in the font, size, and style you specify.

AppleWorks GS defaults: The preset defaults for all text in a word processing document are Geneva font, 12-point size, Plain Text style, and black color.

To Change Text Fonts

1. **Select the text you want to change, or select the insertion point where you want to enter text in the new font.**
2. **Choose a font from the Font menu.**

A check mark (✓) appears on the Font menu next to the font you've chosen. Selected text changes and remains selected.

To Change Text Sizes

1. Select the text you want to change, or select the insertion point where you want to enter text in the new size.
2. Choose a size from the Size menu.

A check mark appears on the Size menu next to the size you've chosen. Selected text changes and remains selected.

To Change Text Styles

1. Select the text you want to change, or select the insertion point where you want to enter text in the new style.
2. Choose a style from the Style menu, or use the keyboard equivalent.

Style	
Plain	⌘T
✓Bold	⌘B
<i>Italic</i>	⌘I
Underline	⌘U
Outline	
Shadow	
Superscript	⌘H
Subscript	⌘L
UPPERCASE	
lowercase	
Title	

A check mark appears on the Style menu next to the style you've chosen. Selected text changes and remains selected.

Some exceptions: Unlike the other styles, Uppercase, Lowercase, and Title can't be chosen unless you've made a selection in the document. To enter new text at the insertion point using the uppercase style, use the Shift or Caps Lock key.

To Combine Text Styles

1. **Select the text you want to change, or select the insertion point where you want to enter text in the new style(s).**
2. **Choose one or more styles from the Style menu, or press the keyboard equivalents for the styles.**

Check marks appear on the Style menu next to the styles you've chosen. Selected text changes and remains selected.

Mutually exclusive styles: Two sets of text styles can't be combined since they are mutually exclusive: you can't have text that is both uppercase, lowercase, or capitalized; and you can't have text that is both subscripted and superscripted.

To Deselect a Style

1. **Select the text you want to change, or select the insertion point where you want to enter text without the style.**
2. **Choose the style from the Style menu to deselect, or press the keyboard equivalent for the style.**

The check mark is removed from the style on the Style menu, and the style is removed from the selected text.

To Deselect All Styles

1. **Select the text you want to change, or select the insertion point where you want to enter text in the plain text style.**
2. **Choose Plain from the Style menu, or press ⌘-T.**

All check marks are removed from the Style menu, and all styles are removed from the selected text.

To Change Text Colors

1. **Select the text you want to change, or select the insertion point where you want to enter text in a new color.**
2. **Choose a color from the Color menu.**

Printing in color: You can print AppleWorks GS documents in color if you're using an ImageWriter II printer with a color ribbon. If you print colored text on a printer without color capabilities, all text is printed in black.

Editing Documents

Finding and Replacing

The Find/Replace command allows you to search for some or all occurrences of a word or phrase from the insertion point to the end of the document and, if you wish, replace it with another word or phrase.

AppleWorks GS provides a number of options when you are searching for text:

- You can search for a whole word (i.e., a word distinct from the text around it) or just a part of a word.
- You can specify that the search be sensitive to differences in uppercase and lowercase letters.
- You can start the search from the top of the document, or from the location of the insertion point.
- You can have AppleWorks GS simply find each occurrence, find and replace each occurrence, or find each occurrence and allow you the option of replacing it or not.

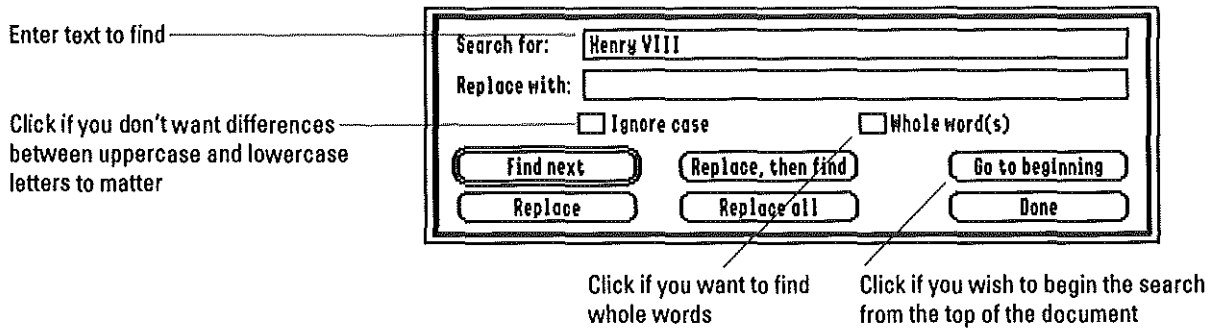
Imaginative typists can find plenty of uses for the Find/Replace command. For example, instead of having to type the same name or phrase over and over again in a document, simply type a little-used symbol such as an ampersand (&). Later you can use Find/Replace to find and replace all occurrences of the symbol with the correct wording.

What's a whole word? If you click Whole Word in the Find/Replace dialog box, AppleWorks GS searches for every occurrence of the specified text as a distinct word, i.e., any group of alphabetic characters separated by spaces, numbers, punctuation, or other special characters. The Partial Word option tells AppleWorks GS to search for the specified text, even if it is contained within another word. For example, the Whole Word option would only find the text "apple" if it occurs as a separate word. By contrast, the Partial Word option would find "apple" even in cases like "dappled."

To Find Text

1. Choose Find/Replace from the Search menu.

A dialog box appears:



2. Type the word (or words) you want to locate.

If you prefer, you can use the Paste command to paste in the contents of the Clipboard.

3. Click the appropriate settings for the search.

4. Click Find Next, or press Return.

AppleWorks GS finds and selects the first occurrence of the specified text in the document.

5. Continue by clicking Find Next again, or click Done to cancel the search.

You can also press the Esc key to cancel the operation.

To Find Again

■ Choose Find Again from the Search menu, or press ⌘-F.

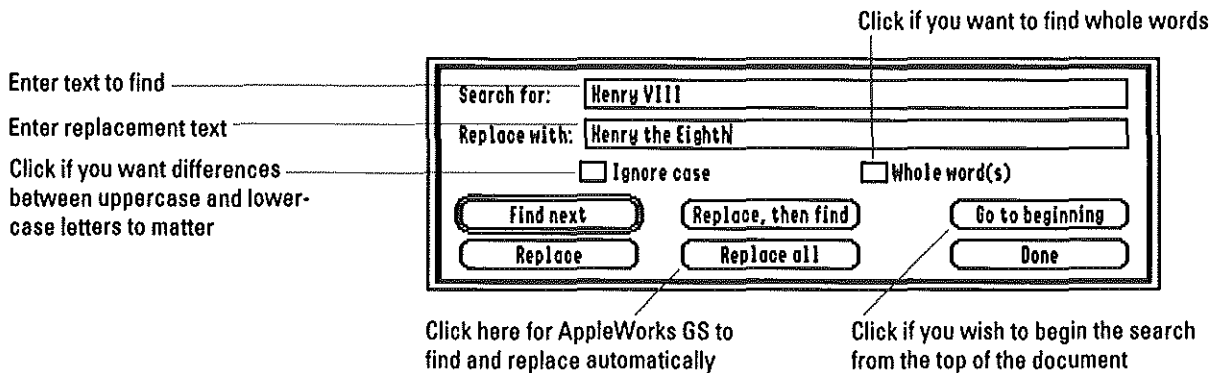
AppleWorks GS finds the next occurrence of the text you specified using the Find/Replace command.

Editing Documents

To Find and Replace Text

1. Choose Find/Replace from the Search menu.

A dialog box appears:



2. Type the word (or words) you want to find.

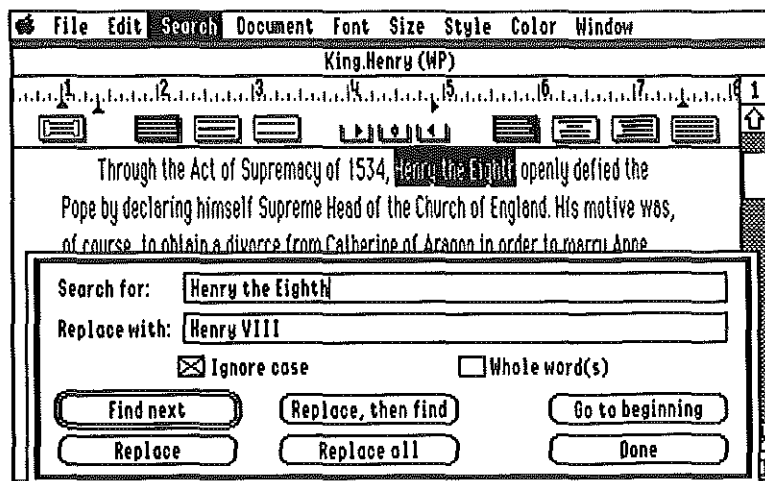
3. Type the word (or words) you want to use to replace the found text.

If you prefer, you can use the Paste command to paste the contents of the Clipboard into either the Search For or the Replace With entry boxes.

4. Click the appropriate settings for the search.

5. Click Find Next, or press Return.

AppleWorks GS finds and selects the first occurrence of the specified text in the document:



6. Continue the operation by choosing one of the following:

- Click Replace to replace the text.
- Click Replace Then Find to replace the text and find the next occurrence.
- Click Find Next to continue without replacing this occurrence.
- Click Done to cancel the operation.

Tabs and returns: AppleWorks GS allows you to enter tab or return characters in the Search For or Replace With entry boxes. To enter a tab character, press the Option and Tab keys. To enter a return character, press the Option and Return keys.

Editing Documents

Spell Checking

AppleWorks GS word processing includes a built-in, 80,000-word spell checker that allows you to correct a document's spelling without having to leave the application. The spell checker can locate both misspellings and common typing mistakes such as doubled words, errors in capitalization, and some errors in punctuation. Correctly hyphenated words are not flagged as misspellings.

The AppleWorks GS spell checker also allows you to add special words (such as proper names and technical terms) to your own user dictionary. In this way, you can customize the spell checking operations for your documents.

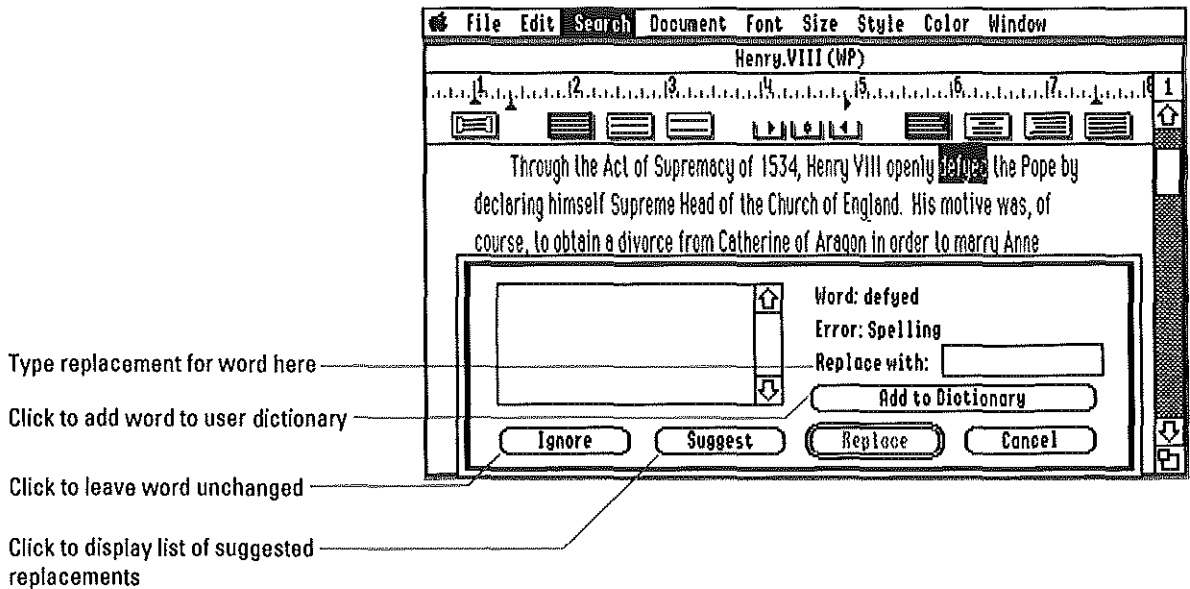
The standard and user dictionaries used by AppleWorks GS are contained on the *AppleWorks GS Utilities* disk.

To Spell Check a Document

- 1. Select the insertion point at the place in the document where you wish to begin checking spelling.**
- 2. Choose Check Spelling from the Search menu, or press ⌘-".**

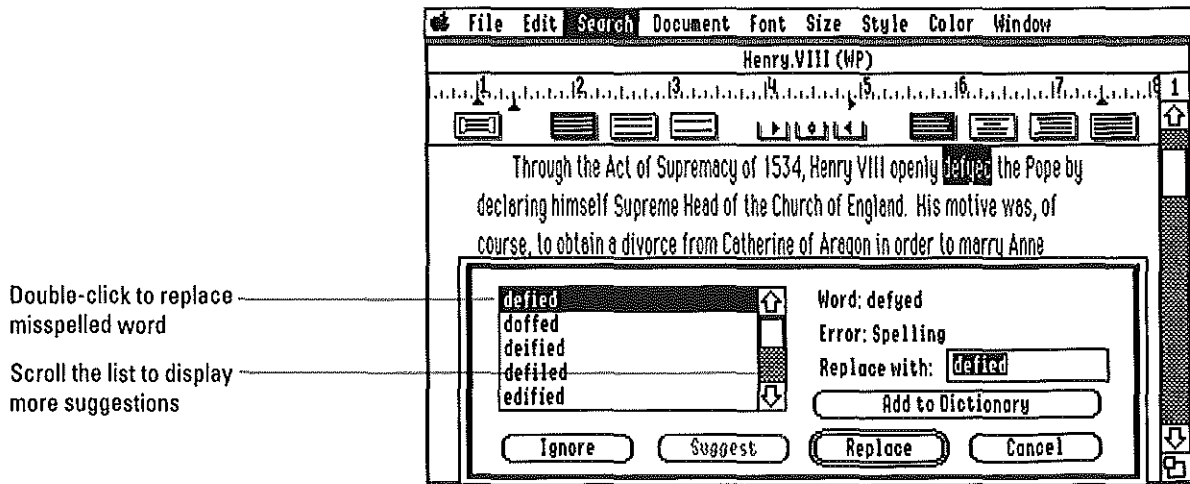
When you choose the Check Spelling command, AppleWorks GS tries to find the disk or drive containing the dictionary files. If it can't find the files, a dialog box appears asking you to open the necessary files before continuing. This gives you the opportunity to insert the *AppleWorks GS Utilities* disk into one of your drives and open the files at this time.

Once the dictionary files have been found and opened, AppleWorks GS starts at the current location of the insertion point and checks forward to the end of the document. When the first word is encountered that can't be located in the dictionary files, a dialog box appears:



3. Type the replacement for the word and press Return, or click the button for the appropriate action.

If you clicked Suggest, AppleWorks GS displays a list of possible replacements:



4. Double-click the correct spelling to replace the misspelled word, or click the button for the appropriate action.

Editing Documents

Finding Synonyms

The Synonyms command allows you to find synonyms for words appearing in a document without having to leave the application.

The AppleWorks GS thesaurus uses a special meaning-based routine that lets you select an appropriate synonym based on how the query word is used in the document. For example, you can choose from different sets of synonyms for the word “light” depending on the different ways it’s used in a sentence:

- Turn off the *light*.
- I forgot to *light* the candle.
- This package feels very *light*.

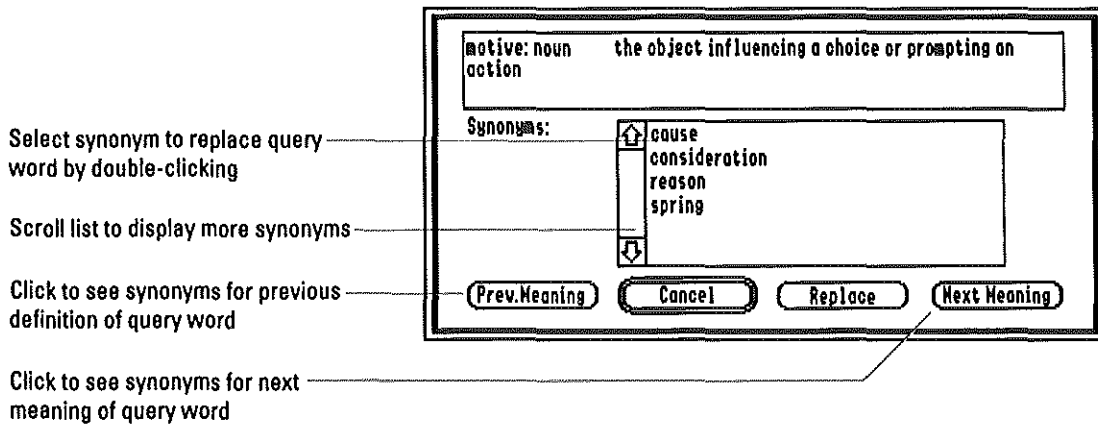
The dictionary file used by the AppleWorks GS thesaurus is contained on the *AppleWorks GS Utilities* disk.

To Find a Synonym

- 1. Select the insertion point in the query word.**
- 2. Choose Synonyms from the Search menu.**

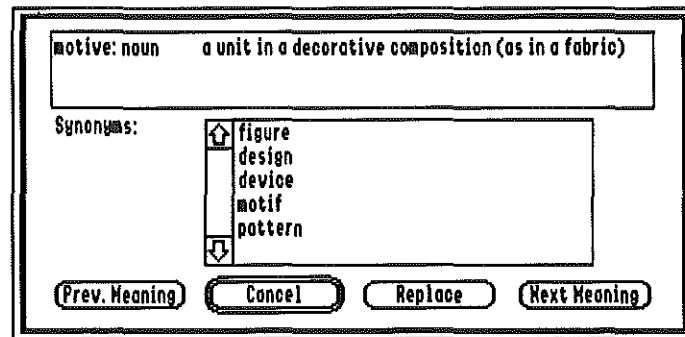
When you choose the Synonyms command, AppleWorks GS tries to find the disk or drive containing the dictionary file. If it can’t find the files, a dialog box appears asking you to open the necessary file before continuing. This gives you the opportunity to insert the *AppleWorks GS Utilities* disk into one of your drives and open the file at this time.

If AppleWorks GS finds the query word in the thesaurus, a dialog box appears displaying the first definition for the word and a list of synonyms for that definition:



3. Select the synonym to replace the query word in the document by double-clicking, or click the button for the appropriate action.

If you clicked Next Meaning, AppleWorks GS displays the next meaning for the word in the dictionary along with synonyms for that meaning:



You can always return to the previous definition for the word by clicking Prev. Meaning.

Editing Documents

Editing the User Dictionary

The user dictionary provides you with the ability to store a set of special words (proper names, for example) that frequently occur in your documents. By adding these types of words to your user dictionary, you can speed up the checking of documents by bypassing words that are correctly spelled but not included in the standard AppleWorks GS dictionary.

Editing the user dictionary means adding or deleting words from your user dictionary file. For example, if you accidentally add a misspelled word during a spelling check, you can use the Edit User Dictionary command to delete the word later.

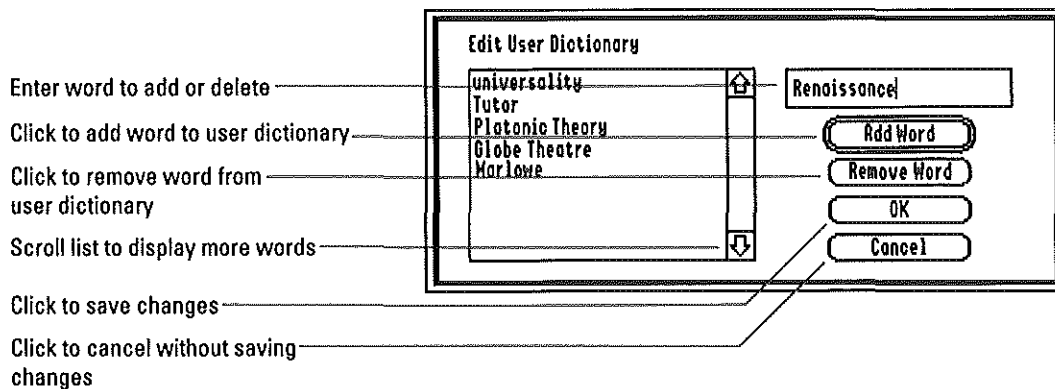
The files for the user dictionary are contained on the *AppleWorks GS Utilities* disk.

To Edit the User Dictionary

1. Choose Edit Dictionary from the Search Menu.

When you choose the Edit User Dictionary command, AppleWorks GS tries to find the disk or drive containing the dictionary file. If it can't find the files, a dialog box appears asking you to open the necessary file before continuing. This gives you the opportunity to insert the *AppleWorks GS Utilities* disk into one of your drives and open the file at this time.

Once AppleWorks GS finds the dictionary files, a dialog box appears displaying the words in the user dictionary file:



2. Edit the user dictionary as you wish:

- Add a word by typing the word in the entry box and pressing Return.
- Delete a word by selecting the word in the list and clicking Remove Word.

3. When you're finished, click OK to save the changes and return to the document window.

Editing Documents

Creating Headers and Footers

Headers and footers allow you to control the top and bottom margins of word processing documents, as well as place such information as page numbers or chapter titles on each page.

This header text will be repeated on every page of the document

Earth Tones Nursery Text for 1989 Catalog

Earth Tones Nursery * Spring Catalog

Earth Tones Nursery, located in Palos Verdes at 4391 Palms Way Boulevard, offers a variety of hybrid citrus-fruit trees that bear in abundance under California skies. Characterized by large dark evergreen leaves and clusters of one-inch creamy white flowers that perfume a beautiful field, varieties include oranges, grapefruits, lemons, kumquats, mandarin and Satsuma oranges, and tangerines. Though only two percent of the fragrant blossoms produce fruit, each tree will bear enough to supply a family of four for an entire season. Whatever your choice, we carry standard and dwarf sizes and will give personal consultations if you need advice on pruning and grafting procedures.

This week, we're featuring the best orange trees California has to offer. Our staff horticulturists will walk with you through our orchards and help you decide which of the three varieties are best suited to your taste and garden. You'll learn about the common orange, grapefruit, and tangerine fruit known for its succulent juice, which has gained much popularity among California growers. We carry Travito and Valencia, varieties recommended for our semi-tropical locale.

We also carry the Washington navel orange tree, known for its heavily annual yield of 200 pounds. Navel, which usually ripens in the early winter and measure from 3 to 4 inches in diameter, have 2000 seeds and are seedless. But, it the red orange tree is your bowl of fruit, Earth Tones Nursery carries the Valencia and Ruby varieties that do well in our climate. Red oranges mature in spring with standard sizes, bearing 350 to 400 pounds seasonally. Dwarf varieties average 150 pounds annually.

Earth Tones Nursery 1989 Spring Inventory--

Stock #	Item Desc.	Size	In stock	Wholesale \$	Retail \$
0001	Tom Gami	1 gal.	1	1.00	1.50
0002	Ruby Orange	1 gal.	1	1.00	1.50
0003	Wash. Navel	1 gal.	1	1.00	1.50
0004	Valencia Orange	1 gal.	1	1.00	1.50
0005	Travito Orange	1 gal.	1	1.00	1.50
0006	Valencia Orange	1 gal.	1	1.00	1.50
0007	Redblush Grapefr.	1 gal.	1	1.00	1.50

8/13/89 1 7:13 PM

The footers in this document include the date, the page number, and the time the document was printed

In AppleWorks GS you create headers and footers by entering text in windows identical to the normal word processing document window, but with two exceptions:

- Instead of the current page number, the page number box displays a letter indicating whether the window contains header or footer information.
- You can insert markers for page number, current time, or current date in header and footer windows, but not in a normal document window.

Text for headers and footers can be styled and formatted using ruler settings just like text in the normal document window.

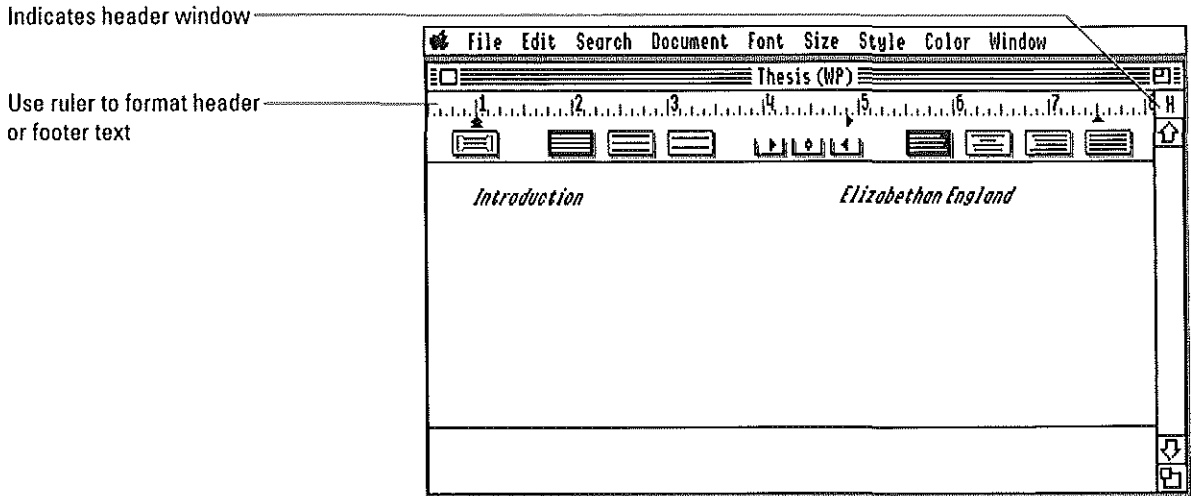
Once created, the header and footer can:

- Appear on every page in your document
- Appear on even-numbered pages only
- Appear on odd-numbered pages only
- Skip the first page (if you want to create a title page, for example)

To Set Up Headers and Footers

1. Choose View Header or View Footer from the Document menu.

AppleWorks GS displays a window for header or footer information:



2. Enter the text for the header or footer.

To use the header or footer to control the top or bottom margins of the document, enter blank lines by pressing Return.

3. When you've completed entering text for the header or footer, choose Normal View from the Document menu, or press ⌘-W .

AppleWorks GS displays the normal window for the document.

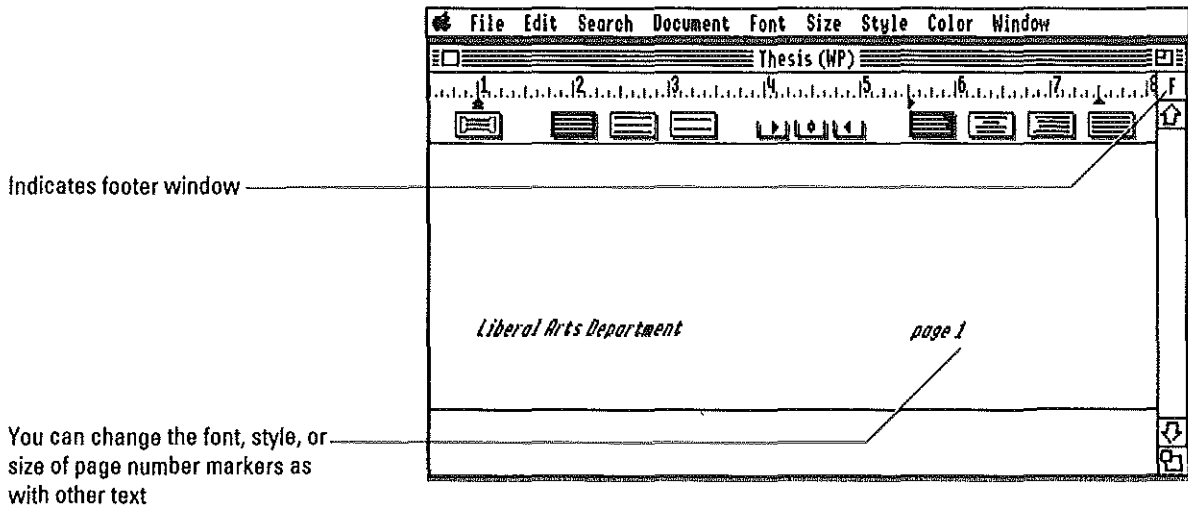
Top and bottom margins: If you're entering blank lines to define top and bottom margins, the line spacing and the current point size determine how much space each blank line represents.

Editing Documents

To Insert the Page Number

1. Choose View Header or View Footer from the Document menu.
2. Select the insertion point in the header or footer text where you want the page number to appear.
3. Choose Insert Page # from the Document menu.

AppleWorks GS inserts the marker for the page number (displayed as the character "1") at the location of the insertion point.



To Insert the Current Date

- 1. Choose View Header or View Footer from the Document menu.**
- 2. Select the insertion point in the header or footer text where you want the current date to appear.**
- 3. Choose Insert Date from the Document menu.**

AppleWorks GS inserts the marker for the date at the location of the insertion point.

To Insert the Current Time

- 1. Choose View Header or View Footer from the Document menu.**
- 2. Select the insertion point in the header or footer text where you want the current time to appear.**
- 3. Choose Insert Time from the Document menu.**

AppleWorks GS inserts the marker for the time at the location of the insertion point.

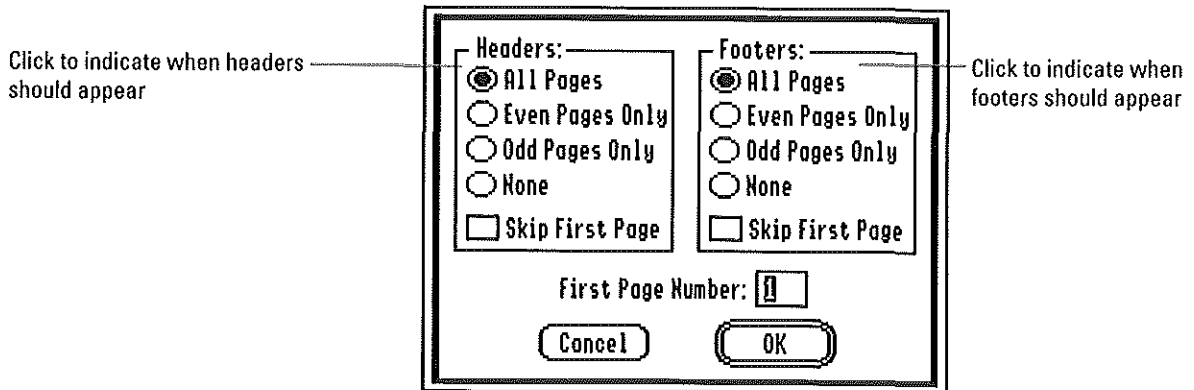
Times and dates: When you print your document, AppleWorks GS substitutes the current time/date (from the Apple IIGS's built-in clock and calendar) for the time/date markers in the text of the header or footer. The format in which the time and date appear is determined by the settings in the Apple IIGS Control Panel.

Editing Documents

To Display Headers and Footers

1. Choose **Pages** from the **Document** menu, or press **⌘-E**.

A dialog box appears:

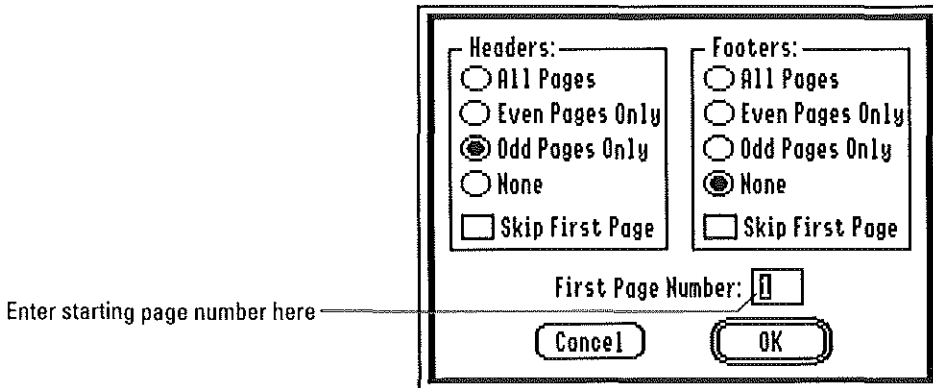


2. Click the appropriate setting to display headers, footers, or both in the document.
3. Click **OK**, or press **Return**, to store the settings.

To Set the First Page Number

1. Choose Pages from the Document menu, or press ⌘-E.

A dialog box appears:



2. Enter the page number for the first page in the document.
3. Click OK, or press Return.

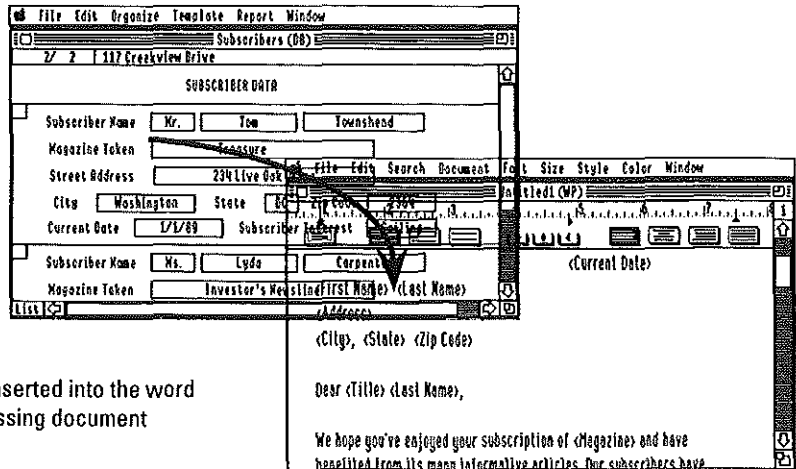
Creating title pages: If you wish to create a title page for a document, use the Pages command to skip the display of headers and footers for the first page, and set the first page number to zero. That way the first page with text in the document will be page 1.

Creating Mail Merge Documents

Selecting a Database

The mail merge function in AppleWorks GS is one of its most powerful features. With mail merge you can combine information from a database document with a word processing document in order to create, for example, a customized form letter.

Information from the database...



...is inserted into the word processing document

With mail merge, a different copy of the word processing document is generated for each record in the database. This means that you can produce multiple versions of a document, each containing personalized items of information, without retyping the document each time.

Are you ready to merge? To use the mail merge feature, you need to have already created a database document in AppleWorks GS. If this is not the case, try skipping the mail merge feature for now and returning later after you're familiar with the AppleWorks GS database application (see chapter 3, "Database" in this manual).

The first step in creating a merged document is choosing an open database document as the merge database. Each record in the merge database will generate a copy of the final merged document containing the information from that record.

The current sort order of the merge database determines the order in which the merged documents are produced.

To Select a Database to Merge

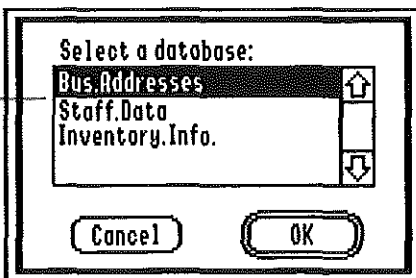
1. Have the database document you wish to use open on the AppleWorks GS desktop. Make sure the information you want is displayed and sorted in an appropriate order.

For more information on creating and modifying a database document, see chapter 3, "Database," in this manual.

2. Open the word processing document into which you wish to merge database information.
3. Choose **Select Merge Database** from the **Edit** menu.

A dialog box appears:

Scroll list to see all open database documents

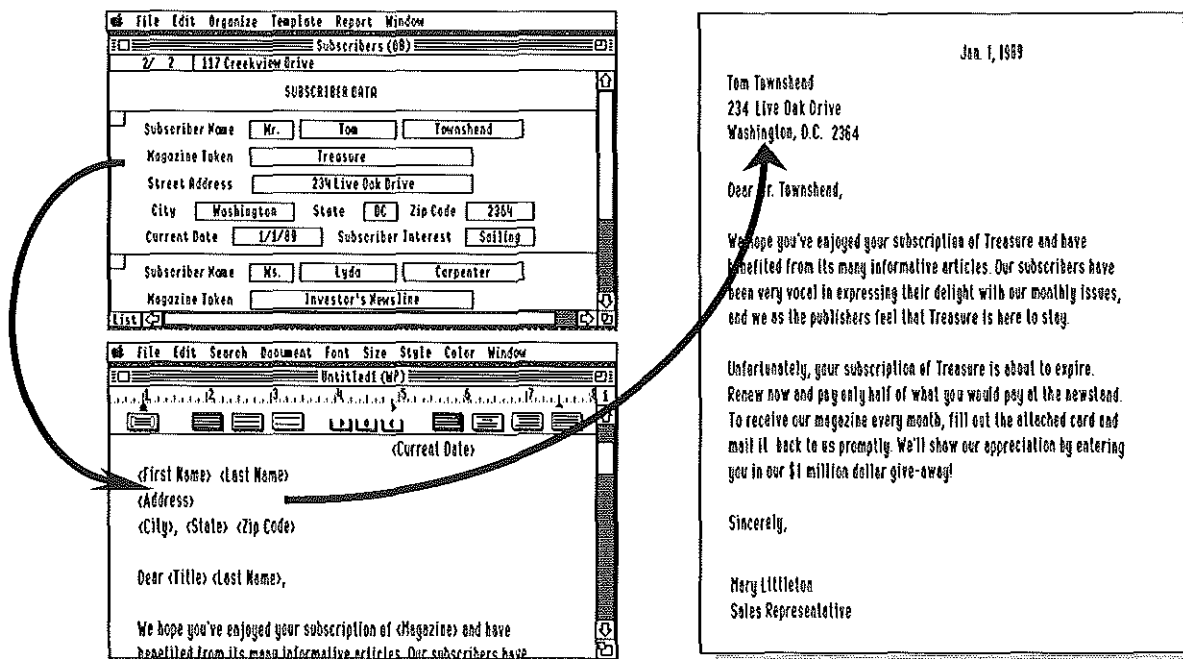


4. Choose the database you wish to use by double-clicking its name.

Creating Mail Merge Documents

Adding Merge Fields

Merge field markers determine where the database information appears in the merged document. These markers indicate the name of the database field for the information that will appear at the location of the marker in the text.



You can add merge field markers for five of the six possible field types: text, numeric, date, time, and static text. You can't merge a field defined as a picture field.

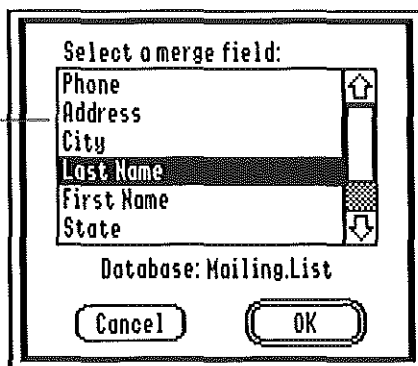
If different database documents use the same field names to capture information, you can use a single word processing document to produce different sets of merged documents.

To Add a Merge Field

1. Make sure the database document you wish to use is open on the AppleWorks GS desktop.
2. Select the insertion point at the location in the word processing document where you wish to merge database information.
3. Choose Add Merge Field from the Edit menu.

A dialog box appears:

Scroll list to see all available fields
in database



4. Choose the field you wish to add by double-clicking its name.

A marker (the field name enclosed in angle brackets) for that merge field appears at the location of the insertion point in the document.

To Add a Merge Field Manually

- 1. Select the insertion point at the location where you wish the merge field to appear.**
- 2. Type a left angle bracket (<), followed by the field name, followed by a right angle bracket (>).**

Markers and field names: If you enter a marker for a field name that does not exist in the merge database, AppleWorks GS simply prints that marker as it appears in the text when the merged document is produced. This allows you to use the angle brackets for purposes other than as markers for merge fields and still have them printed out correctly.

Creating Mail Merge Documents

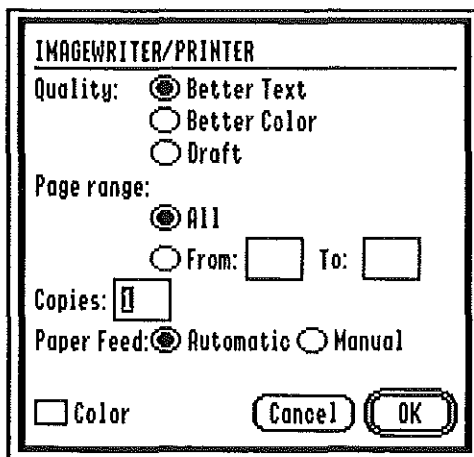
Printing a Merged Document

Use the Print Merge command to produce the merged document. When you print a merged document, a dialog box appears that displays how many copies of the merged document are to be produced.

To Print a Merged Document

1. Make sure that the database document you wish to use is open on the AppleWorks GS desktop and has been chosen as the merge database.
2. Choose Print Merge from the File menu.

Depending on the type of printer you choose using the Choose Printer command, a version of the standard Print dialog box appears. For example, if you're using an ImageWriter (the default printer type), the following dialog box appears:



3. Click the appropriate settings.

For information on printing, see "Printing" in chapter 1.

4. Click OK, or press Return, to begin printing.

AppleWorks GS merges the database information into the word processing document and begins printing the merged documents. A dialog box appears showing how many merged documents will be produced during this session.

To cancel the operation, press the ⌘ key and type a period (.).

CHAPTER 3

Database

3





Database

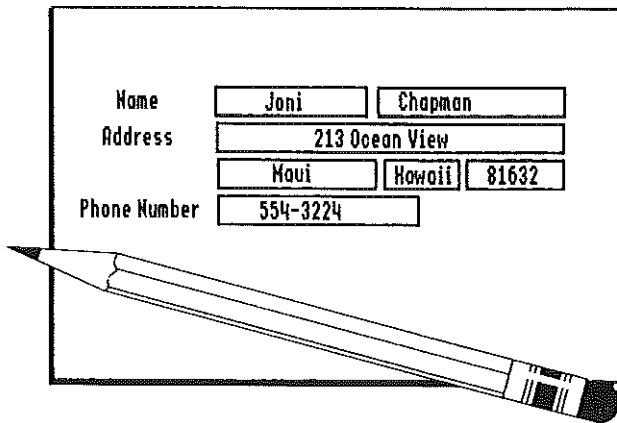
About This Chapter

Databases allow you to store, organize, and report on information in thousands of useful ways—from keeping track of phone numbers for a little league team to managing the personnel records of a company. Using the same information, you could use the tools in the database application to prepare a list of customers in alphabetical order, keep track of payment records based on due dates, and prepare sets of mailing labels sorted by zip codes.

In this chapter, you'll learn the basics about how to use the AppleWorks GS database application:

- Setting up a database document
- Using the database
- Creating database reports

Database Overview

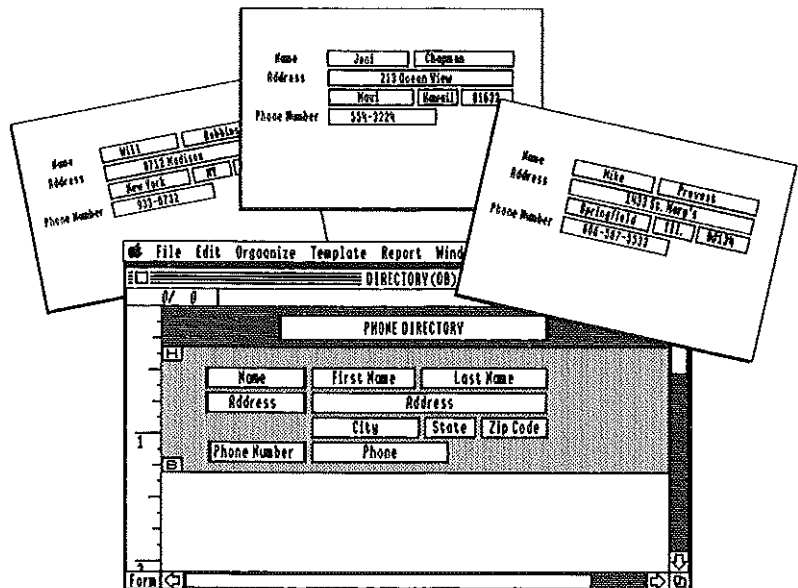


Name	Joni	Chapman
Address	213 Ocean View	
	Maui	Hawaii 81632
Phone Number	554-3224	

To set up your database, you begin by defining the form containing the database *fields*—the different types of information you want to collect.

See “Adding Fields,” “Defining Field Formats,” and “Setting Up Field Formulas” in this chapter.

Once your fields are set up, you can begin entering *records*—sets of fields containing information related to a single person or item.



File Edit Organize Template Report Window

PHONE DIRECTORY

Name	First Name	Last Name
Address	Address	
	City	State Zip Code
Phone Number	Phone	

1

Form

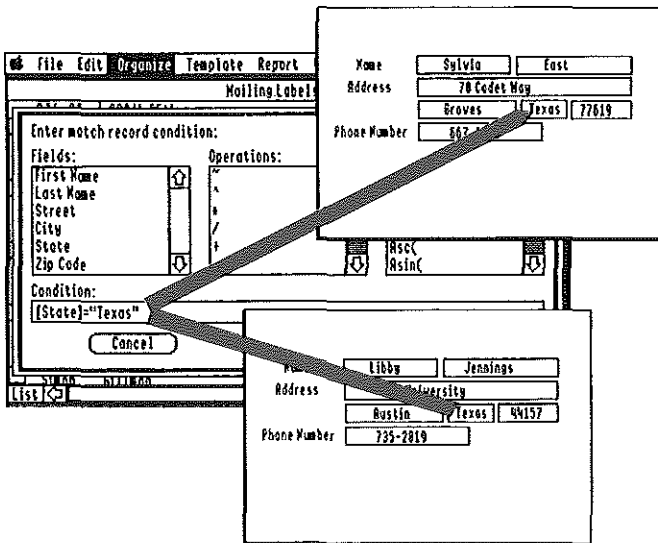
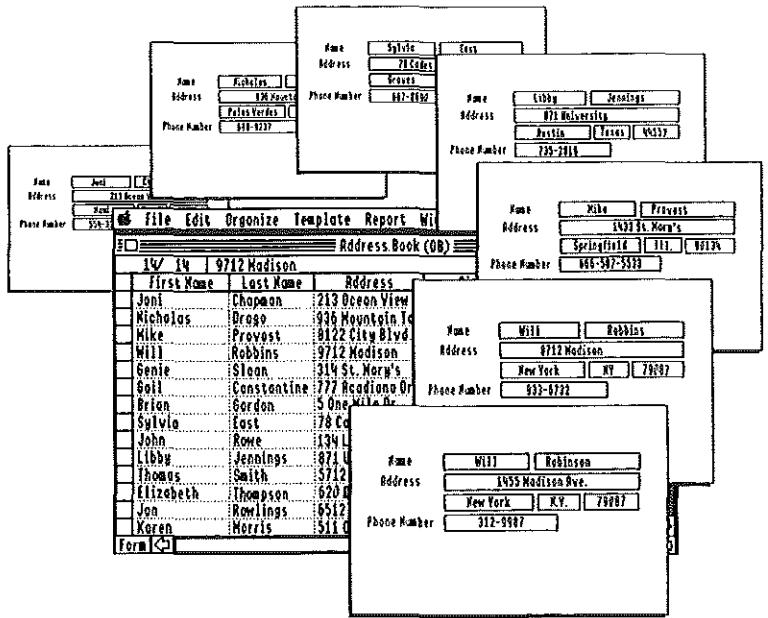
Name	Jack	Chapman
Address	213 Ocean View	
	Maui	Hawaii 81632
Phone Number	554-3224	

Name	Will	Dobson
Address	8732 Madison	
	New York	NY
Phone Number	955-8112	

Name	Nike	Evans
Address	1037 St. Mary's	
	Springfield	IL 62774
Phone Number	616-587-3333	

The list screen lets you see many records of information at one time.

See "Displaying a List" in this chapter.



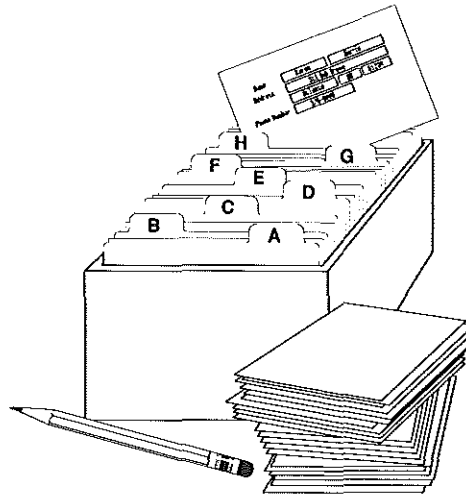
To find records containing similar types of information, you can use the searching or the matching commands.

See "Matching Records" in this chapter.

Database Overview

Sorting helps you organize your database records by arranging them in a certain order.

See "Sorting Records" in this chapter.

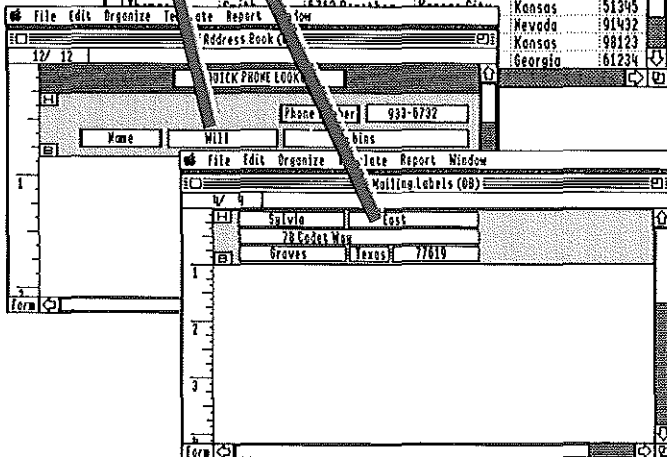


file Edit Organize Template Report Window
Address.Book (DB)

First Name	Last Name	Address	City	State	Zip
Jon	Chapman	213 Ocean View	Honolulu	Hawaii	96813
Nicholas	Drago	938 Mountain Top	Palos Verdes	California	90412
Mike	Provost	8122 City Blvd.	Springfield	Illinois	90139
Will	Robbins	9712 Madison	New York	New York	79087
Gene	Sloan	319 St. Mary's	Biloxi	Mississippi	61332
Gail	Constantine	777 Acadiana Dr.	Opelousas	Louisiana	70581
Brian	Gordon	5 One Mile Dr.	Kalamazoo	Michigan	49009
Sylvia	East	78 Cadet Way	Graves	Texas	77619
John	Rowe	134 Lunn Haven	Washington	D.C.	91221
Libby	Jennin	873 University	Austin	Texas	44157
				Kansas	51345
				Nevada	91432
				Kansas	98123
				Georgia	61234

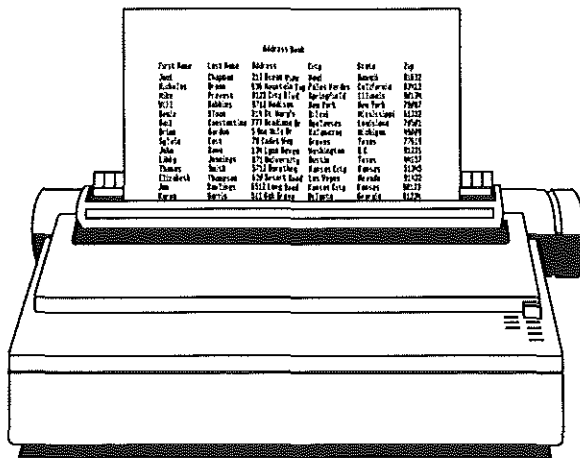
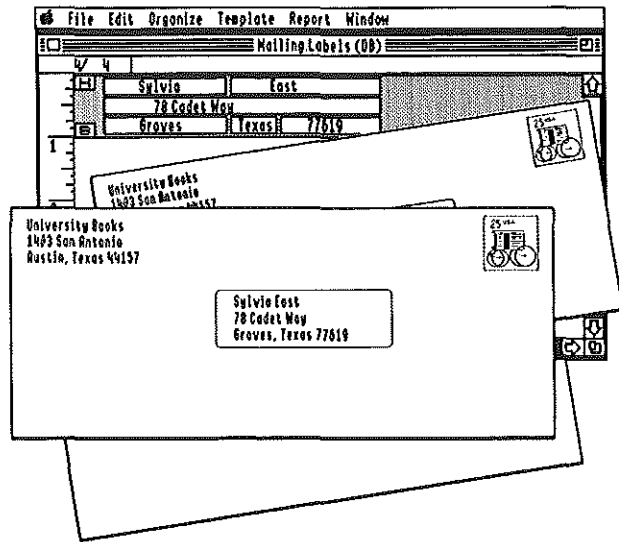
To use the same information for different purposes, you can set up as many *templates* as you need. Setting up a template means developing a particular way of looking at, arranging, and reporting on your data.

See "Using Templates" in this chapter.



Creating a set of mailing labels is a common way people put the information in their databases to work. With the AppleWorks GS graphic interface, it's easy to set up and print mailing labels.

See "Producing Mailing Labels" in this chapter.



Reporting doesn't just mean printing out the contents of your database. Database reports can include lines of totals and subtotals based on the information contained in the records.

See "Setting Up a Report" and "Creating a Report" in this chapter.

Setting Up a Database

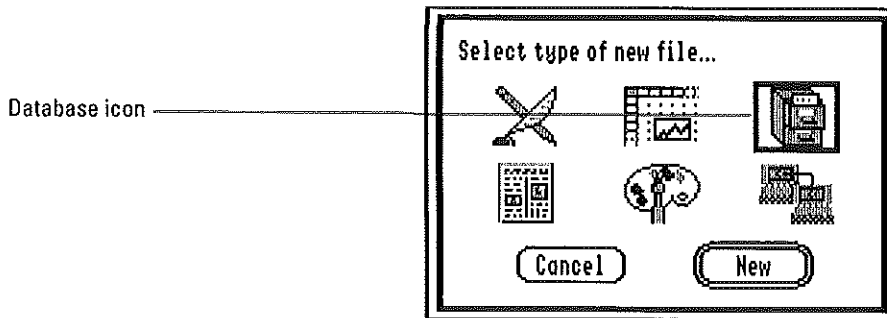
Starting Database

You can start the database application by either starting a new database document or by opening an existing document

To Open a New Document

1. Choose **New** from the **File** menu, or press **⌘-N**.

A dialog box appears:



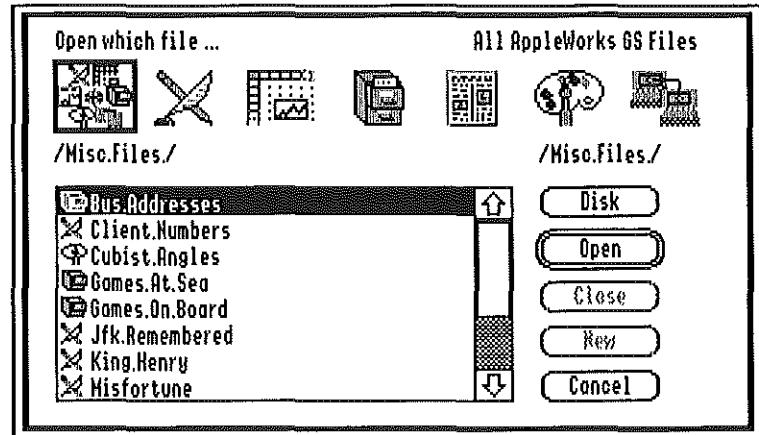
2. **Double-click** the database icon to open the application.

AppleWorks GS opens an untitled database document.

To Open an Existing Database Document

1. Choose Open from the File menu, or press ⌘-O.

A dialog box appears with a list of available documents:



To display only the available database documents, click the database icon at the top of the box.

2. Choose the document to open by double-clicking it.

AppleWorks GS opens that document:

A field is used to capture a category of information

A record is a set of fields that relates to a single person or item

A cell is the contents of a field for a particular record

File Edit Organize Template Report Window	Bus.Addresses (DB)					
16/ 16	10093					
First Name	Last Name	Address	City	State	Entry Do	
Joe	Peasley	19 Colorado Lane	Kingston	VA	4/29/8	
Chuck	Brandon	12 Lincoln Ave	Houston	TX	7/26/8	
Jim	Corbett	71 Smiling Wood Ln	Old Forge	NY	7/3/8	
Glen	Wilson	Williams Ave #28	Birmingham	AL	7/26/8	
Jim	Jacobson	34 Jimmerson Crt	San Antonio	TX	2/2/8	
Mary	Schmidt	12 Main St	St. Paul	MN	12/6/8	
Jackie	Merrill	First & 66 54th	College Station	TX	7/28/8	
Shelly	Spring	25 Sunny Brook	New York	NY	10/10/8	
Gary	Gaetti	123 Arundel	Minnetonka	MN	12/6/8	
Karen	Gleason	367 Hawkeye Cir	Colorado Spring	CO	3/31/8	
John	Johnson	Andrews St #67H	San Antonio	TX	7/12/8	
David	Lawrence	9668 Halls Bluff	San Antonio	TX	7/17/8	
John	Mahoney	666 Nixon Bluff	Sacramento	CA	4/5/8	
Bob	Harley	123 Smiling Wood Ln	Minot	ND	12/30/8	

Setting Up a Database

Adding Fields

The first step in setting up a database is designing an entry form and telling AppleWorks GS which categories or *fields* of information you wish to collect. Fields store similar types of information—you can think of them as the blanks that you fill in when completing the form.

When you begin defining fields for a database, you need to think about what types of information you want to capture and how you want to use that information. If you want to be able to sort or report on information in certain ways, you must make sure that the fields in the database make the necessary information accessible.

For example, if you were using AppleWorks GS to set up a customer list, you would probably want to include a field containing the address for each customer. But what if you wanted to be able to create a report that listed customers by state? Or separate reports that only listed customers in a certain city? The easiest way to do that would be to create a separate field for each element in a customer's address: city, state, and zip code.

With AppleWorks GS, it's possible to define fields for entering and storing six different types of information:

Time fields store times


Date fields store dates

Text fields store text characters (including numbers)

Numeric fields store information that can be manipulated mathematically

Static text fields store text as though it were a graphic—you can not change the text in a static text field

Picture fields store graphics

Date	Entry Time
8/1/89	12:00 AM
Name: Jim Corbett	
Phone Number: 713/696-4283	
Salary: \$55,000.00	
Comments: Jim is a self-starter--very motivated and enthusiastic about his job.	
Department Symbol: 	

Defining the types of fields you want to use in a database has important implications for AppleWorks GS, which handles different types of fields differently. For example, a number entered in a text field is simply a sequence of text characters as far as AppleWorks GS is concerned. The contents of a numeric field, however, can be used in a mathematical operation—addition, subtraction, multiplication, and so on. A number in a date field means something completely different: it represents a date and has to be treated in a special way when involved in calculations or comparisons with other dates.

Field types can get a little tricky in cases of data that looks like one type, but should be treated as another type. Phone numbers, for instance, look as though they belong in a numeric field. But since you would never add or multiply two phone numbers together, it's better to treat them as though they were text. Another example is a date entered as a series of numbers. Unless you've defined a field containing information such as "12-31-88" and "01-01-89" as a date field, AppleWorks GS has no way of determining which date came first.

Static text fields hold a special type of information—text that's treated by AppleWorks GS as though it were a graphic. This gives you two benefits:

- Static text fields can hold an unlimited amount of text, allowing you to use the database to store entire paragraphs, even entire documents created with the word processing application.
- Text stored as static text retains formatting information such as text fonts, sizes, and styles.

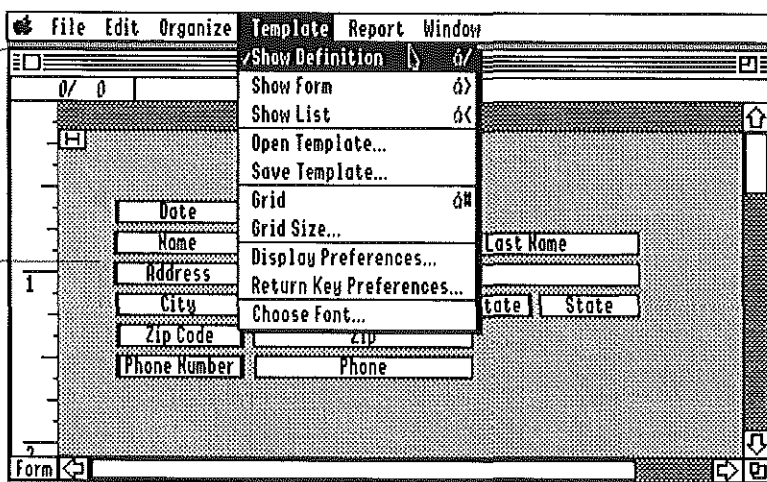
Changing static text: Once you've imported static text into a field, you cannot edit it as you can a normal text field. You can, however, return to the application where you created the text, make any necessary changes, and re-import the text into the database document.

Each time you open a new database document, AppleWorks GS displays a definition screen so that you can define the entry form for the database. The shaded portion of the definition screen represents the body of the form—the area that contains all the fields for one item or *record*. (If you are using a color monitor, this area is shaded blue.) Depending on the number and size of the fields you set up on the definition screen (as well as the area you set aside for the form header and footer—see "Setting Up Form Headers and Footers" in this chapter), you may actually be able to fit one, two, or many records on a single page.

Setting Up a Database

Choose this command to display the definition screen

Use the definition screen to lay out your database entry form and define the fields



To add a field to a form, simply use the mouse to drag a box on the area of the screen that represents the form body. The size of the box determines how much information is displayed on the screen, but it does not affect how much information you can actually store in the field. It's possible, therefore, to have an entire name stored in a field that only displays the first few characters.

Once you've set up the fields for a database and have begun entering data, you can return to the definition screen at any time if you wish to add a field, change the location or size of a field, delete a field, or change the field name or type.

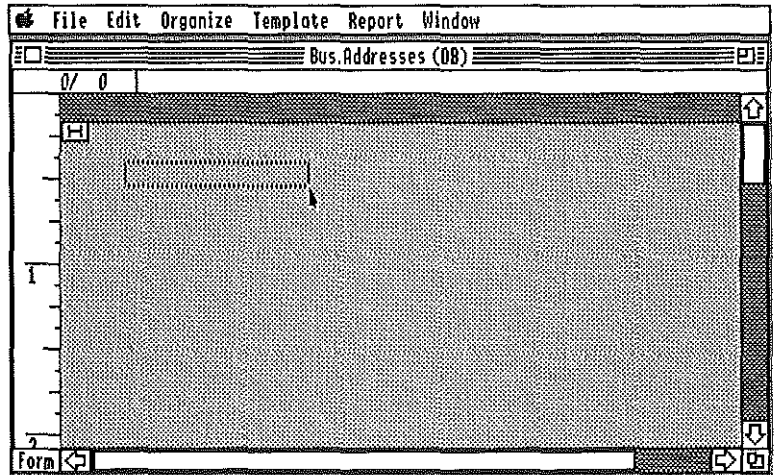
You can also resize the area for the body of the form by either changing the areas set aside for the form headers and footers or by changing the size of the body area directly. For information on how to do this, see "Setting Up Form Headers and Footers" in this chapter.

To Add a Field

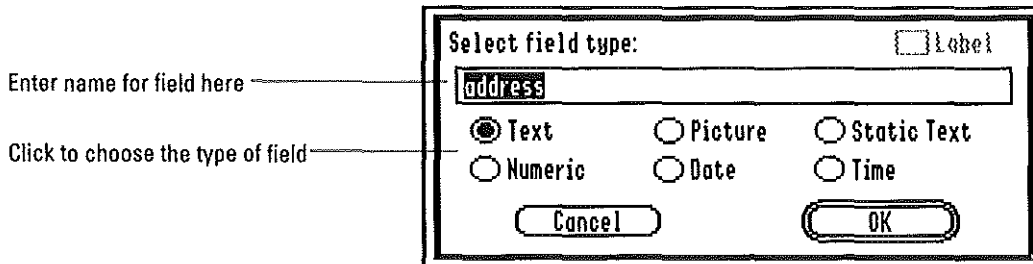
1. Make sure that the definition screen is displayed.

If necessary, use the Show Definition command on the Template menu to display the definition screen.

2. Move the pointer to the place in the form where you'd like the field to begin and press the mouse button.
3. Drag the pointer to create the field.



When you release the mouse, a dialog box appears:



4. Enter the name for the field and choose a field type.
5. Click OK, or press Return.

Naming fields: You can't use square brackets ([or]), or angle brackets (<>) in a field name.

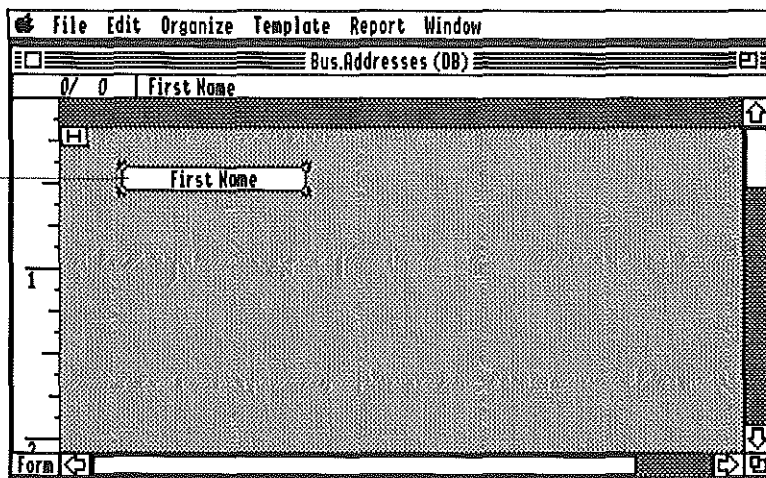
Setting Up a Database

To Move a Field

1. **Select the field you wish to move by clicking it.**

Handles appear on the corners of the field to show you've selected it.

Handles indicate that this field has been selected



2. **Drag the field to the desired location, and release the mouse button.**

To Resize a Field

1. **Select the field you wish to resize by clicking it.**

Handles appear on the corners of the field to show you've selected it.

2. **Drag one of the field's handles to resize the field.**

To Delete a Field

1. **Select the field by clicking it.**

Handles appear on the corners of the field to show you've selected it.

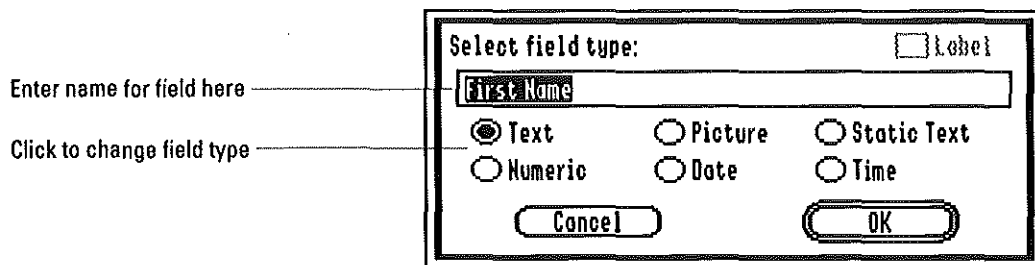
2. **Press Delete.**

If you have already entered information for the field, AppleWorks GS warns you that data may be lost and asks you to confirm that you want to proceed with the deletion.

To Change a Field Name or Type

1. Select the field you wish to change by clicking it.
2. Choose Field Definition from the Edit menu.

A dialog box appears:



3. Enter the new name or type for the field.
4. Click OK, or press Return.

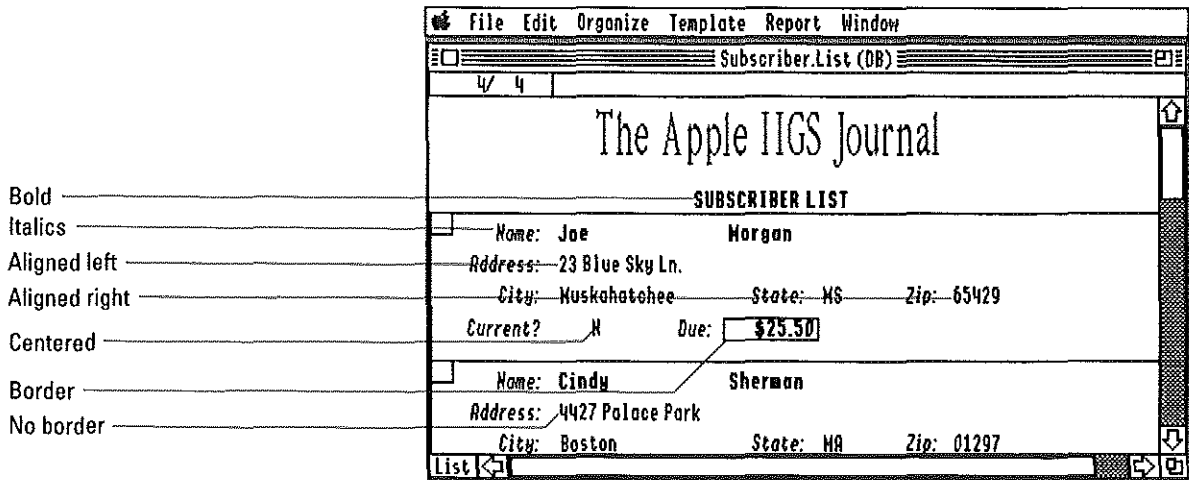
If you indicate that you want to change the field type for a field that already contains data, AppleWorks GS displays a dialog box warning that data may be lost and asks that you confirm that you want to change the field type before proceeding.

A caution about changing field types: Be cautious when changing the type for a field that already contains data. A field containing numeric data can never be changed into a time or date field without losing all the data contained in the field. Information stored as numbers, dates, or times can be transformed into text information with no problem, but text characters can only be changed into a date or time if they're in a format that AppleWorks GS can recognize ("June 19, 1988," for example).

Setting Up a Database

Defining Field Formats

The format of a field determines how the information stored in the field is displayed. Each of the field types has different formatting options; most field types, however, allow you to specify text style, alignment, display format, and color.

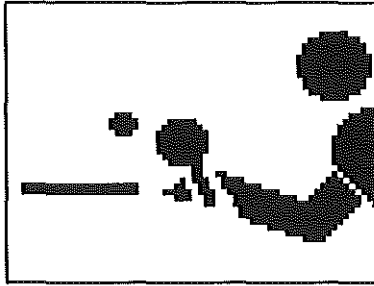


Field formats affect the appearance, but not the content, of information stored in a field. For example, the numeric value 1973.56 could be displayed in a number of ways depending on the format of the field:

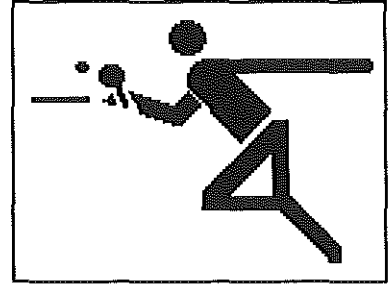
- 1973.6 (general display—value rounded in order to fit in field)
- 1973.5600 (fixed display—four decimal places)
- 197356.00% (percentage display—two decimal places)
- \$1973.56 (dollar display)
- 1.974e +3 (scientific display—three decimal places)

In each of these cases, however, the actual value stored by the field remains unchanged.

The formats of picture fields provide another example. For picture fields you can specify that AppleWorks GS either crop a portion of an oversize graphic (starting from the upper-left corner of the original) to fit in the field or scale down the entire graphic. This cropping or scaling is for display purposes only—the entire graphic is still stored in the field no matter how much is displayed on the screen.



This graphic has been cropped to fit in the field.



This graphic has been scaled to fit in the field.

Another feature of field formatting in AppleWorks GS is the ability to specify autofill fields. For text, numeric, date, and time fields, you can have AppleWorks GS insert data automatically in the field, basing it on the value of the same field in the previous record.

The autofill field format means the value for each record is copied from the previous record

File Edit Organize Template Report Window			
Employee.Info (DB)			
4/ 4 R			
First Name	Jack	Last Name	Mullarky
Starting Date	12/ 6/87	Starting Salary	\$25,000.00
		Sales Region	R
First Name	Jill	Last Name	Chase
Starting Date	4/ 7/88	Starting Salary	\$18,500.00
		Sales Region	R
First Name	Mark	Last Name	Lowery
Starting Date	6/19/87	Starting Salary	\$23,000.00
		Sales Region	R
First Name	Cindy	Last Name	Laws
List <>			

The autofill format provides you with a way of specifying default values for fields that usually stay the same from record to record. (You can always change the information later if you wish.)

Setting Up a Database

To Format a Text Field

1. Make sure the definition screen is displayed.

If necessary, use the Show Definition command on the Template menu to display the definition screen.

2. Click the field and choose Field Format from the Edit menu, or double-click the field.

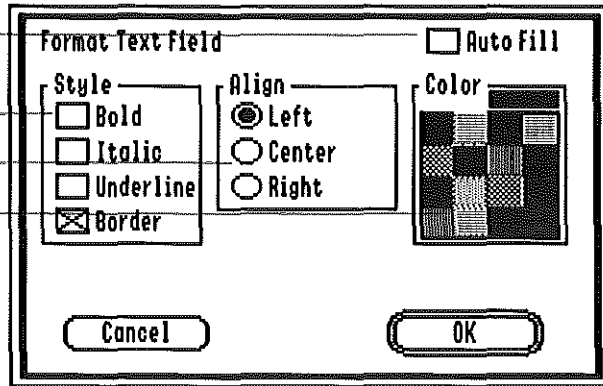
A dialog box appears:

Click here to have field information copied from same field in previous record

Click to choose one or more text styles

Click to choose alignment of text in field

Choose color by clicking



3. Click the appropriate settings.

For complete information on all the style and display format options for text fields, see "Field Format" in chapter 3, "Database Commands," in *AppleWorks GS Reference*.

4. Click OK, or press Return.

To Format a Numeric Field

1. Make sure the definition screen is displayed.

If necessary, use the Show Definition command on the Template menu to display the definition screen.

2. Click the field and choose Field Format from the Edit menu, or double-click the field.

A dialog box appears:

Click here to have field information copied from same field in previous record

Click to choose one or more styles

Click to choose alignment of numbers in field

Choose color by clicking

Click to choose display format for field

Enter number of decimal places to display

The dialog box is titled "Format Numeric Field" and contains the following sections:

- Auto Fill:** A checkbox at the top right.
- Style:** A list of checkboxes for Bold, Italic, Underline, Border, Commas, () Negs., and Red Negs.
- Align:** Radio buttons for Left (selected), Center, and Right.
- Color:** A grid of color swatches.
- Display:** Radio buttons for General (selected), Fixed, Scientific, Percent, and Dollar.
- Decimals:** A text field containing the number "2".
- Buttons:** "Cancel" and "OK" buttons at the bottom.

3. Click the appropriate settings.

For complete information on all the style and display format options for numeric fields, see "Field Format" in chapter 3, "Database Commands," in *AppleWorks GS Reference*.

4. Click OK, or press Return.

What's general display? The general display format allows AppleWorks GS to display as much information as possible about a numeric value within the limits of the field. If the entire value can be displayed, AppleWorks GS leaves it as is; otherwise, it rounds off as much as necessary to fit the value into the field. Integers that are still too large to fit in the field are expressed using scientific notation.

Setting Up a Database

To Format a Date Field

1. Make sure the definition screen is displayed.

If necessary, use the Show Definition command on the Template menu to display the definition screen.

2. Click the field and choose Field Format from the Edit menu, or double-click the field.

A dialog box appears:

Click here to have field information copied from same field in previous record

Click to choose one or more styles

Click to choose alignment of date in field

Choose color by clicking

Click to choose display format for field

Click to have current date inserted in field

Click to have the day of the week included with the date

The dialog box is titled "Format Date Field" and contains several sections:

- Auto Fill:** A checkbox at the top right.
- Style:** A group box containing checkboxes for Bold, Italic, Underline, and Border.
- Align:** A group box containing radio buttons for Left (selected), Center, and Right.
- Color:** A grid of various color and pattern swatches.
- Display:** A group box containing radio buttons for three date formats: "08/24/63" (selected), "Aug. 24, 1963", and "August 24, 1963".
- Auto-Stamp:** A checkbox to the right of the Display group.
- Show Weekday:** A checkbox to the right of the Display group.
- Buttons:** "Cancel" and "OK" buttons at the bottom.

Callout lines from the text on the left point to the following elements in the dialog box:

- "Click here to have field information copied from same field in previous record" points to the top-left corner of the dialog box.
- "Click to choose one or more styles" points to the Style group box.
- "Click to choose alignment of date in field" points to the Align group box.
- "Choose color by clicking" points to the Color swatch grid.
- "Click to choose display format for field" points to the Display group box.
- "Click to have current date inserted in field" points to the "08/24/63" radio button.
- "Click to have the day of the week included with the date" points to the "August 24, 1963" radio button.

3. Click the appropriate settings.

For complete information on all the style and display format options for date fields, see "Field Format" in chapter 3, "Database Commands," in *AppleWorks GS Reference*.

4. Click OK, or press Return.

To Format a Time Field

1. Make sure the definition screen is displayed.

If necessary, use the Show Definition command on the Template menu to display the definition screen.

2. Click the field and choose Field Format from the Edit menu, or double-click the field.

A dialog box appears:

Click here to have field information copied from same field in previous record

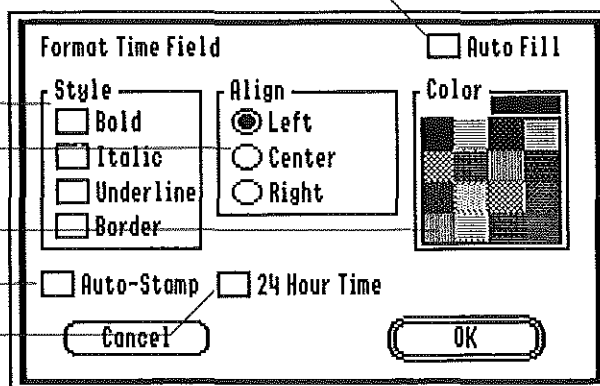
Click to choose one or more styles

Click to choose alignment of time in field

Choose color by clicking

Click to insert current time in field

Click to use 24-hour time (for example, display 10:45 pm as 22:45)



3. Click the appropriate settings.

For complete information on all the style and display format options for time fields, see "Field Format" in chapter 3, "Database Commands," in *AppleWorks GS Reference*.

4. Click OK, or press Return.

Setting Up a Database

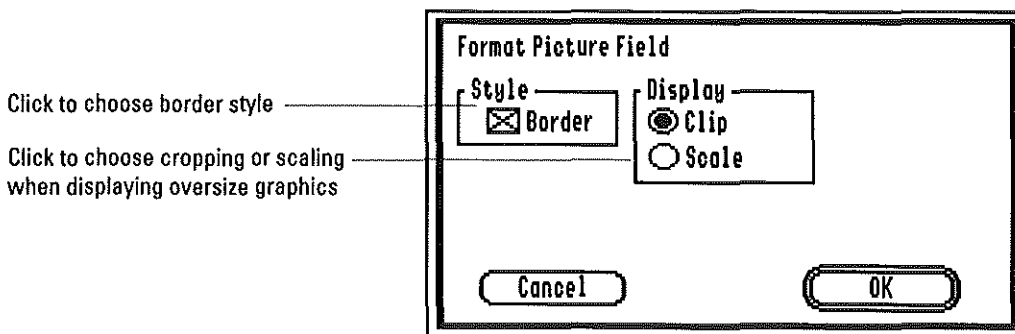
To Format a Picture Field

1. Make sure the definition screen is displayed.

If necessary, use the Show Definition command on the Template menu to display the definition screen.

2. Click the field and choose Field Format from the Edit menu, or double-click the field.

A dialog box appears:



3. Click the appropriate settings.

For complete information on the difference between scaling and cropping graphics, see "Field Format" in chapter 3, "Database Commands," in *AppleWorks GS Reference*.

4. Click OK, or press Return.

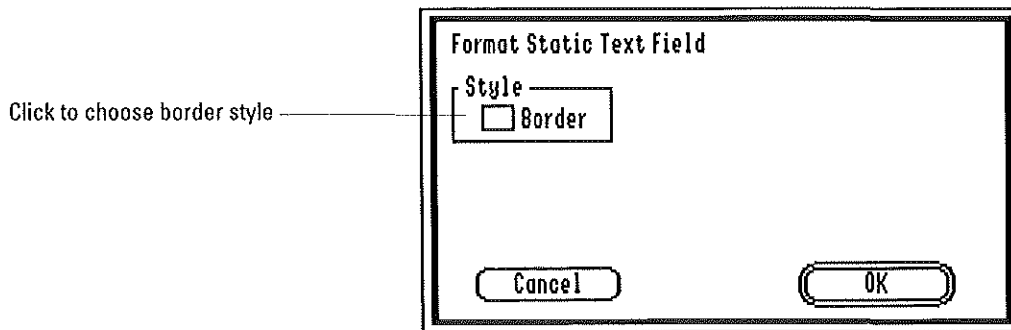
To Format a Static Text Field

1. Make sure the definition screen is displayed.

If necessary, use the Show Definition command on the Template menu to display the definition screen.

2. Click the field and choose Field Format from the Edit menu, or double-click the field.

A dialog box appears:



3. If you don't want the field displayed with a surrounding border, click Border to remove the check mark.
4. Click OK, or press Return.

Setting Up a Database

Setting Up Field Formulas

The ability to set up field formulas is one of the most powerful features in the AppleWorks GS database. By defining the contents of a field with a formula, you can have AppleWorks GS automatically insert values in the field based on the contents of other fields.

The formula, $[1stQtr]+[2ndQtr]+[3rdQtr]+[4thQtr]$, determines the value of the Total Sales 1989 field

The screenshot shows a window titled 'Quantum.Sales (DB)' with a menu bar (File, Edit, Organize, Template, Report, Window) and a status bar (List). The main content area displays a record for 'Quantum Leap, Inc. Sales' with the following fields:

Product Name:	Pocket VCR
First Quarter Sales:	\$3,245,609.23
Second Quarter Sales:	\$1,865,412.39
Third Quarter Sales:	\$2,986,172.62
Fourth Quarter Sales:	\$4,212,845.17
Total Sales 1989:	\$12,310,039.41

In the above illustration, the Total Sales 1989 field is calculated as the total of the four quarterly sales fields. You could, however, use other formulas to calculate the field to produce different information:

- $([1stQtr]+[2ndQtr]+[3rdQtr]+[4thQtr])/52$ —average weekly sales for this year
- $([1stQtr]+[2ndQtr]+[3rdQtr]+[4thQtr])/365$ —average daily sales for this year

Field formulas are not limited to calculating numeric values using basic mathematical operations. You can, for example, create formulas using special functions that combine text from two or more separate fields, extract a sequence of characters from a longer string of text, or display the day of the week based on a date. (For a complete list of functions available in AppleWorks GS, see appendix B, "Functions and Formulas," in *AppleWorks GS Reference*.)

In fact, you can set up formulas that refer to any other field in the database (with the exception of picture and static text fields) so long as the formula results in a value compatible with the field type.

In other words, you can't have a formula for a text field that results in the calculation of a numeric value. (It is possible to use one of the AppleWorks GS functions to convert values from one type of data into another within a formula.)

To Enter a Field Formula

1. Make sure the definition screen is displayed.
2. Select the field for which you wish to enter a formula by clicking it.
3. Choose Field Formula from the Edit menu.

A dialog box appears:

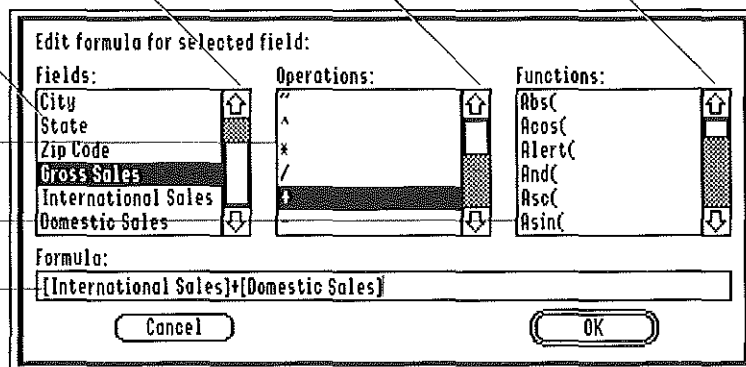
Use scroll bars to display additional items

Double-click to choose field names to use in formula

Double-click to choose operators to use in formula

Double-click to choose functions to use in formula

You can also enter the formula by typing it here



4. Enter the formula for the field in one of two ways:

- Double-click the appropriate field names, operators, or functions in the list boxes.
- Type the formula in the entry box. Be sure to enclose all field names in square brackets ([and]).

If you wish to use text characters in a formula, you must enclose the characters in single quotation marks (') or double quotation marks (").

5. Click Select, or press Return, to store the formula.

More about functions: For complete information about using functions in AppleWorks GS, see appendix B, "Functions and Formulas," in *AppleWorks GS Reference*.

Setting Up a Database

Setting Up Label Fields

Label fields are fields that contain labeling information and do not change from record to record. With label fields you can identify the contents of fields on a database form in order, as well as display additional information that makes data entry simpler. You can also use label fields to display information in the headers and footers of forms:

Label fields

EMPLOYEE INFORMATION				
First Name	Jack	Last Name	Mullarky	
Starting Date	9/4/89	Starting Salary	\$25,000.00	Sales Region
				R
First Name	Jill	Last Name	Chase	
Starting Date	10/12/88	Starting Salary	\$18,500.00	Sales Region
				R

READY*RITE PRINT SHOP

List <>

You can define label fields as either text, picture, or static text. In the case of text label fields, the name you assign the field is displayed as the label. You can also specify the same field format characteristics for label fields as you can for regular data fields of similar types.

Static text and labels: At first glance, label fields and non-label fields defined as static text fields may seem similar since they both contain text that can't be edited in database. The difference between the two is this: Labels defined as static text fields are the same for every record in the database; non-label static text fields can have different contents for different records.

To Add a Label Field

1. Make sure that the definition screen is displayed.
2. Drag to create a field.

A dialog box appears:

Click to define field as a label field

For text label fields, enter the text you want to appear for the label here

Click Text, Picture, or Static Text

Select field type: Label

Address:

Text Picture Static Text
 Numeric Date Time

Cancel OK

3. Click Label and the field type for the field.

If you define a field as a label field, you can't change the definition of that field.

If you're creating a text label field, the name you assign the field appears as the label on the database form.

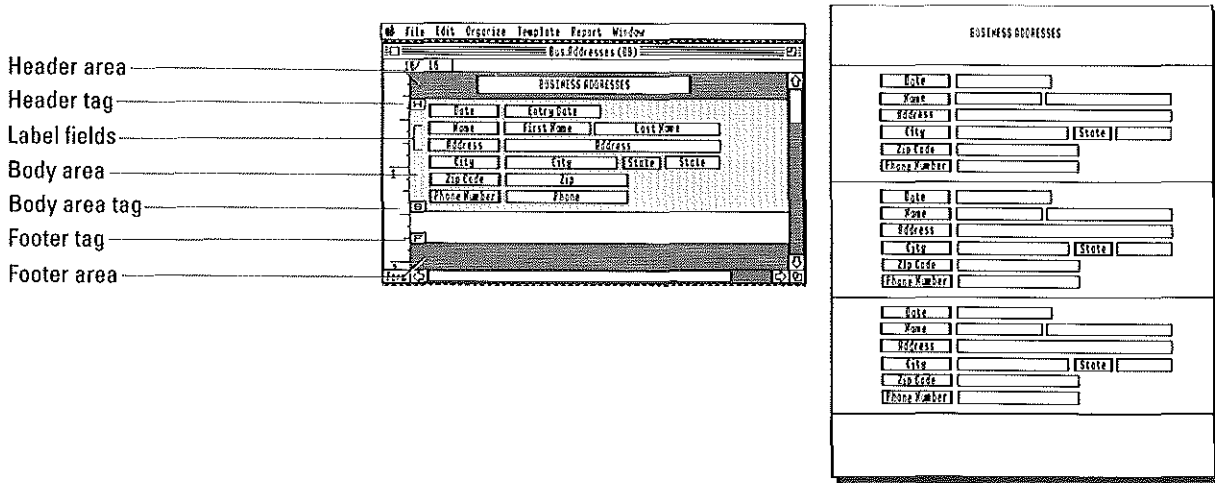
4. Click OK, or press Return.

Graphic labels: If you're adding a picture or static text label field, you can insert the contents into the field by using the Clipboard or by using the Import File command. (For information on the Import File command, see "Using the Import File Command" in chapter 8 of this manual or "Import File" in chapter 1 of *AppleWorks GS Reference*.)

The definition screen must be displayed for you to insert information in a graphics or static text label field.

Setting Up Form Headers and Footers

Form headers and footers allow you to include information at the top or bottom of each form when you print.



Unlike the body area of the form, the header area or footer areas can only contain label fields (text, picture, or static text).

You can also use the header and footer areas as a means of controlling the top and bottom margins of the form on the page.

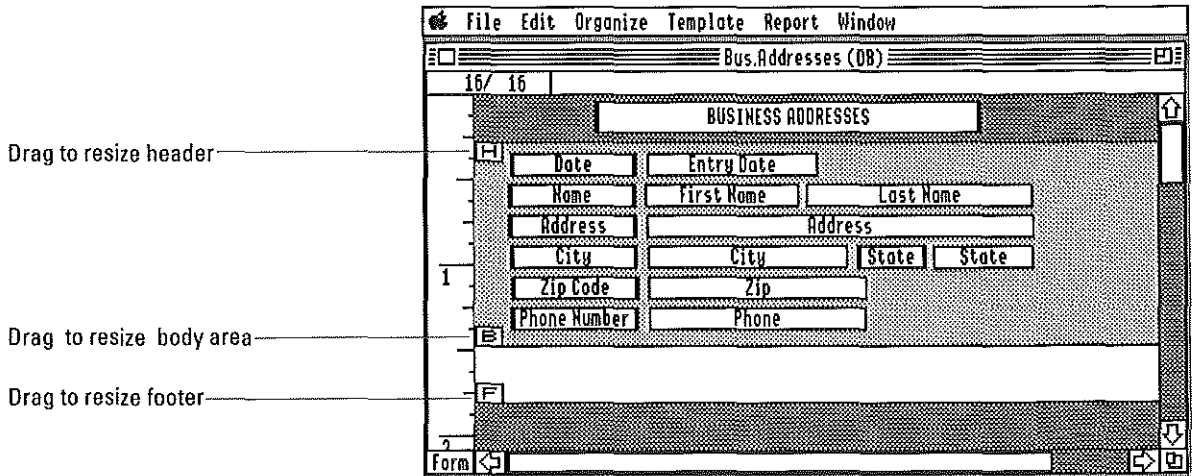
To Set Up a Form Header or Footer

1. Make sure the definition screen is displayed.
2. If necessary, scroll to the top of the form to display the header area or scroll to the bottom of the form to display the footer area.
3. In the headers and footers area of the form, create label fields displaying the text that you want to use for headers, footers, or both.

The header or footer area of a form can only contain label fields.

To Resize the Header or Footer Area

1. Make sure the definition screen is displayed.
2. If necessary, scroll to the top of the form to display the header area or scroll to the bottom of the form to display the footer area.
3. Position the pointer on the header or footer tag.



4. Drag the tag to change the size of the header or footer area.

To remove the header, drag the tag all the way to the top of the form. To remove the footer, drag the tag all the way to the bottom of the form.

To Resize the Body Area of the Form

1. Make sure the definition screen is displayed.
2. If necessary, scroll through the form until the tag for the form body is visible.
3. Position the pointer on the tag.
4. Drag the tag to change the size of the body area.

Using Database

Entering Data

Once you've finished setting up your database, you're ready to begin entering data. This means creating a *record* for each item that you want to keep track of—a record consisting of each of the various kinds of information that you set up your fields to capture.

To enter data, you fill in a form that is displayed on a screen just as though you were filling in the blanks on a form printed on paper. In this case, however, the blanks you see on the screen are cells that store and display the information related to a particular field for each record.

In order to enter or modify data in a cell, you must first make the cell active by selecting it, and then type the information in the entry box at the top of the screen:

Enter data for a cell here

Completed record

Active cell

Blank record

Record	First Name	Last Name	Starting Date	Starting Salary	Sales Region
1	Cindy	Laws	5/6/87	\$50,000.00	R
2	Joni	Chapman	7/7/88	\$21,500.00	
3					

AppleWorks GS lets you enter data for a cell in a variety of ways. For example, if you wish to enter the date "June 19, 1988" in a date field, all the following entries would be acceptable:

- 06/19/88
- 6-19-88
- 6.19.88
- June 19, 1988

For time fields, you could use any of the following conventions:

- 3:15 (for 3:15 A.M.)
- 3:15pm (for 3:15 P.M.)
- 15:15 (for 3:15 P.M.)

The first time you begin entering information for a database, the form screen displays a single blank record for you to fill out. Thereafter, AppleWorks GS adds a blank record at the end of the set of completed records so that you can always add a new record to the database.

What's the range for dates? Dates in AppleWorks GS must fall in the range of January 1, 1900 to December 31, 2155. If your date falls outside this range, you'll have to use a text field rather than a date field to store the data.

To Enter Data

- 1. If the definition screen is displayed, choose Show Form from the Template menu, or press ⌘->.**

You can also display the form screen by clicking the Form box at the lower left corner of the screen.

- 2. Select the cell in which you wish to enter data.**
- 3. Type the information for the cell in the entry box.**

To enter data in a picture or static text field, use the Import File command (See "Using the Import File Command" in chapter 8 of this manual and "Import File," in chapter 1 of *AppleWorks GS Reference*.)

- 4. Press Return.**

AppleWorks GS stores the entry, moves to the cell for the first field in the next record, and makes that cell active.

To Move to Different Cells After Entering Data

- To move to the first field in the next record, press Return or Enter.
- To move to the first field in the previous record, press ⌘ and Return.
- To move to the same field in the next record, press the Down Arrow key.
- To move to the next field in the same record, press Tab or the Right Arrow key.
- To move to the previous field in the same record, press ⌘ and Tab, or ⌘ and the Right Arrow key.

Return key preferences: The Return Key Preferences command on the Template menu allows you to specify which cell you want to move to when you press Return. For more information, see “Return Key Preferences” in chapter 3 of *AppleWorks GS Reference*.

To Edit Data in a Cell

1. Select the cell you wish to edit.
2. Type the new information for the cell.

You can paste information from the Clipboard into the entry box.

3. Press Return.

To Add a New Record to an Existing Database

1. Use the scroll bar to scroll to the end of the database.

AppleWorks GS always displays a blank record after the last record stored in the database.

2. Enter the information for the new record.

To Delete Information in a Cell

1. Select the cell that contains the information you wish to delete.
2. Press Delete.

To Delete a Record

1. Select the record you wish to delete by clicking the select box in the upper-left corner of the record.

Click here to select record

5/ 5 Jill	
<input type="checkbox"/>	First Name <input type="text" value="Jack"/> Last Name <input type="text" value="Hullarky"/> Starting Date <input type="text" value="12/ 6/87"/> Starting Salary <input type="text" value="\$25,000.00"/> Sales Region <input type="text" value="R"/>
<input checked="" type="checkbox"/>	First Name <input type="text" value="Jill"/> Last Name <input type="text" value="Chase"/> Starting Date <input type="text" value="4/ 7/88"/> Starting Salary <input type="text" value="\$18,500.00"/> Sales Region <input type="text" value="R"/>
<input type="checkbox"/>	First Name <input type="text" value="Mark"/> Last Name <input type="text" value="Lowery"/> Starting Date <input type="text" value="6/19/87"/> Starting Salary <input type="text" value="\$23,000.00"/> Sales Region <input type="text" value="R"/>
<input type="checkbox"/>	First Name <input type="text" value="Cindy"/> Last Name <input type="text" value="Laws"/>

2. Press Delete.

Using Database

Using the List Screen

The list screen is a special version of the database form that allows you to see information on as many records as possible.

Field names

16/ 16	10093	First Name	Last Name	Address	City	State	Entry Da
		Joe	Peasley	19 Colorado Lane	Kingston	VA	4/29/8
		Chuck	Brandon	12 Lincoln Ave	Houston	TX	7/26/8
		Jim	Corbett	71 Smiling Wood Ln	Old Forge	NY	7/3/8
		Glen	Wilson	Williams Ave #2B	Birmingham	AL	7/26/8
		Jim	Jacobson	34 Jimmerson Crt	San Antonio	TX	2/2/8
		Mary	Schmidt	12 Main St	St. Paul	MN	12/6/8
		Jackie	Merrill	First & 66 54th	College Station	TX	7/28/8
		Shelly	Spring	25 Sunny Brook	New York	NY	10/10/8
		Gary	Gaetti	123 Arundel	Minnetonka	MN	12/5/8
		Karen	Gleason	367 Hawkeye Cir	Colorado Springs	CO	3/31/8
		John	Johnson	Andrews St #67H	San Antonio	TX	7/12/8
		David	Lawrence	9668 Malls Bluff	San Antonio	TX	7/17/8
		John	Mahoney	666 Nixon Bluff	Sacramento	CA	4/5/8
		Bob	Harley	123 Smiling Wood Ln	Minot	ND	12/30/8

Click to return to the form screen

The list screen contains basically the same information as the form screen for a database with the exception of label fields, picture fields, and static text fields. A list displays all other fields from left to right in the order in which you created them.

You can enter and change information using the list screen in exactly the same way as you would with a form screen. One blank record is always available immediately following the last record displayed.

To make entering and displaying data using the list screen easier, you can change the widths of the fields or change the order in which the fields are displayed on the screen. Neither of the changes affect the field layout for the form screen.

To Display the List Screen

- If the definition or form screen is displayed, choose **Show List** from the **Template** menu, or press **Ctrl-C**.

You can also click the List box in the lower-left corner of the form screen.

To Enter Data in a List

1. Select the cell for which you wish to enter data.
2. Enter the data for the cell by typing in the entry box at the top of the screen.
3. Press Return, Enter, Tab, or one of the arrow keys to store the entry for that cell.

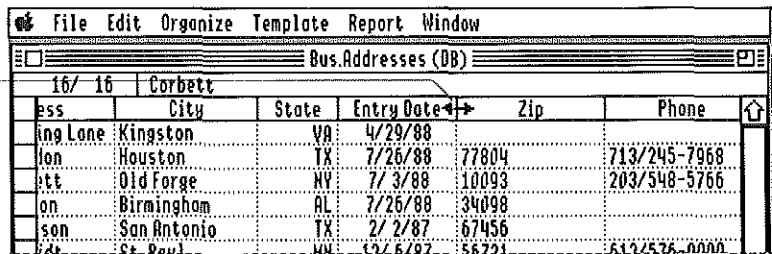
To Change Field Widths in a List

1. Position the pointer on the field boundary marker in the area containing the field headings.

The pointer changes to a double-headed arrow.

2. Drag the field boundary marker to change the width of the field.

Drag to change the width of the field



ess	City	State	Entry Date	Zip	Phone
King Lane	Kingston	VA	4/29/88		
Lon	Houston	TX	7/26/88	77804	713/245-7968
ett	Old Forge	NV	7/3/88	10093	203/548-5766
on	Birmingham	AL	7/26/88	34098	
son	San Antonio	TX	2/2/87	67456	
dat	St. Paul	MO	12/6/87	66291	612/526-0000

Using Database

To Move Fields in a List

1. Press the Option key and click the heading for the field you wish to move.

An outline for the field appears.

2. Drag the outline to the new position on the screen.

Drag the outline of the field
to reposition the field

First Name	Last	Address	City	State	Entry Date
Joe	Pe	Joe	Kingston	VA	4/29/8
Chuck	Br	Colorado Lane	Houston	TX	7/26/8
Jim	Co	Lincoln Ave	Old Forge	NY	7/3/8
Glen	W	Living Wood Ln	Birmingham	AL	7/26/8
Jim	Jac	12ms Ave #2B	San Antonio	TX	2/2/8
Mary	So	Maryerson Crt	St. Paul	MN	12/6/8
Jackie	He	Jackie Main St	College Station	TX	7/28/8
Shelly	S	Shelly & 66 54th	New York	NY	10/10/8
Gary	B	Gary Arundel	Minnetonka	MN	12/6/8
Karen	Gl	Karen Arundel	Colorado Springs	CO	3/31/8
John	Jo	John Arundel	San Antonio	TX	7/12/8
David	Low	David Arundel	San Antonio	TX	7/17/8
John	Har	John Arundel	Sacramento	CA	4/5/8
Bob	Harley	Bob Arundel	Minot	ND	12/30/8

3. Release the mouse button.

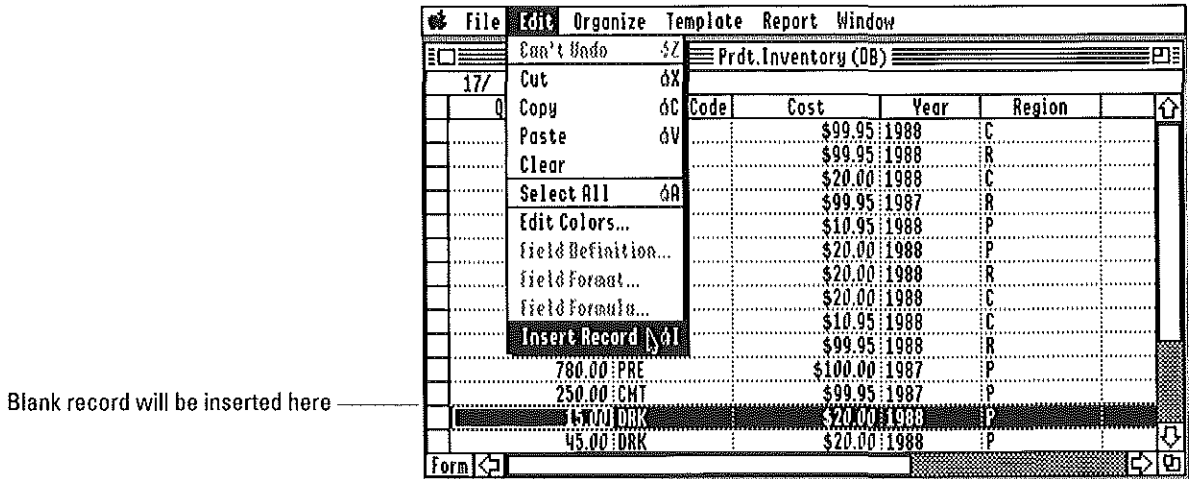
AppleWorks GS inserts the field between existing fields.

To Insert a Record in a List

1. Click the selection box to the left of a record.

The record is selected.

2. Choose Insert Record from the Edit menu, or press ⌘-I.



AppleWorks GS inserts a blank record above the selected record.

To Delete a Record in a List

1. Click the box to the left of the record you wish to delete.
2. Press Delete.

Using Database

Finding and Replacing Text

The Find command in the AppleWorks GS database allows you to search through the contents of the cells in a database in order to find certain text. Once you enter the characters you want to find, you can have AppleWorks GS start with the first record and search through all text, numeric, date, and time fields (picture and static text fields are not searched), selecting the first cell in which the specified characters occur.

A search for the characters ARK will find all the records in which those characters appear in a field

Quantity	Product Code	Cost	Year	Region
1.00	CHT	\$99.95	1988	C
2.00	CHT	\$99.95	1988	R
3.00	ARK	\$30.00	1988	Q
5.00	DRK	\$20.00	1988	C
100.00	CHT	\$99.95	1987	R
2.00	PSE	\$10.95	1988	P
87.00	DRK	\$20.00	1988	P
23.00	DRK	\$20.00	1988	R
100.00	DRK	\$20.00	1988	C
2.00	PSE	\$10.95	1988	C
50.00	ARK	\$30.00	1988	Q
42.00	CHT	\$99.95	1988	R
350.00	ARK	\$30.00	1988	Q
780.00	PRE	\$100.00	1987	P

You may wish to narrow the search to characters only appearing in a specific field or fields. If that is the case, you can select the field(s) first and then perform the search. AppleWorks GS will only search the selected fields for the characters.

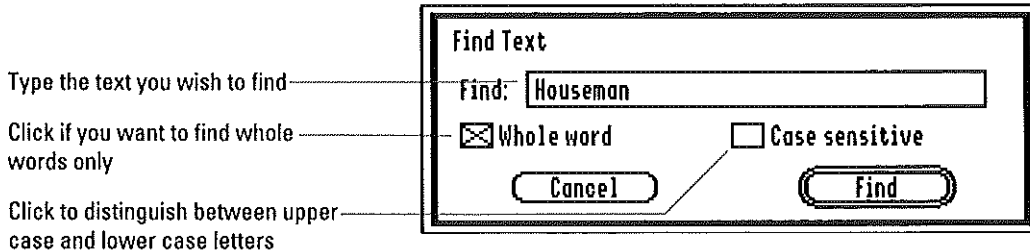
You can search for any occurrence of the characters or only for occurrences where the characters form a whole word. You can also indicate whether to distinguish between uppercase and lowercase letters.

The Replace command is similar to the Find command but allows you to replace any text found during a search of the database.

To Find Text

1. Choose Find from the Organize menu.

A dialog box appears:



2. Enter the text you wish to search for, and click any appropriate settings for the search.

3. Click Find, or press Return.

AppleWorks GS starts at the first record and searches forward for the specified characters.

If the characters are found, AppleWorks GS activates the cell containing the characters and ends the search.

To Find Text Again

■ Choose Find Next from the Organize menu, or press ⌘-F.

AppleWorks GS searches for the next occurrence of the text you specified using the Find command.

If you selected a field before the operation, AppleWorks GS only searches for the text in that field.

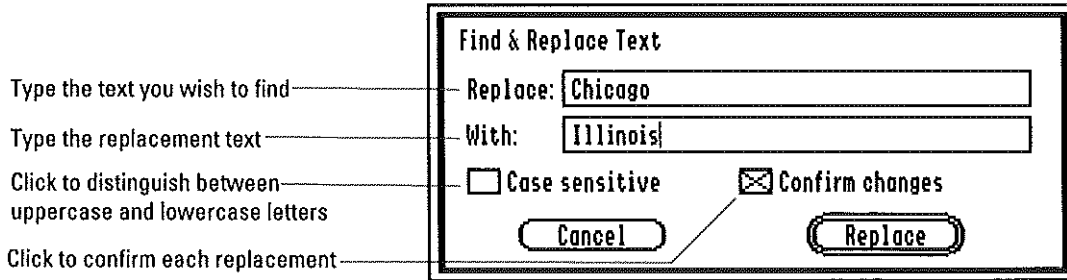
If the characters are found, AppleWorks GS activates the cell.

Using Database

To Replace Text

1. Choose **Replace** from the **Organize** menu.

A dialog box appears:



2. Enter the text to find and replace, and click any appropriate settings for the search.

3. Click **Replace**, or press **Return**.

AppleWorks GS starts at the first record and searches forward for the specified characters.

If you do not click Confirm Changes, AppleWorks GS replaces all the cells containing the specified characters with the new information you typed in the Replace dialog box.

If you click Confirm Changes, AppleWorks GS searches the database until it finds the first cell containing the specified characters and then asks if you want to replace the contents of the cell by displaying a message in the entry box.

Type Y to replace, N to go to next occurrence without replacing, Q to quit

File Edit Organize Template Report Window					
Prdt.Inventory (DB)					
15/ 15 Replace contents (Y/N/Q)?					
Quantity	Product Code	Cost	Year	Region	
1	CMT	\$99.95	1988	P	
2	CMT	\$99.95	1988	Q	
30	ARK	\$20.00	1988	R	
400	ARK	\$20.00	1988	R	
25	CMT	\$99.95	1988	P	
35	PRE	\$10.00	1987	Q	
67	CMT	\$99.95	1988	Q	
24	ARK	\$20.00	1988	R	
69	CMT	\$99.95	1988	F	
100	CMT	\$99.95	1988	P	
250	PRE	\$10.00	1987	Q	
25	PRE	\$10.00	1987	Q	
75	FED	\$25.00	1986	P	
15	CMT	\$99.95	1988	F	

4. Type Y if you wish to replace the contents of the cell, N if you don't want the contents replaced, or Q if you wish to quit the replace operation.

You cannot reverse the effects of the Replace command with Undo.

Using Database

Selecting Data

Selecting data in the database means selecting the information to receive the next action or command. You can select records or single cells using either the form or list screen—ranges of cells and fields can be selected on the list screen only.

Selected vs. active cells: In AppleWorks GS, only one cell in a database can be active (that is, ready for data entry) at a time. When the list screen is displayed, however, you can select more than one cell at a time, including the cell currently active. A white border distinguishes the active cell from cells that are merely selected.

To Select a Cell

- Click the cell you wish to select.

To Select a Range of Cells

1. Make sure the list screen is displayed.
2. Click the cell that represents the upper-left corner of the range.
3. Position the pointer on the cell that represents the lower-right corner of the range.
4. Press Shift and click.

All the cells within the defined range are selected. The upper-left cell in the range remains the active cell.

Entering in a range: To enter information for a restricted group of cells (one or two fields, for example), select the range first. That way, the active cell stays within the selected range at all times.

To Select a Field

1. Make sure the list screen is displayed.
2. Click the field heading for the field you wish to select.

To Select a Record in a List

- Click the select box to the left of the desired record.

Click to select the record

File Edit Organize Template Report Window						
Prdt.Inventory (DB)						
15/	15	400				
Quantity	Product Code	Cost	Year	Region		
<input type="checkbox"/>	1:CHT	\$99.95	1988	P		
<input type="checkbox"/>	2:CHT	\$99.95	1988	Q		
<input type="checkbox"/>	30:ARK	\$20.00	1988	R		
<input checked="" type="checkbox"/>	400:ARK	\$20.00	1988	R		
<input type="checkbox"/>	25:CHT	\$99.95	1988	P		
<input type="checkbox"/>	35:PRE	\$10.00	1987	Q		

To Select a Record in a Form

- Click the select box in the upper-left corner of the record.

Click to select the record

File Edit Organize Template Report Window						
Prdt.Inventory (DB)						
15/	15	400				
<input type="checkbox"/>	Quantity	<input type="text" value="1"/>	Product Code	<input type="text" value="CHT"/>	Unit Cost	<input type="text" value="\$99.95"/>
	Year	<input type="text" value="1988"/>	Region	<input type="text" value="P"/>		
<input type="checkbox"/>	Quantity	<input type="text" value="2"/>	Product Code	<input type="text" value="CHT"/>	Unit Cost	<input type="text" value="\$99.95"/>
	Year	<input type="text" value="1988"/>	Region	<input type="text" value="Q"/>		
<input type="checkbox"/>	Quantity	<input type="text" value="30"/>	Product Code	<input type="text" value="ARK"/>	Unit Cost	<input type="text" value="\$20.00"/>
	Year	<input type="text" value="1988"/>	Region	<input type="text" value="R"/>		
<input checked="" type="checkbox"/>	Quantity	<input type="text" value="400"/>	Product Code	<input type="text" value="ARK"/>	Unit Cost	<input type="text" value="\$20.00"/>
	Year	<input type="text" value="1988"/>	Region	<input type="text" value="R"/>		
<input type="checkbox"/>	Quantity	<input type="text" value="25"/>	Product Code	<input type="text" value="CHT"/>	Unit Cost	<input type="text" value="\$99.95"/>
	Year	<input type="text" value="1988"/>	Region	<input type="text" value="P"/>		
<input type="checkbox"/>	Quantity	<input type="text" value="35"/>	Product Code	<input type="text" value="PRE"/>	Unit Cost	<input type="text" value="\$10.00"/>
	Year	<input type="text" value="1987"/>	Region	<input type="text" value="Q"/>		

To Select All Records

- Choose Select All from the Edit menu, or press ⌘-A.

Using Database

Matching Records

Matching records is a way you can select all the records that contain information meeting special conditions. For example, if you had a database containing a list of customers, you could use the Match Records command to select:

- All the customers who live in a certain city
- All the customers serviced by the same sales representative
- All the customers who have not placed an order recently

You can also restrict guidelines for matching by selecting, for example, all customers who live in a certain city *and* have placed an order recently.

Cost	Year	Region	City	Order
\$99.95	1988	P	Houston	6/ 9/88
\$99.95	1988	Q	Houston	9/10/88
\$20.00	1988	R	Houston	10/10/88
\$20.00	1988	R	San Francisco	12/12/88
\$99.95	1988	P	Boston	12/ 6/87
\$10.00	1987	Q	Boston	4/29/88
\$99.95	1988	Q	New York	9/ 9/88
\$20.00	1988	R	Boston	9/ 9/88
\$99.95	1988	F	Houston	2/ 6/88
\$99.95	1988	P	Houston	10/11/88
\$10.00	1987	Q	New York	12/23/88
\$10.00	1987	Q	Orlando	11/ 2/88
\$25.00	1986	P	San Francisco	12/15/87
\$99.95	1988	F	Houston	10/12/88

All records matching the following conditions are selected:

[City]="Houston" AND [Order] < 7/1/88

In order to define the criteria you wish to use when matching records, you enter a formula using the same operators and functions available for field formulas. (See "Setting Up a Field Formula" in this chapter.)

A common use of the Match Records command would be to select a group of records that meet certain conditions, hide all unselected records (see "Hiding Records" in this chapter), and produce a report that just contained the matched records.

To Match Records

1. Choose Match Records from the Organize menu, or press ⌘-M.

A dialog box appears:

Use scroll bars to display additional items

Double-click to choose field names to use in criteria

Double-click to choose operators to use in defining criteria

Double-click to choose functions to use in defining criteria

You can also enter the match conditions by typing it here

Enter match record condition:

Fields:	Operations:	Functions:
First Name	^	Abs(
Last Name	*	Acos(
Street	/	Alert(
City	+	And(
State		Asc(
Zip Code		Asin(

Condition:
[City]="Denver"

Cancel Select

2. Enter the criteria for matching in one of two ways:

- Double-click the appropriate field names, operators, or functions in the list boxes
- Type the criteria in the entry box. Be sure to enclose all field names in square brackets ([and]).

If you wish to use text characters in criteria, you must enclose the characters in single quotation marks (') or double quotation marks (").

3 Click Select, or press Return, to begin the operation.

AppleWorks GS starts at the first record and selects all records containing information that matches the criteria you entered.

More about functions: For complete information about using functions in AppleWorks GS, see appendix B, "Functions and Formulas" in *AppleWorks GS Reference*.

Using Database

Hiding Records

In AppleWorks GS, database records must be displayed in order to be available for reporting, find/replace operations, matching, or sorting. The purpose of the Hide Selected Records and Hide Unselected Records commands is to keep one or more records from being displayed without losing the information they contain.

You can use the Hide commands to create subsets of records for special purposes, such as reports based on a particular group of records. You can also hide records in order to make a large database easier to work with.

Indicates number of records displayed out of the total number of records in the database

Hidden records remain in the database but aren't displayed on the screen and don't appear in reports

Quantity	Product Code	Cost	Year	Region	City
69	CMT	\$99.95	1988	F	Houston
15	CMT	\$99.95	1988	F	Houston
1	CMT	\$99.95	1988	P	Houston
25	CMT	\$99.95	1988	P	Boston
100	CMT	\$99.95	1988	P	Houston
75	FED	\$25.00	1986	P	San Francisco
29	ARK	\$20.00	1988	Q	Boston
2	CMT	\$99.95	1988	Q	Houston
67	CMT	\$99.95	1988	Q	New York
35	PRE	\$10.00	1987	Q	Boston
250	PRE	\$10.00	1987	Q	Boston
25	PRE	\$10.00	1987	Q	Orlando
30	ARK	\$20.00	1988	R	Houston
400	ARK	\$20.00	1988	R	San Francisco

Hiding a record is different than deleting a record permanently. Hiding a record only makes the record unavailable on a temporary basis. AppleWorks GS always keeps track of both hidden and unhidden records—you can use the Save and Save As commands with records hidden without having to worry about losing any data.

To bring all hidden records back into view at any time, use the Show All Records command.

If you want to create a new database document containing the unhidden records only, you must use the Save As command (discussed in chapter 3, "Database Commands," in *AppleWorks GS Reference*) to save the document under a new name. (That way, you still maintain a copy of the original database document under the old name.) Open the new document and delete the records you wish to discard permanently.

To Hide Selected Records

1. Select the record or records you wish to hide.

You can select records using either the form screen or the list screen.

To select more than one record, press Shift when clicking the select box of the records.

2. Choose Hide Selected Records from the Organize menu, or press ⌘-].

AppleWorks GS hides all selected records and makes them unavailable for reporting, find/replace, matching, or sorting operations.

To Hide Unselected Records

1. Select the record or records you wish to keep displayed.

You can select records using either the form screen or the list screen.

2. Choose Hide Unselected Records from the Organize menu, or press ⌘-].

AppleWorks GS hides all unselected records and makes them unavailable for reporting, find/replace, matching, or sorting operations.

To Display All Records

■ Choose Show All Records from the Organize menu, or press ⌘-R.

AppleWorks GS displays all records for that database.

Using Database

Marking Fields

Marking affects fields in the same way that hiding affects records—it prevents a field from being displayed, thus making the field unavailable for reporting, find/replace operations, and so on.

Marked fields are also similar to hidden records in that the information about them is still stored in the database and can be redisplayed at any time.

Marking fields is a useful feature in situations like personnel records where certain fields (salary, for example) are more sensitive than others:

Marked fields remain in the database but aren't displayed on the screen and don't appear in reports

Shipping Region	City of Origin	Last Order	Regional Manager	Salary
P	Houston	9/9/88	Johnson	50,000
Q	Houston	9/18/88	Johnson	50,000
R	Houston	10/10/87	Johnson	50,000
R	San Francisco	12/12/88	Tate	25,000
P	Boston	12/6/87	Tuck	45,000
Q	Boston	4/29/88	Tuck	45,000
Q	New York	9/9/88	Harvey	75,000
R	Boston	9/9/88	Tuck	45,000
F	Houston	12/6/88	Johnson	50,000
P	Houston	2/1/87	Johnson	50,000
Q	New York	12/23/88	Harvey	75,000
Q	Orlando	11/2/88	Smith	30,000
P	San Francisco	12/15/87	Tate	25,000
F	Houston	10/12/88	Johnson	50,000

To specify fields as marked or unmarked involves the use of three commands.

- The Mark command indicates that the selected field is marked and not normally displayed.
- The Display Marked Fields command displays all marked fields so that they can be unmarked. Marked fields are displayed with a light shading to distinguish them from unmarked fields. (If you are using a color monitor, marked fields are displayed with a yellow tint.)
- The Unmark Command removes the mark from the selected field and displays the field normally.

As in the case of hidden records, if you want to create a new database based on the unmarked fields only, you should use the Save As command (as discussed in chapter 3, "Database Commands," in *AppleWorks GS Reference*) and save the document under a new name before removing the records permanently.

To Mark Fields

- 1. Make sure either the definition screen or the list screen is displayed.**
- 2. Select the field or fields you wish to mark.**
- 3. Choose Mark Fields from the Organize menu.**

AppleWorks GS marks the selected fields and turns off their display.

To Unmark Fields

- 1. Make sure either the definition screen or the list screen is displayed.**
- 2. Choose Display Marked Fields from the Organize menu.**

AppleWorks GS displays all marked fields (using a light shading or a yellow tint to distinguish them from unmarked fields) and places a check mark alongside the Display Marked Fields command on the Organize menu.

- 3. Select the field or fields you wish to unmark.**
- 4. Choose Unmark Fields from the Organize menu.**

AppleWorks GS unmarks all selected fields.

- 5. To turn the display of marked fields off, choose Display Marked Fields from the Organize menu again.**

AppleWorks GS no longer displays the marked fields and removes the check mark alongside the Display Marked Fields command.

Using Database

Sorting Records

The ability to sort records on the basis of the contents of a field (or fields) is one of the most powerful features of any database. With sorting you can enter records in any order and still be able to create displays and reports organized in a useful way:

- Sort addresses in a mailing list by zip codes.
- Sort records in a personnel file by department code.
- Sort customers in a customer list by region and then by last name.

With AppleWorks GS, you can sort a database by one or more fields. These sort fields determine not only the order in which the records are displayed, but where breaks for subtotals can appear in a report created with the AppleWorks GS reporting function. (See "Creating Database Reports" in this chapter.)

All customer records are sorted by the Region field (the primary sort level)

Within each region, records are sorted by the Last Name field (the secondary sort level)

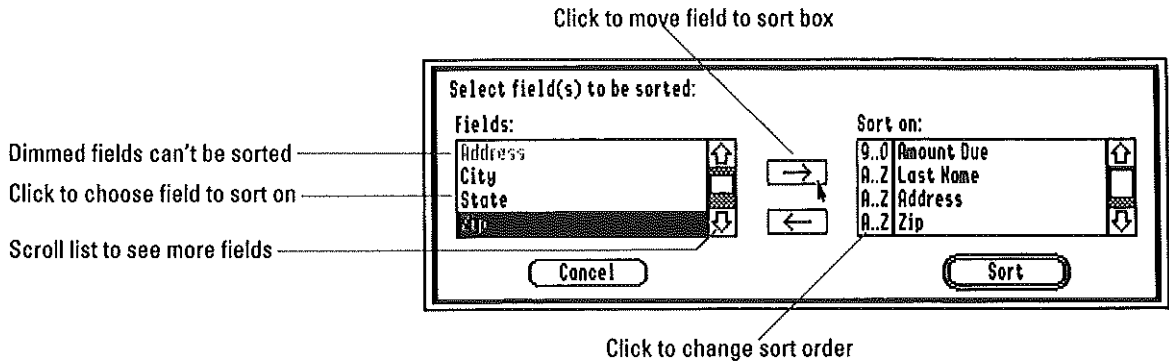
Region	Last Name	First Name	Street	City	State
NW	Godkin	Sam	1760 South St.	Denver	CO
NW	Ribbins	John	3799 Middle Lane	Las Vegas	NV
NW	Cash	Tim	8855 Challie	Wauk	WI
NW	Harvey	Judy	44 Times Hill	Mt. Vernon	OH
NW	Herman	Harold	842 Harris Drive	Kansas City	KS
NW	Sloan	Genie	591 Mocado	Springfield	IL
NE	Gillman	Simon	602 Jersey Fork	Jersey City	NJ
NE	Sherman	Cindy	4427 Palace Park	Boston	MA
NE	Stewart	Allen	2876 40th St.	Derry	NH
NE	Teague	Barry	298 W. 85th	New York	NY
NE	Thomas	Mercina	371 New Orleans	Lansdale	PA
NE	Wilson	Larry	4771 Belmont	Selden	NY
PH	Captone	Ed	1882 Gordina	Riverside	CA
PH	Constantine	Gail	213 Ocean View	Hauai	HI

All types of fields (other than picture fields and static text fields) can be sorted as follows: text fields in alphabetical order; numeric fields in numeric order; date and time fields in chronological order. You can also define a *sort order* by having AppleWorks GS sort fields in either ascending (A to Z, 0 to 9) or descending (Z to A, 9 to 0) order.

To Sort Records

1. Choose Sort from the Organize menu.

A dialog box appears:



2. Click the first field you wish to sort on.

3. Click the right arrow to move the field name into the Sort on list box.

The field name appears in the Sort on list box along with an indication of the sort order for that field.

You can also move field names into the Sort on list box by double-clicking.

4. If you wish, click the sort order of the field to change the order.

5. If you wish to sort on more than one field, move the names of the other fields into the Sort on list box.

The order in which the field names appear in the sort list box determines how the database is to be sorted. The first field in the list represents the primary sort level, the second field in the list represents the secondary sort level, and so on.

6. Click Sort, or press Return.

AppleWorks GS sorts the database in the order you specified.

Using Database

Using Templates

A *template* is the information in the database document that defines the environment of the database—how the fields are laid out, how the records are sorted, the appearance of the reports, and so on. Think of a template as a set consisting of one form screen, one list screen, and one report definition—the set you've developed in order to enter, modify, or access the information in the database document for a particular purpose.

Every AppleWorks GS database document includes one, and only one, template at any given time. You can, however, save a copy of template information in its own file separate from the original database document. What's more, you can use these different template files with an existing database document (so long as the fields in the template are compatible with the fields in the existing document).

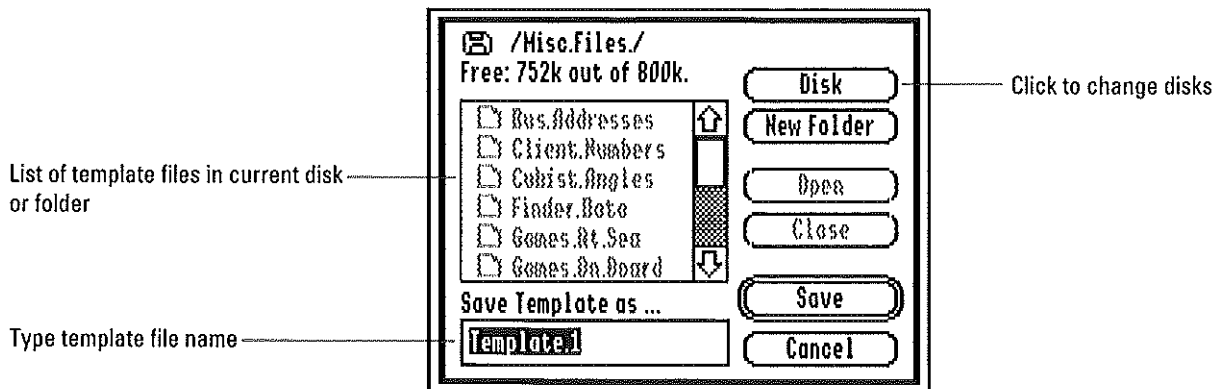
This kind of flexibility means you can develop multiple templates for the same database document. For example, each different template file could contain specifications for a different type of report or a different set of marked fields.

You could also develop a single template file to use with many different database documents (provided, of course, that the documents all include the same fields).

To Save a Template Separately

1. Choose Save Template from the Template menu.

A dialog box appears:



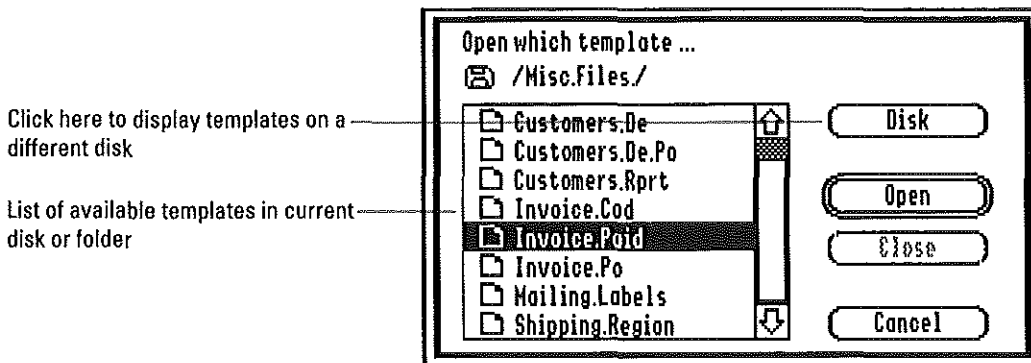
2. Type the name for the template file in the entry box, and press Return.

AppleWorks GS saves a copy of the current template in a file using the file name you entered.

To Open a Template File

1. Choose Open Template from the Template menu.

A dialog box appears:



2. Double-click the name of the template file you wish to use with the database document.

Compatible fields: AppleWorks GS allows you to open a template file for a database document only if all the fields included in the template are already present in the existing database document. Template and database fields must have the same field names and must be defined as the same field types. If there are fields in the database document that are not present in the template, AppleWorks GS marks the fields and turns off their display.

Creating Database Reports

Setting Up a Report

Reporting is a basic function of any database application. With AppleWorks GS, you can create very simple reports just by using the Print command to print a database document with the following results:

- If the definition screen is displayed, you can print out the definition for the form.
- If the form screen is displayed, you can produce sets of data for each record using the same layout as the field layout of the form.
- If the list screen is displayed, you can produce a report showing the information in the database in a simple columnar format.

It's more likely, however, that you'll want to take advantage of the special subtotalling functions available in the database in order to produce reports that can include such calculations as subtotals, averages, or minimum and maximum values.

Report header

Use special column headings for additional information

Calculate average value for field

Calculate maximum value for field

Calculate subtotals

Count number of items for this break

Grand totals

Report footer

The Learning Lab, Inc. Semester Report				Page 1
Course	Department	# Students	Cost/Person	
American History I	Academic	22	\$38.00	
Anatomy & Physiology I	Academic	25	\$32.00	
Composition I	Academic	35	\$18.00	
Introductory Psychology	Academic	25	\$18.00	
Principles of Accounting I	Academic	25	\$18.00	
World History II	Academic	20	\$30.00	
Count		6		
Average		36	\$68.67	
Maximum		35		
Sum		215		
Basic Domestic Travel	Occupational	18	\$72.00	
Computers and Travel Agents	Occupational	30	\$32.00	
Cost Reporting I	Occupational	20	\$32.00	
Geography for the Traveler	Occupational	25	\$32.00	
International Travel	Occupational	35	\$18.00	
Surgical Technology	Occupational	22	\$32.00	
Travel Agency Accounting	Occupational	22	\$75.00	
Count		7		
Average		26	\$68.57	
Maximum		35		
Sum		183		
Automatic Transmission I	Technical	40	\$38.00	
Basic Engine Theory	Technical	26	\$32.00	
Front Suspension I	Technical	42	\$32.00	
Manual Transmission I	Technical	50	\$32.00	
Technical Writing	Technical	31	\$78.00	
Count		5		
Average		38	\$49.40	
Maximum		50		
Sum		189		
Count		18		
Average		33	\$62.28	
Maximum		50		
Sum		587		
1/15/89				January Report

In setting up a report, you tell AppleWorks GS which subtotalling functions you want to use within the report and how you want the report headers, report footers, and column headings to appear. You can also have AppleWorks GS produce a summary version of the report in which only lines containing subtotals or grand totals appear.

Use the list screen to determine the contents and arrangement of records in the current template. AppleWorks GS can only include ten fields in any report, so make sure that the first ten fields displayed on the screen (from left to right) are the ones you want in the report. If you wish, you can move fields in order to make sure that the ones you want will be included. Or, you can mark unwanted fields so that they don't appear in the report. (You may also want to hide any records that you don't want in the report.)

The way in which you've sorted the records also affects the contents of your report. Sorting determines not only the order in which the records appear in the report, but where breaks for subtotals can appear. In AppleWorks GS, a subtotalling break can only take place whenever the value in a sorted field changes.

Changes in the value of this field...

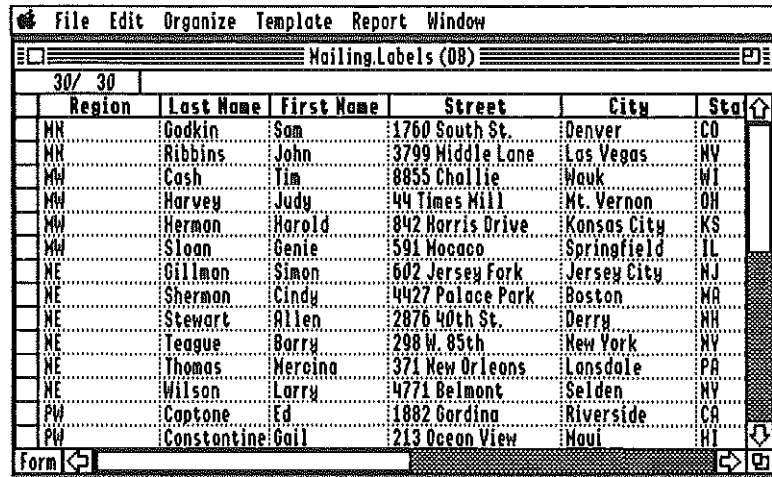
...result in breaks for subtotals

The Learning Lab, Inc. Semester Report				Page 1
Course	Department	# Students	Cost/Person	
American History I	Academic	22	\$38.00	
Anatomy & Physiology I	Academic	45	\$48.00	
Composition II	Academic	35	\$48.00	
Introductory Psychology	Academic	35	\$48.00	
Principles of Accounting I	Academic	30	\$45.00	
World History II	Academic	28	\$39.00	
Count		6		
Average		36	\$68.67	
Maximum		50		
Sum		215		
Basic Domestic Tariff	Occupational	18	\$72.00	
Computers and Travel Agents	Occupational	30	\$85.00	
Court Reporting I	Occupational	24	\$72.00	
Geography for the Traveler	Occupational	35	\$68.00	
International Travel	Occupational	35	\$85.00	
Surgical Technology	Occupational	27	\$49.00	
Travel Agency Accounting	Occupational	23	\$75.00	
Count		7		
Average		26	\$68.57	
Maximum		35		
Sum		189		
Automatic Transmission I	Technical	40	\$38.00	
Basic Engine Theory	Technical	28	\$38.00	
Front Suspension II	Technical	42	\$38.00	
Manual Transmission I	Technical	50	\$38.00	
Technical Writing	Technical	31	\$78.00	
Count		5		
Average		38	\$69.40	
Maximum		50		
Sum		189		
Count		18		
Average		33	\$53.28	
Maximum		50		
Sum		587		
1/15/89	January Report			

Creating Database Reports

If more than one field is sorted in a database, you must designate which field should be used to determine report breaks. Breaks will appear when the value in the designated field, or any sorted field with a higher sort level than the designated field, changes. (See “Sorting Records” in this chapter.)

For example, let’s assume that you’ve sorted a database of customer records by region code and then by the customer’s last name.



Region	Last Name	First Name	Street	City	State
MM	Godkin	Sam	1760 South St.	Denver	CO
MM	Ribbins	John	3799 Middle Lane	Las Vegas	NV
MW	Cash	Tim	8855 Challie	Wauk	WI
MW	Harvey	Judy	44 Times Mill	Mt. Vernon	OH
MW	Herman	Harold	842 Harris Drive	Kansas City	KS
MW	Sloan	Genie	591 Mocaco	Springfield	IL
NE	Gillman	Simon	602 Jersey Fork	Jersey City	NJ
NE	Sherman	Cindy	4427 Palace Park	Boston	MA
NE	Stewart	Allen	2876 40th St.	Derry	NH
NE	Teague	Barry	298 W. 85th	New York	NY
NE	Thomas	Mercina	371 New Orleans	Lansdale	PA
NE	Wilson	Larry	4771 Belmont	Selden	NY
PW	Captone	Ed	1882 Gardina	Riverside	CA
PW	Constantine	Gail	213 Ocean View	Hauai	HI

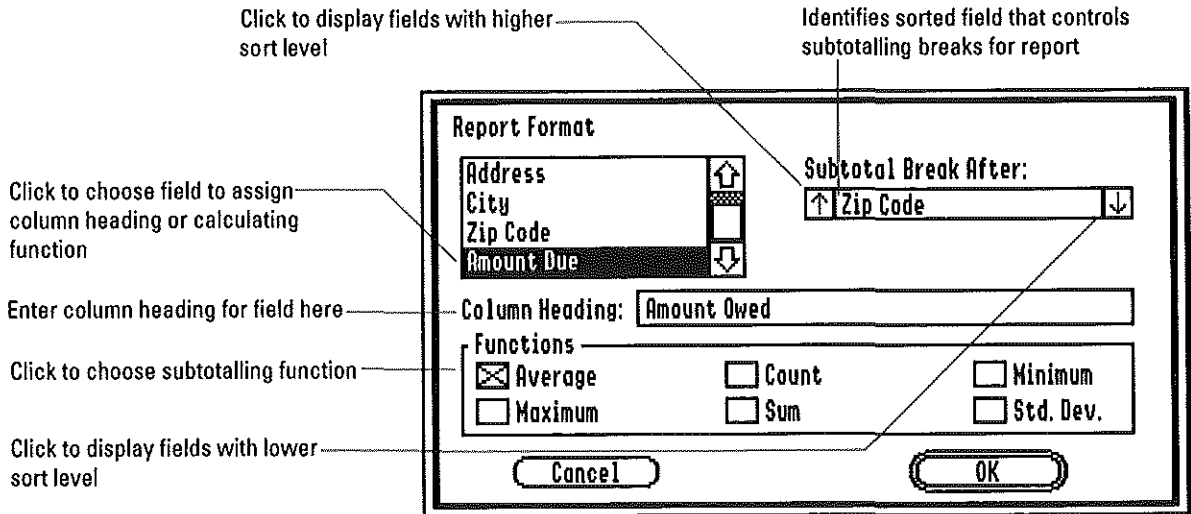
If you use the field containing the customer’s last name to determine report breaks, a break for subtotals will occur in the report each time either the region code or the customer’s last name changes.

Once you’ve set up a report for a database, the report definition information becomes part of the current template. That means you can create as many different reports as you wish for each database document, storing each report definition with a different template file.

To Set Up a Report

1. Display the list screen and verify that the information for the database is arranged and sorted the way you want for the report.
2. Choose Format from the Report menu.

A dialog box appears:



3. If you wish, enter the following information for the report:

- To use a different column heading for a field, click the name of the field in the list box and type the new heading in the entry box.
- To indicate a calculating function for a field, click the name of the field in the list box and click the appropriate box.
- To choose another sort level for subtotalling breaks, click the up or down arrows until the sorted field you want is displayed.

4. Click OK, or press Return.

AppleWorks GS stores the information for the report and returns to the document window.

Creating Database Reports

To Set Up a Report Header or Footer

1. Choose Header or Footer from the Report menu.

A dialog box appears. (The header and footer dialog boxes ask for identical information.)

Click to choose one or more styles for title text

Click to print date in left corner of header or footer

Click to print page number in right corner of header or footer

Type title text to appear centered in header or footer

Header Format

Display

Date

Page Numbers

Title

Bold

Italic

Underline

Title Text:

Cancel OK

2. Complete the information for the header/footer.

3. Click OK, or press Return

Date formats: The format of the date that is printed in the report header or footer is determined by the settings on the Apple IIGS Control Panel.

To Set Up a Summary Report

■ Choose Summary Only from the Report menu.

A check mark appears next to the command on the menu. To turn the command off, choose Summary Only again, and the check mark disappears.

Creating a Report

AppleWorks GS creates a report by making the necessary calculations, then opening a word processing window and creating a word processing document that contains the report. This gives you the opportunity to use the powerful editing tools in the word processing application to polish the report before sending it to the printer.

Apple IIGS Journal Subscribers							
Name					Amount	Region	
Sam	Godkin	1760 South St.	Denver	CO 07112	\$6.37	MN	
John	Ribbins	3799 Middle Lane	Las Vegas	NV 60135	\$6.37	MN	

Sum					\$12.74		
Count						2	
Judy	Harvey	44 Times Mill	Mt. Vernon	OH 42390	\$25.50	MW	
Herold	Herman	842 Harris Drive	Kansas City	KS 30001	\$6.37	MW	

To Create a Report

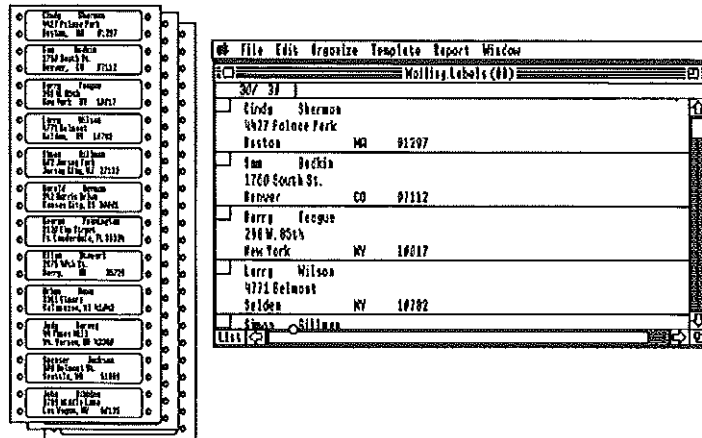
- Choose **Create Report** from the **Report** menu.

AppleWorks GS creates the report defined in the template, opens a word processing window, and places the report in the window as an unsaved document.

Creating Database Reports

Producing Mailing Labels

One of the most commonly requested features of any database is the ability to create sets of mailing labels based on the information already stored for another purpose.



The graphic interface of AppleWorks GS greatly simplifies setting up mailing labels by allowing you to see on the screen exactly how the labels will be printed.

Let's assume that you've created a customer database from which you wish to generate a set of mailing labels to print out continuous one-up mailing labels on an ImageWriter printer. There are a number of ways of accomplishing this, and the following procedure is one example.

To Produce Mailing Labels

1. Set up the fields for mailing labels.

Most likely you have already captured all the information you need to produce mailing labels—name, address, city, state, zip codes, and so on. There may be other fields, however, that are neither necessary nor desirable to include on mailing labels—credit limits, for example. Use the Mark Fields command on the Organize menu to mark and hide all the fields that you don't want to appear on the mailing labels.

It's possible that the fields containing the information you want to use don't make that information accessible in a convenient form. For example, you may have separate fields for the customer's first name and last name, when you really want to print out the information as a single name. Or you have captured city, state, and zip code information in

separate fields when you want to print the name of the city followed by a comma, the state name followed by two spaces, and the zip code.

If that's the case, you can mark the existing name and address fields and use the CONCAT function to create two new fields with the following field formulas (where **b** represents a blank space):

- A new name field—CONCAT ([First Name], "b", [Last Name])
- A new address field—CONCAT ([City], "b", [State], "bb", [Zip Code])

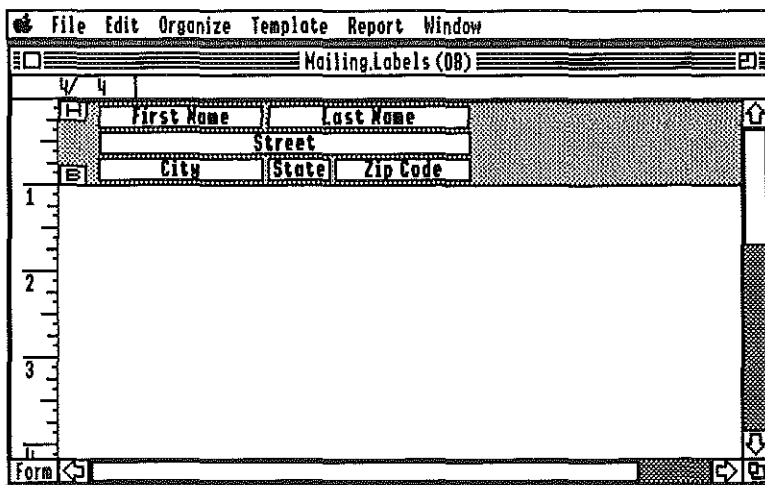
2. Change the page setup.

Assuming that you're using an ImageWriter to print continuous mailing labels, use the Page Setup command to specify:

- Condensed sizing (the default setting for database documents)
- No gaps between pages

3. Lay out the mailing labels.

Measure your labels from the top of one label to the top of the next. Use the ruler on the left side of the definition screen to create a record area the same depth as the mailing label and place the fields flush with the left margin.



If you had any form headers or form footers, delete the label fields and resize the header or footer areas so they don't appear on the form.

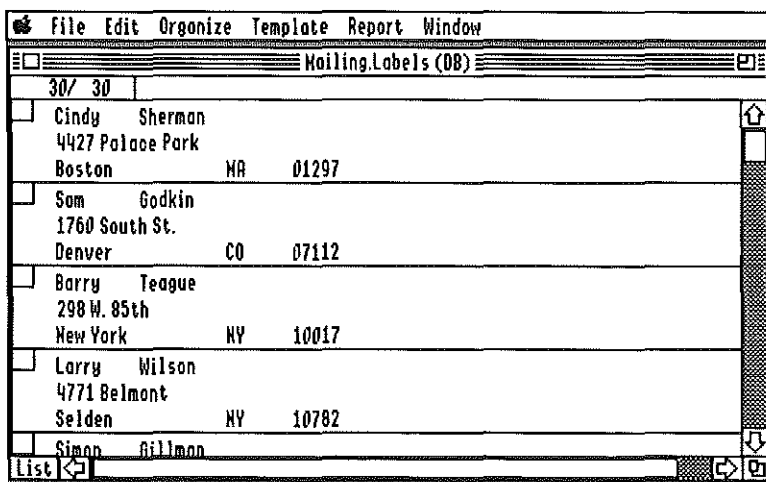
Creating Database Reports

4. Format the mailing labels.

Specify the format in which you want the information to appear:

- Left-aligned fields
- No borders
- Multiple records per page (Use the Display Preferences command on the Template menu to change this setting if necessary)

5. Display the form screen to verify that the records are formatted as you want them:



You'll also want to verify that the records are sorted in an appropriate order. For example, you would want to have your records already sorted by zip code if you were producing labels for bulk mailing.

6. Save as a new template.

Use the Save Template command on the Template menu to save your changes to the document as a new template. That way you'll be able to continue using the same database records for both your current customer lists and your mailing labels.

To Print Mailing Labels

- 1. Test for the correct alignment of the labels by selecting a small number of records in your document and hiding the rest.**
- 2. Print the test labels and check for proper alignment.**
- 3. If necessary, adjust the alignment of the forms in the printer.**
- 4. Use the Show All Records command on the Organize menu to display all the records and produce the rest of the labels.**

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
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48
49
50
51
52
53
54
55
56
57
58
59
60
61
62
63
64
65
66
67
68
69
70
71
72
73
74
75
76
77
78
79
80
81
82
83
84
85
86
87
88
89
90
91
92
93
94
95
96
97
98
99
100

CHAPTER 4

Spreadsheet

4



Spreadsheet

About This Chapter

Spreadsheets are for number-crunching. Whether it's balancing a checkbook or developing sales projects for the next fiscal year, the AppleWorks GS spreadsheet provides you with the power and flexibility to enter data, set up formulas, and calculate the results in a way that makes sense for your needs.

To help you see the results of your calculations, you'll be able to print out your spreadsheet or use its results to produce a wide range of charts and graphs.

In this chapter you'll learn the basics of using the spreadsheet application:

- Using the spreadsheet
- Reporting spreadsheet information

Spreadsheet Overview

All spreadsheets start out as a grid of rows and columns. The cells formed by the intersections of rows and columns contain the information for the spreadsheet. Each cell is identified by a set of unique coordinates formed by the letter of the column and the number of the row.

See "Entering Labels and Values" in this chapter.

	A	B	C
1	Item	Jan	Feb
2	Auto	35.70	46.94
3	Rent	220.00	220.00
4	Phone	28.00	21.82



You can enter two types of information in a spreadsheet cell: values and labels. Values are numeric information that can be used in calculations. Labels are usually letters or characters that help identify the information in a spreadsheet.

See "Entering Labels and Values" in this chapter.

	A	B	C
1	Item	Jan	Feb
2	Auto	35.70	46.94
3	Rent	220.00	220.00
4	Phone	28.00	21.82

LABEL

VALUE

Some cells in a spreadsheet can contain formulas for calculating values. Depending on how you set up the formula, you can have a cell change its value automatically based on changes in other parts of the spreadsheet.

See "Entering Formulas" in this chapter.

The screenshot shows a spreadsheet window with a menu bar (File, Edit, Format, Options) and a toolbar. The active cell is B5, and the formula bar displays '=Avg(B5..F5)'. A callout bubble with the word 'Average' and the formula points to the formula bar. The spreadsheet data is as follows:

4	NAME	Test1	Test2	Test3	Test4	Test5	Average
5	Abbot, L.	85	79	82	93	75	Avg(B5..F5)
6	Andrews, M.	79	81	82	73	69	
7	Beale, S.	92	90	95	91	74	
8	Branonson, R.	74	65	73	77	84	
9	Collins, P.	83	89	98	83	90	
10	Daly, M.	82	80	72	83	84	
11	Edwards, M.	80	73	60	64	88	
12	Flann, S.	72	88	94	92	75	
13	Forester, G.	94	84	87	98	96	
14	Grady, S.	85	76	84	100	81	

Formulas in cells can refer to other cells. If the values of these cells change, the formula produces different results.

See "Entering Formulas" in this chapter.

The screenshot shows a spreadsheet window with a menu bar (File, Edit, Format, Options) and a toolbar. The active cell is B6, and the formula bar displays '=B6/B\$13'. A callout bubble with the text 'Percent of' and the formula points to the formula bar. The spreadsheet data is as follows:

5	Product	Revenues	Percent	Total	Rank
6	Talking Scale	\$324,199.60	=B6/B\$13		1
7	Pocket VCR	\$319,058.15	=B7/B\$13		2
8	Phone-Vision	\$55,357.35	=B8/B\$13		3
9	"Neon Time" Watch	\$46,505.19	=B9/B\$13		4
10	TV/Aquarium	\$34,824.50	=B10/B\$13		5
11	Digital Clock	\$32,294.15	=B11/B\$13		6
12	Robo-Bartender	\$5,616.15	=B12/B\$13		7
13	Total	\$617,835.09			

Spreadsheet Overview

You can change the formats of cells to display the information the way you want it to appear.

See "Formatting" in this chapter.

Add dollar signs and commas

Use bold text for emphasis

Add percentage signs

Product	Revenues	Percent of Total	Rank
Talking Scale	\$324,179.60	52.47%	1
Pocket VCR	\$119,058.15	19.27%	2
PhoneVision	\$55,357.35	8.96%	3
"Meon Time" Watch	\$46,505.19	7.53%	4
TV/Aquarium	\$39,824.58	5.84%	5
Dialtalk Clock	\$32,294.15	5.23%	6
Robo-Bartender	\$5,616.15	0.91%	7
Total	\$617,835.09		

Sorting allows you to rearrange parts of a spreadsheet in a special order.

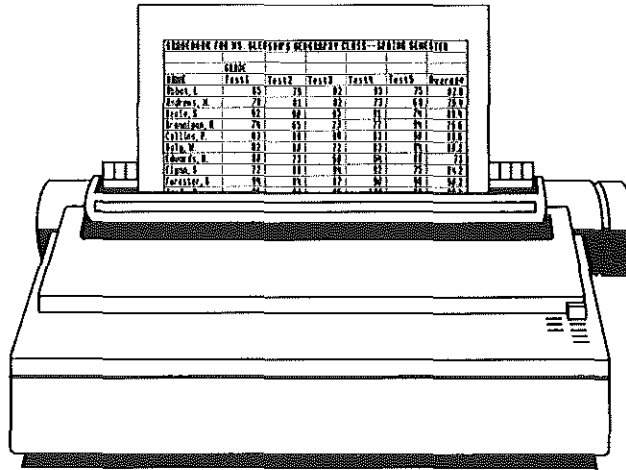
See "Arranging Spreadsheet Information" in this chapter.

Collins, P.	83	89	98	83	90
-------------	----	----	----	----	----

NAME	Test1	Test2	Test3	Test4	Test5	Average
Abbot, L.	85	79	82	93	75	=Avg(B5:F5)
Beale, S.	92	90	95	91	74	
Brannigan, R.	79	65	73	77	94	
Baly, W.	82	80	72	83	84	
Edwards, N.	80	73	60	64	88	
Flann, S.	72	88	94	92	75	
Forester, B.	99	84	87	90	96	
Grady, P.	86	80	85	100	91	
Hollister, J.	78	50	72	81	60	

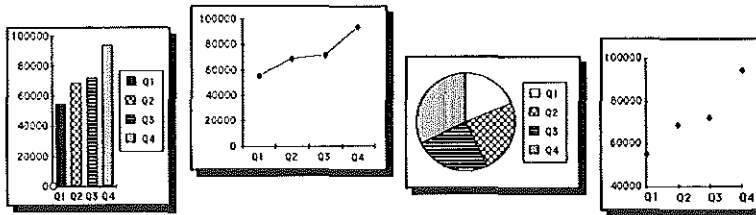
AppleWorks GS lets you print out spreadsheets sideways—a big plus if you're working with large spreadsheets.

See "Printing a Spreadsheet" in this chapter.



To see the results of your calculations, use the charting function to create easy-to-understand graphs and charts.

See "Creating a Chart" in this chapter.



Range	R	B	C	D	E	F
1						
2			QUANTUM LEAP CORPORATION			
3			Annual Sales by Quarter--1989			
4						
5						
6			Q1	Q2	Q3	Q4
7			\$55,238.00	\$88,750.00	\$72,100.00	\$89,275.00
8						

Using Spreadsheet

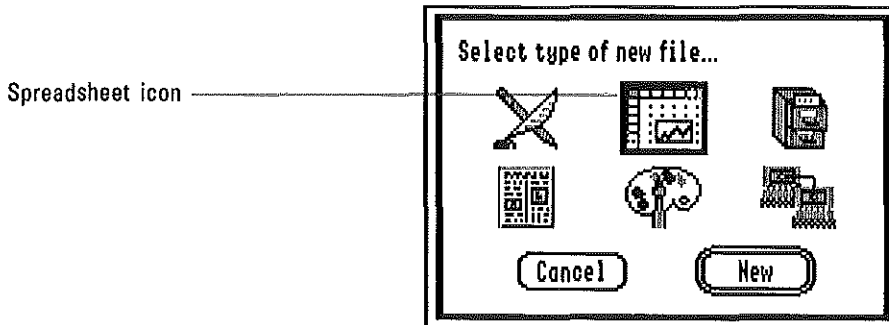
Starting Spreadsheet

You can start the spreadsheet application by either starting a new spreadsheet document or by opening an existing document.

To Open a New Document

1. Choose **New** from the **File** menu, or press **⌘-N**.

A dialog box appears:



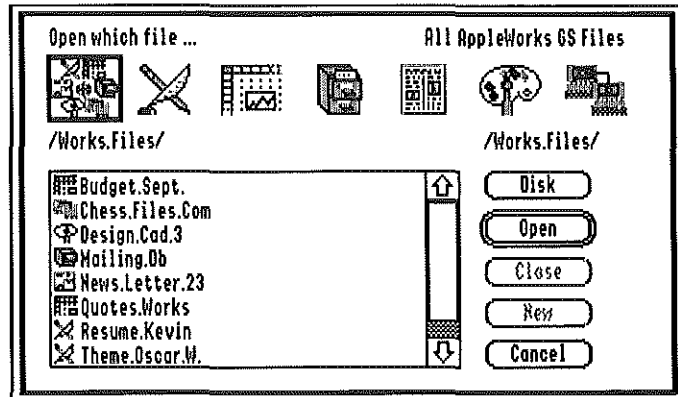
2. Double-click the spreadsheet icon to open the application.

AppleWorks GS opens an untitled spreadsheet document.

To Open an Existing Spreadsheet Document

1. Choose Open from the File menu, or press ⌘-O .

A dialog box appears:



To display only the available spreadsheet documents, click the spreadsheet icon at the top of the box.

2. Choose the document to open by double-clicking it.

AppleWorks GS opens that document.

Column headings

Row headings

Each cell contains spreadsheet data

	A	B	C	D	E	F	G
1	GRADEBOOK FOR MS. GLEASON'S GEOGRAPHY CLASS--SPRING SEMESTER						
2							
3		GRADE					
4	NAME	Test1	Test2	Test3	Test4	Test5	Average
5	Abbot, L.	85	79	82	93	75	82.8
6	Andrews, M.	78	81	82	73	68	76.4
7	Beale, S.	92	90	95	91	74	88.4
8	Brannigan, R.	74	65	73	77	94	76.6
9	Collins, P.	83	89	98	83	90	88.6
10	Daly, W.	82	80	72	83	84	80.2
11	Edwards, N.	80	73	60	64	88	73
12	Flunn, S.	72	88	94	92	75	84.2
13	Forester, G.	94	84	87	90	96	90.2
14	Greedy, R.	85	80	85	100	74	86.2

Using Spreadsheet

Entering Labels and Values

The cells in the AppleWorks GS spreadsheet store two basic types of information: labels and values.

A *label* is text that identifies a portion of a spreadsheet (for example, a row or a column) or the entire spreadsheet. Labels make it easier for you or someone else to understand the information stored by the spreadsheet.

A *value* can be a positive or negative number. If you wish, you can enter very large, or very small, values using *scientific notation*.

Label as spreadsheet title

Labels as column headings

Labels as row headings

Values (expressed in scientific notation)

Labels as explanatory text

Trace Amounts (SS)						
	A	B	C	D	E	F
1	TRACE AMOUNTS OF COMMON METALS					
2		Gold	Silver	Copper	Iron	Notes
3	Sample					
4	ST5V	9.80e-6	3.60e-4	2.50e-4	8.53e-8	All in 0Z @ 137K
5	ST5B	6.30e-7	5.40e-6	6.40e-4	6.32e-6	All in 0Z @ 147K
6	ST5E	1.20e-4	6.20e-5	9.63e-3	7.80e-15	All in 0Z @ 157K
7	ST5V	6.90e-5	8.90e-6	8.75e-4	3.65e-6	All in 0Z @ 167K
8	ST6B	7.80e-8	4.50e-7	8.62e-4	1.00e-1	All in 0Z @ 177K
9	ST6E	7.60e-7	3.60e-9	3.55e-4	5.30e-4	All in 0Z @ 187K
10	ST7V	3.20e-7	1.40e-11	9.20e-10	2.60e-4	All in 0Z @ 197K
11	ST7B	4.50e-3	9.75e-8	7.56e-5	5.80e-3	All in 0Z @ 207K
12	ST7E	2.80e-7	2.54e-11	7.60e-5	3.69e-3	All in 0Z @ 217K
13	Total	4.70e-3	4.37e-4	1.28e-2	1.10e-1	All in 0Z

Both labels and values can be the result of a calculation performed by a formula you entered in the cell. For information about cell formulas, see "Entering Formulas" in this chapter.

When you enter information in a cell, AppleWorks GS assumes that every cell entry that starts with a letter is intended as a label and will only consider that cell when performing calculations that involve text characters.

If you start an entry with a number or symbol, AppleWorks GS assumes you want to enter a value and will only consider that cell when performing calculations that involve numeric values.

If you wish to use a number or a symbol in a label, begin the entry with a single (') or double (") quotation mark. If you wish to start your label with a quotation mark, begin the entry with two single or two double quotation marks.

To Enter a Label

1. Select a cell by clicking it.
2. Type the information for the label.

AppleWorks GS automatically selects the insertion point in the entry box above the spreadsheet as soon as you begin typing.

Type information for cell here

	A	B	C	D	E	F
1		C.Center 1	C.Center 2	C.Center 3	C.Center 4	Total
2	Month					
3	Jan	\$123698.00	\$63981.00	(\$123698.00)	\$3698524.00	
4	Feb	\$135697.00	\$53298.00	(\$113654.00)	\$5698347.00	
5	Mar	\$145326.00	\$43256.00	(\$110569.00)		
6	Apr	\$129874.00	\$33259.00	(\$62352.00)		
7	May	\$156379.00	\$23654.00	(\$112369.00)		
8	Jun	\$168934.00	\$7459.00	(\$7598.00)		
9	Aug	\$178964.00	\$1289.00	\$123.00		
10	Sept	\$185621.00	(\$12687.00)	\$4596.00		
11						
12						
13						
14						

3. Press Return.

Displaying labels: If the information for the label exceeds the cell width, AppleWorks GS allows the label to overflow into adjacent cells, provided they are blank. Even if AppleWorks GS can't display the full label on the spreadsheet, the entry box contains the full text for the label, up to 255 characters.

Using Spreadsheet

To Enter a Value

1. Select a cell by clicking it.
2. Type the information for the value.

AppleWorks GS automatically selects the insertion point in the entry box above the spreadsheet as soon as you begin typing.

All values must begin with either a number or a symbol.

3. Press Return.

If the value doesn't fit: If you enter a value that cannot be displayed within the current cell width, AppleWorks GS displays two number signs (##) in the cell. Don't worry; the value is still stored for the cell—select the cell, and the correct value appears in the entry box.

Spreadsheet still stores complete value even if it can't be displayed in the cell

E5	A	B	C	D	E	F
1		C.Center 1	C.Center 2	C.Center 3	C.Center 4	Total
2	Month					
3	Jan	\$123698.00	\$63981.00	(\$123698.00)	\$3698524.00	
4	Feb	\$135697.00	\$53298.00	(\$113654.00)	\$5698347.00	
5	Mar	\$145326.00	\$43256.00	(\$110569.00)	##	
6	Apr	\$129874.00	\$33259.00	(\$62352.00)		
7	May	\$156379.00	\$23654.00	(\$112369.00)		
8	Jun	\$168934.00	\$7459.00	(\$7598.00)		
9	Aug	\$178964.00	\$1289.00	\$123.00		
10	Sept	\$185621.00	(\$12687.00)	\$4596.00		
11						
12						
13						
14						

To Change the Contents of a Cell

1. Select a cell by clicking it.
2. Type the new value or label for the cell in the entry box.
3. Press Return to change the existing value or label.

To Delete a Label or Value

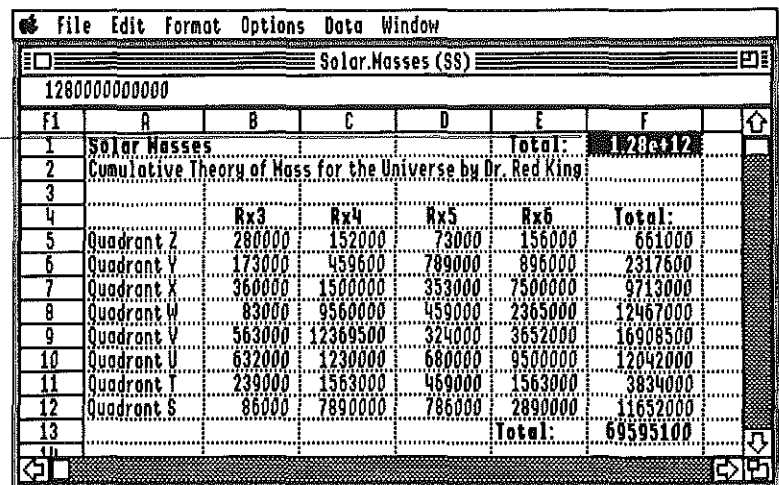
1. Select the cell or range of cells that contain the information you want to delete.
2. Press Delete.

To Enter a Value in Scientific Notation

1. Select a cell by clicking it.
2. Enter an integer or decimal number (the mantissa).
3. Type the letter E.
4. Type the integer representing an exponent of ten.

To enter values less than one, indicate a negative integer for the exponent by typing a minus sign.

This value represents 1.28×10^{12} ,
or 1,280,000,000,000



F1	A	B	C	D	E	F
1	Solar Masses				Total:	1280000000000
2	Cumulative Theory of Mass for the Universe by Dr. Red King					
3						
4		Rx3	Rx4	Rx5	Rx6	Total:
5	Quadrant Z	280000	152000	73000	156000	661000
6	Quadrant Y	173000	459600	789000	896000	2317600
7	Quadrant X	360000	1500000	353000	7500000	9713000
8	Quadrant W	83000	9560000	459000	2365000	12467000
9	Quadrant V	563000	12369500	324000	3652000	16908500
10	Quadrant U	632000	1230000	680000	9500000	12042000
11	Quadrant T	239000	1563000	469000	1563000	3834000
12	Quadrant S	86000	7890000	786000	2890000	11632000
13					Total:	69595100

Using scientific notation: Although you can enter any value using scientific notation, how that value is displayed depends on the format of the cell. For more information, see "Formatting" in this chapter.

Using Spreadsheet

Entering Formulas

Simply entering information in rows and columns may not seem very exciting. What makes spreadsheets such powerful and versatile tools is their ability to perform complex calculations based on information that can be easily changed.

Spreadsheets thus make it possible to set up and perform calculations that allow you to view the same basic data in many different ways.

H12	A	B	C	D	E	F
1		Quarter 1st	Quarter 2nd	Quarter 3rd	Quarter 4th	Year Total
2	Car	\$638.00	\$785.00	\$532.00	\$1,257.00	\$3,212.00
3	Rent	\$1,350.00	\$1,350.00	\$1,350.00	\$1,350.00	\$5,400.00
4	Food	\$563.00	\$692.00	\$783.00	\$627.00	\$2,665.00
5	Utilities	\$438.00	\$389.00	\$375.00	\$426.00	\$1,628.00
6	School	\$698.00	\$781.00	\$856.00	\$586.00	\$2,921.00
7	Entertain	\$2,563.00	\$3,694.00	\$2,786.00	\$3,187.00	\$12,230.00
8	Business	\$253.00	\$328.00	\$276.00	\$173.00	\$1,030.00
9	Insurance	\$800.00	\$800.00	\$800.00	\$800.00	\$3,200.00
10						
11	Q.Totals:	\$7,303.00	\$8,819.00	\$7,758.00	\$8,406.00	
12						
13	Ave. Monthly Expense:	\$2,690.50	Total Year Expense:			\$32,286.00

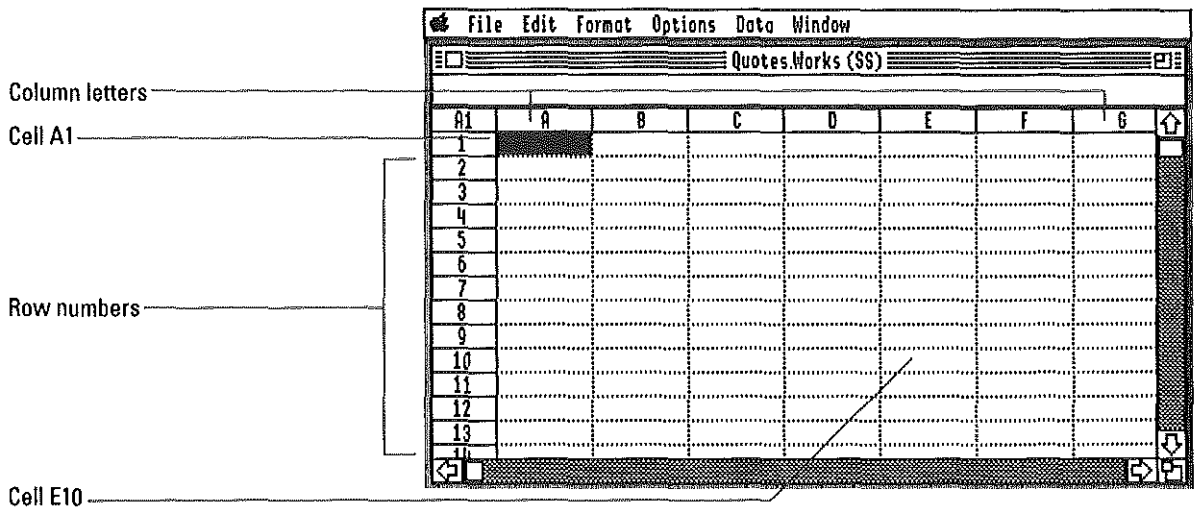
Total expenses for each quarter

Average monthly expenses

Total expenses for entire year

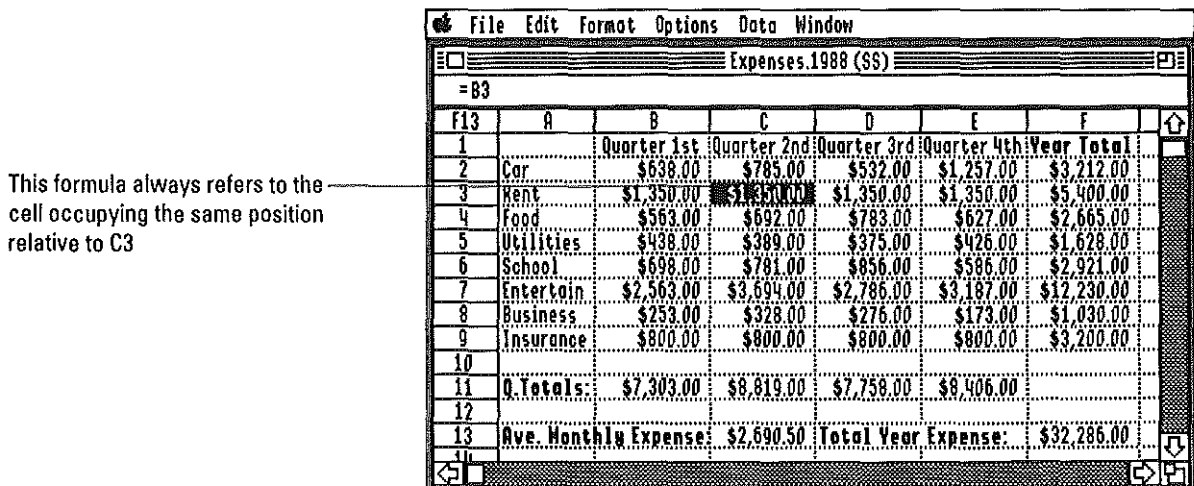
To perform calculations with a spreadsheet, you define the contents of one cell with a formula that refers to values or labels appearing in another cell, or a range of cells. Formulas can be as simple as merely copying the contents of one cell into another, or they can be extremely complex, referring to an entire range of cells—each cell in the range, in turn, being the result of a complex calculation involving still other cell references.

In order to refer to a cell, you must be able to identify and distinguish it from all other cells. In AppleWorks GS, each spreadsheet cell is identified by a unique set of coordinates based on the cell's row and column. Rows are numbered from top to bottom, 1 through 9999. Columns are labeled left to right using letters: A, B, C, and so on for the first 26 columns, followed by AA, AB, AC, all the way to ZZ.



There are two different ways to refer to a cell in an AppleWorks GS cell formula: relative references and absolute references.

Relative references refer to cells that occupy locations relative to the cell containing the formula. For example, you may wish a cell to always refer to the cell immediately to its right, no matter if the two cells are A1 and B1 or C5 and D5. If you copy a cell containing a relative reference, the references are automatically adjusted to reflect the new location of the cell.



Using Spreadsheet

Absolute references indicate a fixed rather than relative location in the spreadsheet. For example, you may wish a cell to always refer to the value contained in F13, even if the cell containing the formula is subsequently copied to a new location.

C13	A	B	C	D	E	F
1		Quarter 1st	Quarter 2nd	Quarter 3rd	Quarter 4th	Year Total
2	Car	\$638.00	\$785.00	\$532.00	\$1,257.00	\$3,212.00
3	Rent	\$1,350.00	\$1,350.00	\$1,350.00	\$1,350.00	\$5,400.00
4	Food	\$563.00	\$692.00	\$783.00	\$627.00	\$2,665.00
5	Utilities	\$438.00	\$389.00	\$375.00	\$426.00	\$1,628.00
6	School	\$698.00	\$781.00	\$856.00	\$586.00	\$2,921.00
7	Entertain	\$2,563.00	\$3,694.00	\$2,786.00	\$3,187.00	\$12,230.00
8	Business	\$253.00	\$328.00	\$276.00	\$173.00	\$1,030.00
9	Insurance	\$800.00	\$800.00	\$800.00	\$800.00	\$3,200.00
10						
11	Q Totals:	\$7,303.00	\$8,819.00	\$7,758.00	\$8,406.00	
12						
13	Ave. Monthly Expense	\$2,330.00	Total Year Expense:			\$32,286.00

This formula contains an absolute reference to F13

Aside from the normal arithmetical functions you would expect to use in formulas (addition, subtraction, multiplication, and division), AppleWorks GS provides a rich set of specialized functions for use in business or scientific formulas. For example, you can define a cell to:

- Display today's date
- Calculate the standard deviation for a range of values
- Display a value based on the evaluation of an expression using the logical operators AND, OR, and IF

More about functions: For a complete description of the spreadsheet functions available in AppleWorks GS, see appendix B, "Functions and Formulas," in *AppleWorks GS Reference*.

Once you've set up your formulas, you can see that AppleWorks GS uses an intelligent recalculation that only recalculates the results of a formula if the cells the formula refers to have changed.

You can have AppleWorks GS recalculate the spreadsheet each time a cell's contents change, or you can turn the automatic calculation feature off and only perform recalculations when you specify.

You can also have AppleWorks GS protect a cell to prevent its contents from being accidentally overwritten.

To Enter a Formula

1. Select a cell by clicking it.
2. Type an equal sign (=) in the entry box.
3. Type the formula for the cell.

Enter this formula...

	A	B	C	D	E	F
1		Quarter 1st	Quarter 2nd	Quarter 3rd	Quarter 4th	Year Total
2	Car	\$638.00	\$785.00	\$532.00	\$1,257.00	\$3,212.00
3	Rent	\$1,350.00	\$1,350.00	\$1,350.00	\$1,350.00	\$5,400.00
4	Food	\$563.00	\$692.00	\$783.00	\$627.00	\$2,655.00
5	Utilities	\$438.00	\$389.00	\$375.00	\$426.00	\$1,628.00
6	School	\$698.00	\$781.00	\$856.00	\$586.00	\$2,921.00
7	Entertain	\$2,563.00	\$3,694.00	\$2,786.00	\$3,187.00	\$12,230.00
8	Business	\$253.00	\$328.00	\$276.00	\$173.00	\$1,030.00
9	Insurance	\$800.00	\$800.00	\$800.00	\$800.00	\$3,200.00
10						
11	Q.Totals:	\$7,303.00	\$8,819.00	\$7,758.00	\$8,906.00	
12						
13	Ave. Monthly Expense:	\$2,690.50	Total Year Expense:		\$32,286.00	

...to get this result

4. Press Return.

To Enter a Relative Cell Reference

1. Select a cell by clicking it.
2. Type an equal sign (=), followed by the formula for the cell.
3. To enter a reference to a cell in the formula in one of two ways:
 - Type the coordinates of the cell
 - Click the cell you want to refer to
4. When you have finished entering the formula, press Return.

Circular references: A circular reference occurs when a cell's formula contains a reference to itself. This can happen indirectly: for example, the formula in A1 depends on the contents of A2, which depends on the contents of A3, which depends on the contents of A1. AppleWorks GS allows you to store a formula that contains a circular reference, but displays the label "Circ" in the cell, as well as every cell that refers to the cell containing the circular reference. When you modify the formula to remove the circular reference, the label disappears, and the cell is displayed normally.

To Enter an Absolute Cell Reference

1. Select a cell by clicking it.
2. Type an equal sign (=), followed by the formula for the cell.
3. To enter an absolute reference to a cell, type a dollar sign (\$) preceding each coordinate of the cell.

For example, to enter an absolute reference to the cell B1, type "\$B\$1".

4. When you have finished entering the formula, press Return.

Combining absolute and relative references: AppleWorks GS allows you to refer to cells using both a relative and an absolute reference. For example, a reference to A\$1 contains a relative reference to column A, and an absolute reference to row 1. By contrast, a reference to \$A1 contains an absolute reference to column A, and a relative reference to row 1.

To Enter a Reference to a Range of Cells

1. Select a cell by clicking it.
2. Type an equal sign (=), followed by the formula for the cell.
3. Begin a reference to a range of cells by typing an open parenthesis.
4. Enter the range of cells in one of two ways:
 - Type the coordinates of the first cell in the range, followed by two periods (..), followed by the coordinates of the last cell in the range.
 - Drag to select all the cells in the range.

Select these cells to define the range in the formula

65	A	B	C	D	E	F	G
1	GRADEBOOK FOR MS. GLEASON'S GEOGRAPHY CLASS--SPRING SEMESTER						
2							
3		GRADE					
4	NAME	Test1	Test2	Test3	Test4	Test5	Average
5	Abbot, E.	85	79	82	93	75	82.8
6	Andrews, M.	78	81	82	73	68	76.4
7	Beale, S.	92	90	95	91	74	88.4
8	Brannigan, R.	74	65	73	77	94	76.6
9	Collins, P.	83	89	98	83	90	88.6
10	Daly, W.	82	80	72	83	84	80.2
11	Edwards, M.	80	73	60	64	88	73
12	Flann, S.	72	88	94	92	75	84.2
13	Forester, G.	94	84	87	90	96	90.2
14	Grady, R.	86	84	85	100	81	88.1

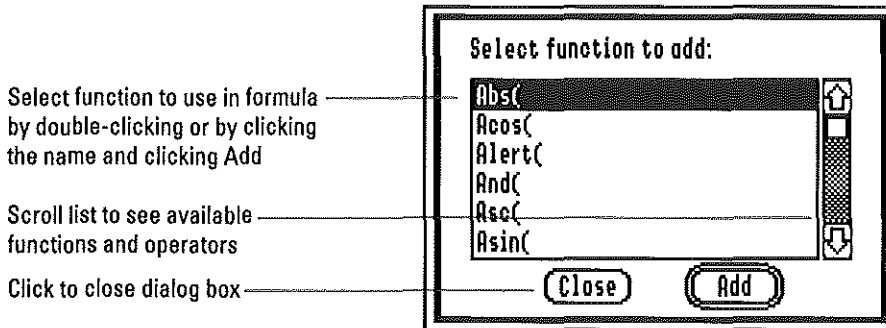
5. End the reference by typing a closed parenthesis.
6. When you have finished entering the formula, press Return.

Using Spreadsheets

To Use the List Functions Command

1. Select a cell by clicking it.
2. Type an equal sign (=) to indicate that the cell contains a formula.
3. Choose List Functions from the Options menu, or press ⌘-L.

A dialog box appears:



4. Add the function to the formula by double-clicking its name.

You can also add a function by clicking its name and clicking Add or pressing Return.

5. When you have finished adding functions to the formula, click Close.

More about functions: For a complete description of the spreadsheet functions available in AppleWorks GS, see appendix B, "Functions and Formulas," in *AppleWorks GS Reference*.

To Protect a Cell from Changes

1. Select the cell or range of cells you wish to protect.
2. Choose Protect from the Data menu, or press ⌘-*

To remove the protection of a cell (or range of cells), select the cell and choose Protect from the Data menu to remove the check mark next to the command.

To View Formulas

- Choose View Formulas from the Options menu.

AppleWorks GS displays the formulas for all the cells in the spreadsheet:

H13	A	B	C	D	E	F	
1		Quarter 1st	Quarter 2nd	Quarter 3rd	Quarter 4th	Year Total	
2	Car	\$638.00	\$785.00	\$532.00	\$1,257.00	=Sum(B2..E2)	
3	Rent	\$1,350.00	\$1,350.00	\$1,350.00	\$1,350.00	=Sum(B3..E3)	
4	Food	\$563.00	\$692.00	\$783.00	\$627.00	=Sum(B4..E4)	
5	Utilities	\$438.00	\$389.00	\$375.00	\$426.00	=Sum(B5..E5)	
6	School	\$698.00	\$781.00	\$856.00	\$586.00	=Sum(B6..E6)	
7	Entertain	\$2,563.00	\$3,694.00	\$2,786.00	\$3,187.00	=Sum(B7..E7)	
8	Business	\$253.00	\$328.00	\$276.00	\$173.00	=Sum(B8..E8)	
9	Insurance	\$800.00	\$800.00	\$800.00	\$800.00	=Sum(B9..E9)	
10							
11	Q Totals:	=Sum(B2..B9)	=Sum(C2..C9)	=Sum(D2..D9)	=Sum(E2..E9)		
12							
13	Ave. Monthly Expense:	=F13/12)	Total Year Expense:	=Sum(F2..F9)			

To return to the normal display, choose View Data from the Options menu.

To Turn Automatic Calculation Off

- Choose Manual Calculation from the Options menu.

To turn automatic calculation back on, choose Auto Calculation from the Options menu.

To Recalculate the Spreadsheet Manually

- Choose Recalculate from the Options menu, or press $\text{⌘}=\text{}$.

Using Spreadsheet

Selecting

Selecting cells in the spreadsheet indicates which cells are to be affected by the next action or command.

To Select a Cell

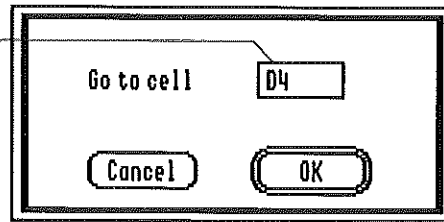
- Click the cell.

To Find and Select a Cell

1. Choose **Go To** from the **Data** menu, or press **⌘-G**.

A dialog box appears:

Enter coordinates of cell



2. Enter the coordinates of the cell you wish to find.
3. Press **Return**.

To Select an Entire Column of Cells

- Click the column heading at the top of the spreadsheet.

To Select an Entire Row of Cells

- Click the row heading to the left of the spreadsheet.

To Select a Range of Cells

- Drag across the cells you wish to select.

Drag to select these cells

F13	A	B	C	D	E	F
1		Quarter 1st	Quarter 2nd	Quarter 3rd	Quarter 4th	Year Total
2	Car	\$638.00	\$785.00	\$532.00	\$1,257.00	\$3,212.00
3	Rent	\$1,350.00	\$1,350.00	\$1,350.00	\$1,350.00	\$5,400.00
4	Food	\$562.00	\$602.00	\$782.00	\$627.00	\$2,665.00
5	Utilities	\$438.00	\$389.00	\$375.00	\$426.00	\$1,628.00
6	School	\$698.00	\$781.00	\$856.00	\$586.00	\$2,921.00
7	Entertain	\$2,563.00	\$3,694.00	\$2,786.00	\$3,187.00	\$12,230.00
8	Business	\$253.00	\$328.00	\$276.00	\$173.00	\$1,030.00
9	Insurance	\$800.00	\$800.00	\$800.00	\$800.00	\$3,200.00
10						
11	Q.Totals:	\$7,303.00	\$8,819.00	\$7,758.00	\$8,405.00	
12						
13	Ave. Monthly Expense:		\$0.00	Total Year Expense:		

To Select All the Active Cells in a Spreadsheet

- Choose Select All from the Edit menu, or press ⌘-A.

Select all: In the spreadsheet application, the Select All command ignores empty portions of the spreadsheet and only selects the range that includes all cells containing information.

Using Spreadsheet

Arranging Spreadsheet Information

AppleWorks GS provides a number of techniques for rearranging information entered in a spreadsheet:

- Move information using the Clipboard.
- Move information with the Move command.
- Insert blank rows, columns, or ranges of cells.
- Delete rows, columns, or ranges of cells.
- Transpose rows and columns.
- Sort rows or columns.

All of these arranging techniques (with the exception of moving information with the Clipboard), allow you to shift the location of information on a spreadsheet without having to readjust formulas that make relative or absolute references to other cells.

To Move Cells Using the Clipboard

1. Select the cell or cells containing the information you wish to move.
2. Choose Cut from the Edit menu, or press ⌘-X .
3. Click the upper-left cell of the new range to hold the moved information.

Click this cell to paste cells here

Gold	Silver
$9.80\text{e-}6$	$3.60\text{e-}4$
$6.30\text{e-}7$	$5.40\text{e-}6$
$1.20\text{e-}4$	$6.20\text{e-}5$
$6.90\text{e-}5$	$8.90\text{e-}6$
$7.80\text{e-}8$	$4.50\text{e-}7$
$7.60\text{e-}7$	$3.60\text{e-}9$
$3.20\text{e-}7$	$1.40\text{e-}11$
$4.50\text{e-}3$	$9.75\text{e-}8$
$2.80\text{e-}7$	$2.54\text{e-}11$

E16	A	B	C	D	E	F
1				Copper	Iron	Notes
2	Sample					
3	ST5V			$2.50\text{e-}4$	$8.53\text{e-}8$	All in OZ @ 137K
4	ST5B			$6.40\text{e-}4$	$6.32\text{e-}6$	All in OZ @ 147K
5	ST5E			$9.63\text{e-}3$	$7.80\text{e-}15$	All in OZ @ 157K
6	ST5V			$8.75\text{e-}4$	$3.65\text{e-}6$	All in OZ @ 167K
7	ST6B			$8.62\text{e-}4$	$1.00\text{e-}1$	All in OZ @ 177K
8	ST6E			$3.55\text{e-}4$	$5.30\text{e-}4$	All in OZ @ 187K
9	ST7V			$9.20\text{e-}10$	$2.60\text{e-}4$	All in OZ @ 197K
10	ST7B			$7.56\text{e-}5$	$5.80\text{e-}3$	All in OZ @ 207K
11	ST7E			$7.60\text{e-}5$	$3.69\text{e-}3$	All in OZ @ 217K
12						
13						

4. Complete the operation in one of the following ways:

- Choose Paste from the Edit menu, or press ⌘-V, to paste the contents (including any formulas or formatting information) into the new cells.
- Choose Paste Values Only from the Edit menu to paste only values or labels (without any formulas) into the new cells.

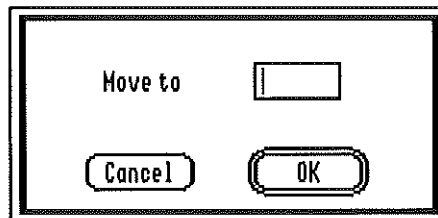
If you only placed one cell on the Clipboard, you can also complete the operation by choosing Paste Format Only from the Edit menu to paste only formatting information into the new cells.

Changes to relative references: If you use the Clipboard to move a cell containing a formula with a relative reference, the formula now refers to a different cell.

To Move Cells Using the Move Command

1. Select the cell or cells you wish to move.
2. Choose Move from the Edit menu, or press ⌘-M.

A dialog box appears:



3. Enter the coordinates for the upper-left cell of the new range to hold the moved information.
4. Press Return.

Any existing information in the new cells is replaced by the contents of the moved cells.

"Point-and-Shoot": To move a range of cells quickly, simply select the cells, position the pointer on the upper-left cell of the new range, press the ⌘ key, and click. This operation is the equivalent of using the Move command to move cells.

Using Spreadsheet

To Insert Blank Cells

1. Select the cell or cells in the location where you wish to insert blank cells.
2. Choose Insert from the Edit menu, or press ⌘-I.

AppleWorks GS inserts blank cells into the spreadsheet as follows:

- If you selected an entire row of cells by clicking the row heading, AppleWorks GS inserts a row of blank cells and shifts existing cells down one row. (If you selected more than one row, AppleWorks GS inserts an equal number of blank rows.)
- If you selected an entire column of cells by clicking the column heading, AppleWorks GS inserts a column of blank cells and shifts existing cells to the right one column. (If you selected more than one column, AppleWorks GS inserts an equal number of blank columns.)
- If you selected any other range of cells (including a single cell), AppleWorks GS displays a dialog box asking you if you wish to shift existing cells down or to the right of the new blank cells.

Selected cells will be moved here if you shift existing cells to the right

Selected cells will be moved here if you shift existing cells down

Range	A	B	C	D	E	F
1		Quarter 1st	Quarter 2nd	Quarter 3rd	Quarter 4th	Year Total
2	Car					
3	Rent					
4	Food					
5	Utilities		\$389.00	\$375.00		
6	School		\$781.00	\$656.00		
7	Entertain					
8	Business					
9	Insurance					
10						
11	Q Totals:					
12						
13	Ave. Monthly Expense:		\$0.00	Total Year Expense:		

Keeping cell references: Formula references (both relative and absolute) to any cells affected by an insertion or deletion of cells are automatically adjusted by AppleWorks GS.

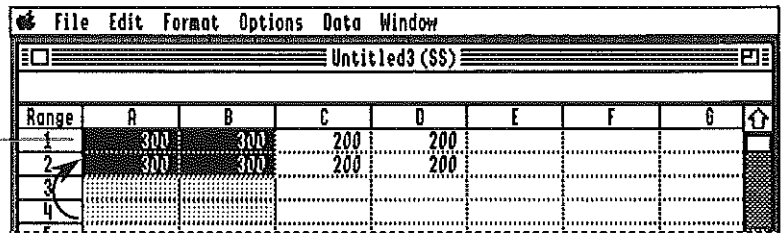
To Delete Cells

1. Select the area of the spreadsheet you wish to delete.
2. Choose **Delete** from the **Edit** menu, or press **⌘-D**.

AppleWorks GS deletes the cells from the spreadsheet as follows:

- If you selected an entire row of cells (by clicking the row heading), AppleWorks GS pulls up the row of cells from below the selection.
- If you selected an entire column of cells (by clicking the column heading), AppleWorks GS pulls over the columns of cells from the right.
- If you selected any other range of cells (including a single cell), AppleWorks GS displays a dialog box, asking you if you wish to pull up cells from below or pull over cells from the right.

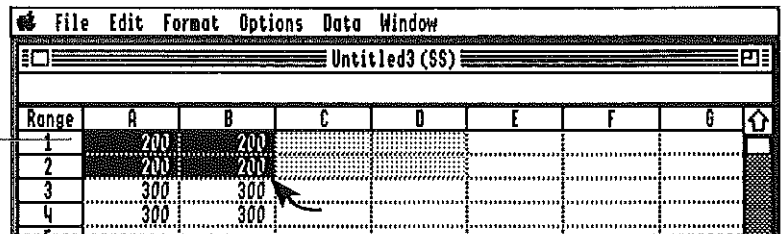
These cells will be deleted here if you delete and pull up from below



The screenshot shows a spreadsheet window titled "Untitled3 (SS)". The spreadsheet has columns labeled A through G and rows labeled 1 through 4. The cells in rows 1 and 2, columns A and B, contain the value "300". The cells in rows 1 and 2, columns C and D, contain the value "200". The cells in row 3, columns A and B, contain the value "300". The cells in row 4, columns A and B, contain the value "300". The cells in row 1, columns C and D, contain the value "200". The cells in row 2, columns C and D, contain the value "200". The cells in row 3, columns C and D, are empty. The cells in row 4, columns C and D, are empty. The cells in row 1, columns E, F, and G, are empty. The cells in row 2, columns E, F, and G, are empty. The cells in row 3, columns E, F, and G, are empty. The cells in row 4, columns E, F, and G, are empty. The cells in row 1, columns A and B, are shaded, indicating they are selected. An arrow points from the text "These cells will be deleted here if you delete and pull up from below" to the shaded cells in row 1, columns A and B.

Range	A	B	C	D	E	F	G
1	300	300	200	200			
2	300	300	200	200			
3	300	300					
4	300	300					

These cells will be deleted if you delete and pull over from the right



The screenshot shows a spreadsheet window titled "Untitled3 (SS)". The spreadsheet has columns labeled A through G and rows labeled 1 through 4. The cells in row 1, columns A and B, contain the value "200". The cells in row 2, columns A and B, contain the value "200". The cells in row 3, columns A and B, contain the value "300". The cells in row 4, columns A and B, contain the value "300". The cells in row 1, columns C and D, are empty. The cells in row 2, columns C and D, are empty. The cells in row 3, columns C and D, are empty. The cells in row 4, columns C and D, are empty. The cells in row 1, columns E, F, and G, are empty. The cells in row 2, columns E, F, and G, are empty. The cells in row 3, columns E, F, and G, are empty. The cells in row 4, columns E, F, and G, are empty. The cells in row 1, columns C and D, are shaded, indicating they are selected. An arrow points from the text "These cells will be deleted if you delete and pull over from the right" to the shaded cells in row 1, columns C and D.

Range	A	B	C	D	E	F	G
1	200	200					
2	200	200					
3	300	300					
4	300	300					

The Delete key vs. the Delete command: Using the Delete key instead of the Delete command to delete selected cells can produce significantly different results. If you use the Delete key to delete cells, the information is deleted from the selected cells, but the cells themselves remain a part of the spreadsheet. If you use the Delete command, however, both the information and the cells themselves are deleted, and the rest of the spreadsheet is readjusted accordingly.

Using Spreadsheet

To Transpose Rows and Columns

1. Select the range of cells you wish to transpose.
2. Choose Transpose from the Edit menu, or press ⌘-T .

If you selected a column to transpose, the selected column now becomes a row with the top cell in the column as the leftmost cell in the row.

Transpose changes these columns into rows

Range	A	B	C	D	E	F
1						
2	Car	\$638.00				
3	Rent	\$1,350.00				
4	Food	\$563.00				
5	Utilities	\$438.00				
6	School	\$698.00				
7	Entertain	\$2,563.00				
8	Business	\$253.00				
9	Insurance	\$800.00				
10						
11	Q Totals:	\$7,303.00				
12						
13						
14						

If you selected a row to transpose, the selected row now becomes a column with the leftmost cell in the row as the top cell in the column.

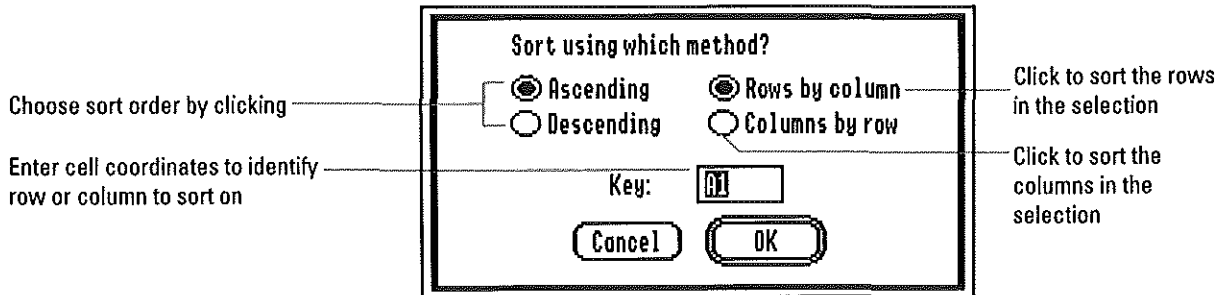
If you selected any other range of cells, all the columns in the range become rows, with the leftmost column now the top row.

Range	A	B	C	D	E	F
1						
2	Car	Rent	Food	Utilities	School	Entertain
3	\$638.00	\$1,350.00	\$563.00	\$438.00	\$698.00	\$2,563.00
4						

To Sort Cells

1. Select the column, row, or any other range of cells you wish to sort.
2. Choose Sort from the Data menu.

A dialog box appears:



3. Click the appropriate settings.

If you selected a range of cells to sort other than a single row or a single column, you must enter the cell coordinates of a cell to indicate which row or column you wish to sort on.

4. To start the operation Click OK, or press Return.

Using Spreadsheet

Formatting

Formatting allows you to specify how information in a spreadsheet is displayed. In AppleWorks GS you can do the following:

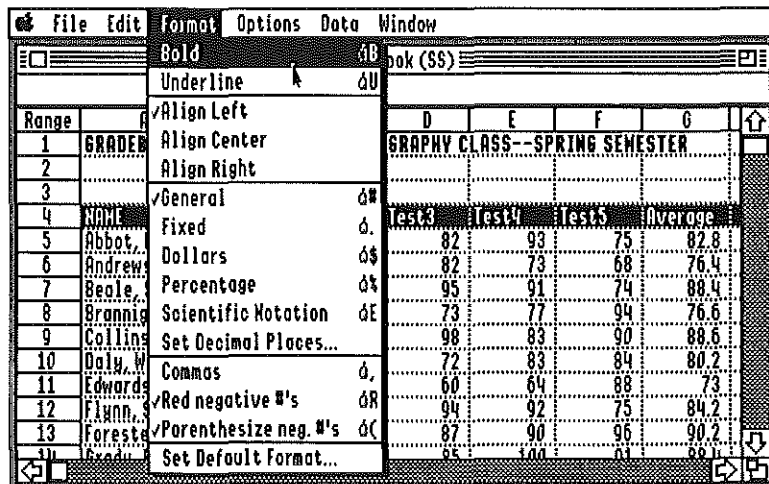
- Control how labels and values are displayed in cells.
- Copy the format of one cell into another.
- Set the format defaults for the entire spreadsheet.
- Define the column widths for individual columns or for all the columns in a spreadsheet.
- Fix rows or columns or both to serve as titles for the entire spreadsheet.

To Assign Formats to Cells

1. Select the cell or range of cells you wish to format.

You cannot define the format of an empty cell.

2. Choose the desired format from the Format menu.



A check mark appears on the Format menu next to the format you've chosen.

Note that alignment formats (Align Left, Align Center, and Align Right) can only be assigned to cells containing labels.

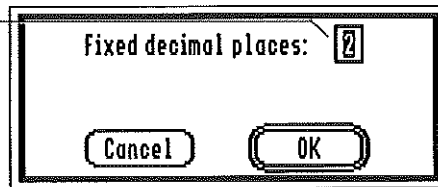
What's General format? Cells assigned the General format use whatever format displays the most information about a value within the confines of the column width. Thus, the same value may be displayed in the General format as an integer, or as an integer with decimals, or as expressed in scientific notation, depending on the length of the value and the width of the column.

To Set Decimal Places

1. Select the cell or cells for which you wish to assign decimal places.
2. Choose **Set Decimal Places** from the **Format** menu.

A dialog box appears:

Enter number of decimal places here



3. Type the number of decimal places you wish to display.
You may set up to nine decimal places to display.
4. Press **Return**.

Using Spreadsheet

To Copy a Cell's Format

1. Select the cell whose format you wish to copy.
2. Choose Copy from the Edit menu, or press ⌘-C.
3. Select the cell or cells that you want to assign the copied format.
4. Choose Paste Format Only from the Edit menu.

To Set Format Defaults

1. Choose Set Default Format on the Format menu.

A dialog box appears:

Click to choose a display option

Click to choose one or more style options

Type number of decimal places to display

Click to choose alignment option

Format Options

- Bold
- Underline
- Commas
- Red negative numbers
- Parenthesize neg. #'s

Format Style

- General
- Fixed
- Dollars
- Percentage
- Scientific notation

Alignment

- Left
- Center
- Right

Display decimal place(s)

Cancel OK

2. Click the appropriate options, and enter the number of decimal places to display.
3. Click OK, or press Return.

AppleWorks GS changes the default display format for all new cells. No existing cells in the spreadsheet are modified.

To Change a Column Width

1. Position the pointer on the column boundary marker in the area containing the column headings.

The pointer changes to a double-headed arrow.

2. Drag the column boundary marker to change the width of the column.

Drag to change column width

F15	A	B	C	D	E	F	
1		Gold	Silver	Copper	Iron	Notes	
2	Sample						
3	ST5V	9.80e-6	3.60e-4	2.50e-4	##	All in 02 @ 137K	
4	ST5B	6.30e-7	5.40e-6	6.40e-4	##	All in 02 @ 147K	
5	ST5E	1.20e-4	6.20e-5	9.63e-3	##	All in 02 @ 157K	
6	ST5V	6.90e-5	8.90e-6	6.75e-4	##	All in 02 @ 167K	
7	ST6B	7.80e-8	4.50e-7	8.62e-4	##	All in 02 @ 177K	
8	ST6E	7.60e-7	3.60e-9	3.55e-4	##	All in 02 @ 187K	
9	ST7V	3.20e-7	1.40e-11	9.20e-10	##	All in 02 @ 197K	
10	ST7B	4.50e-9	9.75e-8	7.50e-5	##	All in 02 @ 207K	
11	ST7E	2.80e-7	2.54e-11	7.60e-5	##	All in 02 @ 217K	
12							
13	Total	4.70e-3	4.37e-4	1.28e-2	##	All in 02	

To Restore Default Column Widths

1. Select the column or columns you wish to restore to the default column width by clicking the column heading(s) or by selecting cells in the columns.

To restore all the columns in a document to the default column width, click any row heading to select an entire row of cells.

2. Choose **Restore Width to Default** from the Options menu.

AppleWorks GS changes the widths of the selected columns to the default column width.

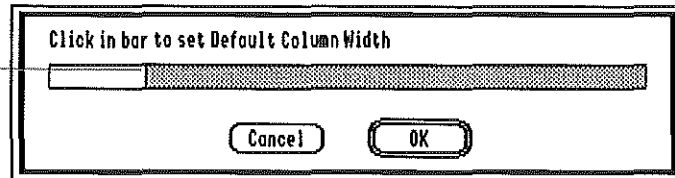
Using Spreadsheet

To Change the Default Column Width

1. Choose Change Default Width from the Options menu.

A dialog box appears:

Drag the box to indicate the column width you want to use



2. Drag the box representing the default column width to increase or decrease the column.
3. Click OK, or press Return.

AppleWorks GS changes the column widths for all columns that have not been previously modified.

To Turn Cell Lines Off

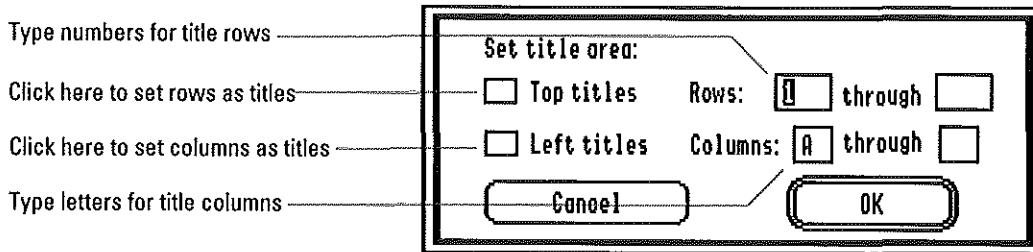
- Choose Hide Cell Lines from the Options menu.

To turn the cell lines back on, choose Show Cell Lines from the Options menu.

To Set Titles

1. Choose Set Titles from the Options menu.

A dialog box appears:



2. Enter information for the spreadsheet titles:

- To set up a title row or rows, click Top Titles and type the row letter(s).
- To set up a title column or columns, click Left Titles and type the column number(s).

You can also indicate the rows and columns you wish to use as titles by selecting them before choosing the Set Titles command.

3. Click OK, or press Return.

AppleWorks GS fixes any title rows or columns you've indicated on the screen. No matter where you scroll in the spreadsheet, the title rows will always appear at the top in the document window and title columns will always appear to the left in the document window.

Using Spreadsheet

Using Spreadsheet Shortcuts

AppleWorks GS provides a number of shortcuts you'll find useful when working on a spreadsheet:

- Move to different cells after entering data.
- Copy the contents (values or formats or both) of a cell or a range of cells.
- Fill rows or columns with information in existing cells.

To Move to Different Cells When Entering Data

■ **Store the entry and move to a different cell using one of the following options:**

- To move to the cell immediately below, press Return or the Down Arrow key.
- To move to the cell immediately above, press the ⌃ and the Return keys, or the Up Arrow key.
- To move to the cell to the right, press Tab.
- To move to the cell to the left, press the ⌃ and the Tab keys.

To store the entry and remain in the same cell, press Enter.

To Copy the Contents of a Cell

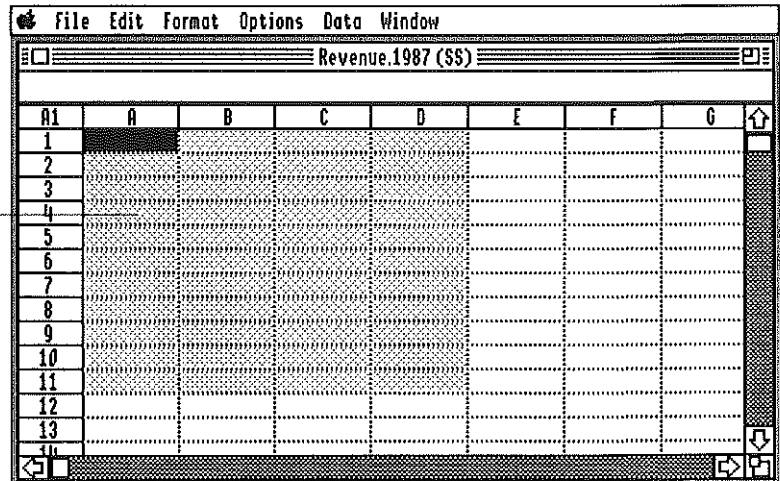
1. **Select the cell to copy by clicking it.**
2. **Choose Copy from the Edit menu, or press ⌘-C.**
3. **Select the cell to hold the copied contents by clicking.**
4. **Complete the operation in one of the following ways:**
 - Choose Paste from the Edit menu, or press ⌘-V, to paste the contents (including any formulas or formatting information) into the new cells.
 - Choose Paste Values Only from the Edit menu to paste only values or labels (without any formulas) into the new cells.

If you only place one cell on the Clipboard, you can also complete the operation by choosing Paste Format Only from the Edit menu to paste only formatting information into the new cells.

Any existing information in the new cell is replaced by the contents of the copied cell. Protected cells, however, cannot be overwritten.

To Copy the Contents of a Range of Cells

1. Select the cells to copy by dragging.
2. Choose Copy from the Edit menu, or press ⌘-C .
3. Select the upper left cell of the new range to hold the copied contents.



4. Complete the operation in one of the following ways:

- Choose Paste from the Edit menu, or press ⌘-V , to paste the contents (including any formulas or formatting information) into the new cells.
- Choose Paste Values Only from the Edit menu to paste only values or labels (without any formulas) into the new cells.

Any existing information in the new range of cells is overwritten by the contents of the pasted cells. Protected cells, however, cannot be overwritten.

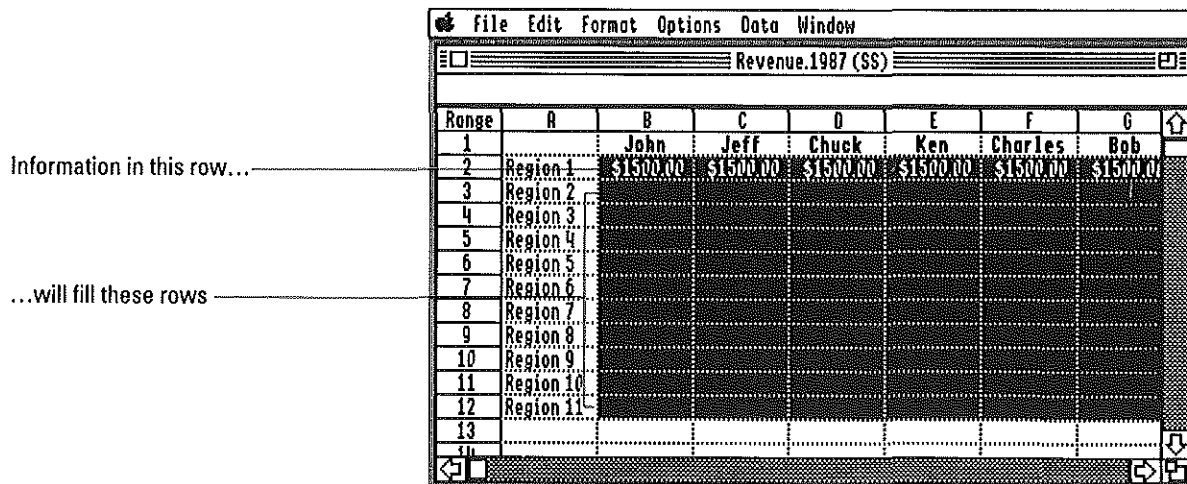
Changes to relative references: If you use the Clipboard to copy a cell containing a formula with a relative reference, the formula now refers to a different cell.

Using Spreadsheet

To Fill Columns of Cells from the Top

1. Select the range of cells you wish to fill.

AppleWorks GS will use the contents in the top cell, or row of cells, to fill the range.



2. Choose Fill from the Edit menu, or press ⌘-F.

If you select a single column to fill, AppleWorks GS fills the column with the contents of the topmost cell.

If you select more than column to fill, a dialog box appears asking if you wish to fill down or to the right.

3. Click Down.

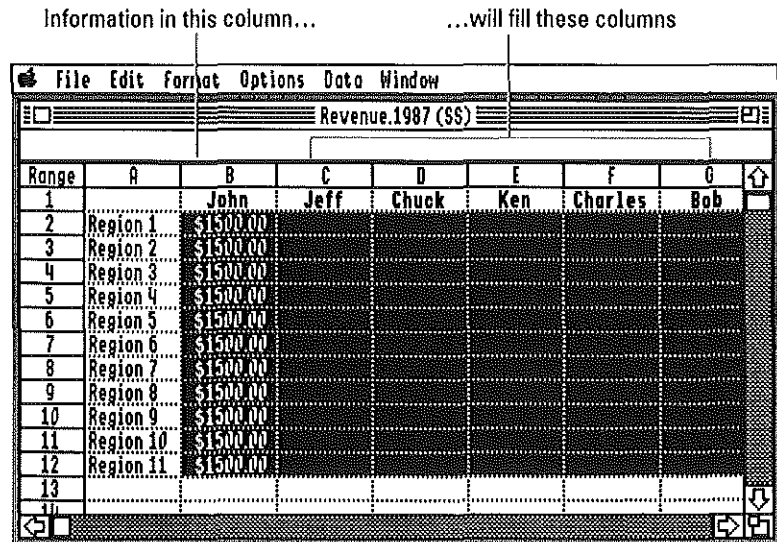
4. Click OK.

AppleWorks GS fills the columns with the contents of the uppermost row of cells. Protected cells, however, cannot be overwritten.

To Fill Rows of Cells from the Left

1. Select the range of cells you wish to copy from and the range of cells you wish to fill.

AppleWorks GS will use the contents in the leftmost cell, or column of cells, to fill the range.



2. Choose Fill from the Edit menu, or press ⌘-F.

If you select a single row to fill, AppleWorks GS fills the row with the contents of the leftmost cell.

If you select more than one row to fill, a dialog box appears asking if you wish to fill down or to the right.

3. Click Right.

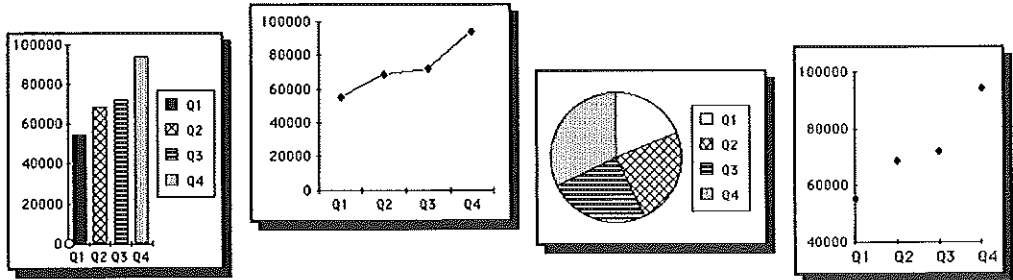
4. Click OK.

AppleWorks GS fills the rows with the contents of the leftmost column of cells. Protected cells, however, cannot be overwritten.

Reporting Spreadsheet Information

Creating a Chart

With AppleWorks GS you can create pie charts, bar charts, or graphs with the information stored in a spreadsheet:



File Edit Format Options Data Window							
Quantum.Sales (\$\$)							
Range	A	B	C	D	E	F	
1							
2			QUANTUM LEAP CORPORATION				
3			Annual Sales by Quarter--1989				
4							
5							
6			Q1	Q2	Q3	Q4	
7			\$55,200.00	\$69,750.00	\$72,100.00	\$90,270.00	
8							

Once calculated, a chart is displayed in an AppleWorks GS graphics window where you can edit and print it as you would any other graphics document.

You also have the option of recalculating the chart at any time based on new information entered in the spreadsheet.

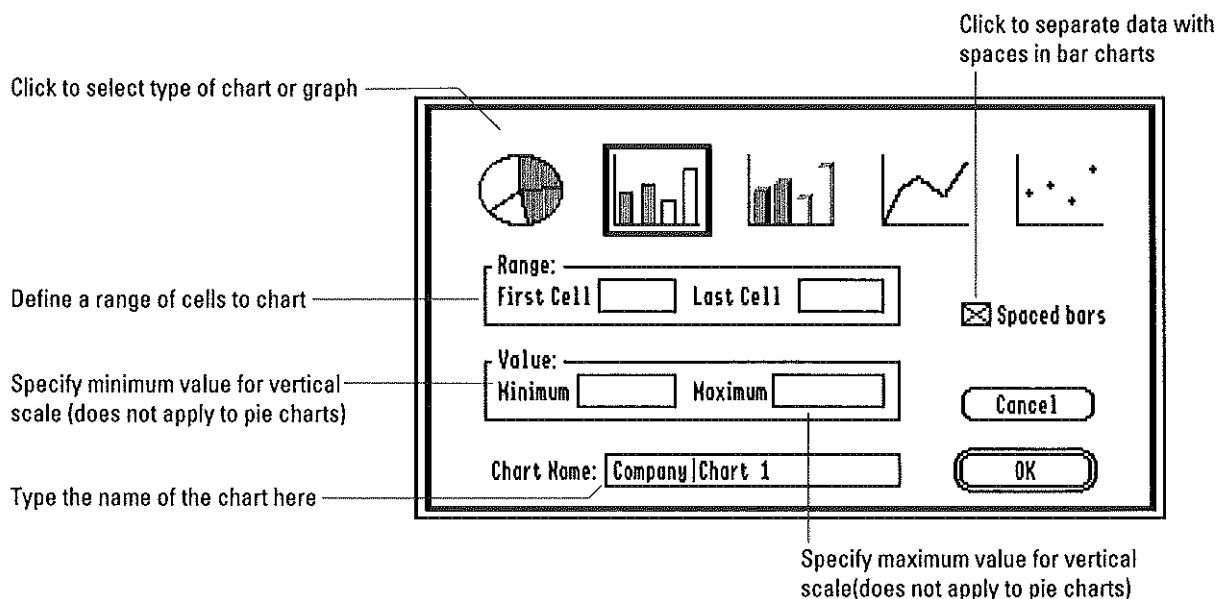
To Create a Spreadsheet Chart

1. Select the row or column of values you wish to chart.

If you select a row or a column, AppleWorks GS uses those values for the chart. If you select any other range of cells, AppleWorks GS uses the values in the cells in the uppermost row of the range to create the chart.

2. Choose New Chart from the Data menu.

A dialog box appears:

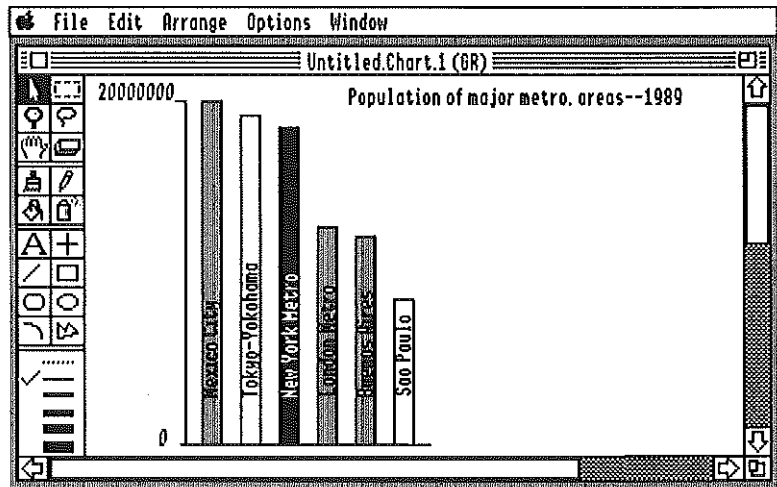


3. Click the icon for the type of chart you wish to create and, if necessary, enter any additional information.

4. When the information for the chart is complete, click OK or press Return.

AppleWorks GS calculates the chart, opens a graphics window, and displays the chart as a graphics document with the name you provided.

Reporting Spreadsheet Information



5. At this point you have the following options:

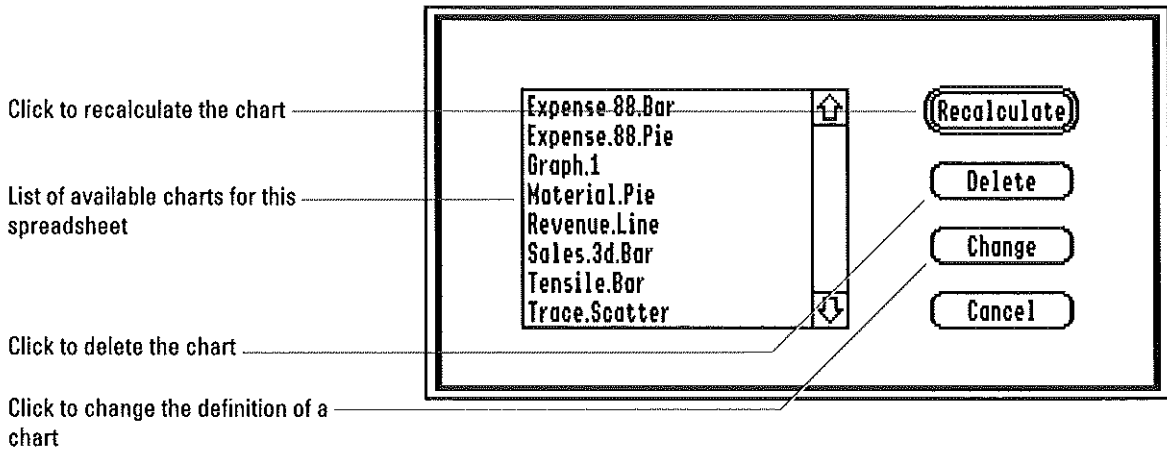
- Edit the chart using the graphics tools and commands. (See chapter 5, “Graphics” in this manual.)
- Return to the spreadsheet window by choosing it from the Window menu.

How charts are saved: AppleWorks GS saves the names and specifications of each chart in the spreadsheet document that is open when you create the chart. The chart itself is saved as a graphic document that you can open, modify, or save independently of the spreadsheet document.

To Modify a Chart

1. Open the spreadsheet document for the chart you wish to modify.
2. Choose **Modify Chart** from the **Data** menu.

A dialog box appears:



3. Click the name of the chart and the appropriate option
4. Click **OK**, or press **Return**.

If you click **Change**, AppleWorks GS allows you to change the definition of the chart and create a new version, overwriting the graphics document containing the previous version of the chart (provided that the graphics document is still open). To avoid replacing the old chart, you can either save the previous version under a different name or give the new version a new name.

If you click **Recalculate**, AppleWorks GS creates a new version of the chart based on the current information in the spreadsheet. To save the previous version, you must save it under a different name before recalculating the chart.

To Print a Spreadsheet

1. **Open the spreadsheet document.**
2. **To specify any special setup information, use the Page Setup command.**

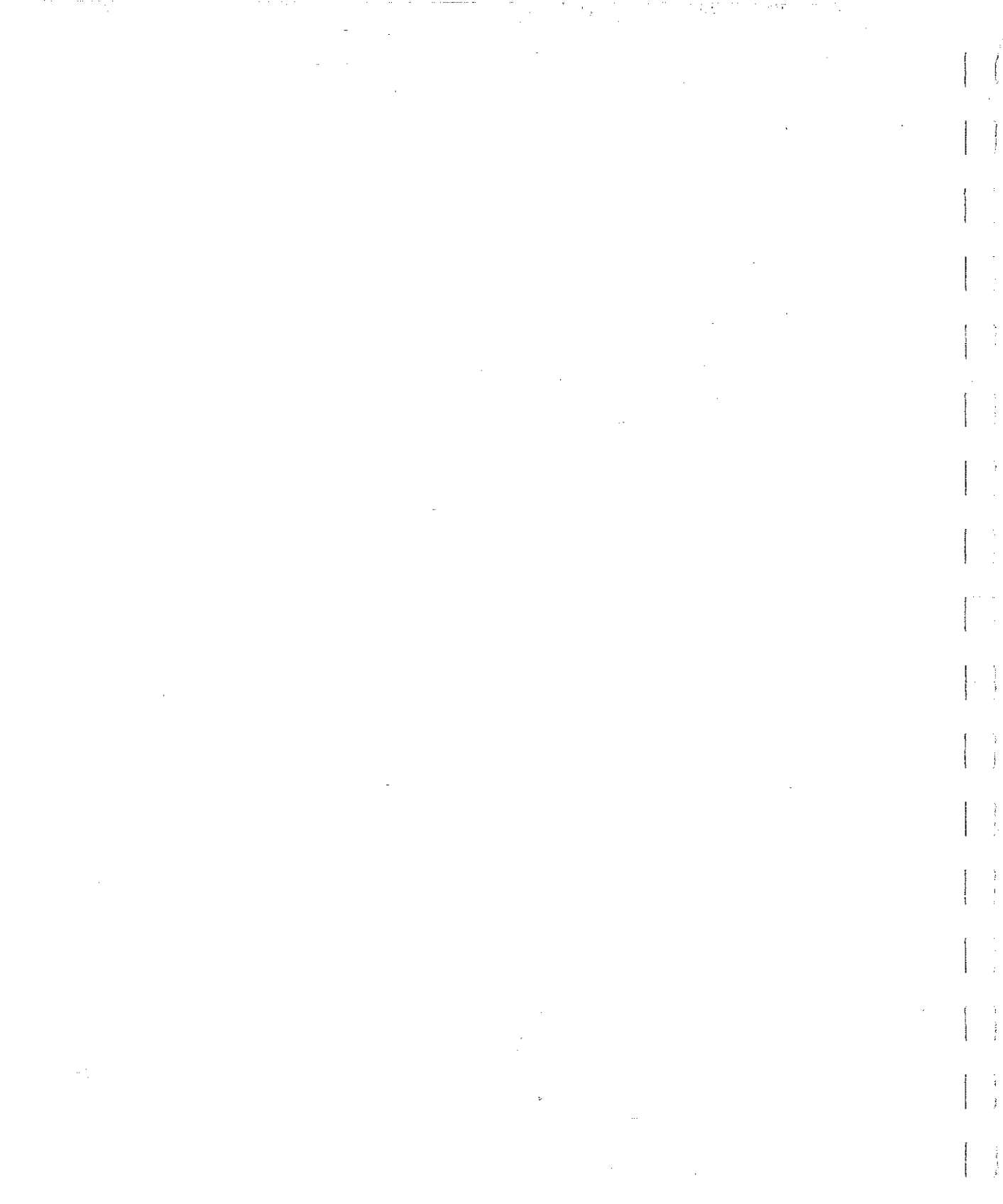
For example, you may wish to change the page orientation in order to print the spreadsheet sideways on the page.

3. **Select the portion of the spreadsheet you wish to print.**

Printing the entire spreadsheet: If only one cell is selected, AppleWorks GS assumes that you want to print the entire spreadsheet and proceeds as if you had used the Select All command.

4. **If you don't want to print the lines between cells, choose Hide Cell Lines from the Options menu.**
5. **Choose Print from the File menu, or press ⌘-P, to print the spreadsheet.**

For information on how to use the Print command, see "Printing" in chapter 1 of this manual.



CHAPTER 5

Graphics

5





Graphics

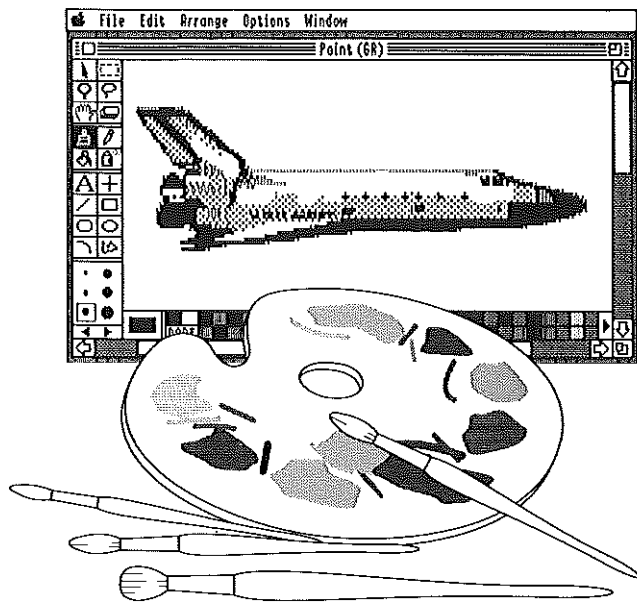
About This Chapter

AppleWorks GS lets you take full advantage of the exciting color graphics of the Apple IIGS. Create a wide range of graphics using sophisticated but easy-to-use painting, drawing, and editing tools. Then import the results into page layout or database documents.

In this chapter you'll learn how to use the tools and commands available in the AppleWorks GS graphics application:

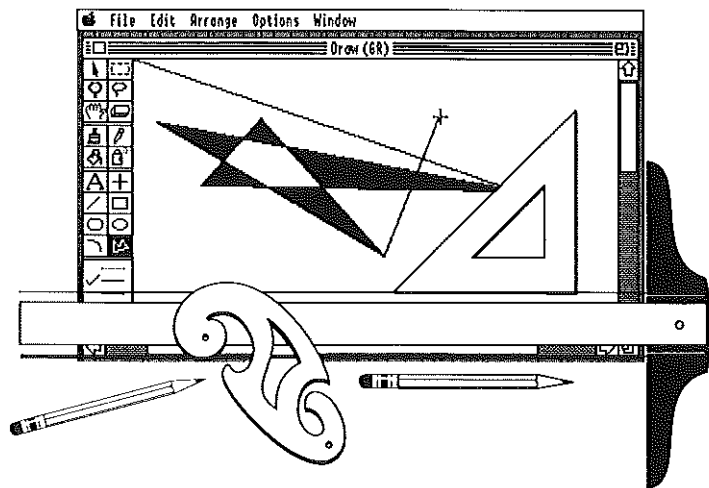
- Using the different graphics tools
- Working with graphic and text objects

Graphics Overview



For freehand work, use the AppleWorks GS paint tools—paintbrush, pencil, paint bucket, and a spray can.

See “Using the Paint Tools” in this chapter.

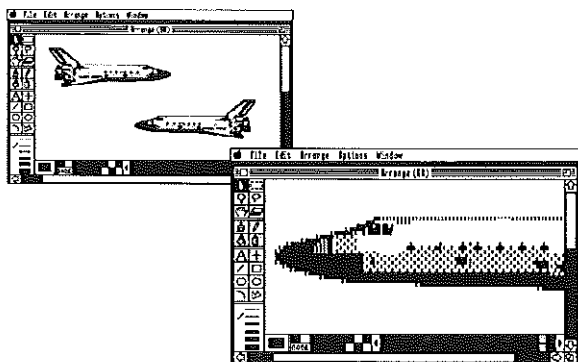
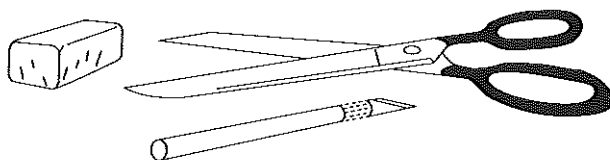
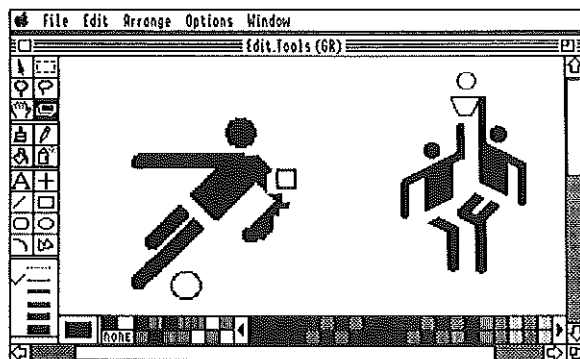


The drawing tools let you create precise shapes and lines. Or add text to a graphic using the text tool.

See “Using the Draw Tools” in this chapter.

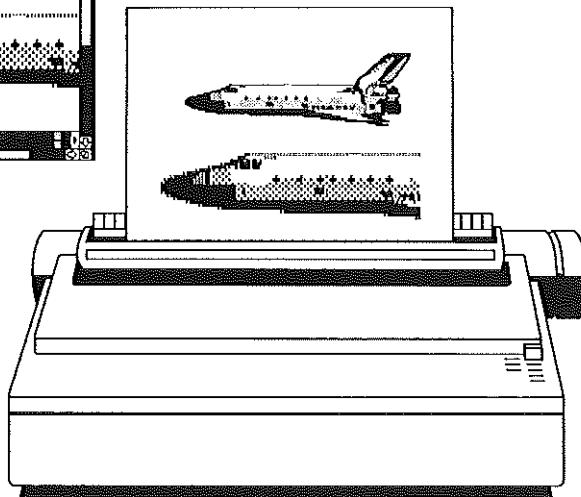
Editing tools allow you to modify your graphics to get them just the way you want.

See "Using the Edit Tools" in this chapter.



Once your graphic is complete, print it. If you're using an ImageWriter II to print the document, you can reproduce the colors you see on your color monitor.

See "Printing" in chapter 1.



Using Graphics Tools

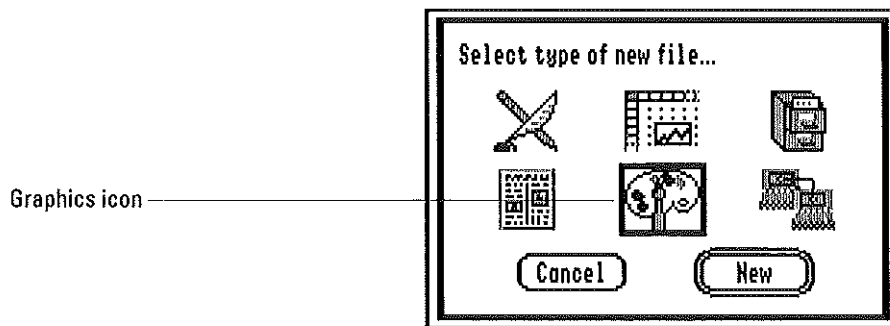
Starting Graphics

You can start the graphics application by either starting a new graphics document or by opening an existing document

To Open a New Document

1. Choose **New** from the **File** menu, or press **⌘-N**.

A dialog box appears:



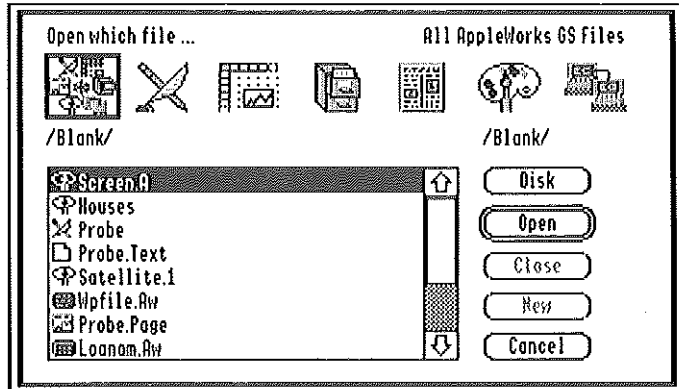
2. Double-click the graphics icon to open the application.

AppleWorks GS opens an untitled graphics document.

To Open an Existing Graphics Document

1. Choose Open from the File menu, or press **⌘-O**.

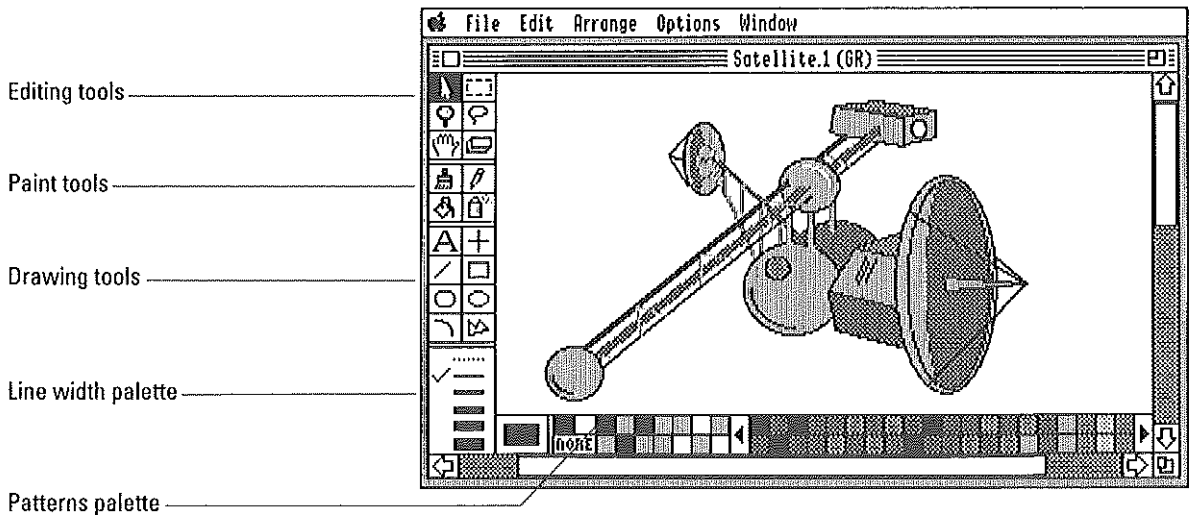
A dialog box appears with a list of available documents:



To display only the available graphics documents, click the graphics icon at the top of the box.

2. Choose the document to open by double-clicking it.

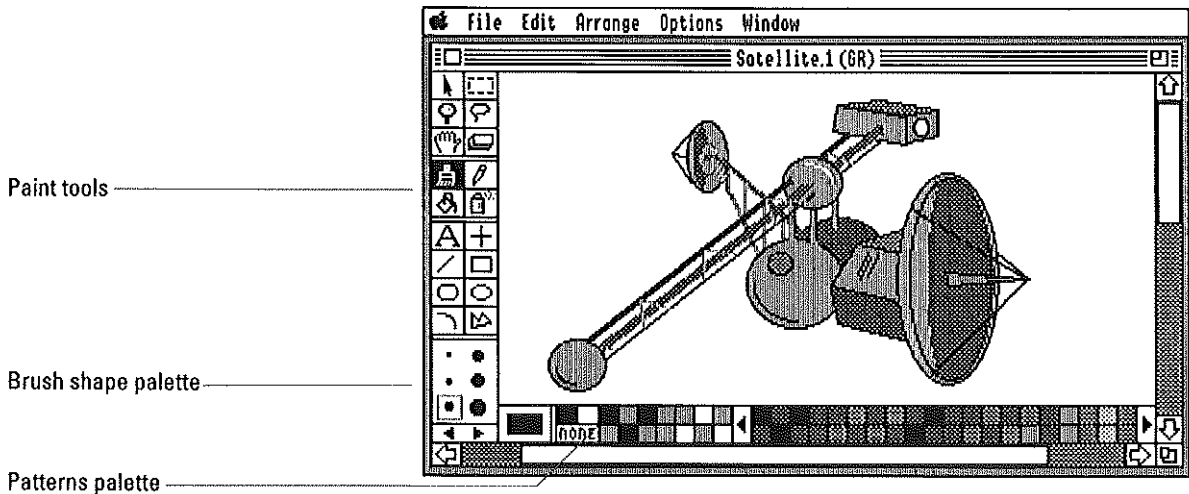
AppleWorks GS opens that document:



Using Graphics Tools

Using the Paint Tools

The paint tools let you create freehand designs with the traditional tools of a graphic artist: paintbrush, pencil, paint bucket, and spray can.



The paintbrush lets you paint with broad strokes, like a paintbrush on canvas.



The pencil lets you draw fine freehand lines or add small details to graphics.



The paint bucket lets you fill enclosed areas with a selected color or pattern.



The spray can lets you “spray” a color or pattern.

With any of these tools, you can choose to work in the different colors and patterns available from the pattern palette. You can also select different brush shapes for the paintbrush from the brush shapes palette.

The graphic you create using one or more of the paint tools is referred to as a *paint object*. Ordinarily, as long as you are using one of the paint tools, all the images you create are considered to be part of the same paint object.

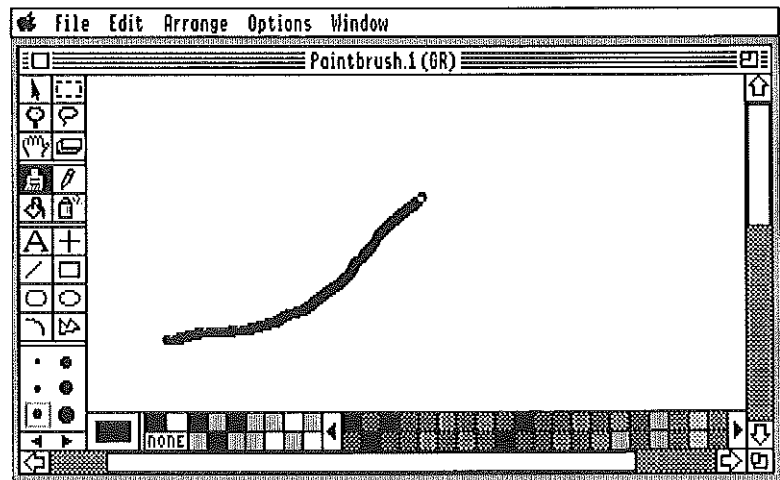
You can, however, begin a new object at any time by choosing a drawing or editing tool or by choosing the Begin New Paint Object command.

To Use the Paintbrush

1. Select the paintbrush on the tools palette.
2. Move the pointer to the location in the window where you want to begin painting.

The pointer changes to a dot when you move it into the window.

3. Drag to begin painting.
4. Release the mouse button to complete the stroke.

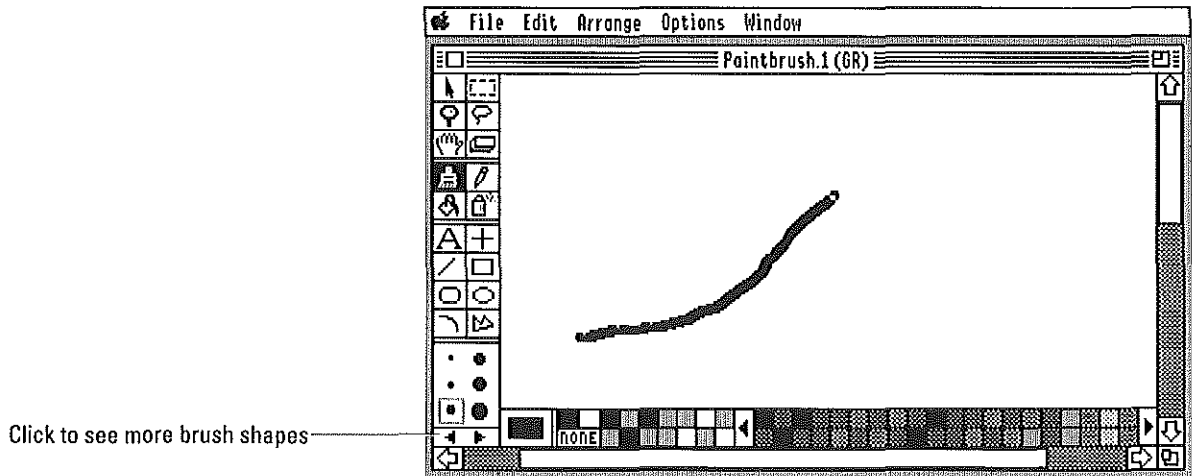


Using Graphics Tools

To Change the Brush Shape

1. Select the paintbrush on the tools palette.
2. Select the brush shape by clicking the appropriate shape on the brush shape palette.

If the brush shape you want isn't visible, click the right or left arrow at the bottom of the palette.

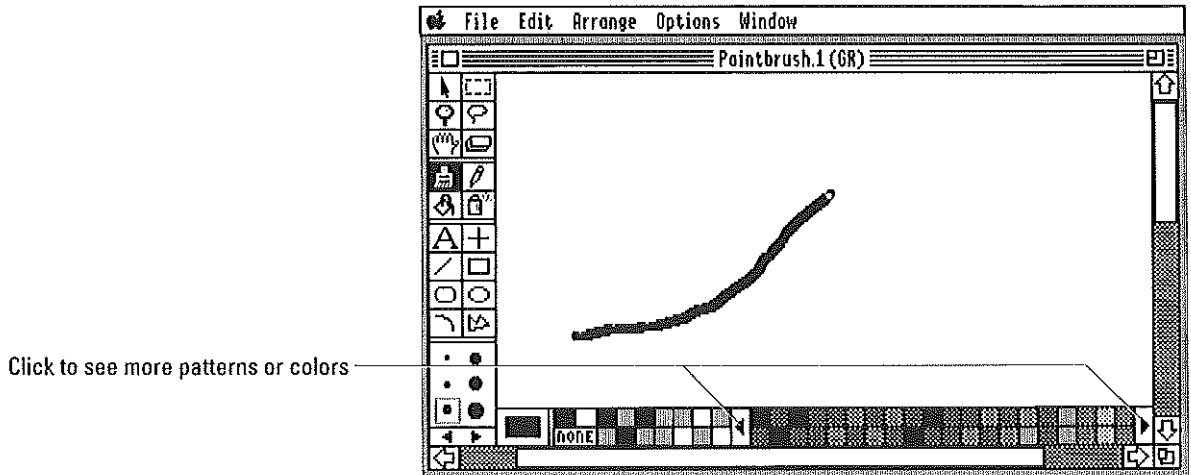


When you move the cursor into the document window, the paintbrush cursor reflects the brush shape that you selected.

To Choose a Different Pattern or Color

1. Select the paintbrush on the tools palette.
2. Choose the pattern or color from the pattern palette by clicking.

If the pattern you want to use isn't visible, click the left or right arrows on the patterns palette.



Using Graphics Tools

To Use the Pencil

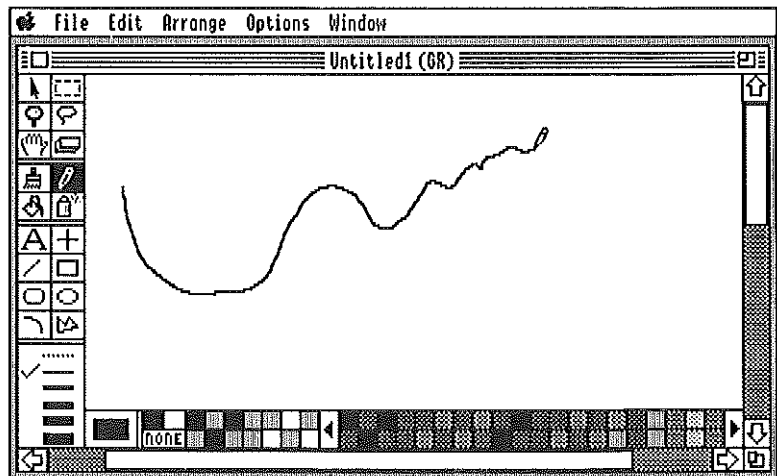
1. Select the pencil on the tools palette.

If you wish, you can choose another color or pattern for the pencil from the pattern palette. You cannot, however, choose another line width.

2. Move the pointer to the location in the window where you want to begin the line.

The pointer changes into a pencil when you move it into the window.

3. Drag to begin the line.
4. Release the mouse button to complete the stroke.



To Use the Paint Bucket

1. Select the paint bucket on the tools palette.

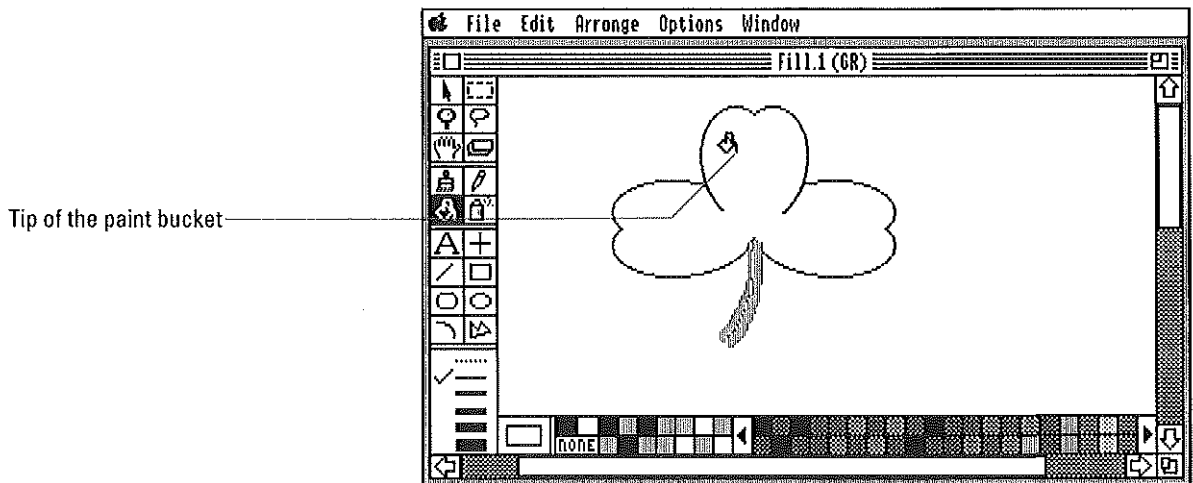
If you wish, you can choose a different pattern or color from the pattern palette.

2. Position the tip of the paint dripping from the paint bucket inside the area you want to fill.

The pointer changes to a paint bucket when you move it into the window.

3. Click the mouse button.

After you click the mouse button, AppleWorks GS fills the area with the selected color pattern.



Paint spills: If the area you're filling with the paint bucket is not completely enclosed, the pattern spills into any surrounding areas as well. If this happens, use the Undo command to reverse the action of the paint bucket, and use the pencil or the paintbrush to fill in any breaks in the lines surrounding the area.

Using Graphics Tools

To Use the Spray Can

1. Select the spray can on the tools palette.

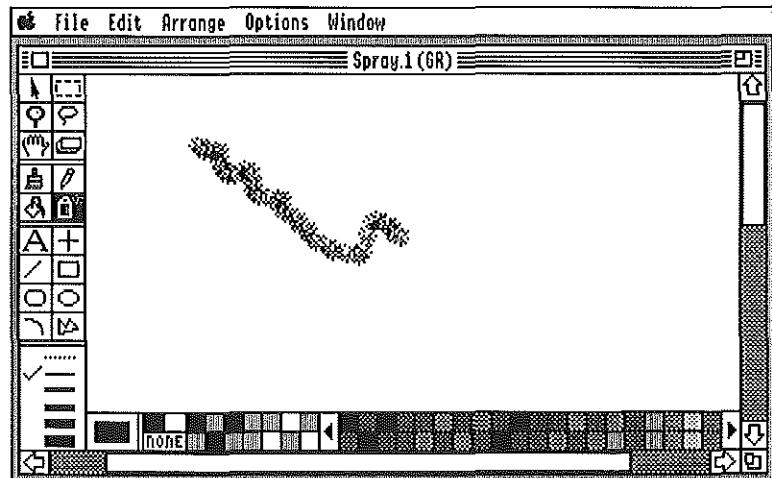
If you wish, choose a different color or pattern from the pattern palette.

2. Move the pointer to the location in the window where you want to begin spraying.

The pointer changes into a cluster of dots when you move it into the window.

3. Drag to begin spraying.

A random stream of dots appears in the general area covered by the pointer. The slower you drag, the darker the spray pattern becomes.

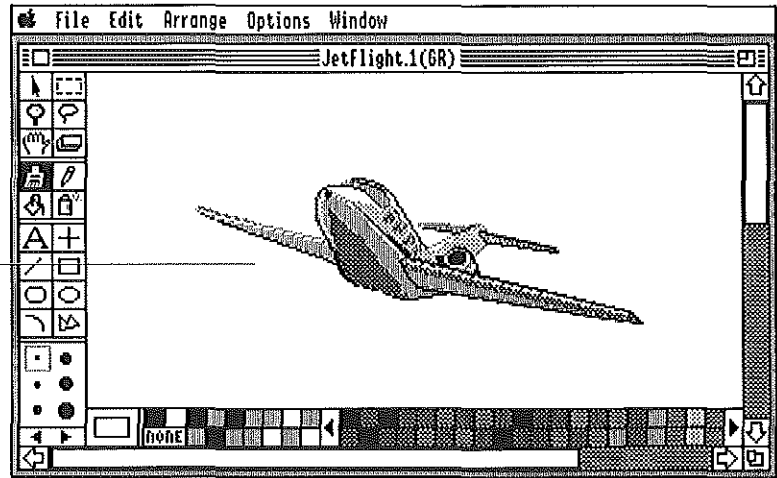


4. Release the mouse button to complete the operation.

To Begin a New Paint Object

1. Create an object using one or more of the paint tools.

As long as you continue to use the paint tools, AppleWorks GS considers this a single object



2. To complete that paint object and begin a new paint object, use one of the following methods:

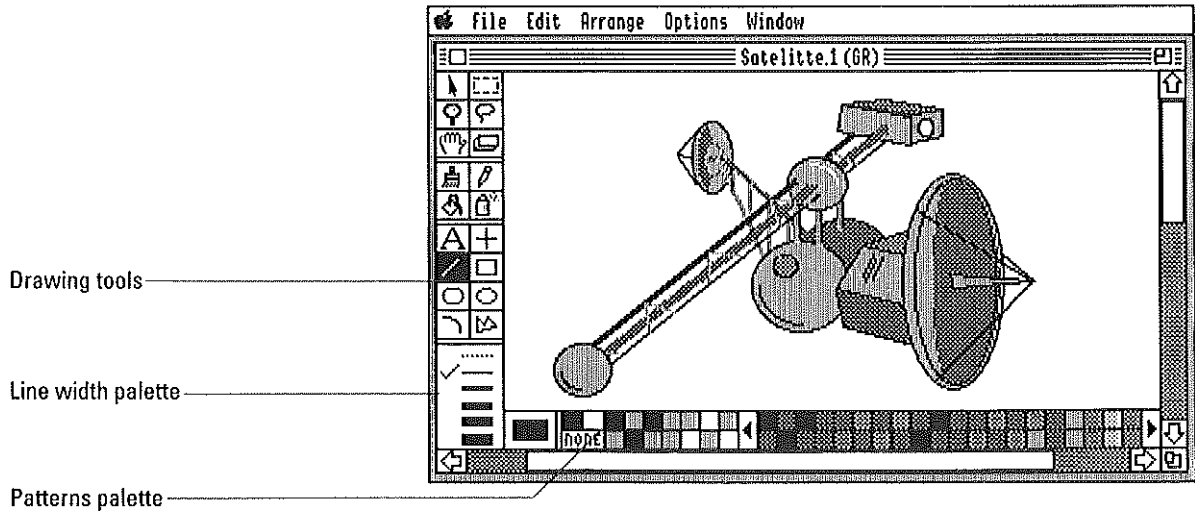
- Choose Begin New Paint Object from Edit Menu, or press ⌘-B.
- Select a drawing or editing tool on the tools palette.









The next time you select a paint tool, AppleWorks GS begins a new paint object.

Using Graphics Tools

Using the Drawing Tools

The drawing tools allow you to quickly define lines and shapes with mathematical precision. When printed or displayed, objects created by the drawing tools can take advantage of the highest resolution your printer or screen is capable of producing.



-  The text tool lets you include text in a graphics document.
-  The horizontal/vertical line tool lets you draw horizontal or vertical lines.
-  The line tool lets you draw straight lines in any direction.
-  The rectangle tool lets you draw rectangles and squares.
-  The rounded rectangle tool lets you draw round-cornered rectangles.
-  The oval tool lets you draw ovals and circles.
-  The arc tool lets you draw 90-degree arcs.
-  The polygon tool lets you draw polygons of any shape and with any number of angles.

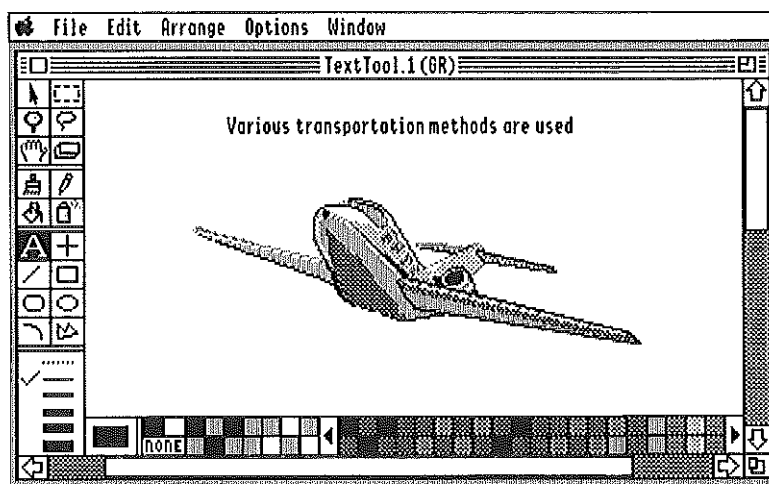
With any of these tools (except the text tool), you can specify different line widths as well as different line patterns. With the shape tools (rectangle, rounded rectangle, oval, arc, and polygon), you can also choose different fill colors and patterns (including "None").

To Add Text to a Graphic

1. Select the text tool on the tools palette.
2. Position the pointer where you want to begin entering text and click.

The pointer changes into an I-beam when you move it into the window.

3. Type the text you want to add to the document.



4. When you're finished entering text, click the mouse button outside the text area, select another tool, or press Return to complete the text object.

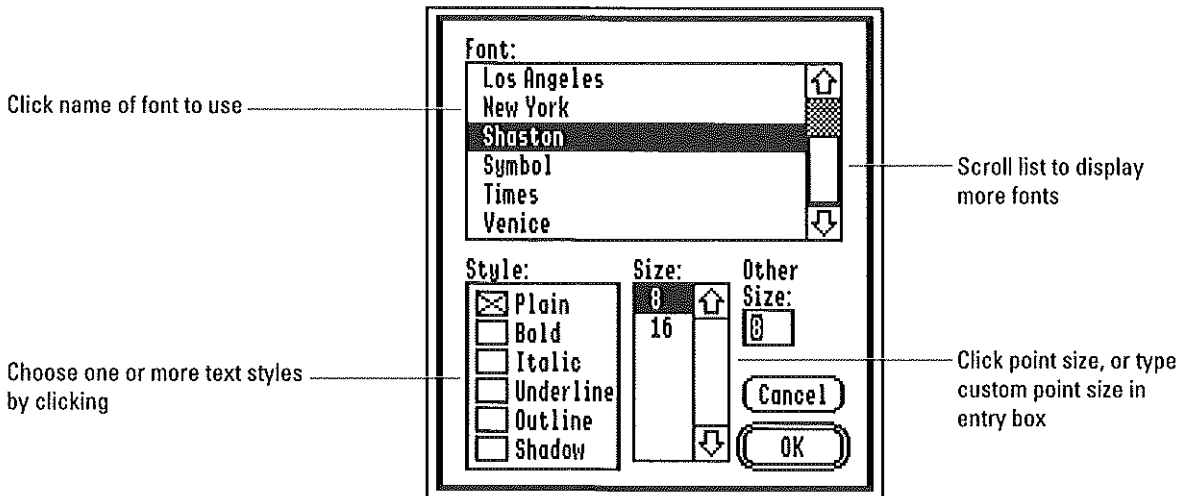
Text vs. text objects: When you're entering text in a graphics document, you are actually creating a special type of object—a text object. You can edit the text in an object—that is, you can select, replace, cut, copy, or paste text, and so on—until you complete the object. Once you're finished entering a piece of text and have either pressed Return, clicked the mouse button, or selected another tool, you can no longer return and edit that text.

Using Graphics Tools

To Change the Text Font, Size, or Style

1. Choose the Choose Font command from the Options menu.

A dialog box appears:



2. Click the appropriate settings.

The fonts and sizes displayed in the dialog box depend on the fonts stored in the System folder of your startup disk.

If you wish to use a point size other than those displayed, type the size (up to a maximum of 48 points) in the Other Size entry box.

3. Click OK, or press Return.

All the text you enter will be in the new font, size, or style. If you are entering text when you choose the Choose Font command, AppleWorks GS changes the text in that text object to the new font, size, or style. (You may need to select the text object and resize it to see the text correctly displayed.)

More about modifying text objects: Once you have entered text and completed the text object, AppleWorks GS still allows you to modify the object in important ways. For example, when creating a text object, you can only enter a single line of text before starting a new object. You can, however, have multiple lines of text within a single object by reshaping the text object. See "Modifying Text Objects" in this chapter.

To Draw Horizontal or Vertical Lines

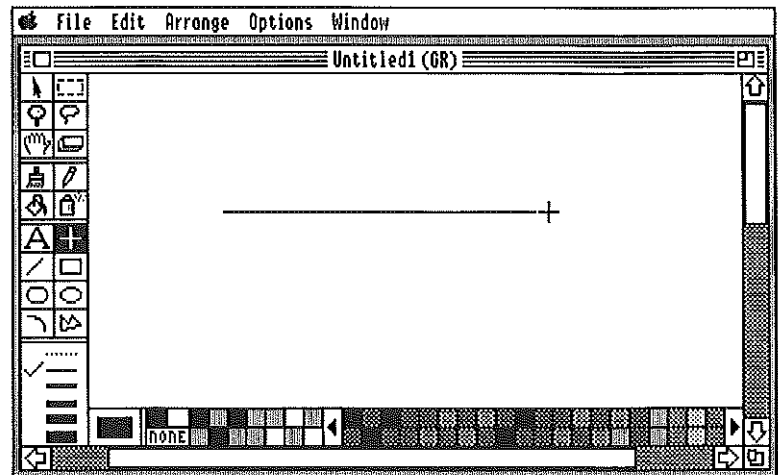
1. **Select the horizontal/vertical line tool on the tools palette.**

If you wish, you can change the line width by choosing from the line width palette.

2. **Move the pointer to the location in the window where you want to start the line.**

The pointer changes to a crossbar when you move it into the window.

3. **Drag to the location where you want the line to end.**



4. **Release the mouse button to complete the object.**

Using Graphics Tools

To Draw Lines

1. Select the line tool on the tools palette.

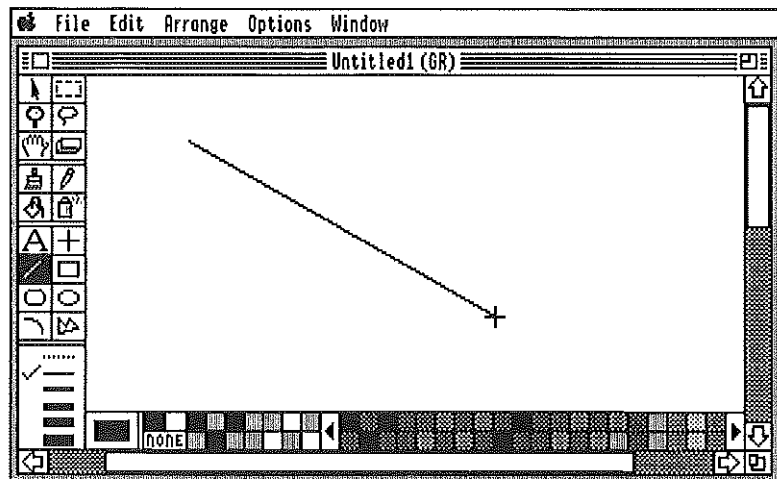
If you wish, you can change the line width by choosing from the line width palette.

2. Move the pointer to the location in the window where you want to start the line.

The pointer changes to a crossbar when you move it into the window.

3. Drag to the place where you want the line to end.

As you drag, the line extends in the direction of the drag.



4. Release the mouse button to complete the object.

Constraining the line tool: To constrain the line tool to draw horizontal, vertical, or 45-degree diagonal lines only, press the Shift key when using the tool.

To Draw Rectangles and Squares

1. Select the rectangle tool on the tools palette.

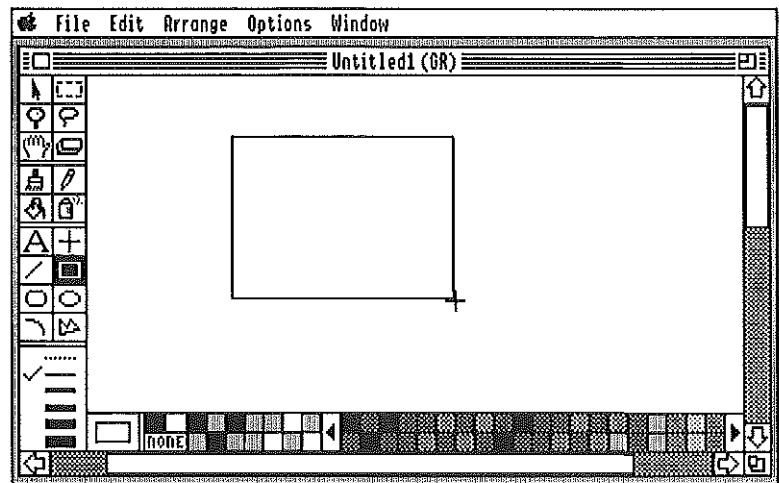
To draw a rectangle with no border, choose the dotted line from the line width palette. To draw a hollow rectangle, choose None for the fill pattern.

2. Move the pointer to the location in the window where you want to start a corner of the rectangle.

The pointer changes to crossbar when you move it into the window.

3. Drag to the location where you want the opposite corner of the rectangle.

As you drag, an outline of the rectangle appears.



4. Release the mouse button to complete the object.

Constraining the rectangle tool: To constrain the rectangle tool to draw squares only, press the Shift key when using the tool.

Using Graphics Tools

To Draw Rounded Rectangles

1. Select the rounded rectangle tool on the tools palette.

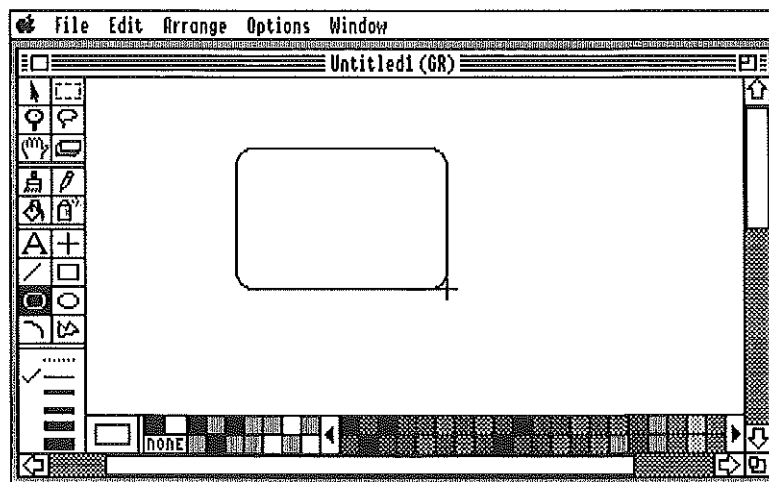
To draw a rounded rectangle with no border, choose the dotted line from the line width palette. To draw a hollow rounded rectangle, choose None for the fill pattern.

2. Move the pointer to the location in the window where you want to start a corner of the rounded rectangle.

The pointer changes to a crossbar when you move it into the window.

3. Drag to the location where you want the opposite corner of the rounded rectangle.

As you drag, an outline of the rounded rectangle appears.



4. Release the mouse button to complete the object.

Constraining the rounded rectangle tool: To constrain the rounded rectangle tool to draw squares only, press the Shift key when using the tool.

To Draw Ovals and Circles

1. Select the oval tool on the tools palette.

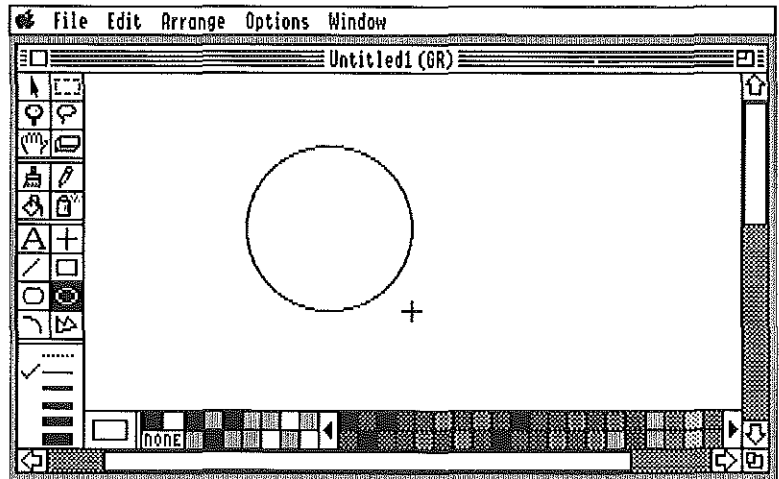
To draw an oval with no border, choose the dotted line from the line width palette. To draw a hollow oval, choose None for the fill pattern.

2. Imagine that the oval is going to be enclosed by a rectangle, and move the pointer to the location in the window where you want to start a corner of that imaginary rectangle.

The pointer changes to a crossbar when you move it into the window.

3. Drag to the location where you want the opposite side of the oval.

As you drag, an outline of the oval appears.



4. Release the mouse button to complete the object.

Constraining the oval tool: To constrain the oval tool to draw circles only, press the Shift key when using the tool.

Using Graphics Tools

To Draw Arcs

1. Select the arc tool on the tools palette.

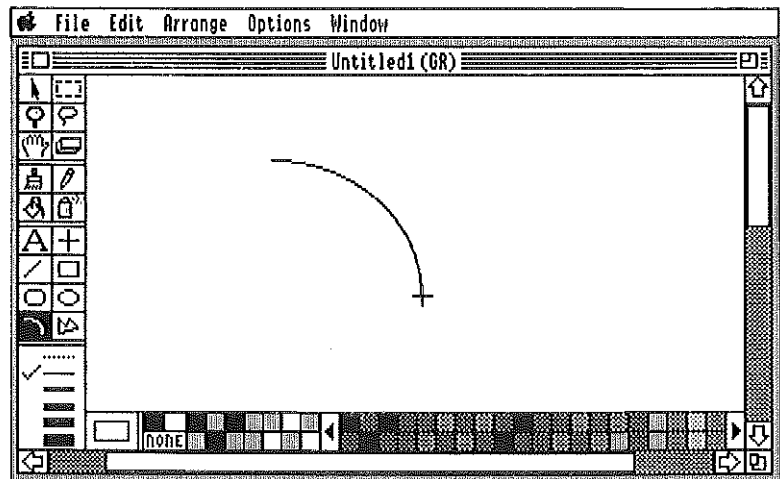
If you wish, you can change the line width by choosing from the line width palette or change the fill color or pattern by choosing from the pattern palette.

2. Move the pointer to the location in the window where you want to start the arc.

The pointer changes to a crossbar when you move it into the window.

3. Drag to the location where you want the endpoint of the arc.

As you drag, the line defining the curvature of the arc extends in the document window.



4. Release the mouse button to complete the object.

Constraining the arc tool: To constrain the arc tool to draw quarter circles only, press the Shift key when using the tool.

To Draw Polygons

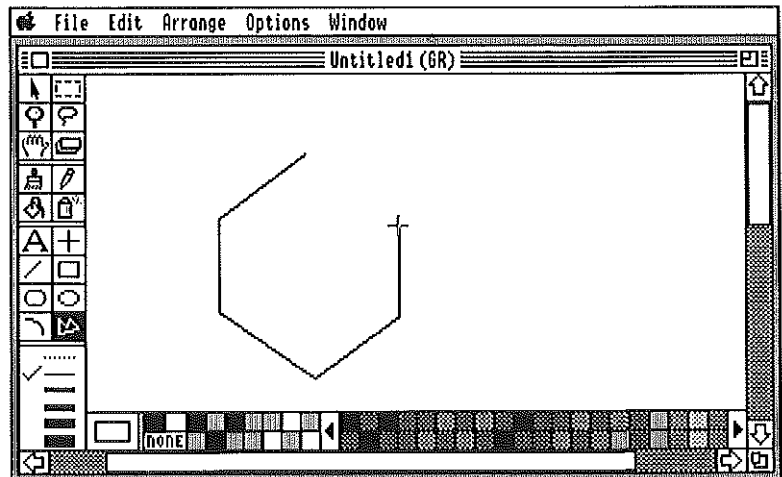
1. Select the polygon tool on the tools palette.
2. Move the pointer to the location in the window where you want the polygon to start, and then click.

The pointer changes to a crossbar when you move it into the window.

3. Move to the location where you want the next corner of the polygon to appear, and then click.

Do not hold the mouse button down when moving the pointer to the next corner.

4. Continue moving and clicking to define all the corners of the polygon.



5. To complete the object, click the original starting point of the polygon, double-click anywhere else, or click outside the document area of the window.

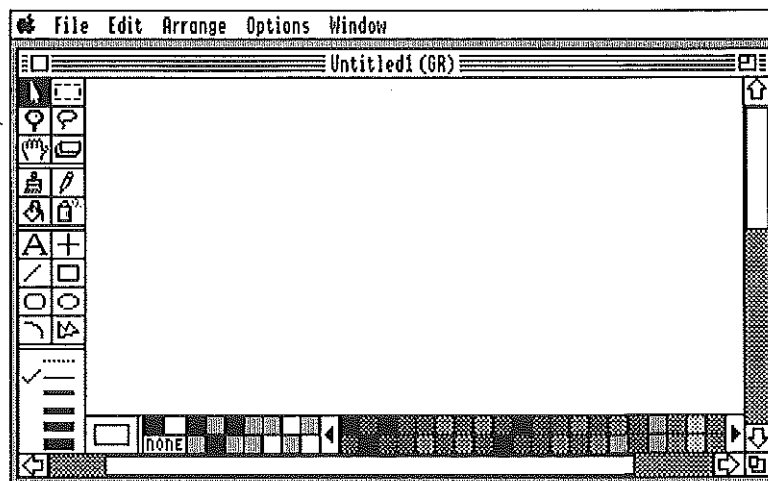
Constraining the polygon tool: To constrain the polygon tool to draw 45-degree or 90-degree angles only, press the Shift key when using the tool.







Using Graphics Tools

Using the Editing Tools

The editing tools let you manipulate or edit objects created with either the paint or the drawing tools.

Editing tools



-  The selection arrow lets you select objects in the document for further action.
-  Use the marquee to select rectangular portions of one or more objects in a document.
-  Use the magnifying glass to examine and edit portions of your document at higher magnification.
-  Use the lasso to select a portion of the document that is irregularly shaped.
-  The grabber provides a convenient way to make small adjustments to the document window so you can view other parts of the document.
-  Use the eraser to erase portions of objects.

More about selecting: For more information about the differences between the selection arrow, the marquee, and the lasso, see chapter 5, "Graphics," in the *AppleWorks GS Reference*.

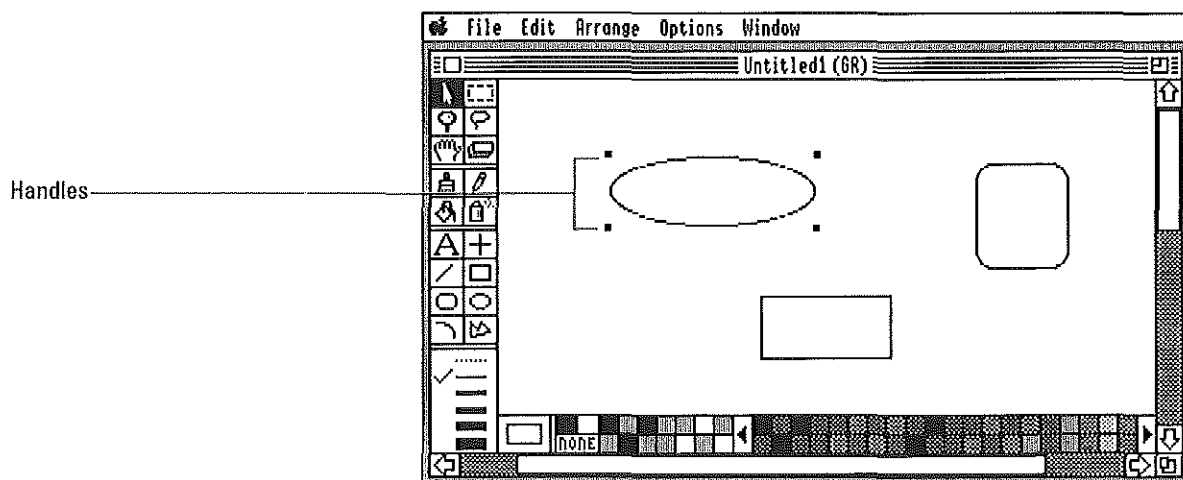
To Select Using the Selection Arrow

1. Select the selection arrow on the tools palette.

If you're using another tool (other than the text tool), you can select the selection arrow by pressing the Space bar. To return to the previous tool, press the Space bar again.

2. Move the pointer to the object you want to select and click.

Handles appear around the object, indicating that it is selected.



To Select More than One Object

1. Select the arrow from the tools palette.

If you are using another tool (other than the text tool), you can select the selection arrow by pressing the Space bar. To return to the previous tool, press the Space bar again.

2. Move the pointer to the first object you want to select and click.

3. Press the Shift key and click the other objects you want to select.

Handles appear around all the objects that are selected.

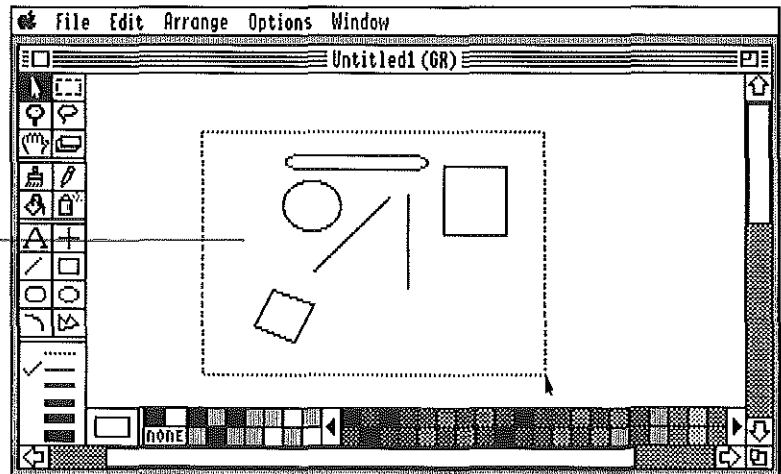
Using Graphics Tools

To Select the Objects in an Area

1. Select the selection arrow from the tools palette.
2. Move the pointer to one corner of the area where you want to select objects.
3. Drag to the opposite corner of the area to be selected.

As you drag, an outline of a selection rectangle appears.

All the objects within the rectangle will be selected



4. Release the mouse button to complete the selection.

All the objects completely enclosed within the selection rectangle are selected.

To select objects partially enclosed in the rectangle, hold down the Option key when making the selection.

To Deselect One of Multiple Selected Objects

1. Select the selection arrow on the tools palette.
2. Hold down the Shift key and click the object you want to deselect.

The object is deselected, and the handles around the object disappear. All other selected objects remain selected.

To Select Using the Marquee

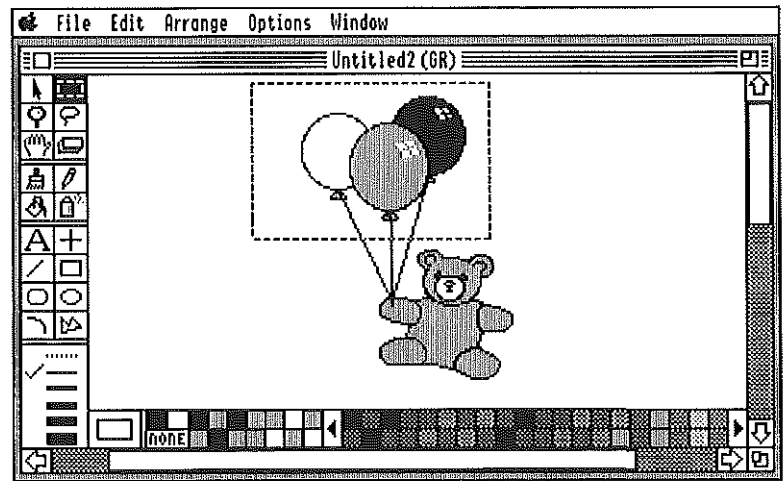
1. Select the marquee on the tools palette.
2. Move the pointer to one corner of a rectangular area of the document that you want to select.

The pointer changes to a dashed crossbar when you move it into the document window.

3. Drag to the opposite corner of the rectangular area to be selected.

As you drag, an outline of the marquee rectangle appears.

4. Release the mouse button to select the area.



When you release the mouse button, the portion of the document within the rectangle (which may include complete objects, parts of objects, or portions of the background) is selected, and the marquee rectangle remains active. (See chapter 5, "Graphics Commands," *AppleWorks GS Reference*.)

You can move the selection, or you can perform other operations such as cut and paste.

5. To turn off the marquee, click outside the selected area, or select another tool.

Using Graphics Tools

To Magnify a Graphic

1. Select the magnifying glass from the tools palette.

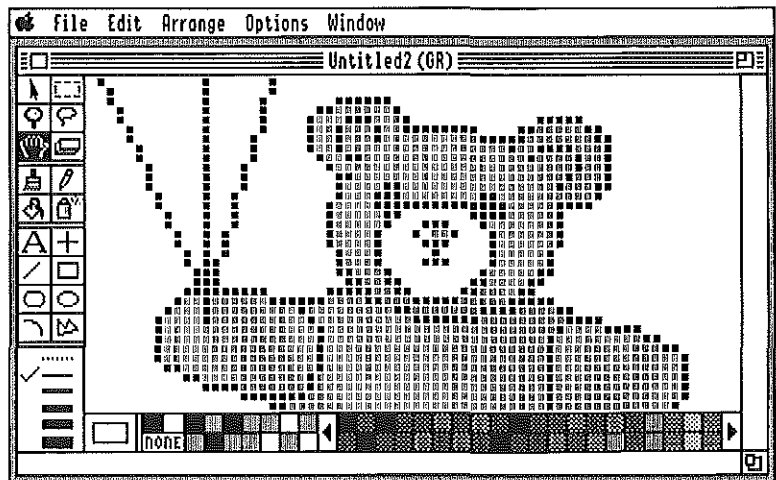
If you're using another tool, you can select the magnifying glass by pressing Esc. To return to the previous tool, press Esc again.

2. Move the pointer to the area in the document you want to enlarge.

The pointer changes to a magnifying glass when you move it into the window.

3. Click the mouse button.

AppleWorks GS magnifies the area of the document by 400%, allowing you to see the individual dots (*pixels*) that make up the image:



You may use any of the editing, paint, or drawing tools to edit the image when it's enlarged.

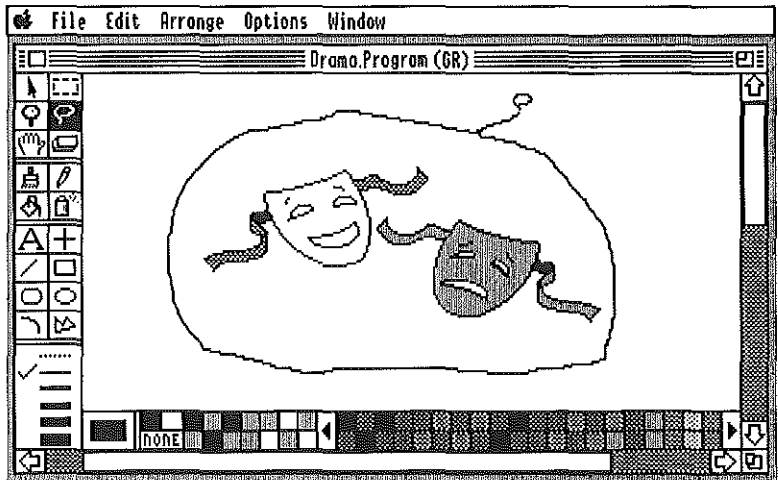
4. To return to the normal view of your document, select the magnifying glass again and click in the document window.

To Select Using the Lasso

1. Select the lasso on the tools palette.
2. Move the pointer into the document window.

The pointer changes to a lasso when you move it into the document window.

3. Drag to draw a loop around the portion of the graphic you want to select.



4. When the area is enclosed, release the mouse button.

If you fail to close the loop, AppleWorks GS completes the operation by drawing a straight line between the starting and ending points of the loop.

When you release the mouse button, the loop closes around the portion of the graphic within the loop and selects that part of the graphic. The loop remains active. (See chapter 5, "Graphics Commands," in *AppleWorks GS Reference*.) You can move the selection by dragging it, or you can perform other operations such as cut and paste.

5. To turn off the lasso, click anywhere in the document outside the loop, or select another tool.

Using Graphics Tools

To Scroll Using the Grabber

1. Select the grabber on the tools palette.

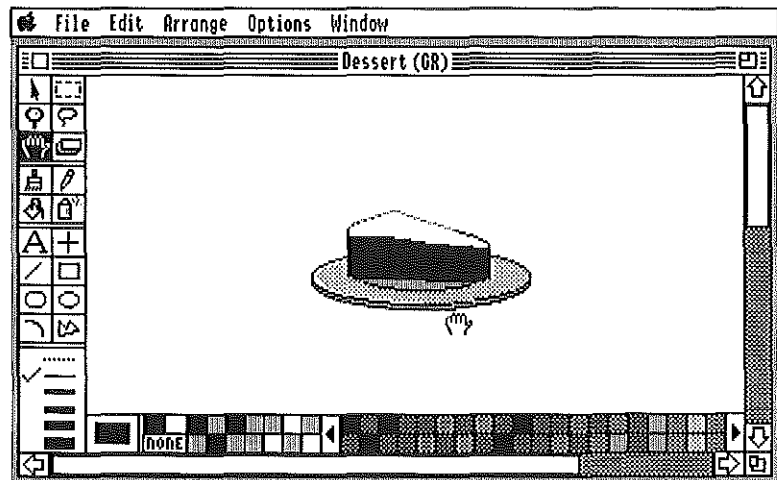
If you are using another tool, you can select the grabber by pressing Tab. (To return to the tool you were previously using, press Tab again.)

2. Move the pointer to the area of the document you want to scroll in the window.

When you move the pointer into the window, it changes to a hand.

3. Drag in the direction you wish to scroll.

As you drag, the document scrolls in the same direction.



4. Release the mouse button to stop scrolling.

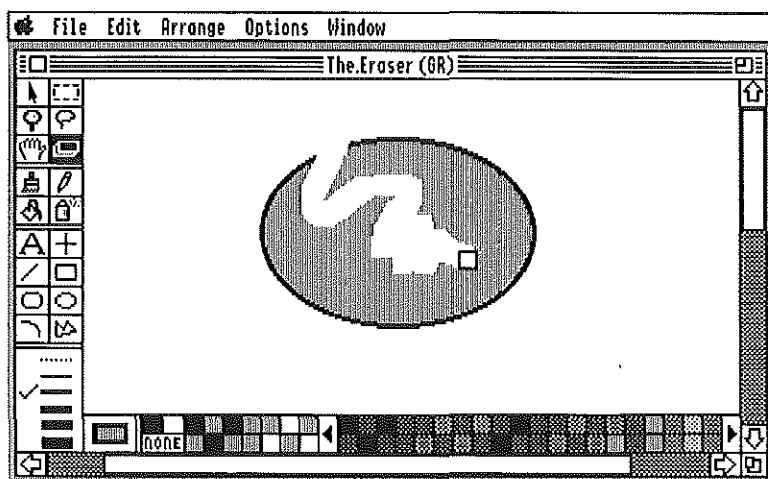
To Erase a Graphic

1. Select the eraser on the tools palette.
2. Move the pointer to the portion of the image you want to erase.

When you move the pointer into the window, it changes into a small white block.

3. Drag the eraser over the area.

As you drag, AppleWorks GS erases portions of any graphics that the eraser passes over.



4. Release the mouse button when you're done erasing.

Working with Objects

Modifying Objects

Once you've used the paint or drawing tools to create a graphic object, you can continue to modify the object in a number of ways:

- Move, re-position, or delete the object
- Change the size, the color, or the line width of the object
- Add drop shadows to the object
- Flip or rotate the object
- Group separate objects together
- Make duplicates of the object

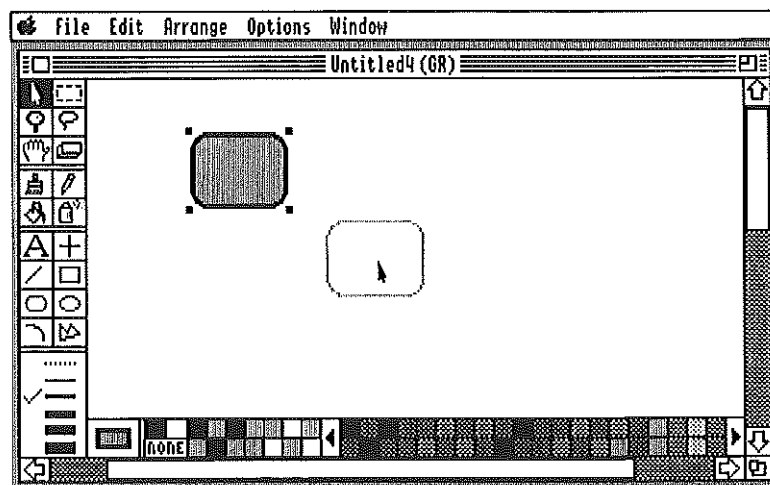
You can also use the paint tools or the eraser to modify an object you created with the drawing tools.

To Move an Object

1. Use the selection arrow to select the object you want to move.


When the object is selected, handles appear around the object.

2. Drag the object to the new location.



3. Release the mouse button.

To Nudge an Object

1. Use the selection arrow to select the object you want to move.
2. Choose **Nudge Up**, **Nudge Down**, **Nudge Left**, or **Nudge Right** from the **Arrange** menu, or press  and the appropriate arrow key.

The selected object is moved one pixel up, down, left, or right in the document window.

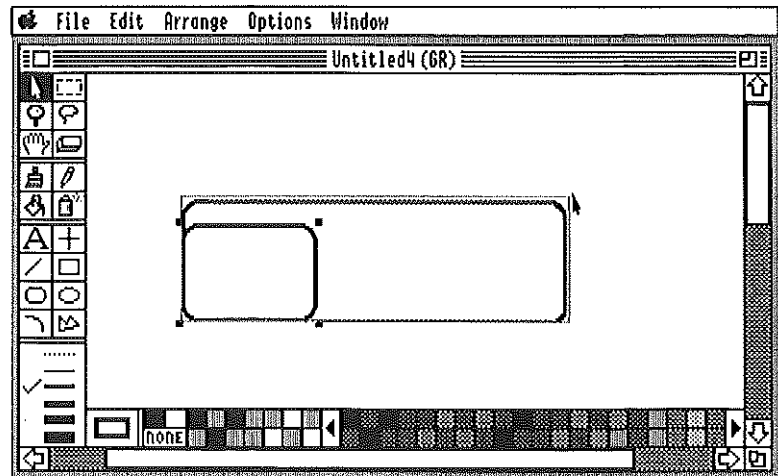
To Delete an Object

1. Use the selection arrow to select the object you want to delete.
2. Press **Delete**.

Working with Objects

To Reshape an Object

1. Use the selection arrow to select the object you want to reshape.
2. Drag one of the handles to reshape the object.



To Change the Color or Pattern of an Object

1. Use the selection arrow to select the object you want to change.
2. Choose the new color or pattern from the pattern palette.

Changing line colors: You can change the color or pattern of lines created with the drawing tools by holding down the Option key when choosing a color or pattern from the pattern palette.

To Change the Line Width of an Object

1. Use the selection arrow to select the object you want to change.

You cannot change the line width of an object created with a paint tool.

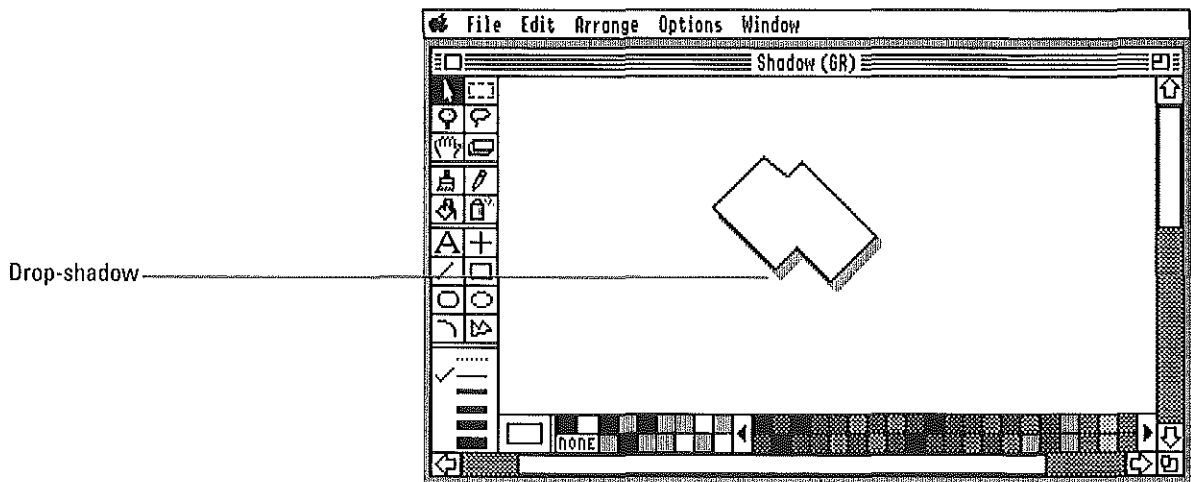
2. Choose the new line width for the object.

To Add a Drop-Shadow to an Object

1. Use the selection arrow to select the object to which you want to add a shadow.

2. Choose Shadow from the Edit menu.

AppleWorks GS creates a shadow for the object and then selects the shadow.



The shadow created with the Shadow command is a separate object that you can select, move, reshape, or modify in the same way as any other object.

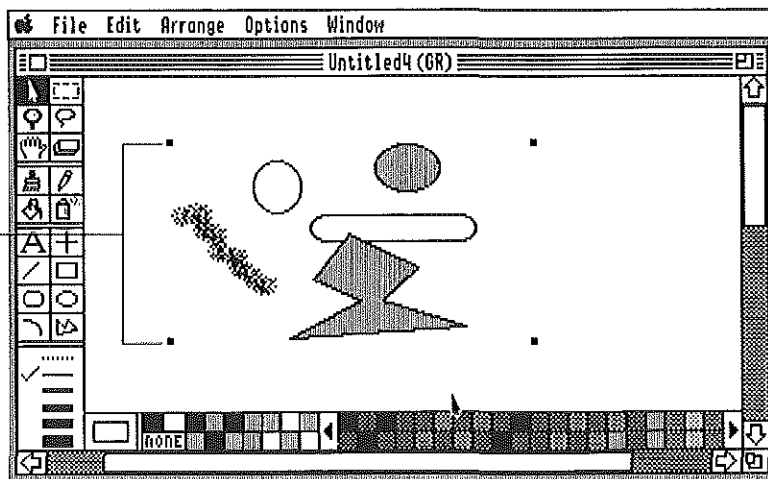
Working with Objects

To Group Objects

1. Use the selection arrow to select the first object you want to include in the group.
2. Hold down the Shift key and select the other objects you want to group.
3. Choose Group from the Arrange menu, or press ⌘-G.

The selected objects are now treated as a single object.

Handles indicate these now form a single object



To Ungroup Objects

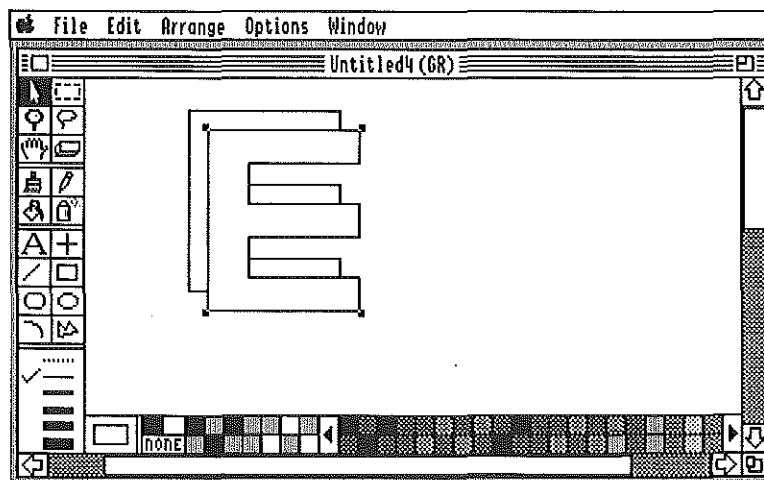
1. Use the selection arrow to select the grouped object you want to turn back into separate objects.
2. Choose Ungroup from the Arrange menu, or press ⌘-U.

The Group/Ungroup commands vs. the Collapse command: The Group/Ungroup commands allow you to combine or split apart different paint and draw objects at any time. However, if you want to permanently combine different objects into a single object in order to free memory and improve program speed, use the Collapse command on the Edit menu. Unlike the Group command, the only way you can reverse the effects of the Collapse command is by using the Undo command immediately afterward. For more information on Collapse, see chapter 5, "Graphics Commands," in *AppleWorks GS Reference*.

To Duplicate an Object

1. Use the selection arrow to select the object you want to duplicate.
2. Choose Duplicate from the Edit menu, or press ⌘-D.

AppleWorks GS creates a duplicate of the selected object and pastes it next to the original.



To Modify an Object with the Paint Tools

1. Use the selection arrow to select the object you want to modify.
2. Select one of the paint tools from the tools palette.

For example, you may want to use the pencil (and the magnifying glass) to add fine details to the object.

3. Modify the object.

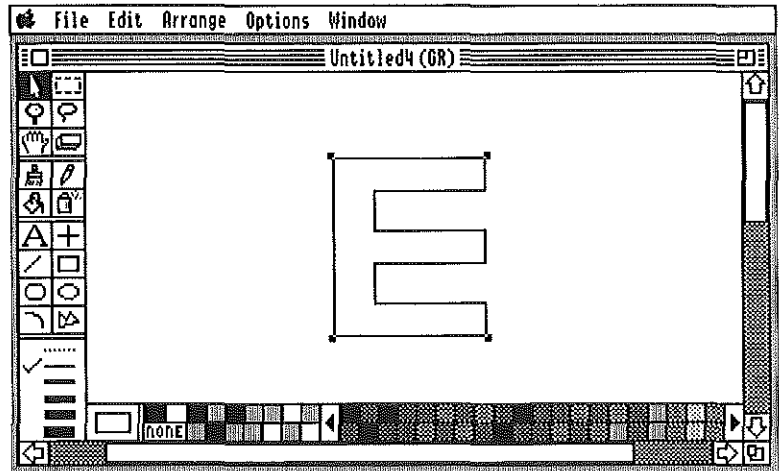
All the paint strokes are treated as a single object grouped with the original object.

The selection handles of the objects disappear temporarily while you are using the paint tools.

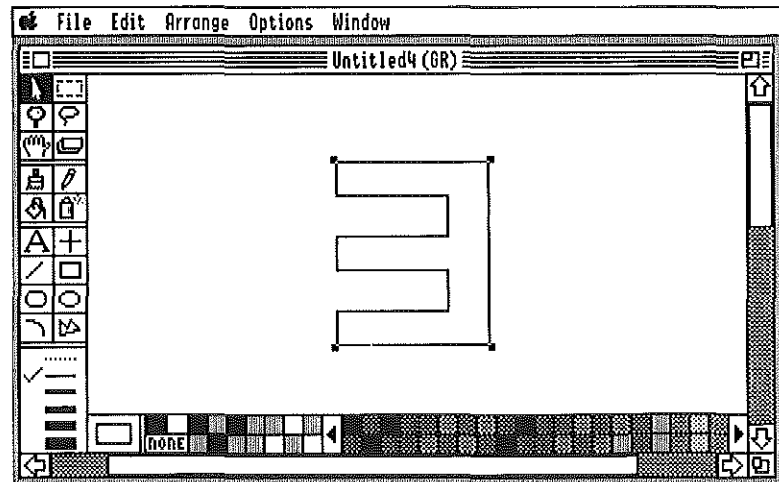
Working with Objects

To Flip an Object

1. Use the selection arrow to select the object you want to flip.

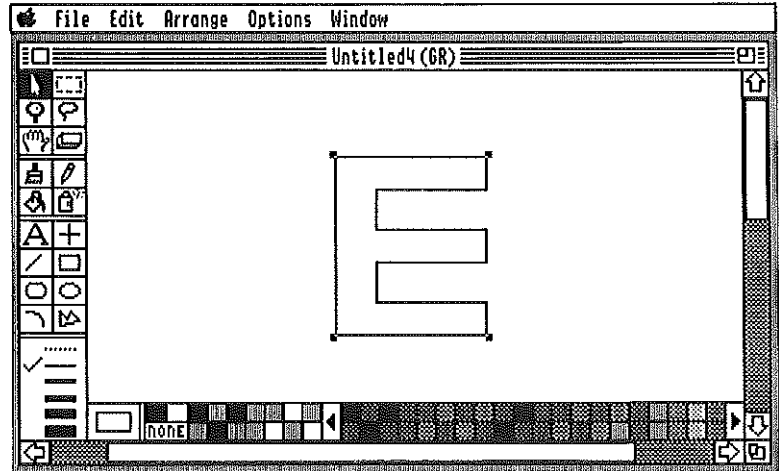


2. Choose Flip Horizontal from the Arrange menu (or press ⌘-H) or choose Flip Vertical from the Arrange menu (or press ⌘-I).

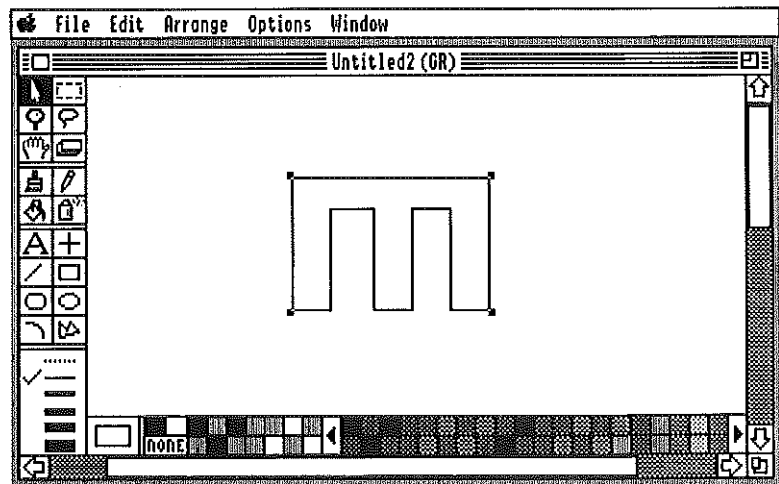


To Rotate an Object

1. Use the selection arrow to select the object you want to rotate.



2. Choose Rotate Left from the Arrange menu (or press ⌘-L) or choose Rotate Right from the Arrange menu (or press ⌘-R).

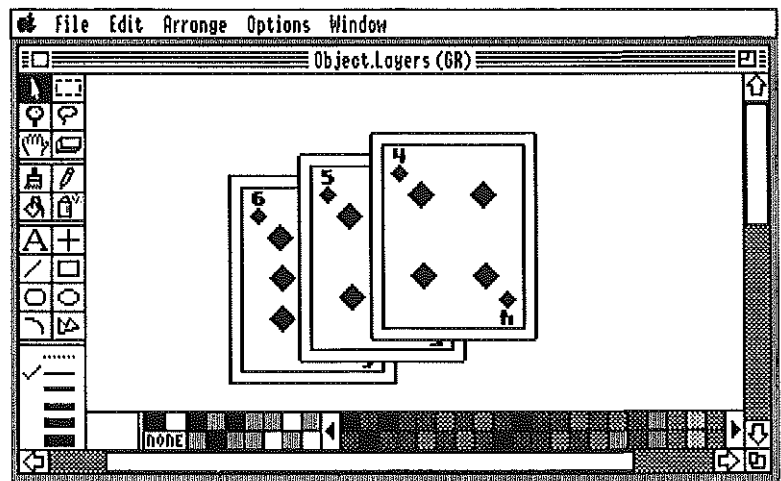


Working with Objects

Arranging Graphics

Every time you create an object in a graphics document, AppleWorks GS assigns the object a unique *object level*. An object level defines the position of each graphic in relation to the other graphics in the document from the “front” (that is, toward the viewer) to the “back” of the window. This allows AppleWorks GS to determine whether a given object should be displayed in front of or behind other objects in the same document.

To visualize different object levels, imagine some playing cards fanned out across a desktop.



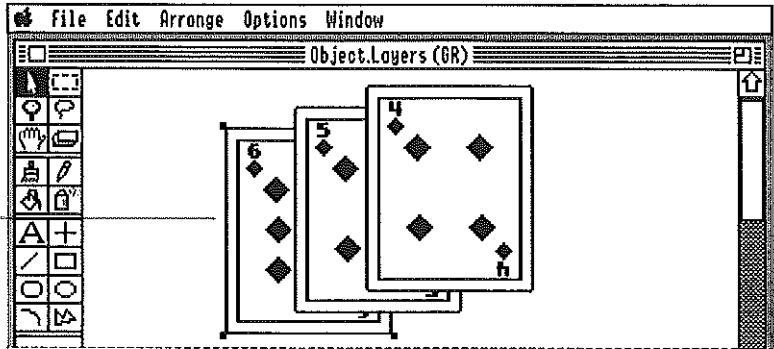
In this example, the top card is at the top object level and is displayed in front of all other cards. The middle card is behind the top card but in front of the bottom card. The bottom card is behind all other cards.

The object levels of objects are initially determined by the order in which they were created (with the object created most recently occupying the top level) and are stored along with the other information about the document by AppleWorks GS. You can, however, reassign object levels by either moving objects to the front or back of the document or by shuffling up or down one object level relative to the other objects.

To Move an Object to the Front

1. Use the selection arrow to select the object you want to move to the front.

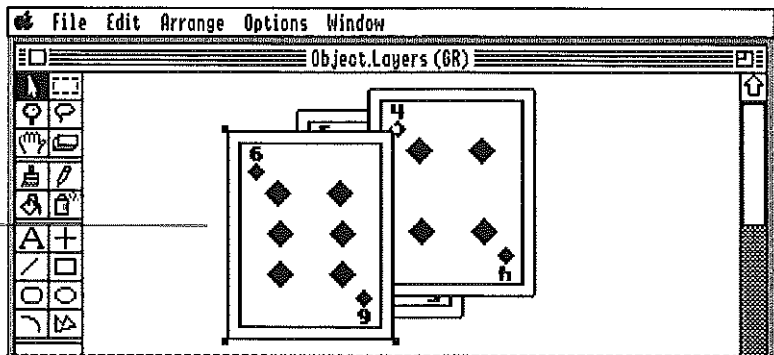
This object is behind the other objects



2. Choose **Bring To Front** from the **Arrange** menu, or press $\text{⌘}+\text{.}$.

The selected object is moved in front of all other objects in the document.

The bottom object has now been moved to the front



To Send an Object to the Back

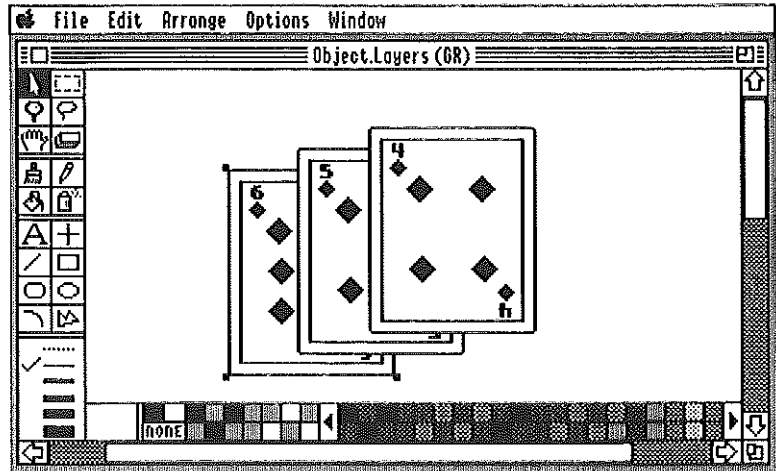
1. Use the selection arrow to select the object you want to move to the back.
2. Choose **Send To Back** from the **Arrange** menu, or press $\text{⌘}-$ (a hyphen).

The selected object is moved behind all other objects in the document.

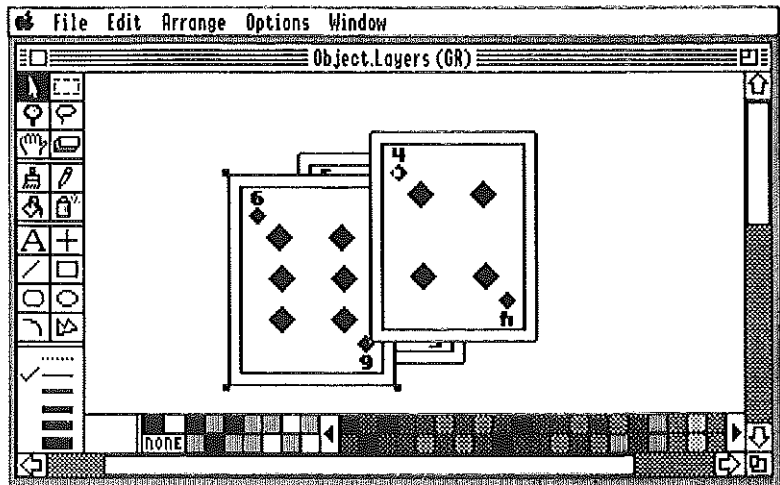
Working with Objects

To Shuffle an Object Up

1. Use the selection arrow to select the object you want to shuffle up one object level.



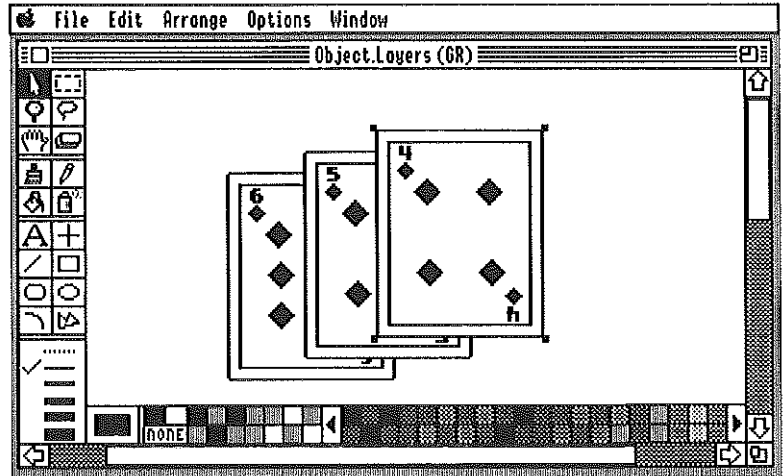
2. Choose Shuffle Up from the Arrange menu, or press ⌘->.



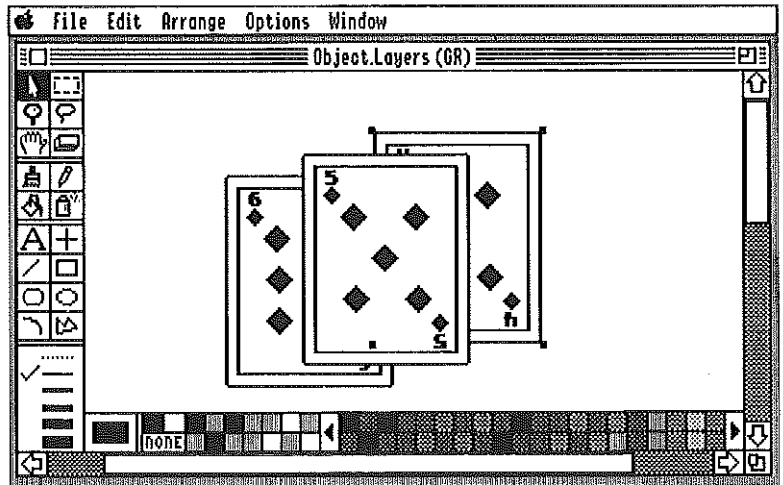
The selected object is shuffled up one object level in relation to all other objects in the document.

To Shuffle an Object Down

1. Use the selection arrow to select the object you want to shuffle down one object level.



2. Choose Shuffle Down from the Arrange menu, or press $\text{⌘} \leftarrow$.



The selected object is shuffled down one object level in relation to all other objects in the document.

Working with Objects

Modifying Text Objects

AppleWorks GS treats objects created with the text tool slightly differently from objects created with the paint, editing, or other drawing tools.

In general, you can perform all the actions on a text object that you can with other types of objects—move, nudge, flip or rotate, shuffle, and so on. With text objects, however, you can change the font, size, or style of the text in existing objects. In addition, reshaping a text object causes text to rewrap within the boundaries of the object, rather than changing the shape of the text itself.

To Change the Font, Size, or Style of Text

1. Use the selection arrow to select the text object you want to change.
2. Choose the Choose Font command from the Options menu and enter the new font, size, or style for the text.

You may need to resize the text object to correctly display the text.

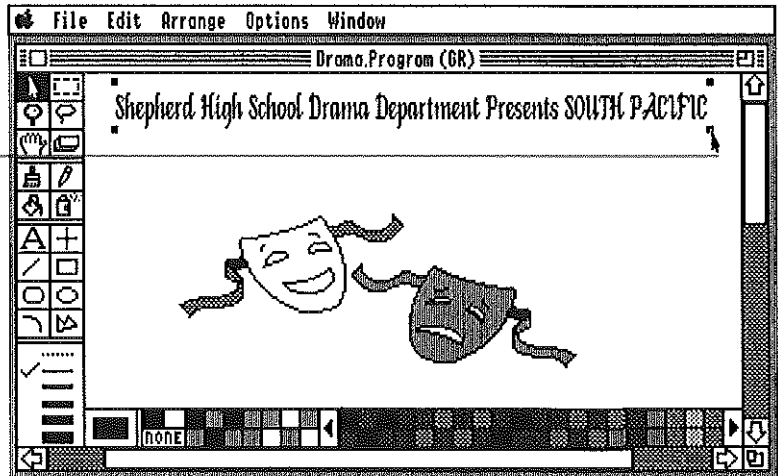
To Change the Color or Pattern of a Text Object

1. Use the selection arrow to select the text object you want to change.
2. Use the following methods to change the color or pattern of text:
 - To change the color or pattern of the background of the text object, choose the new color or pattern from the pattern palette.
 - To change the color or pattern of the text characters, hold down the Option key and choose the new color or pattern from the pattern palette.

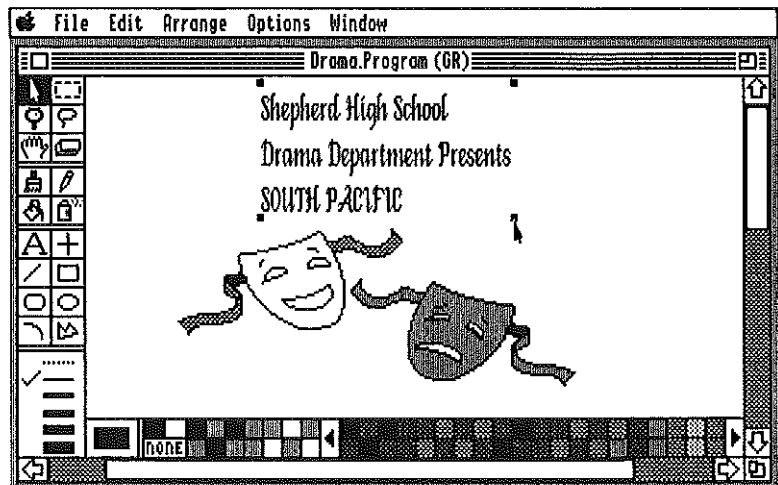
To Reshape a Text Object

1. Use the selection arrow to select the text object you want to reshape.

Drag a handle to reshape
the text object



2. Drag one of the handles to reshape the text object.

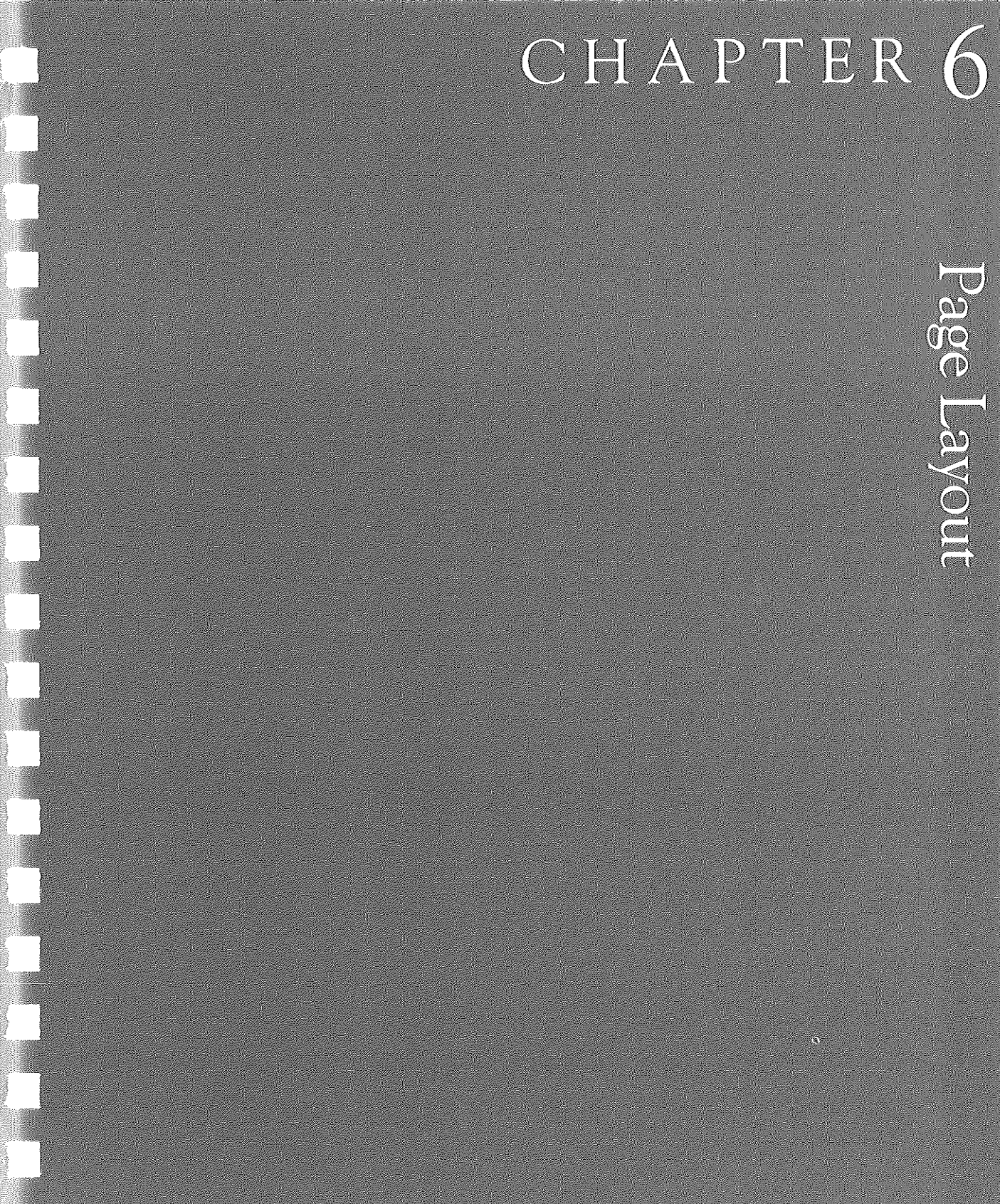


If necessary, AppleWorks GS rewraps the text within the text object. The actual shape of the text itself remains unchanged.



CHAPTER 6

Page Layout



6





Page Layout

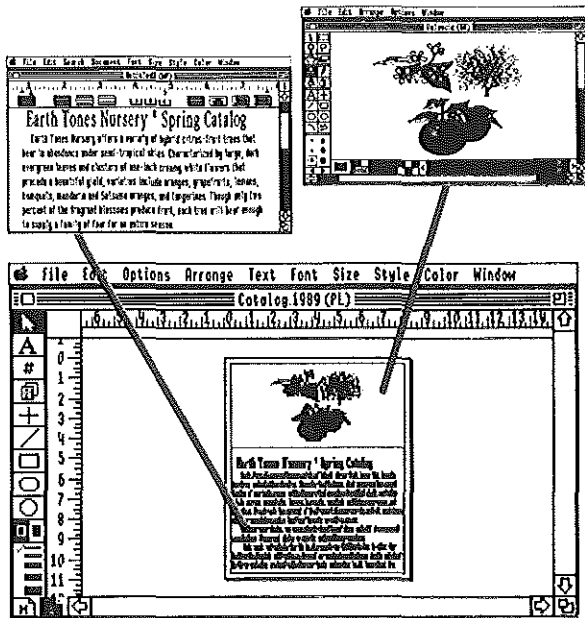
About This Chapter

The AppleWorks GS page layout application lets you take the next step beyond word processing. With page layout you can combine and arrange text and graphics in order to produce professional-looking documents.

In this chapter you'll learn about the basic operations of page layout:

- Adding text and graphics to a page layout document
- Using special page layout features
- Working with text and graphics

Page Layout Overview

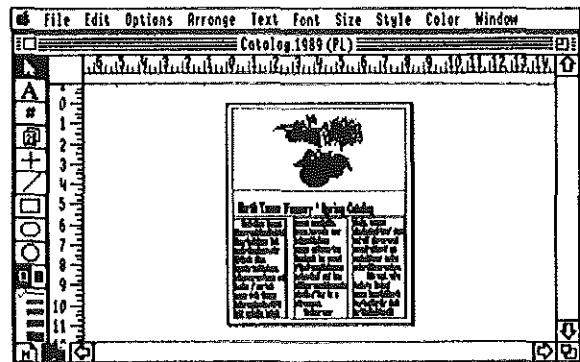


Use page layout as an electronic paste-up board to combine text and graphics imported from other AppleWorks GS applications on the pages of your document.

See "Adding Text and Graphics" in this chapter.

Besides allowing you to import text from other applications, page layout lets you enter and edit text directly using familiar word processing commands. But page layout also provides many capabilities unavailable in word processing—multiple text columns, for example.

See "Entering and Formatting Text" and "Working with Text" in this chapter.



Earth Tones Nursery offers a variety of hybrid citrus-fruit trees that bear in abundance under California skies. Characterized by large, dark evergreen leaves and clusters of one-inch creamy white flowers that precede a bountiful yield, varieties include

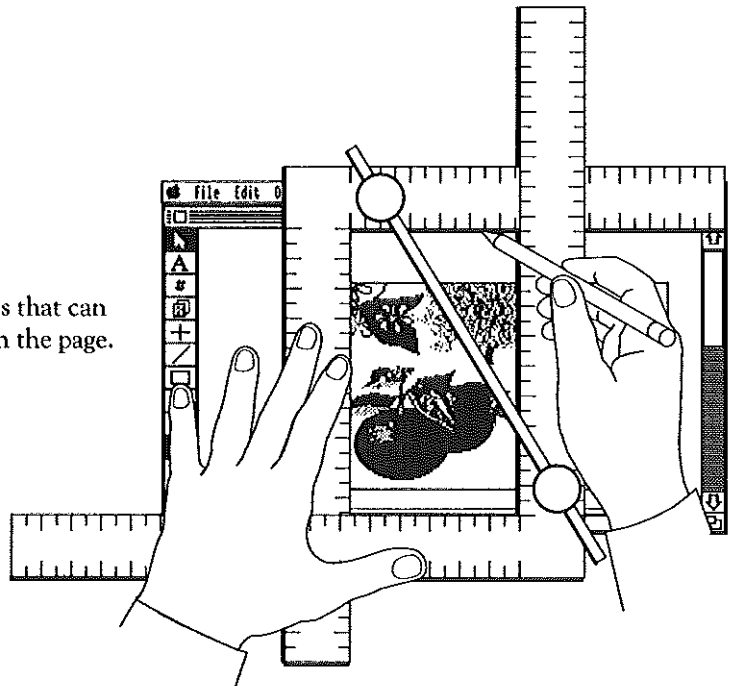
Earth Tones Nursery offers a variety of hybrid citrus-fruit trees that bear in abundance under California skies. Characterized by large, dark evergreen leaves and clusters of one-inch creamy white flowers that precede a bountiful yield, varieties include

Import text from other applications or enter the text in page layout. Text appears within *text objects*, which can be selected, resized, and moved. Text objects can be linked to other text objects, allowing text to flow from one text object to another.

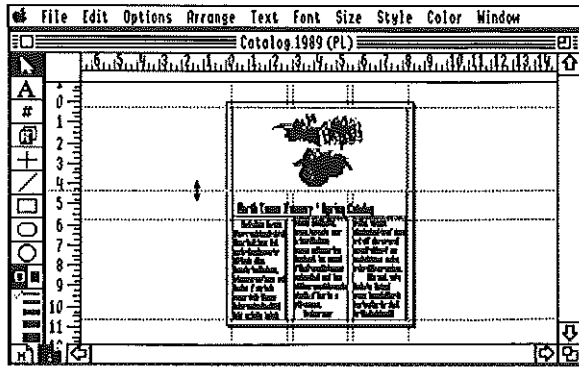
See “*Creating Text Objects*” in this chapter.

Graphics are imported into separate objects that can be resized, trimmed, or moved anywhere on the page.

See “*Importing Graphics*” in this chapter.



Page Layout Overview

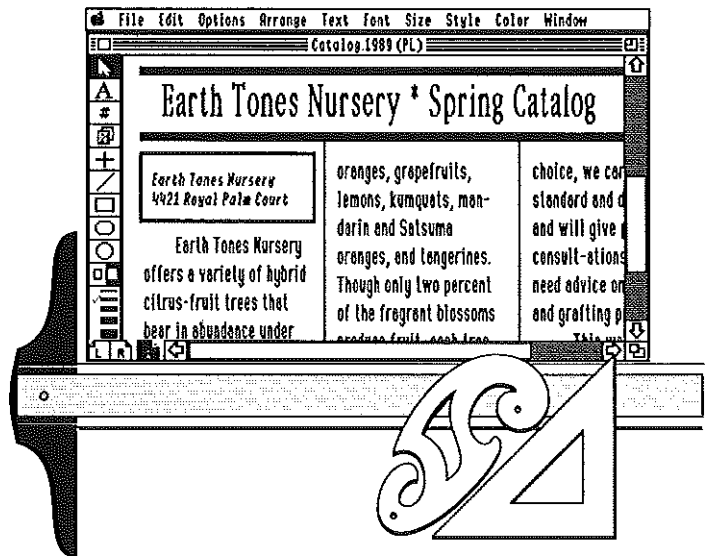


To align text and graphics precisely on a page, use temporary margin and column markers, or *guides*. You can place guides manually on a page, or use the Set Guides command to define their exact position.

See "Using Guides" in this chapter.

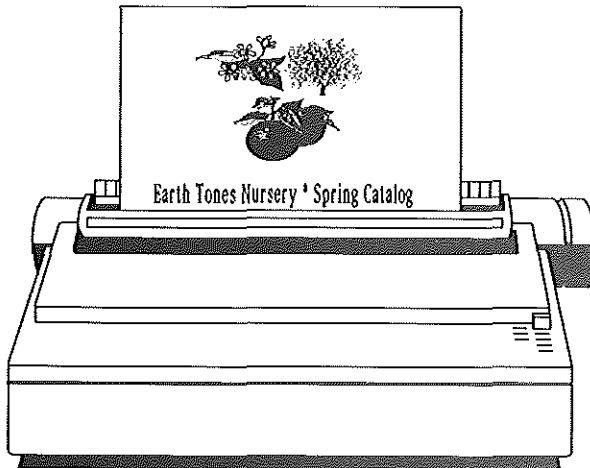
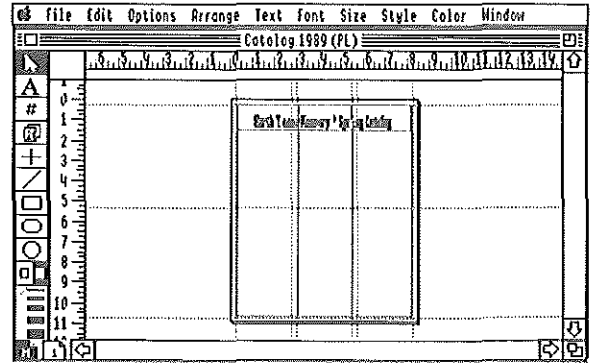
Once you've placed your text and graphic objects on a page, you may want to add other graphics to the page. Page layout provides a set of basic graphics tools so that you can add rules, borders, and other design elements to your document.

See "Creating Graphics" in this chapter.



Use *master pages* to define common elements for each page in a document—headers and footers, for example.

See “*Working with Pages*” in this chapter.



When your layout is complete, you're ready to print.

See “*Printing*” in chapter 1.

Adding Text and Graphics

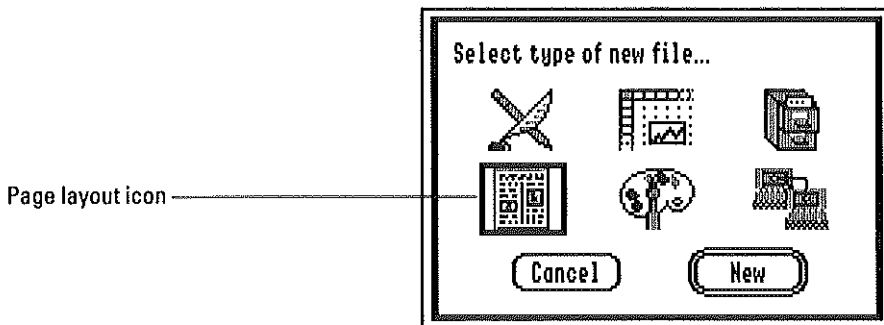
Starting Page Layout

You can start the page layout application by either creating a new page layout document or by opening an existing document.

To Open a New Document

1. Choose **New** from the **File** menu, or press **⌘-N**.

A dialog box appears:



2. Double-click the page layout icon to open the application.

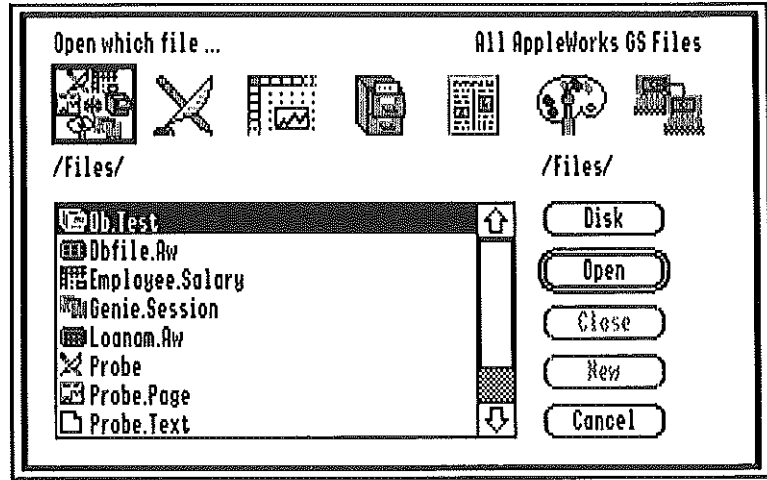
AppleWorks GS opens an untitled page layout document.

Getting Started with Page Layout: Each time you open a new page layout document, use the Choose Printer and the Page Setup commands to make sure the printer and page setup information for the document is correct before you begin work. (For information on using these commands, see "Printing" in chapter 1.) These settings help determine how AppleWorks GS displays information in the document such as rulers, page margins, text size, and so on. Changing these settings after you have started working may have unexpected effects on the layout you have already created.

To Open an Existing Page Layout Document

1. Choose Open from the File menu, or press **⌘-O**.

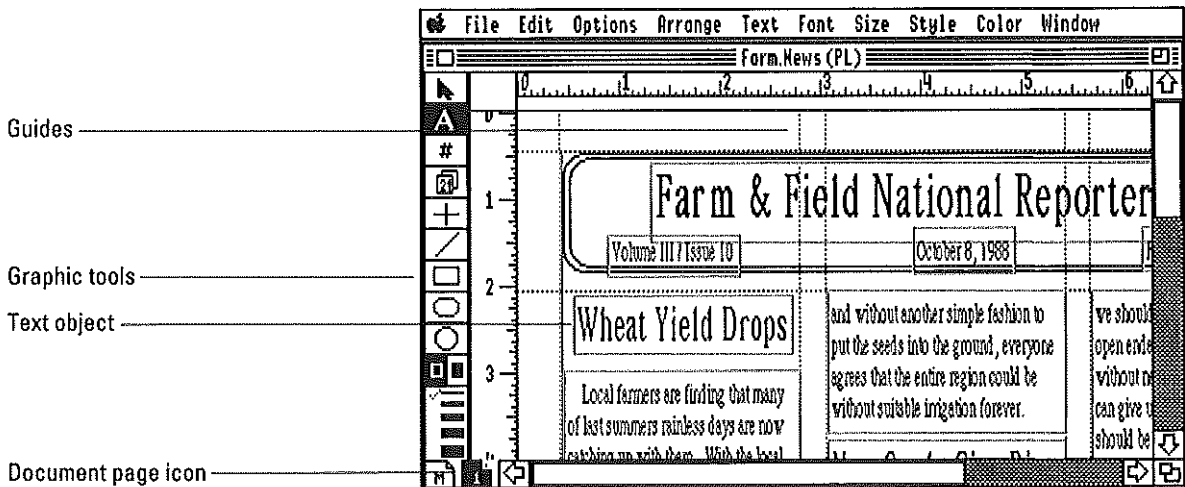
A dialog box appears with a list of available documents:



To display only the available page layout documents, click the page layout icon at the top of the box.

2. Choose the document to open by double-clicking it.

AppleWorks GS opens that document:



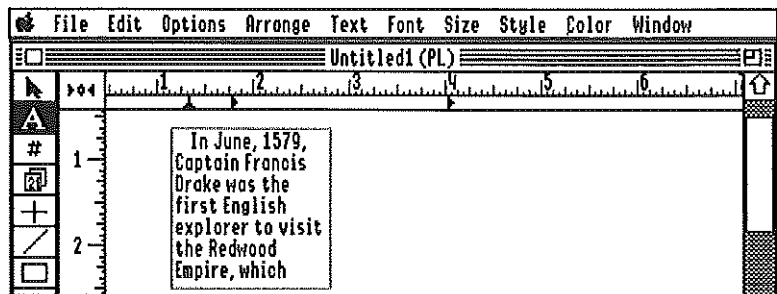
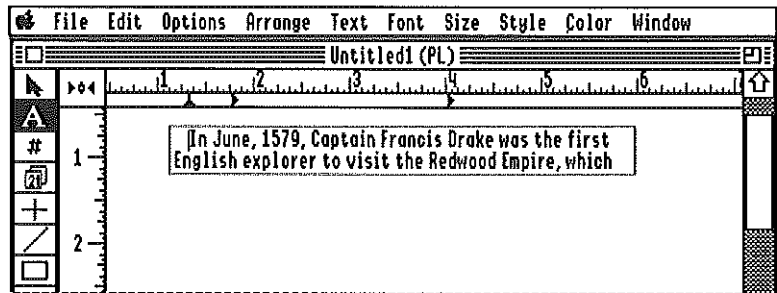
Adding Text and Graphics

Creating Text Objects

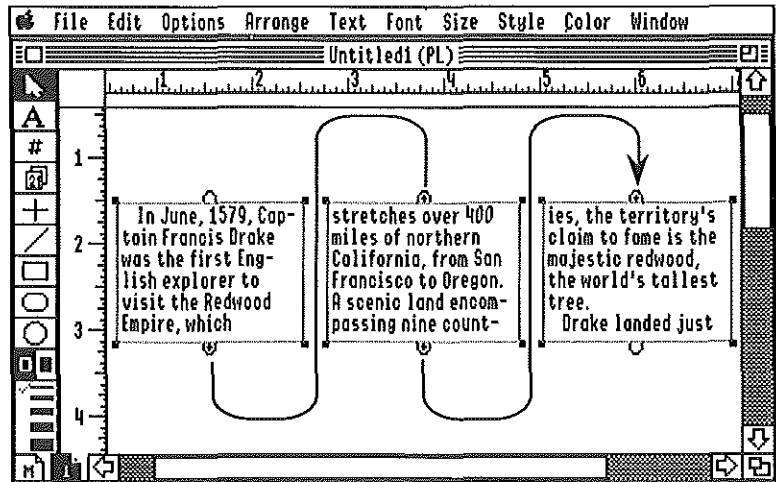
In AppleWorks GS, you enter and lay out text in a page layout document using *text objects*. Think of a text object as a kind of a frame for the text you want to display on a page. Depending on the design of your document, the number of pages, or the amount of text you are working with, you may want to use one, several, or many text objects in a single document.

To change the display of the text, you simply resize the text object the same way that you reshape an object in the graphics application. (See “Modifying Text Objects” in chapter 5.)

Changing the shape of the text object changes the way the text is displayed.



Text objects are similar to the paint or draw objects you create in the graphics application with one important difference—text objects can be linked together. This means that different text objects can be used to display a single continuous *text stream*.



How do linked text objects work? Think about your text as a stream of characters. All the text in the stream that can't fit into one text object automatically flows into the next linked object. If you make changes in the text, the stream automatically readjusts within each of the linked text objects where it is displayed.

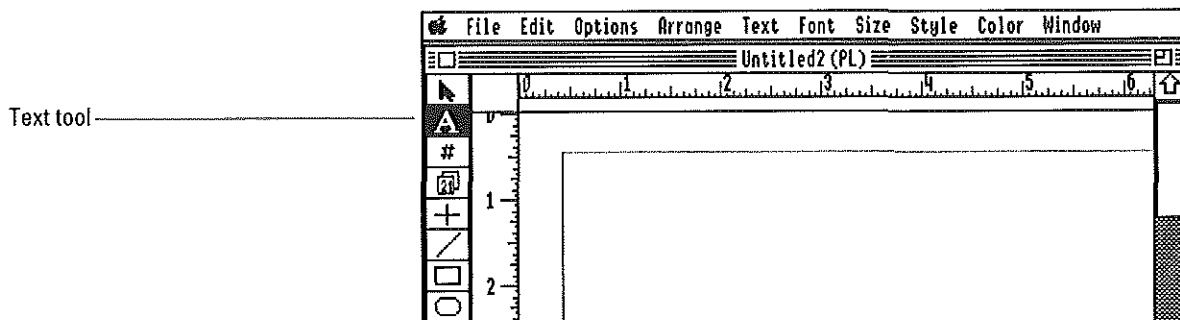
By the same token, you can move or resize any of the linked text objects that contain a text stream without altering the contents of the text stream itself.

To add text in a page layout document, you begin by creating a text object to contain the text where you want it to appear on the page. You can then either import text you created in another application such as word processing or use the text tool in the page layout application to enter the text. (See "Entering and Formatting Text" in this chapter.)

Adding Text and Graphics

To Create a Text Object

1. Select the text tool from the tool palette.

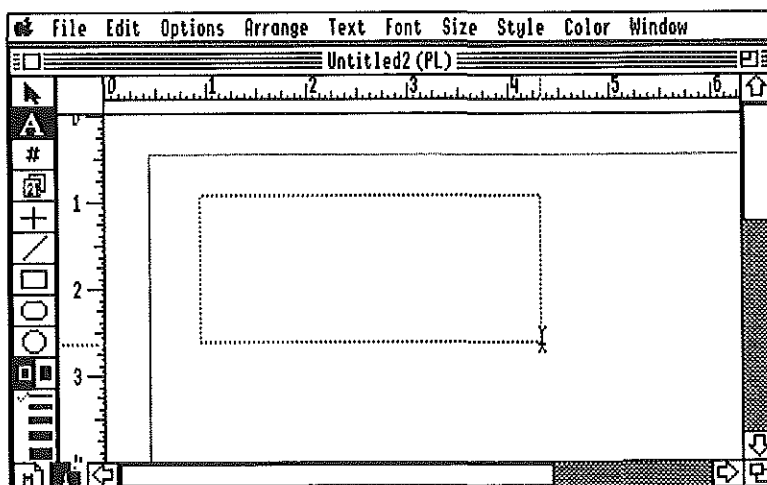


2. Move the pointer to the location in the window where you want to start the text object.

The pointer changes to an I-beam when you move it into the window.

3. Drag to the location where you want the opposite corner of the text object.

As you drag, an outline of the text object appears:

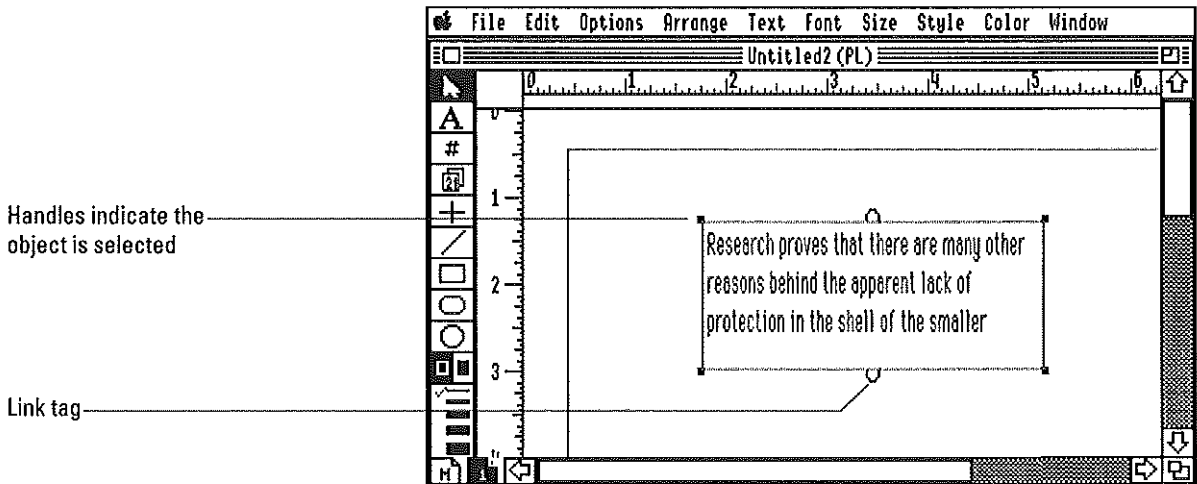


4. Release the mouse button to complete the object.

To Create Linked Text Objects

1. Select the text tool and create a text object.
2. Select the selection arrow on the tools palette.
3. Select the text object you just created by clicking inside it.

Handles appear around the text object to indicate that it's selected. Link tags also appear at the top and the bottom of the object:



4. To create an object linked to the bottom of the selected object, click the link tag at the bottom of the object.

The pointer changes to an icon representing a text object.

5. Drag to create the linked text object.

The link tags at the bottom on the previous object and the top of the new object change to plus signs (+) to indicate that they are linked.

You can create as many linked text objects as necessary, including new objects that are linked between existing objects.

By clicking the link tag at the top of an object, you can create an object linked to the beginning of the original object.

Adding Text and Graphics

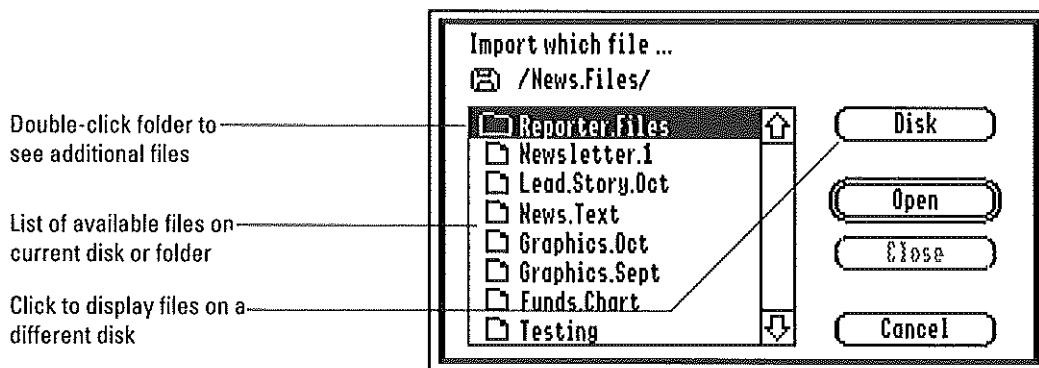
To Import Text into a Text Object

1. Select the text tool from the tool palette and create a text object.

AppleWorks GS selects the insertion point in the upper-left corner of the object.

2. Choose Import File from the File menu.

A dialog box appears:



3. Choose a file to import by double-clicking its name.

AppleWorks GS pastes the text into the text object starting at the insertion point.

4. If there's more text than fits in the text object, you can do one of the following:

- Reshape the text object to make the object larger.
- Add a second text object linked to the first by clicking the link tag and creating another object.

If you've already created a series of linked text objects, AppleWorks GS automatically places as much of the text stream as possible in the linked objects.

To Import Text Directly onto a Page

1. Choose Import File from the File menu.

The Import File dialog box appears.

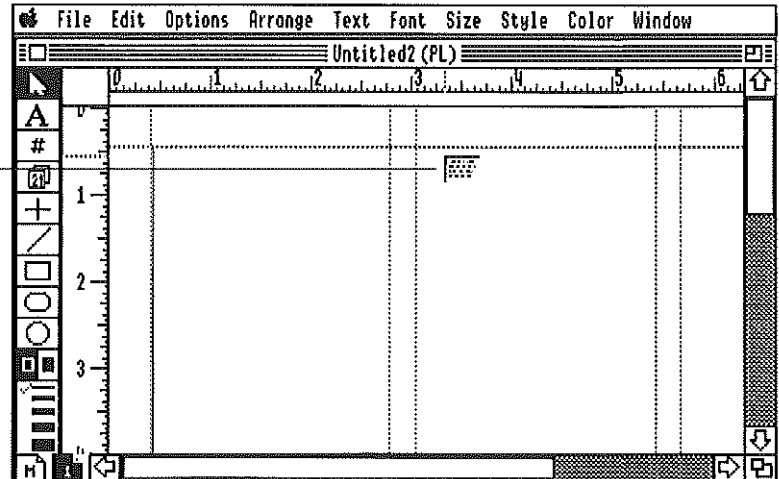
2. Choose a file to import by double-clicking its name.

AppleWorks GS changes the pointer to represent a text object.

3. Move the pointer to the location in the document where you want the text to appear and click.

When you release the button, an empty text object is created based on the position of the guides on the page, and the text is pasted into the object.

Pointer shape indicates that text is being imported



To define the size and shape of the text object before importing the text, drag the pointer before releasing the mouse button.

If there's more text than fits in the text object, you can add a second text object linked to the first by clicking the link tag and creating another object. (See "To Create Linked Text Objects" in this chapter.)

Any excess text from the text stream is not displayed until you define another text object.

Adding Text and Graphics

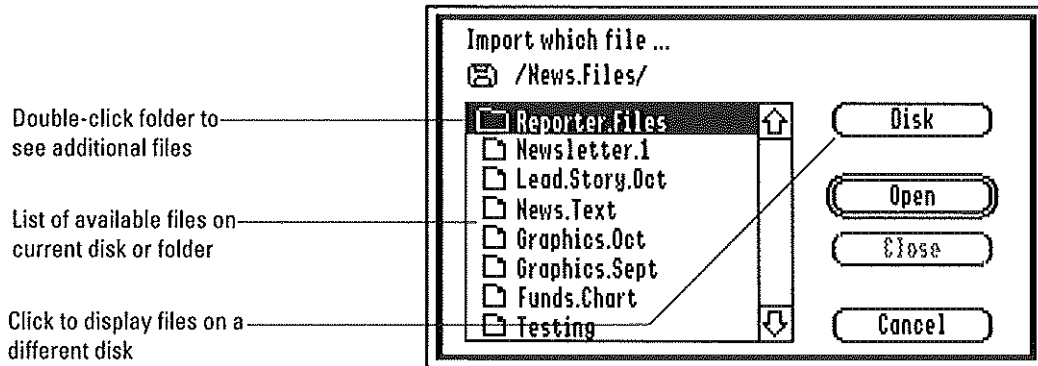
Importing Graphics

You can import a graphic into a page layout document by importing a graphic file created in another application or by pasting in a graphic using the Clipboard.

To Import a Graphic File

1. Choose **Import File** from the **File** menu.

A dialog box appears:



2. Double-click the name of the graphic file you want to import.

AppleWorks GS can import AppleWorks GS graphics, as well as files stored in PICT format, Apple Preferred Format (APF), or PNT format. (PNT format is used by graphics programs like Paintworks Gold.)

After you choose the graphic to import, the cursor changes to a small graphic document.

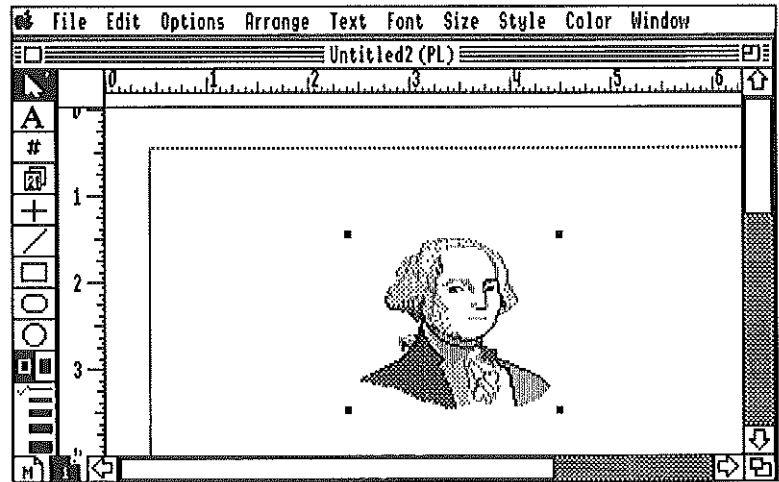
3. Position the pointer where you want the graphic to appear in the document area of the window and click.

AppleWorks GS pastes the graphic in the document at the location you indicate.

To Import a Graphic Using the Clipboard

1. Create a graphic in the AppleWorks GS graphics application.
2. Select the graphic and choose the Cut or Copy command.
3. Open the page layout document and choose the Paste command.

The graphic is pasted in the center of the window.



4. Reposition the graphic to the desired location in the document.

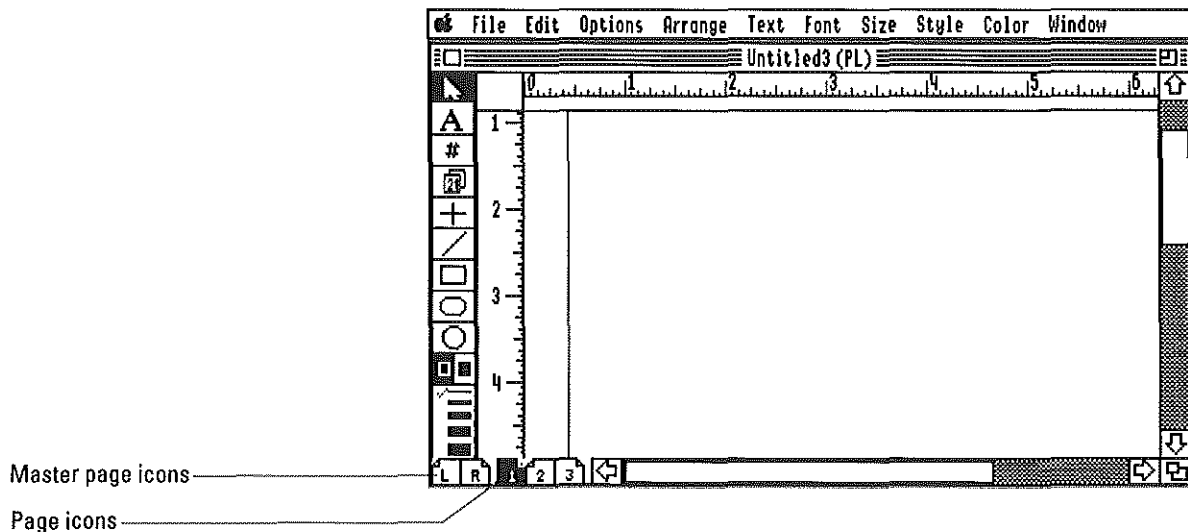
For information on moving a graphic object, see "Working with Objects" in this chapter.

Using Page Layout

Working with Pages

Once you begin adding text and graphic objects to a page layout document, you'll want to start thinking about pages—how they look and how you can combine them to produce your final publication.

Although each new page layout document starts out as a single page, you can create multipage publications simply by adding more pages to the document. As you add pages to a document, you can link text objects that appear on separate pages, allowing text to flow from one page to another as you make changes in a document's layout.



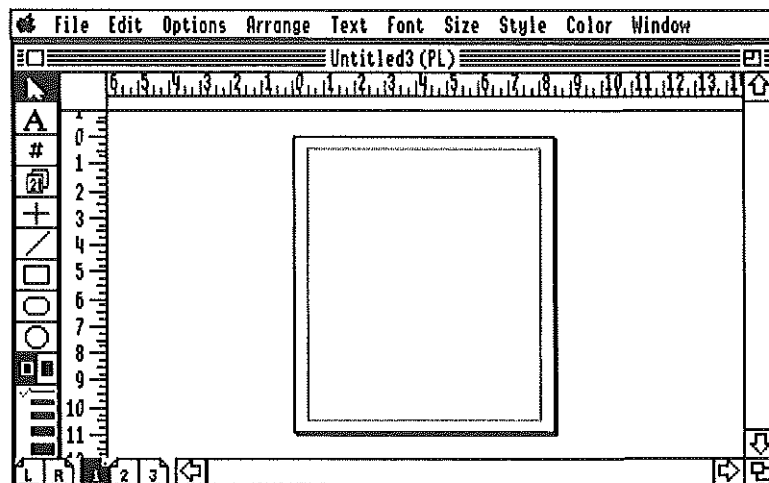
To avoid having to lay out design elements that appear on every page, AppleWorks GS lets you create a set of *master pages* for each document. A master page is a special page that contains elements (such as rules or headers and footers) you want to appear on all of the pages of your document. For exceptional pages (title pages, for example), you can have AppleWorks GS ignore the master pages.

You can create either a single master page or left and right master pages. If you create a single master page, any element placed on the master page appears on each page of the document. If you create left and right master pages, elements placed on the left master page appear on each left page in the document, and elements placed on the right master page appear on each right page of the document.

To Fit the Entire Page in the Window

- Choose **Fit in Window** from the Options menu, or press **⌘-W**.

AppleWorks GS reduces the image of the page so that it fits within the window and adjusts the markings on the ruler to reflect the new scale.



To return to the normal view of the page, choose **Actual View** from the Options menu.

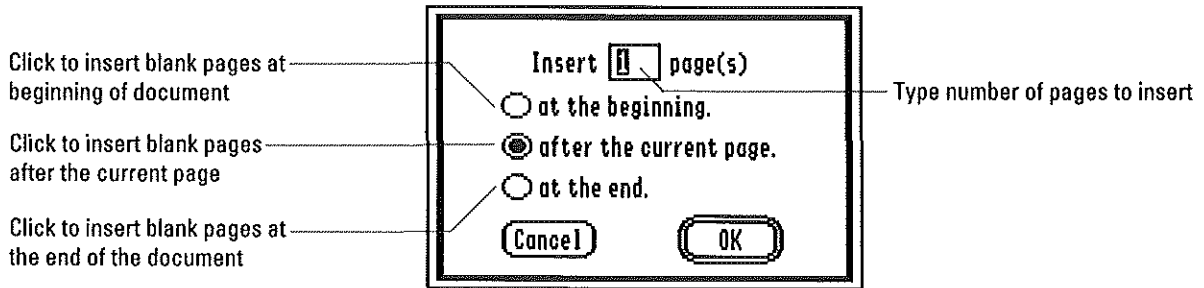
Working in the reduced view: After choosing the **Fit in Window** command, you can continue to use any of the page layout graphics tools on the page. You can also create, resize, and reshape text objects. You cannot, however, edit any text displayed in the text objects.

Using Page Layout

To Insert Blank Pages in a Document

1. Choose Insert Pages from the Edit menu.

A dialog box appears:



2. Type the number of pages to insert, and click the appropriate setting.

3. Click OK, or press Return.

AppleWorks GS inserts the blank pages in the document, renumbers the original pages (if necessary), and changes the page icons at the bottom of the screen.

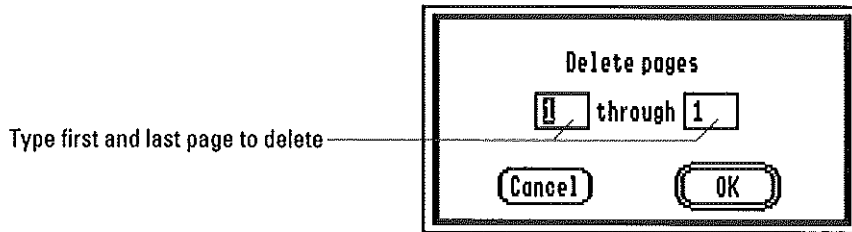
The first inserted page is displayed in the window.

Maximum document size: A page layout document can contain up to 99 pages.

To Delete Pages

1. Choose Delete Pages from the Edit menu.

A dialog box appears:



2. Type the page numbers for the range of pages to delete.

Careful! You can't undo a page deletion with the Undo command.

3. Click OK, or press Return.

AppleWorks GS deletes the pages and their contents from the document, renumbers the remaining pages (if necessary), and changes the page icons at the bottom of the screen to reflect the new page numbers.

Deleting pages with text: When you delete a page, all the text objects on that page are deleted, and the text displayed in the deleted text objects is removed from the text stream. Any text objects on pages before or after the deleted pages are automatically relinked.

Using Page Layout

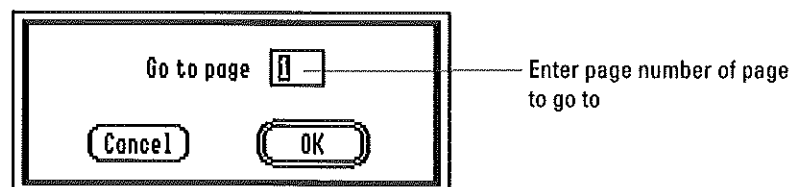
To Go to a Specific Page

- Click on the page icon for the page at the bottom of the screen.

or

1. Choose **Go To Page** from the Options menu, or press ⌘-G.

A dialog box appears:



2. Type the page number of the page you want to go to.
3. Click **OK**, or press **Return**.

AppleWorks GS displays the page you specify.

To Set Up a Master Page

1. Click the page icon labeled **M** at the bottom of the screen.

AppleWorks GS highlights the master page icon at the bottom of the screen and displays the master page for the document.

2. **Place text objects, graphic objects, or guides on the page.**

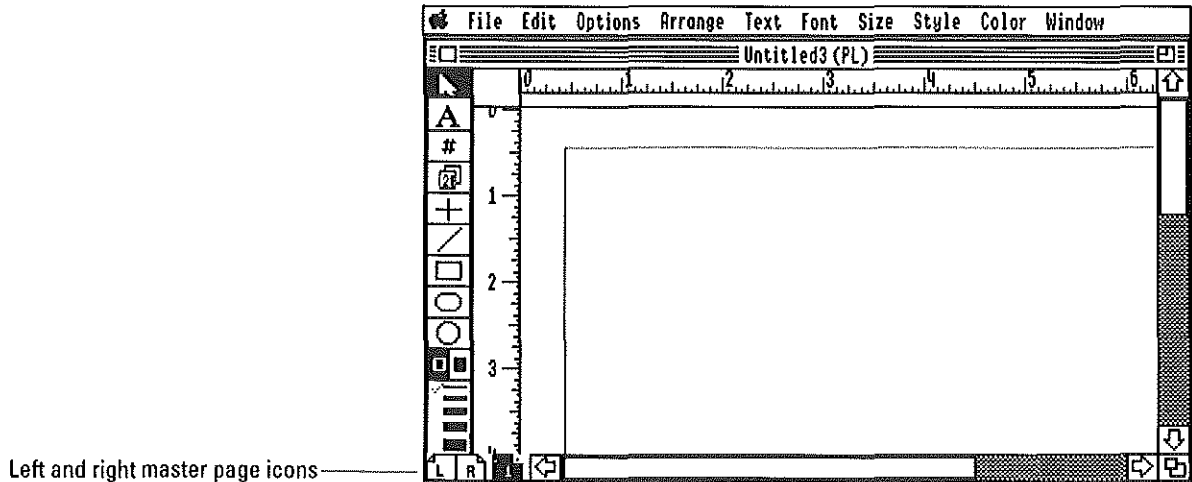
Every item you place on this page appears on every page of your document. These items, however, can only be changed by editing the master page on which they occur.

You can specify pages in your document that do not use the master page items by using the Ignore Master Page command. See “To Ignore Master Page Items” in this chapter.

To Set Up Left and Right Master Pages

1. Choose Left/Right Master Pages from the Options menu.

AppleWorks GS replaces the single master page icon with two icons labeled L and R.



Left and right master page icons

2. To enter text or graphics for all the right-hand pages in a document, click the icon labeled R; for left-hand pages, click the icon labeled L.
3. Place the items on the appropriate master page.

Left and right pages: All odd-numbered pages in a page layout document are considered to be right-hand pages. Even-numbered pages are considered to be left-hand pages.

To Ignore Master Page Items

1. Display the page on which you do not wish to use master page items.
2. Choose Ignore Master Page from the Options menu.

All text and graphics objects from the relevant master page are removed from this page.

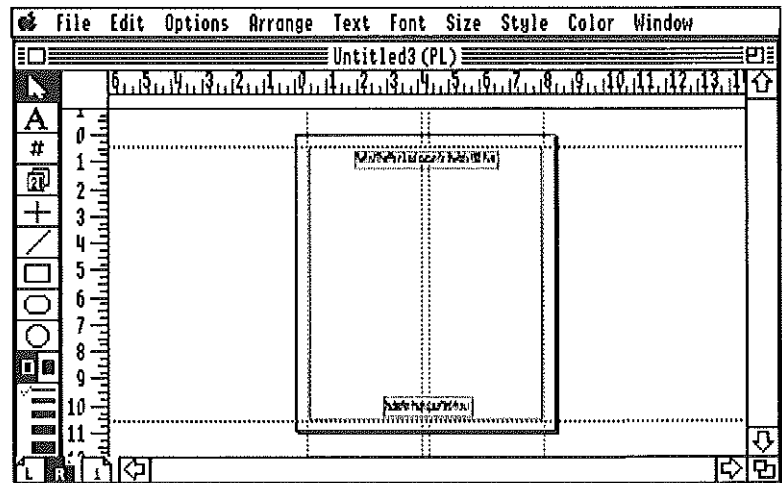
To restore the master page objects for the page, choose Use Master Page from the Options menu.

Using Page Layout

To Set Up Headers and Footers

1. Click the master page icon to display the master page.
2. Create the header, the footer, or both using any of the text or graphics tools.

To insert the current page number or the current date in a header or footer, use the page number tool or the date tool on the tools palette. (See “To Insert the Current Date” and “To Insert the Page Number” in this chapter.)



3. Click on any numbered page icon to see that the header and footer information you enter on the master page is displayed on the document page automatically.

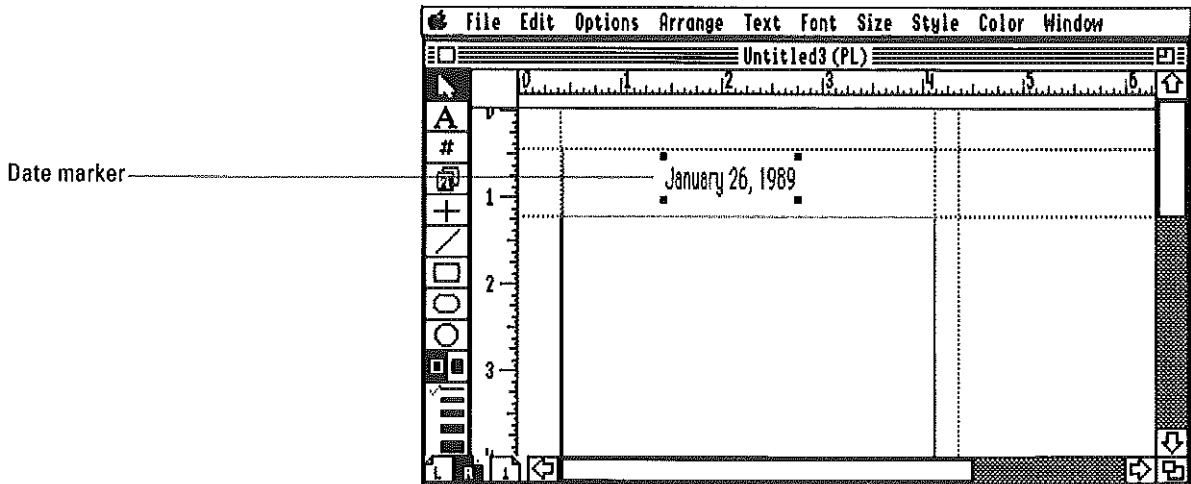
To Insert the Current Date

1. Select the date tool on the tools palette.
2. Position the pointer on the location on the page where you want the date to appear.

The pointer changes to a calendar icon when you move it into the window.

3. Click where you want the date to appear.

The date appears in the currently selected font, size, and style and is updated each time you open the document.



Placing the date on every page: To display the current date on every page of a document, use the date tool to insert a date on a master page.

Using Page Layout

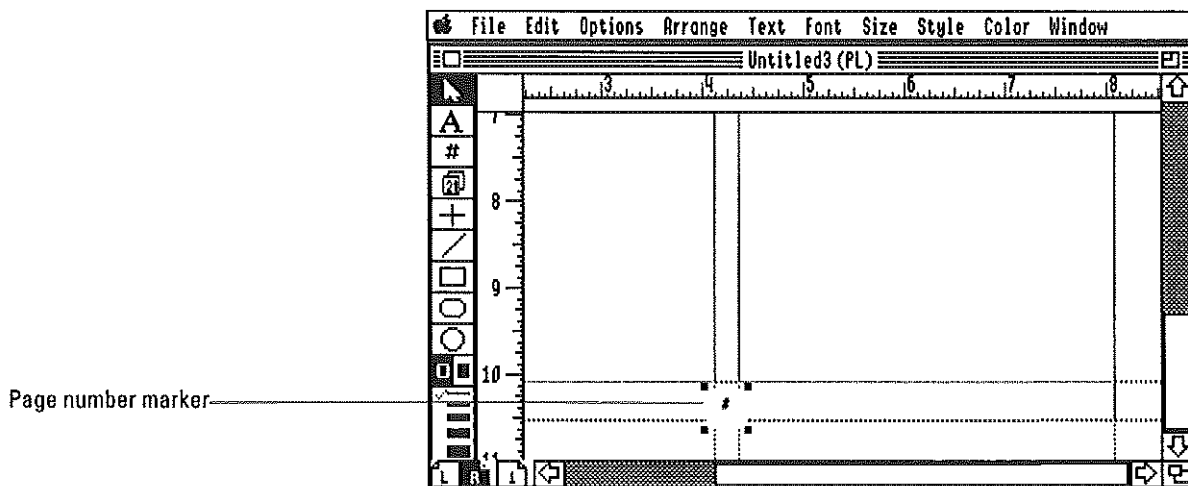
To Insert the Current Page Number

1. Select the page number tool on the tools palette.
2. Position the pointer on the location on the page where you want the page number to appear.

The pointer changes to a pound sign (#) when you move it into the window.

3. Click where you want the number to appear.

The page number appears in the currently selected font, size, and style.

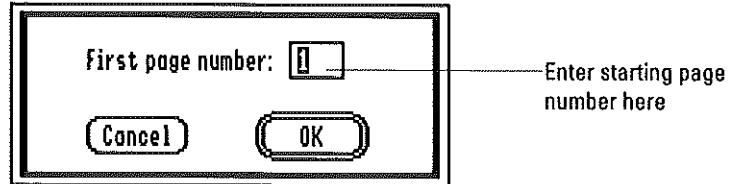


Placing page numbers on every page: To display page numbers on every page of a document, use the page number tool to insert a page number on the master page(s).

To Set the First Page Number

1. Choose **Set First Page** from the **Options** menu.

A dialog box appears:



2. Enter the page number for the first page in the document.

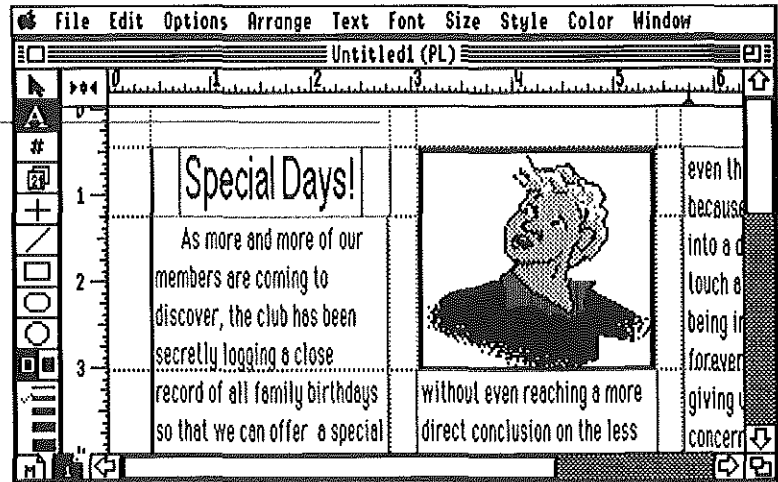
3. Click **OK**, or press **Return**.

Using Page Layout

Using Guides

Guides provide you with a very flexible way to lay down nonprinting column, margin, and alignment markers.

Use guides to align text and graphic



If you use guides on a master page, the guides appear on every page in the document. If you use guides on a page that is not a master page, the guides apply to the current page only.

AppleWorks GS provides a number of options for you when working with guides:

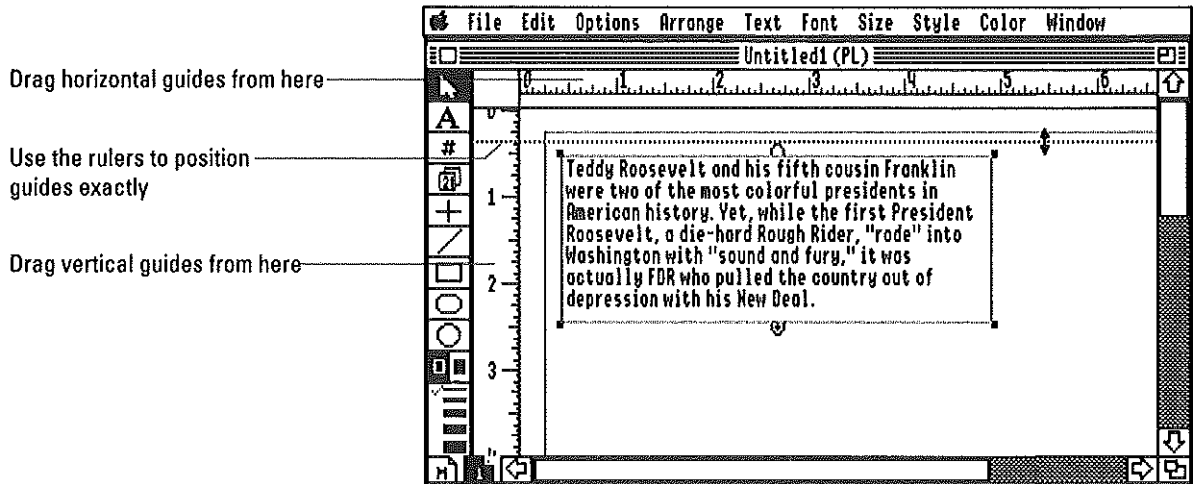
- Magnetic guides—guides that attract nearby text and graphic objects, making it easier to align objects precisely.
- Locked guides—guides that are locked into place on a page so that they can't be accidentally moved.
- Hidden guides—guides that are not displayed so that you can see how the document will appear when it is printed.
- The Set Guides command—a command that allows you to set up accurate margin and column guides for one page or for an entire document.

To Set Guides Manually

1. Move the pointer into the ruler area either above or to the left of the document area, and press the mouse button.

The pointer changes to a double-headed arrow, and a guide appears in the ruler area.

2. Drag the guide into the document window and position it on the page.



3. Release the mouse button to set the guide on the page.

To Move a Guide

1. Select the selection arrow on the tools palette.
2. Position the pointer on the guide you want to move and press the mouse button.

The pointer changes to a double-headed arrow.

3. Drag the guide to its new position.

To remove a guide, drag it all the way off the page.

Using Page Layout

To Make Guides Magnetic

- **Choose Magnetic Guides from the Options menu.**

All the guides in the document can now attract nearby objects. If you move a text or graphic object near a magnetic guide, the object “snaps” to the guide. An existing object is not influenced by magnetic guides unless you move or resize the object.

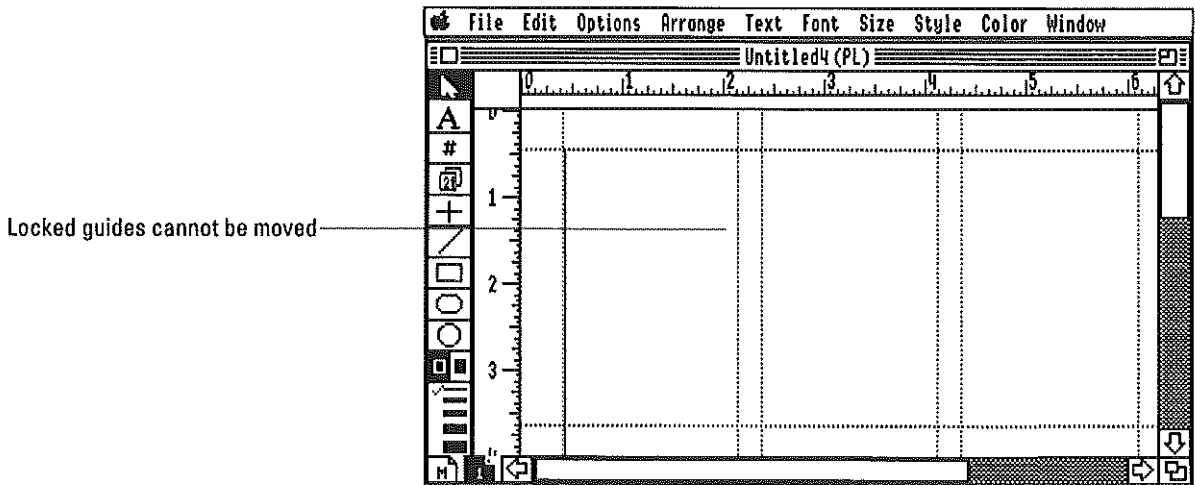
To return to nonmagnetic guides, choose Magnetic Guides from the Options menu again.

To Lock Guides

- **Choose Lock Guides from the Options menu.**

All the guides in the document are now locked into place and cannot be moved.

To unlock guides, choose Unlock Guides from the Options menu.



To Hide Guides

- **Choose Hide Guides from the Options menu.**

The guides are no longer visible in the document window. If you were using magnetic guides, they no longer have any effect on nearby objects.

To display guides again, choose Show Guides from the Options menu.

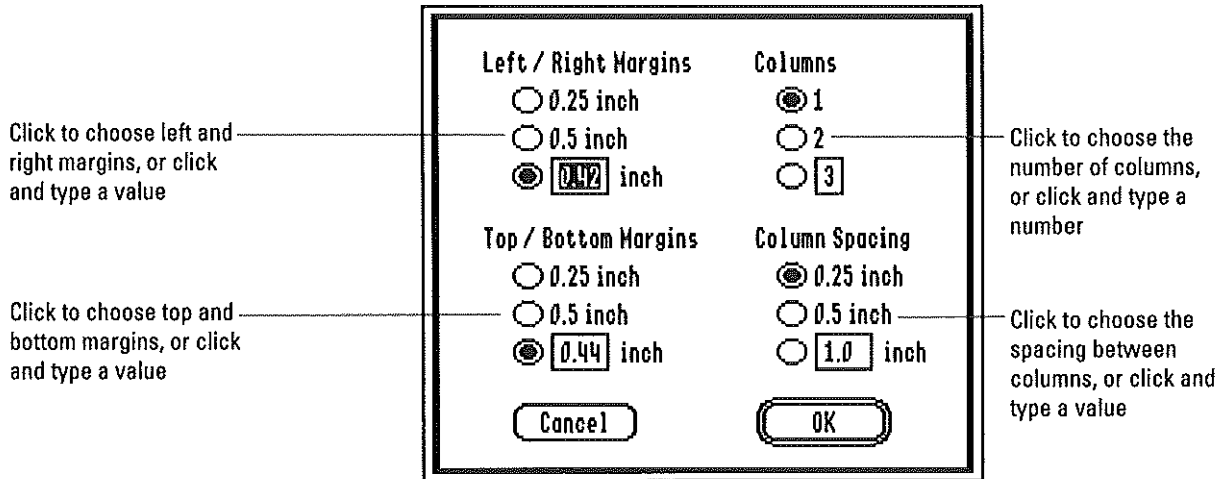
To Set Margin and Column Guides

1. Display the page for which you wish to set column or margin guides.

If you choose a master page, the column and margin guides you set are used for all the pages in the document.

2. Choose Set Guides from the Options menu.

A dialog box appears:



3. Choose the appropriate settings for columns and margins.

4. Click OK, or press Return.

The page is displayed with the column and margin guides you specify.

Working with Text and Graphics

Entering and Formatting Text

In addition to importing text from other applications, you can enter and format text in page layout using many of the same techniques and commands you use in AppleWorks GS word processing. Most text formatting in page layout is paragraph-based. For example, you can define text alignment and line spacing for any paragraph, or you can set up tabs using a ruler.

AppleWorks GS provides three options for automatically calculating the spacing between lines of text based on the size of the text characters:

- Single spacing
- 1-1/2 spacing
- Double spacing

You can set the line spacing yourself with the Set Spacing command. In AppleWorks GS, line spacing is defined as the space between the bottom of one line of characters to the bottom of the next line. You can set this spacing for any amount from four points (1/18 of an inch) to 64 points (8/9 of an inch) in one-point increments.

To Enter Text Using the Text Tool

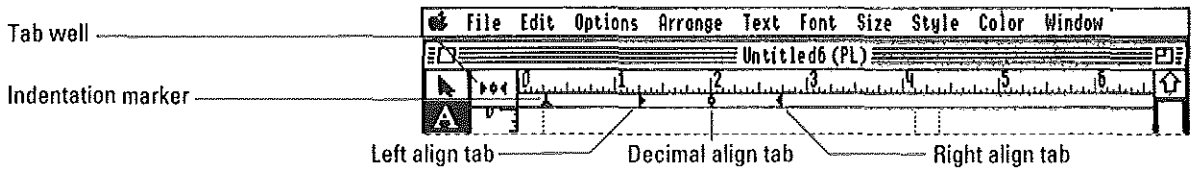
1. **Select the text tool on the tools palette.**
2. **Create a text object or click in an existing text object to select the insertion point.**
3. **Type the text you wish to enter.**

To Change the Ruler Settings

1. **Select the text tool on the tools palette.**
2. **Select the insertion point in the paragraph for which you wish to change the ruler settings.**

If you select text in more than one paragraph, changing the ruler settings affects all the selected paragraphs. (See "To Select Text" in this chapter.)

3. **Change the ruler settings by clicking the appropriate tab well and dragging the tab to the ruler or by dragging the indentation marker.**



Calculating tabs and indentations for text objects: Tabs and indentations are calculated relative to the left margin of the text object. If you move or reshape the text object, all ruler settings are recalculated.

To Change Text Alignment

1. Select the text tool on the tools palette.
2. Select the insertion point in the paragraph for which you wish to change the text alignment.

If you select text in more than one paragraph, changing the text alignment affects all the selected paragraphs.

3. Choose **Left**, **Center**, **Right**, or **Full** from the **Text** menu.

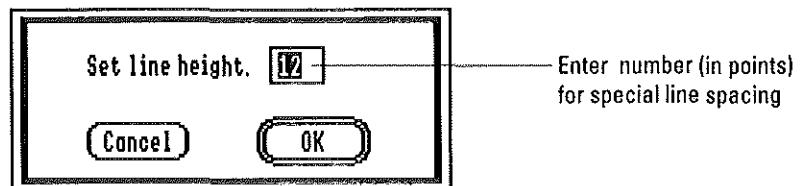
To Change Line Spacing

1. Select the text tool on the tools palette.
2. Select the insertion point in the paragraph for which you wish to change the line spacing.

If you select more than one paragraph, changing the line spacing affects all selected paragraphs.

3. Choose **Single Space**, **1-1/2 Space**, **Double Spacing**, or **Set Spacing** from the **Text** menu.

If you choose the **Set Spacing** command, a dialog box appears.



4. Enter the number of points for line spacing and press **Return**.

Working with Text and Graphics

Working with Text

In AppleWorks GS page layout, you can use many of the special techniques you learned in the word processing application when working with text within text objects.

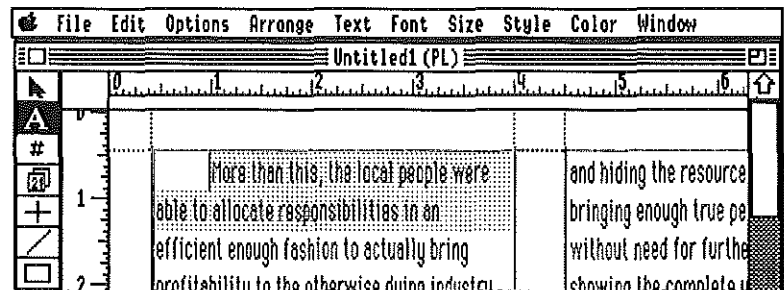
- You can move the insertion point within the text object using the mouse or the arrow keys.
- You can select the text to receive the next action.
- You can replace selected text with new text.
- You can delete anything that can be selected.

To Move the Insertion Point

- To move one line up, press the Up Arrow key.
- To move one line down, press the Down Arrow key.
- To move one character to the left, press the Left Arrow key.
- To move one character to the right, press the Right Arrow key.

To Select Text

1. Select the insertion point at either the beginning or the end of the text to be selected.
2. Drag in the direction of the text you want to select.



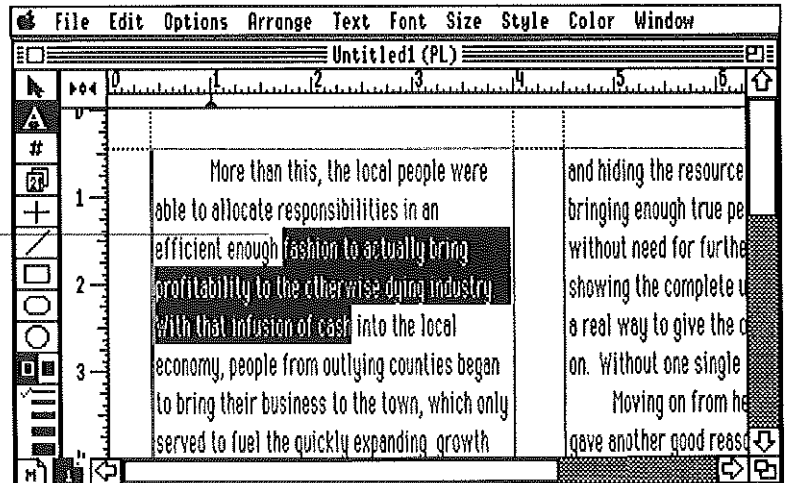
To Select a Word

1. Select the insertion point in the word.
2. Double-click the word.

To Select One Word at a Time

- Double-click a word and drag in the direction you wish to select.

Double-click the first word
and drag to extend the
selection one word at a time



To Select an Entire Line of Text

1. Select the insertion point in the line.
2. Triple-click the line.

To Extend the Selection

1. Select the insertion point at the beginning or the end of the text to be selected.
2. Move the pointer to the end of the selection, press Shift, and click.

You can shift-click to select text in more than one text object.

To Cancel a Selection

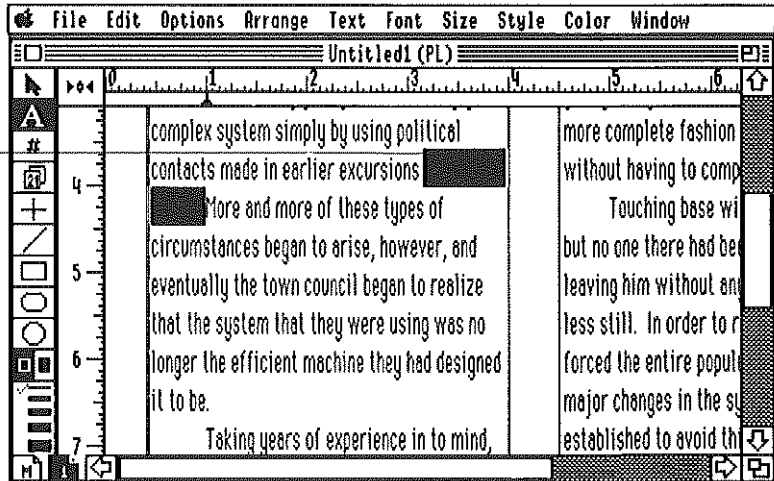
- Click anywhere in the text object outside the selected text.

Working with Text and Graphics

To Select a Carriage Return

- Select the insertion point anywhere after the last word in the paragraph and drag to the first character of the next paragraph.

Begin dragging here to select the carriage return that ends this paragraph



If you want to select a blank line, select the insertion point anywhere in the line and drag to the first character of the next line.

To Select a Tab

- Drag within the space created by the tab.

To Select All the Text in a Text Stream

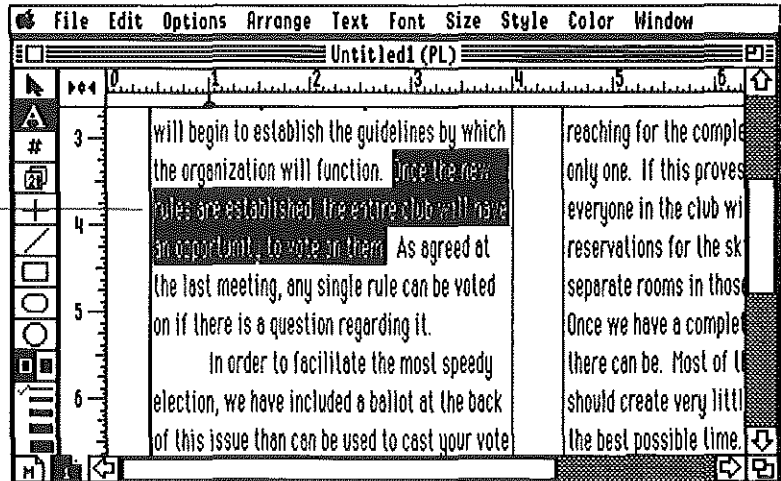
1. Select the insertion point in the text object.
2. Choose **Select All** from the **Edit** menu, or press **⌘-A**.

All the text in the text stream is selected, regardless of whether all the text is on one page or continued over several pages.

To Replace Selected Text with New Text

1. Select the text you wish to replace.

This text will be replaced
with the text you type



2. Type the new text.

AppleWorks GS replaces the selected text with the new text.

To Replace Selected Text with the Contents of the Clipboard

1. Copy the replacement text to the Clipboard.
2. Select the text you wish to replace.
3. Choose Paste from the Edit menu, or press **⌘-V**.

A copy of the contents of the Clipboard replaces the selection in the document.

Working with Text and Graphics

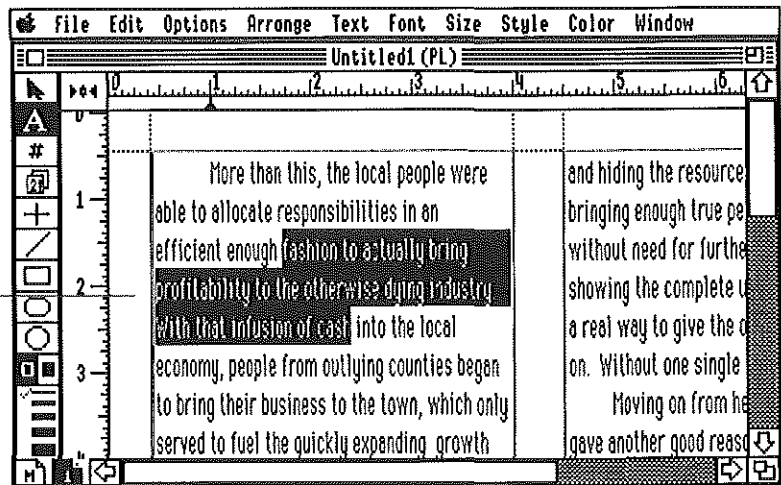
To Delete Text with the Cut Command

1. Select the text to be deleted.
2. Choose Cut from the Edit menu, or press ⌘-X .

To Delete Text with the Clear Command or the Delete Key

1. Select the text to be deleted.
2. Choose Clear from the Edit menu, or press Delete.

Use the Clear command or the Delete key to delete text you do not want to place on the Clipboard



To Delete a Carriage Return

- 1. Select the insertion point at the left margin of the line below the carriage return you wish to delete.**
- 2. Press Delete.**

To Delete All the Text in a Text Stream

- 1. Select the insertion point in the text object.**
- 2. Select all the text in the object by choosing **Select All** from the **Edit** menu or by pressing ⌘-A.**

All the text in the text stream is selected, regardless of whether all the text is on one page or continued over several pages.

- 3. Press Delete.**

To Undo a Deletion

- **Choose **Undo** from the **Edit** menu, or press ⌘-Z, immediately after the deletion.**

Working with Text and Graphics

Changing the Appearance of Text

AppleWorks GS offers a variety of options for changing the font, size, style, and color of text in a page layout document. These changes can affect any characters in a document, including spaces, carriage returns, and tabs. Changes in font, size, style, and color are made by AppleWorks GS as follows:

- If you have text selected, only that text is changed.
- If no text is currently selected, all text typed at the insertion point appears in the font, size, style, and color you specify.

To Change Text Fonts

1. **Select the text you want to change, or select the insertion point where you want to enter text in the new font.**
2. **Choose a font from the Font menu.**

A check mark (✓) appears on the Font menu next to the font you've chosen. Selected text changes and remains selected.

To Change Text Sizes

1. **Select the text you want to change, or select the insertion point where you want to enter text in the new size.**
2. **Choose a size from the Size menu.**

A check mark appears on the Size menu next to the size you've chosen. Selected text changes and remains selected.

To Change Text Styles

1. **Select the text you want to change, or select the insertion point where you want to enter text in the new style.**
2. **Choose a style from the Style menu, or use the keyboard equivalent.**

A check mark appears on the Style menu next to the style you've chosen. Selected text changes and remains selected.

Some exceptions: Uppercase, Lowercase, and Title can't be chosen unless you've selected text. To enter new text at the insertion point using the uppercase style, use the Shift or Caps Lock key.

To Combine Text Styles

1. **Select the text you want to change, or select the insertion point where you want to enter text in the new style(s).**
2. **Choose one or more styles from the Style menu, or press the keyboard equivalents for the styles.**

Check marks appear on the Style menu next to the styles you've chosen. Selected text changes and remains selected.

Mutually exclusive styles: Two sets of text styles can't be combined since they are mutually exclusive: you can't have text that is both uppercase, lowercase, or capitalized; and you can't have text that is both subscripted and superscripted.

To Deselect a Style

1. **Select the text you want to change, or select the insertion point where you want to enter text without the style.**
2. **Choose the style from the Style menu to deselect, or press the keyboard equivalent for the style.**

The check mark is removed from the style on the Style menu, and the style is removed from the selected text.

To Deselect All Styles

1. **Select the text you want to change, or select the insertion point where you want to enter text in the plain text style.**
2. **Choose Plain from the Style menu, or press ⌘-T.**

To Change Text Colors

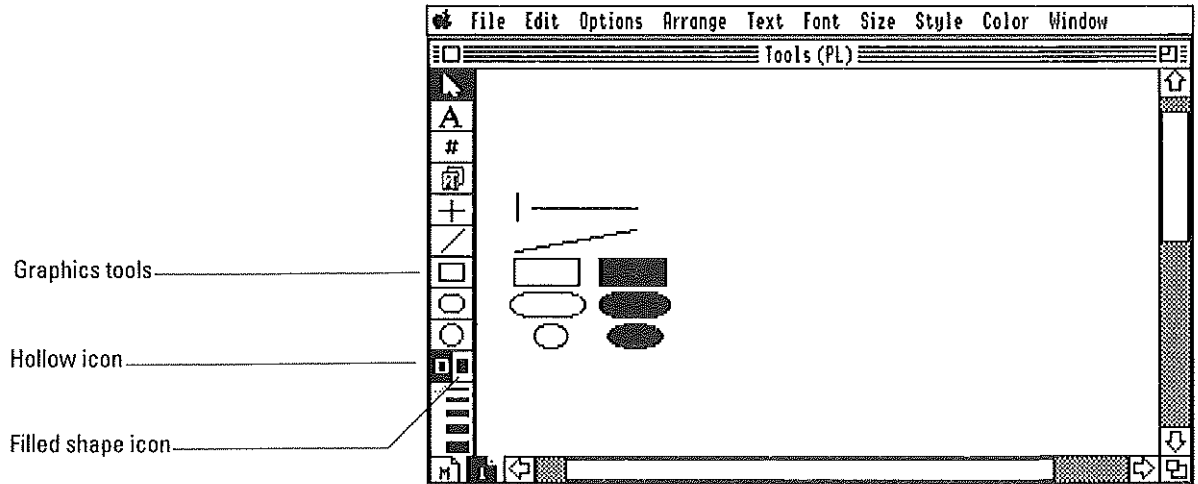
1. **Select the text you want to change, or select the insertion point where you want to enter text in a new color.**
2. **Choose a color from the Color menu.**






Printing in color: You can print AppleWorks GS documents in color if you're using an ImageWriter II printer with a color ribbon. If you print colored text on a printer without color capabilities, all text is printed in black.

Working with Text and Graphics

Creating Graphics

With the graphics tools available in page layout, you can draw lines or create filled or hollow shapes from within the page layout application itself. When printed or displayed, objects created by these tools can take advantage of the highest resolution your printer or screen is capable of producing.



-  The horizontal/vertical line tool draws horizontal or vertical lines.
-  The line tool draws straight lines in any direction.
-  The rectangle tool draws rectangles or squares.
-  The rounded rectangle tool draws rectangles with rounded corners.
-  The oval tool draws ovals and circles.

To Draw Horizontal or Vertical Lines

1. **Select the horizontal/vertical line tool on the tools palette.**

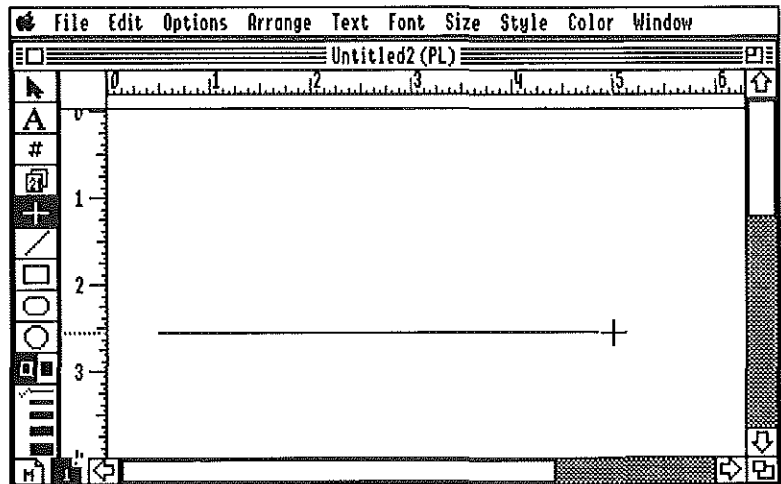
If you wish, you can change the line width by choosing from the line width palette.

2. **Move the pointer to the location in the window where you want to start the line.**

The pointer changes to a crossbar when you move it into the window.

3. **Drag to the location where you want the line to end.**

As you drag, the line extends in a horizontal or vertical direction.



4. **Release the mouse button to complete the object.**

Working with Text and Graphics

To Draw Lines

1. Select the line tool on the tools palette.

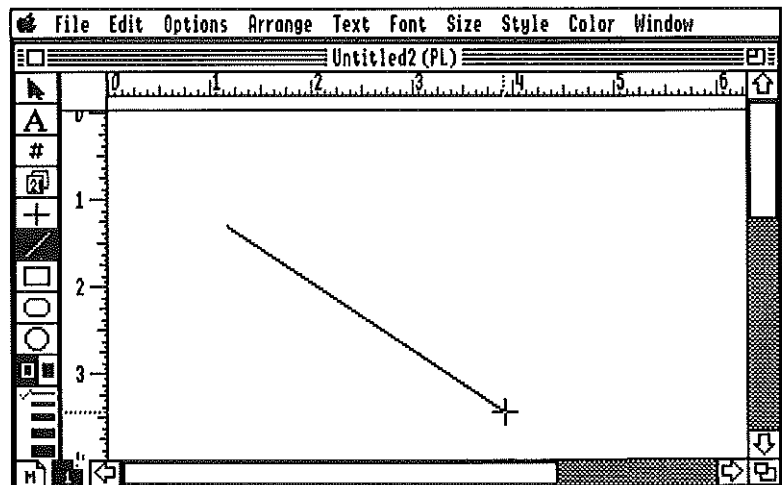
If you wish, you can change the line width by choosing from the line width palette.

2. Move the pointer to the location in the window where you want to start the line.

The pointer changes to a crossbar when you move it into the window.

3. Drag to the place where you want the line to end.

As you drag, the line extends in the direction of the drag.



4. Release the mouse button to complete the object.

Constraining the line tool: To constrain the line tool to draw horizontal, vertical, or 45-degree diagonal lines only, press the Shift key when using the tool.

To Draw Rectangles and Squares

1. Select the rectangle tool on the tools palette.

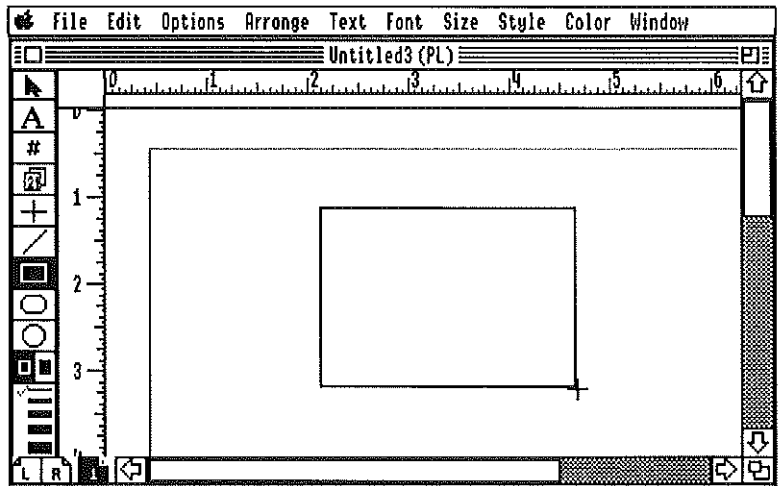
If you wish, you can change the line width by choosing from the line width palette. To draw a solid rectangle, click the filled shape icon below the tools palette.

2. Move the pointer to the location in the window where you want to start a corner of the rectangle.

The pointer changes to crossbar when you move it into the window.

3. Drag to the location where you want the opposite corner of the rectangle.

As you drag, an outline of the rectangle appears.



4. Release the mouse button to complete the object.

Constraining the rectangle tool: To constrain the rectangle tool to draw squares only, press the Shift key when using the tool.

Working with Text and Graphics

To Draw Rounded Rectangles

1. Select the rounded rectangle tool on the tools palette.

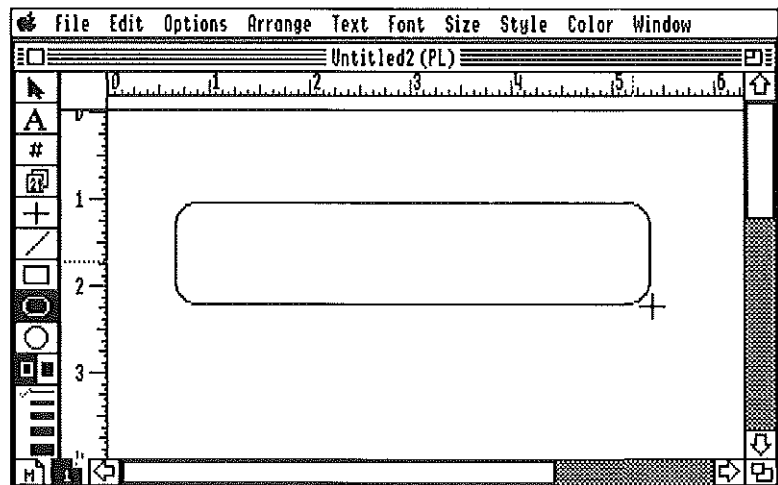
If you wish, you can change the line width by choosing from the line width palette. To draw a solid rounded rectangle, click the filled shape icon below the tools palette.

2. Move the pointer to the location in the window where you want to start a corner of the rounded rectangle.

The pointer changes to a crossbar when you move it into the window.

3. Drag to the location where you want the opposite corner of the rounded rectangle.

As you drag, an outline of the rounded rectangle appears.



4. Release the mouse button to complete the object.

Constraining the rounded rectangle tool: To constrain the rounded rectangle tool to draw squares only, press the Shift key when using the tool.

To Draw Ovals and Circles

1. Select the oval tool on the tools palette.

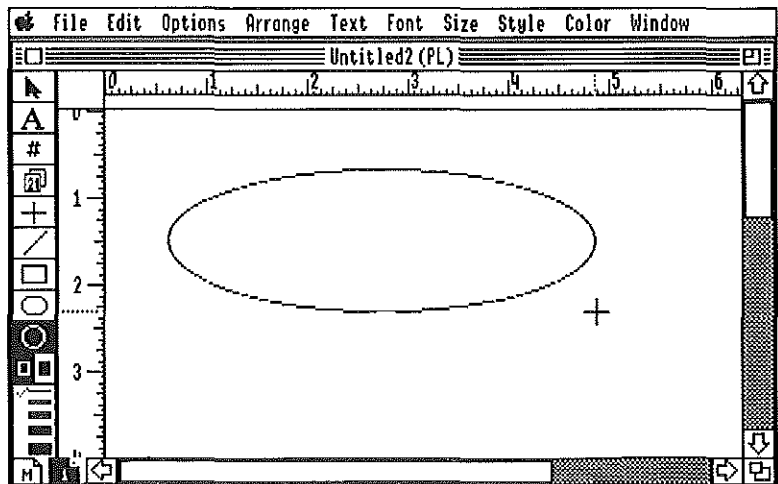
If you wish, you can change the line width by choosing from the line width palette. To draw a solid oval, click the filled shape icon below the tools palette.

2. Imagine that the oval is going to be enclosed by a rectangle, and move the pointer to the location in the window where you want to start a corner of that imaginary rectangle.

The pointer changes to a crossbar when you move it into the window.

3. Drag to the location where you want the opposite side of the oval.

As you drag, an outline of the oval appears.



4. Release the mouse button to complete the object.

Constraining the oval tool: To constrain the oval tool to draw circles only, press the Shift key when using the tool.

Working with Text and Graphics

Working with Objects

Once a text or graphic object is created, you can move it, reshape it, delete it, rotate it, or reorient it horizontally or vertically.

You can also rearrange an object in relation to the other objects in the document by moving it to the front or sending it to the back of other objects in the window.

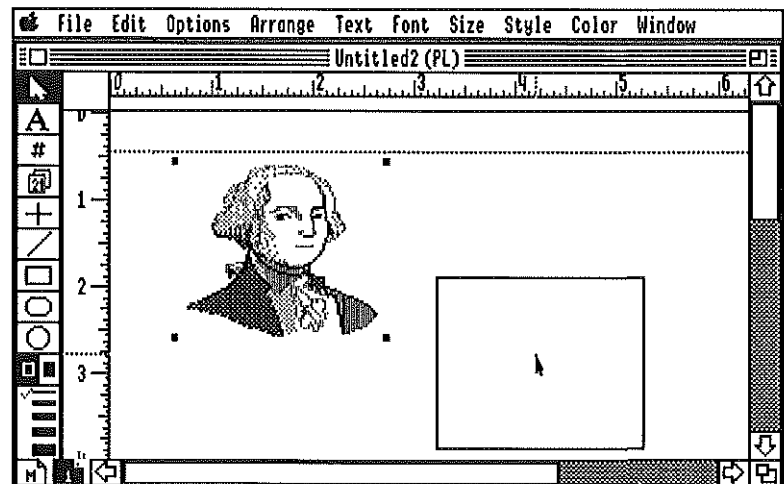
For information about selecting and deselecting objects, see “Selecting” in chapter 1.

To Move an Object

1. Use the selection arrow to select the object you want to move.

When the object is selected, handles appear around the object.

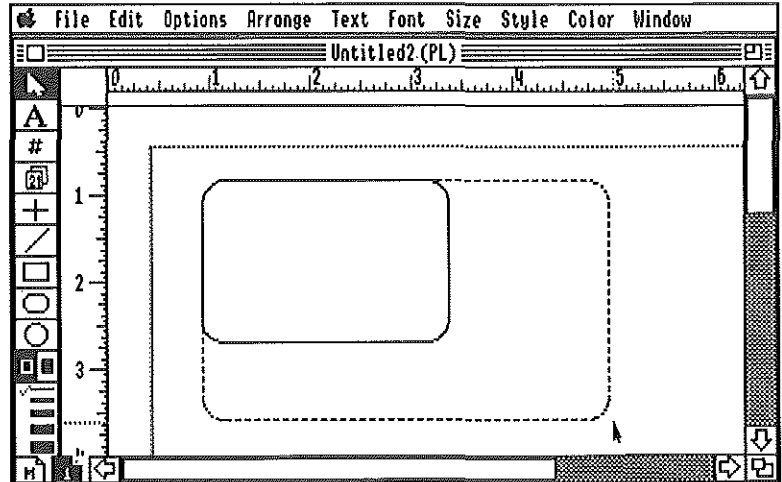
2. Drag the object to the new location.



3. Release the mouse button.

To Resize an Object

1. Use the selection arrow to select the object you want to resize.
2. Drag one of the handles to resize the object.



To crop a graphic object, press the Option key while dragging one of the handles.

To Change a Graphic Object

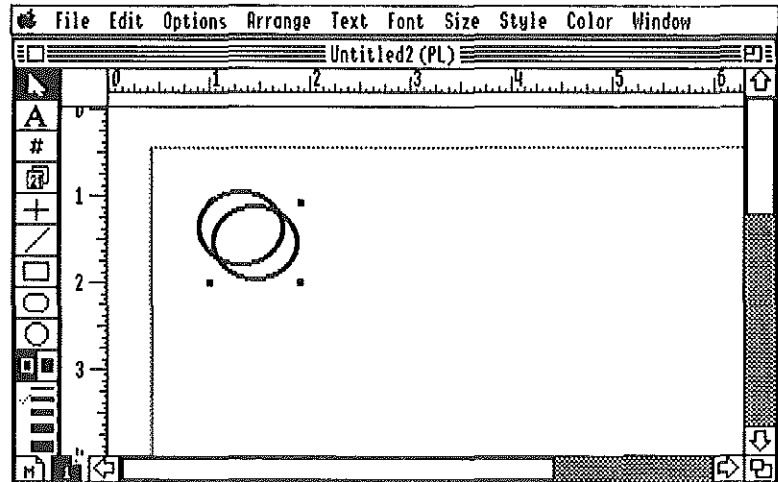
1. Use the selection arrow to select the graphic object you want to change.
2. Change the object using one of the following methods:
 - To change the line width of the object, choose the new line width from the line width palette.
 - To change a solid object to a hollow object, click the hollow icon.
 - To change a hollow object to a solid object, click the filled shape icon.
 - To change the color of the object, choose the new color from the Color menu.

Working with Text and Graphics

To Duplicate an Object

1. Use the selection arrow to select the object you want to duplicate.
2. Choose Duplicate from the Edit menu, or press ⌘-D.

AppleWorks GS creates a duplicate of the selected object and pastes it next to the original.



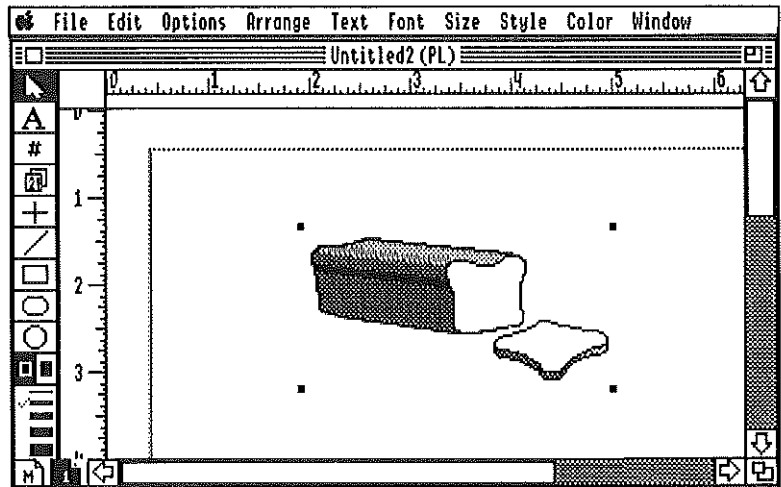
To Delete an Object

1. Choose the selection arrow on the tools palette.
2. Select the object that you want to delete.
3. Press Delete.

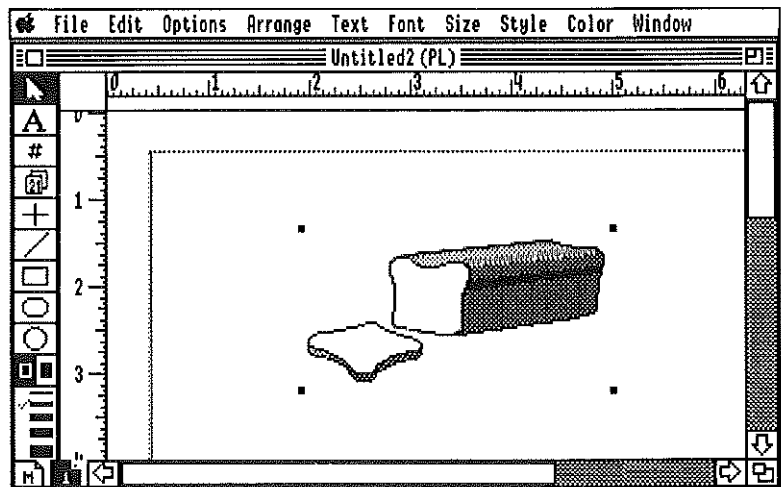
Deleting text objects: If you select a text object and delete it, both the object and the text it contains are deleted. To delete a linked text object without deleting any text, resize the object so that no text is displayed before deleting it. The remaining objects displaying the text stream are re-linked.

To Flip an Object

1. Use the selection arrow to select the object you want to flip.



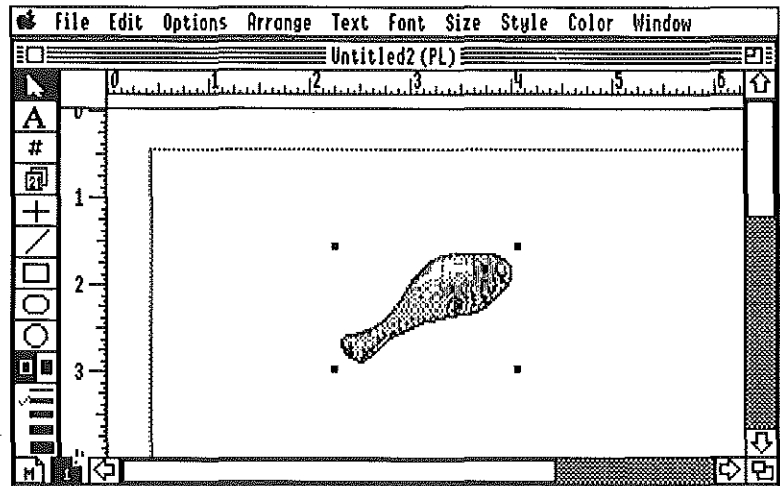
2. Choose Flip Horizontal or Flip Vertical from the Arrange menu.



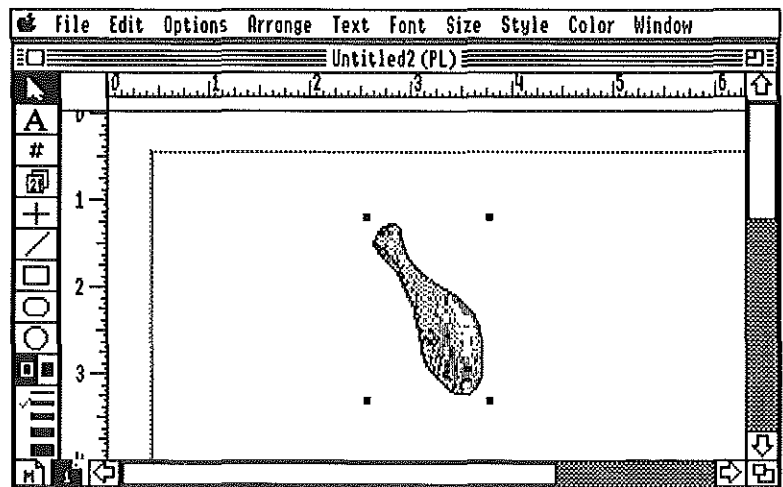
Working with Text and Graphics

To Rotate an Object

1. Use the selection arrow to select the object you want to rotate.

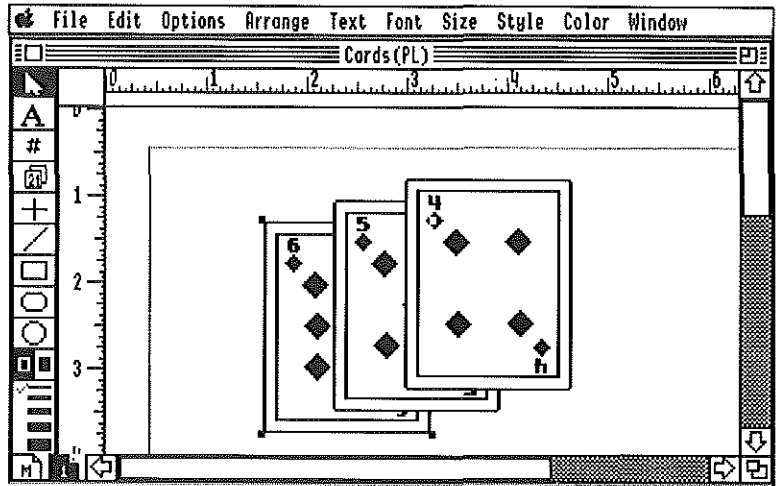


2. Choose Rotate Left or Rotate Right from the Arrange menu.



To Move an Object to the Front

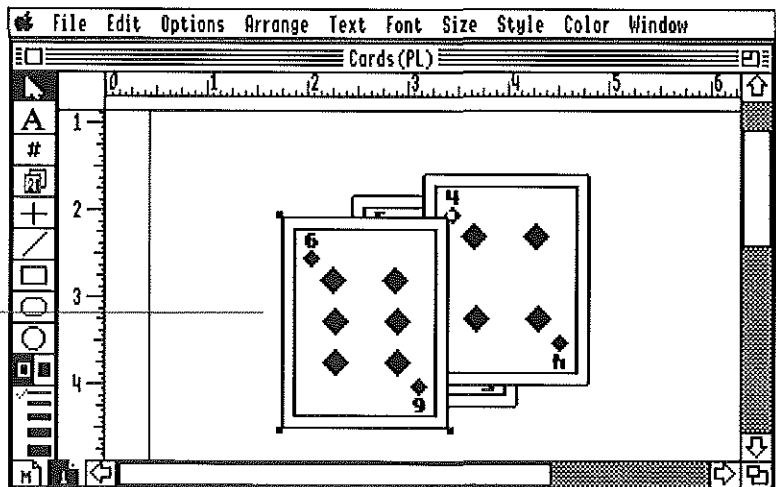
1. Use the selection arrow to select the object to move to the front.



2. Choose **Bring To Front** from the **Arrange** menu, or press **⌘-+**.

The selected object is moved in front of other objects in the document.

The object has now been moved to the front



To send an object to the back Choose **Send To Back** from the **Arrange** menu, or press **⌘--**(a hyphen).

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
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48
49
50
51
52
53
54
55
56
57
58
59
60
61
62
63
64
65
66
67
68
69
70
71
72
73
74
75
76
77
78
79
80
81
82
83
84
85
86
87
88
89
90
91
92
93
94
95
96
97
98
99
100

CHAPTER 7

Communications



7





Communications

About This Chapter

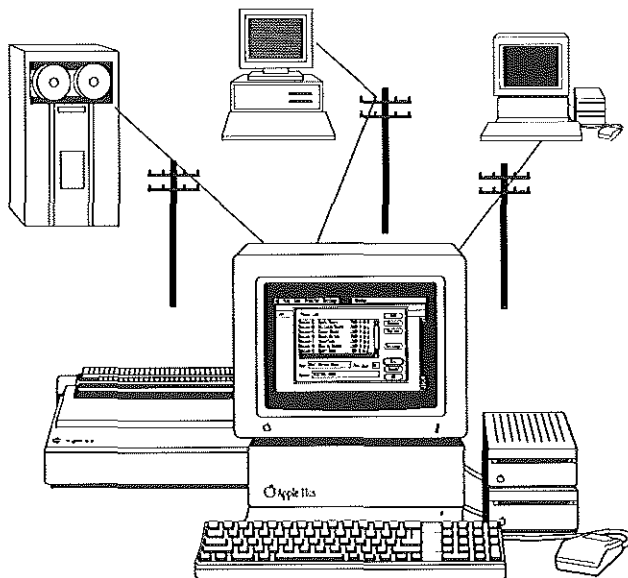
AppleWorks GS communications allows you to connect your Apple IIGS to another computer around the corner or around the world. With this application you can share files with other users, log on to local bulletin boards, or call up information services that provide national and international news, up-to-the-minute financial information, or the updates on new computer hardware and software.

In this chapter you will learn how to use the AppleWorks GS communication application to link your computer to other computers:

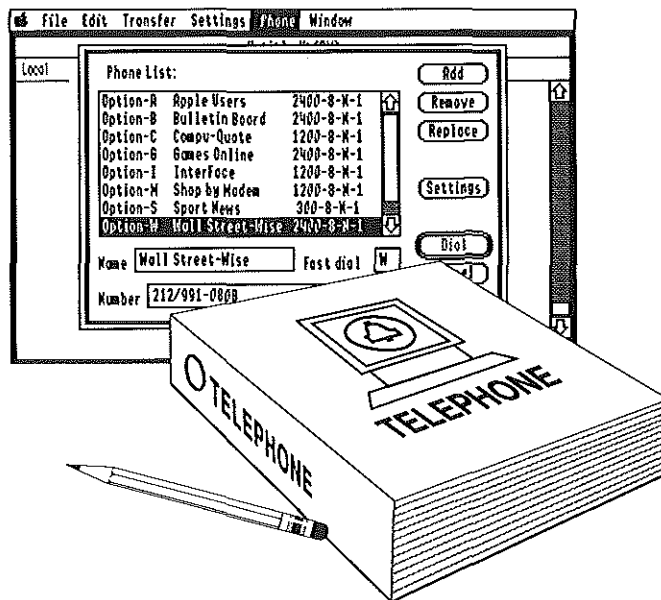
- Setting up communications by entering information about communications hardware, software protocols, and phone numbers
- Conducting a communications session

Communications Overview

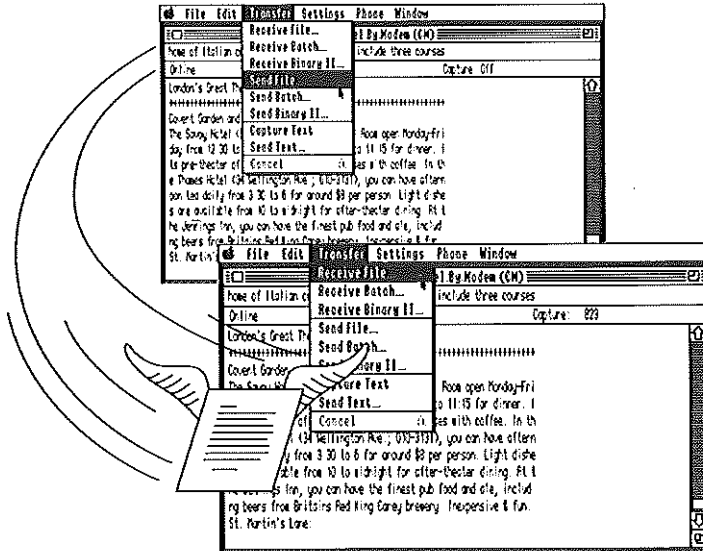
With AppleWorks GS communications you can transfer information from your Apple IIGS to many different types of computers.



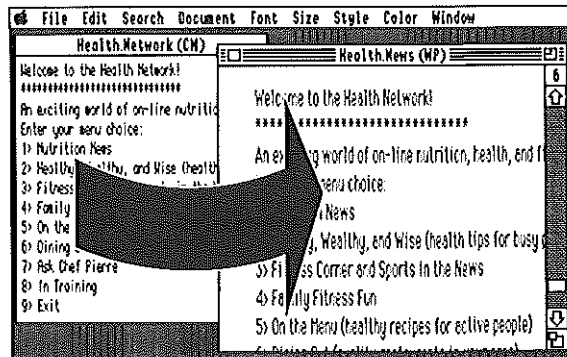
Each communications document contains an electronic phone book containing the names, telephone numbers, and fast-dial codes of other computers and information services.



Once you've made the connection, you can send and receive files containing text, graphics, or even Apple II GS programs.



Copy information coming from the other computer to the Clipboard and then paste the text into another AppleWorks GS document.



Setting Up Communications

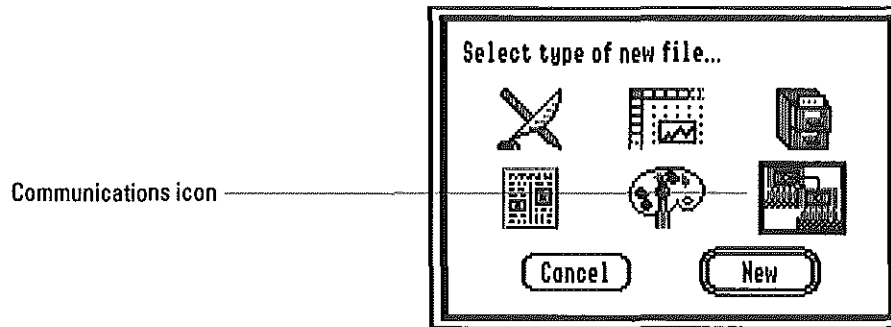
Starting Communications

You can start the communications application by either starting a new communications document or by opening an existing document.

To Open a New Document

1. Choose **New** from the **File** menu, or press **⌘-N**.

A dialog box appears:



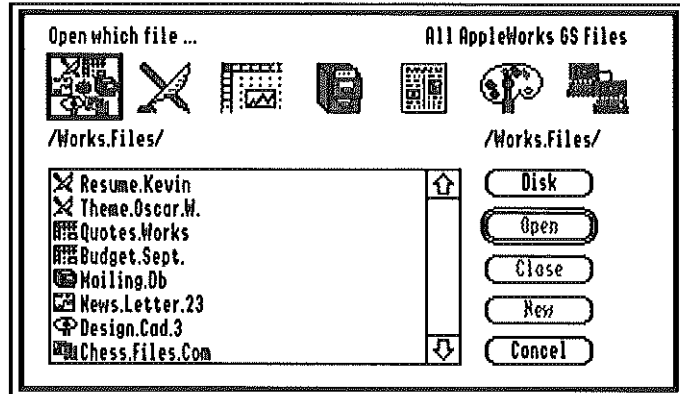
2. **Double-click** the communications icon to open the application.

AppleWorks GS opens an untitled communications document.

To Open an Existing Communications Document

1. Choose Open from the File menu, or press ⌘-O.

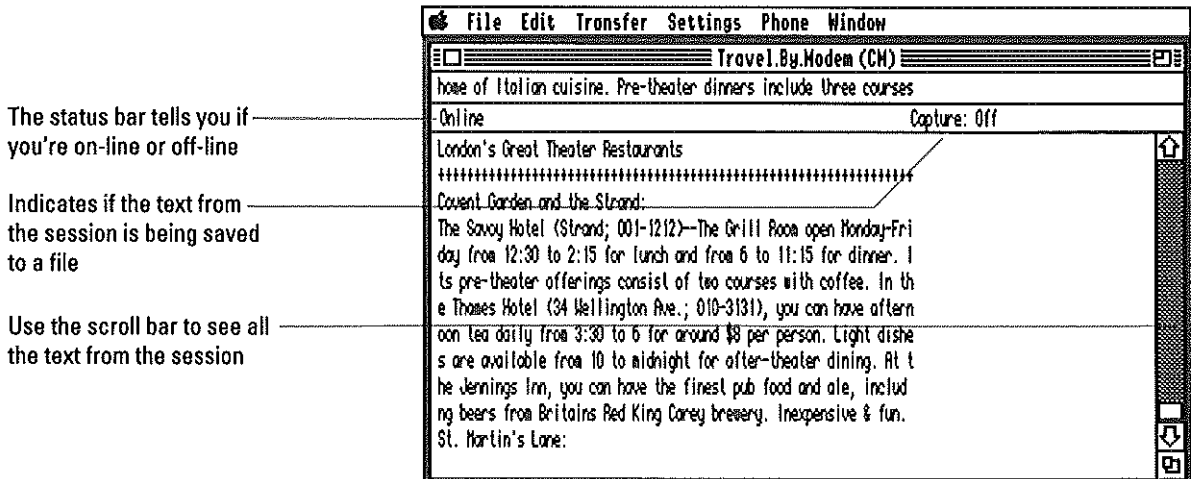
A dialog box appears with a list of available documents:



To display only the available communications documents, click the communications icon at the top of the box.

2. Choose the document to open by double-clicking it.

AppleWorks GS opens that document:



Setting Up Communications

Entering Hardware Information

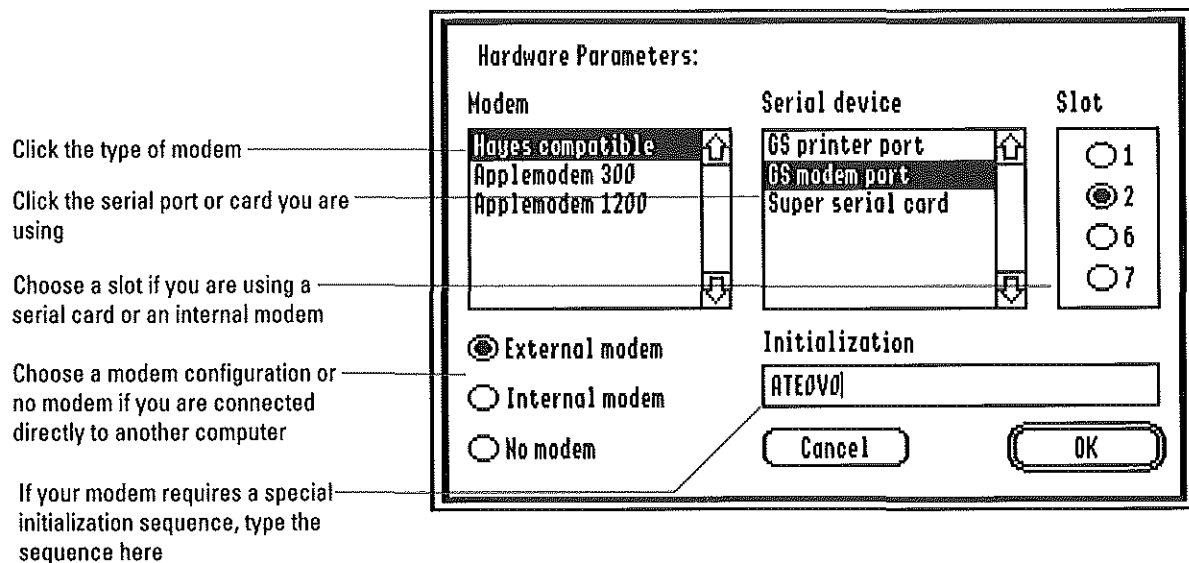
Before you can begin using your communications application, you must enter information about the type of communications hardware you will be using. This information includes:

- The type of modem you're using or if you intend to connect your Apple II GS directly to another computer
- The serial port or card for your modem
- Any initialization commands your modem requires in order to begin communications

To Enter Hardware Information

1. Choose **Hardware** from the **Settings** menu, or press **⌘-H**.

A dialog box appears:



2. Click the appropriate settings for your hardware.

If you are using an acoustic coupler, choose No Modem.

3. Click OK, or press Return.

AppleWorks GS stores the information about your hardware setup and attempts to initialize the modem.

Once you have entered hardware information for a communications document, AppleWorks GS attempts to initialize the modem each time you open the document.

More about initialization sequences: The default initialization sequence displayed in the Initialization entry box should work without a hitch in most cases. For more information about the sequence required by your particular modem, check the documentation that came with the modem.

Setting Up Communications

Entering Communication Settings

Before two computers can communicate with each other, they must establish a set of rules, or *protocols*, that govern how the information will be exchanged.

In AppleWorks GS, you can enter the following information related to communication settings:

- Baud rate—how fast information is transferred between computers
- Parity—how a computer determines if the information is being transferred correctly
- Data bits—the length of each character being transmitted
- Stop bits—the number of data bits between each character
- Line feeds—whether a line feed at the end of each line of text sent should be generated
- XON/XOFF handshake—a special protocol some computers use to prevent the loss of data during transmission
- Echo—Some types of older computers may require that a second copy (or echo) of the message be sent to the screen in order to be displayed
- Dial type—whether your phone uses tone or pulse dialing

With the Communication command, you can set up a default communication setting to use for all your calls with this document.

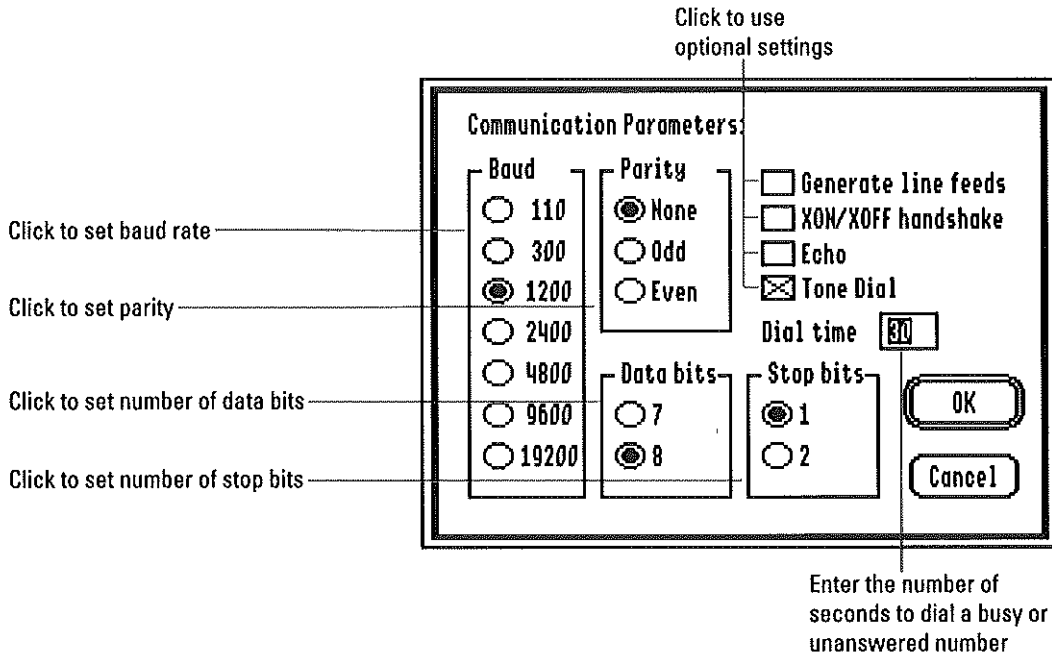
You can also define special settings for individual numbers stored in a document's phone list. (See "Setting Up a Phone List" in this chapter.)

More about communication settings: For more information about communication settings, see chapter 7, "Communications Commands" in *AppleWorks GS Reference*.

To Enter Communication Settings

1. Choose Communication from the Settings menu, or press ⌘-T.

A dialog box appears:



2. Enter the information about the communication settings you want to use as the default settings for your calls.

3. Click OK, or press Return.

AppleWorks GS stores the information and uses it as the default settings for both dialing and answering calls.

More about the Dial Time setting: The Dial Time setting allows you to enter the number of seconds you want AppleWorks GS to wait before giving up an unsuccessful dial attempt due to a busy or unanswered number. However, if you are autodialing with a modem that is capable of distinguishing between busy and unanswered numbers, the dial time setting is ignored whenever a busy signal is detected. (See "To Autodial a Number" in this chapter.)

Setting Up Communications

Setting Up a Phone List

Each communications document created by AppleWorks GS includes its own phone list—a set of up to 64 phone numbers that you call frequently.

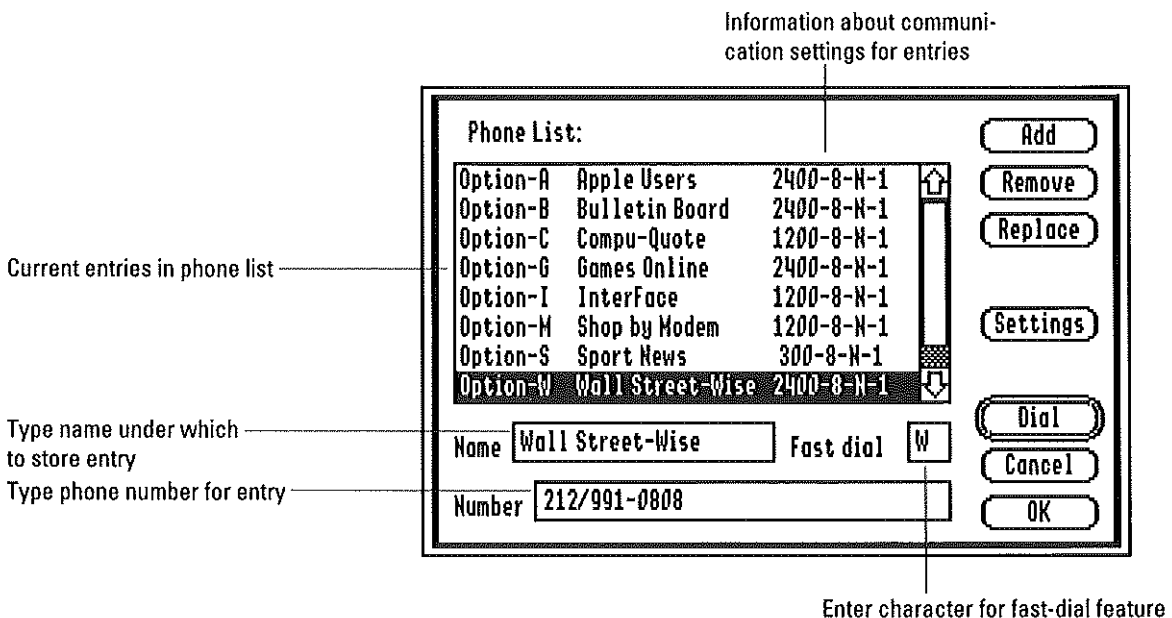
To store an entry in a phone list, you must enter a phone number and a name. (Entries in the phone list are organized alphabetically according to the name you attached to the phone numbers.) You can also enter information about the communication settings that apply to that entry and assign a fast-dial character. A fast-dial character is a character that you can press in conjunction with the Option key to dial a number instantly, without having to use the Dial command.

Think of the phone list as an electronic phone book, database, and automatic dialer rolled all into one. With it you can recall frequently called numbers, change your communication settings, and dial the number—all with two keystrokes.

To Add a Number to the Phone List

1. Choose Dial from the Phone menu, or press ⌘-D.

A dialog box appears:



2. **Type the name for the entry.**
3. **To assign a character for the fast-dial feature, press Tab to move the insertion point to the Fast dial entry box, and type the character.**
4. **Press Tab to move the insertion point to the Number entry box, and type the number for the entry.**

You can use any common format for entering phone numbers; for example:

- (713) 555-1212
- 713-555-1212
- 7135551212

You can also include any necessary access codes with the number (for example, if you must dial 1 before calling a number in a different area code).

5. **When the information for the entry is complete, click Add.**

AppleWorks GS adds the entry to the phone list.

You can make another entry by pressing the Tab key to move the insertion point to the Number entry box and typing the new number.

6. **When you are finished adding entries, click OK.**

Including commands in phone numbers: Some modems recognize certain characters in a phone number as commands. For example, you may be able to specify a timed delay when dialing a number by including one or more commas in the number when you enter it in the phone list. For information about what commands your modem recognizes, refer to the documentation that came with your modem.

Setting Up Communications

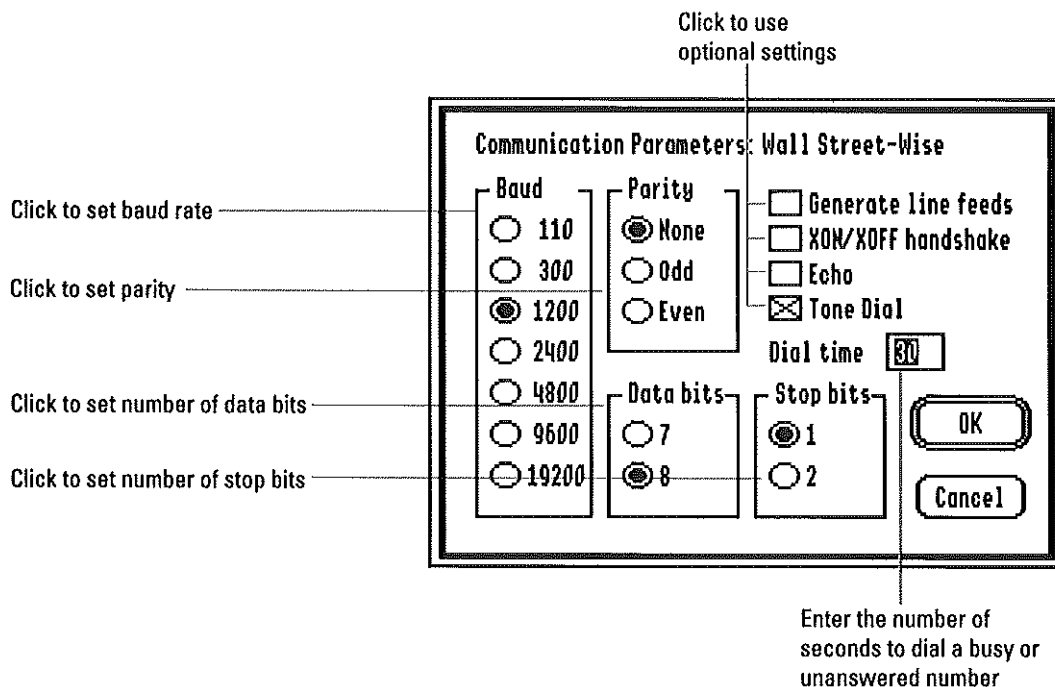
To Change Communication Settings in the Phone List

1. Choose Dial from the Phone menu, or press ⌘-D.

The Dial dialog box appears.

2. Choose the entry you wish to change by clicking it in the list box.
3. Click Settings.

A dialog box appears:



4. Enter the information about the communication settings for that entry.

For more information, see "Entering Communication Settings" in this chapter.

5. Click OK or press Return.

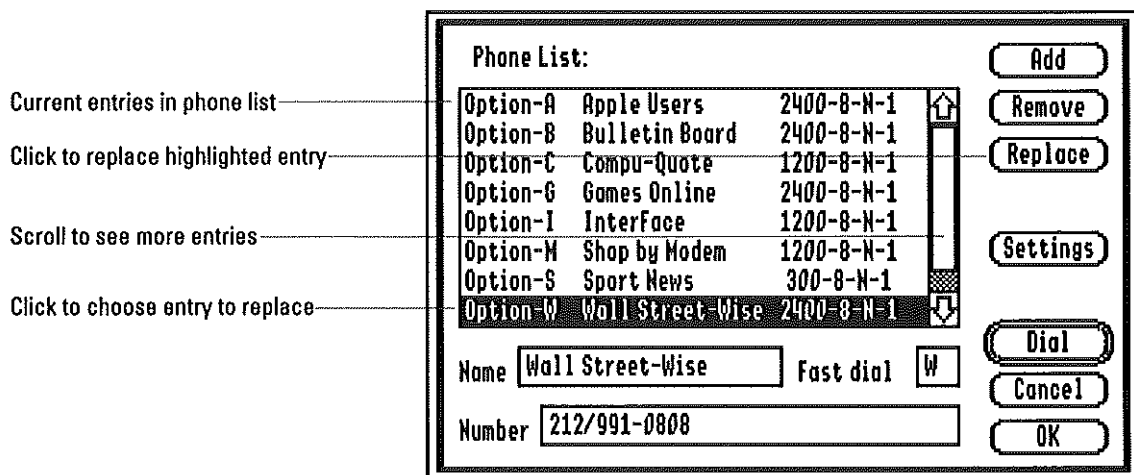
AppleWorks GS returns you to the Dial dialog box.

6. To store the information and leave the Dial dialog box, click OK.

To Replace an Entry in the Phone List

1. Choose Dial from the Phone menu, or press **Ⓛ-D**.

A dialog box appears:



2. Choose the entry you wish to replace by clicking it in the list box.
3. Enter the new information for the entry.
4. Click Replace.
5. To store the information and leave the Dial dialog box, click OK to complete the operation.

To Remove an Entry in the Phone List

1. Choose Dial from the Phone menu, or press **Ⓛ-D**.

The Dial dialog box appears.

2. Choose the entry you wish to remove by clicking it in the list box.
3. Click Remove.
4. Click OK to store your changes and leave the Dial dialog box.

Using Communications

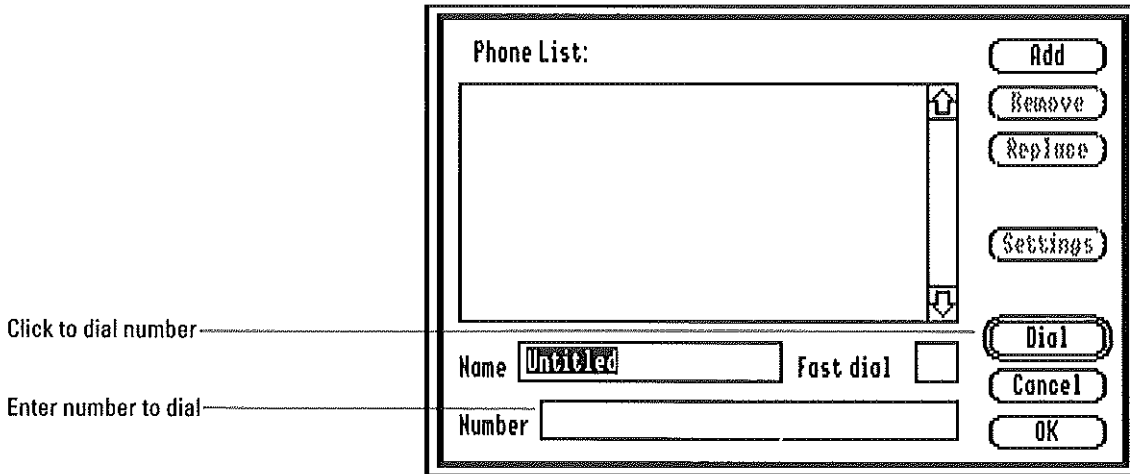
Making a Call

As soon as you enter the information about your hardware setup and initialize your modem, you are ready to make a call.

To Dial a Number

1. **Make sure you are on-line.**
2. **Choose Dial from the Phone menu, or press ⌘-D.**

A dialog box appears:



3. **Move the insertion point to the Number entry box using one of the following methods:**

- Move the pointer and click.
- Press the Tab key twice.

4. **Type the number you wish to dial.**

You can use any common format for entering phone numbers. You can also include any necessary access codes with the number (for example, if you must dial 1 before calling a number in a different area code.)

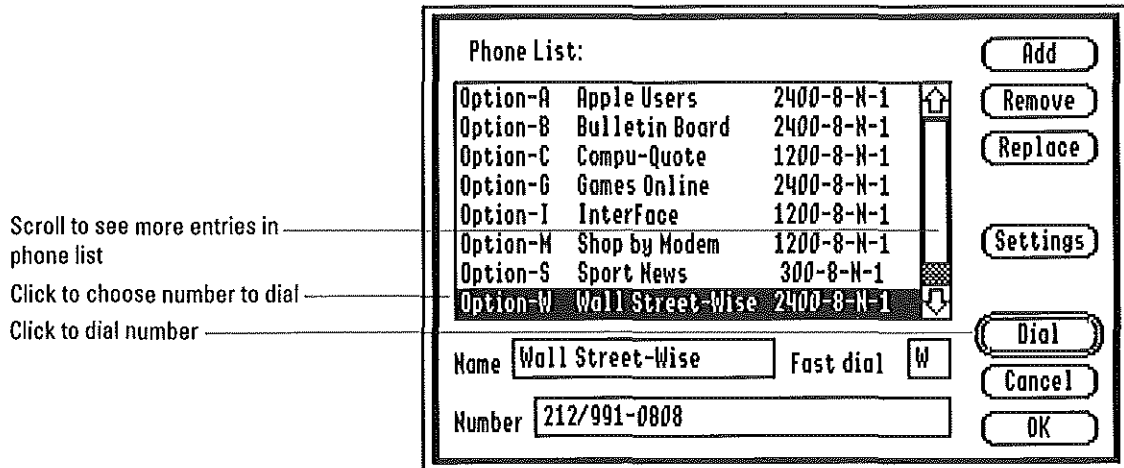
5. **Click Dial, or press Return.**

AppleWorks GS dials the number without storing the information about the number in the phone list.

To Dial a Number in the Phone List

1. Make sure you are on-line.
2. Choose Dial from the Phone menu, or press ⌘-D.

A dialog box appears:



3. Click the entry in the phone list you wish to dial.

The entry is highlighted in the list box.

4. Click Dial, or press Return.

AppleWorks GS dials the number.

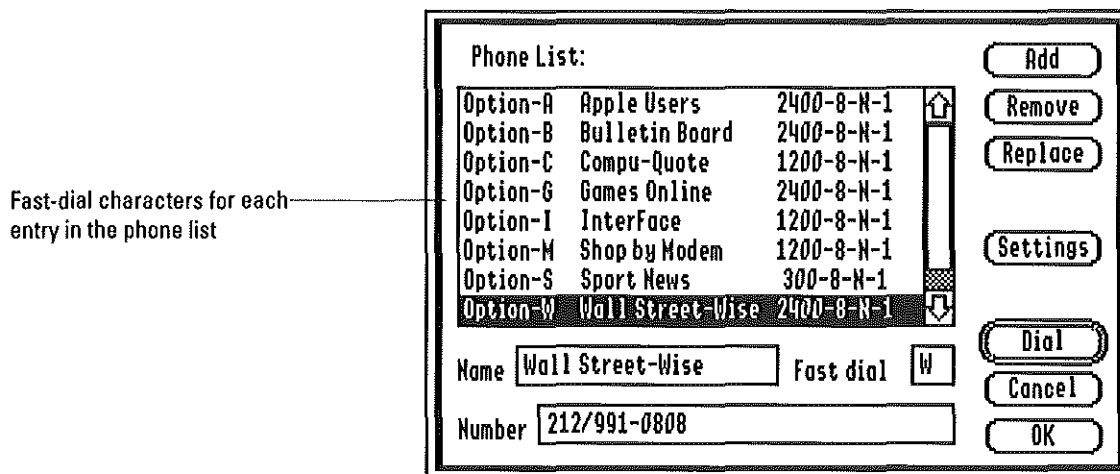
You can also dial the number by double-clicking the entry.

Using Communications

To Fast Dial a Number

1. Make sure that you are on-line.
2. Press the Option key and the fast-dial character for the number.

AppleWorks GS dials the number.



To Autodial a Number

1. Choose Autodial from the Phone menu.

A check mark appears next to the command to indicate that the autodialing feature is now in effect.

2. Make sure that you are on-line.
3. Dial the number.

If AppleWorks GS cannot make a connection, it waits for the amount of time you specified in the dial time setting in the Communication dialog box before trying again.

To turn off autodialing, choose Autodial again from the Phone menu to remove the check mark next to the command.

Overriding the Dial Time setting: If you are autodialing with a modem that is capable of distinguishing between busy and unanswered numbers, the dial time setting is ignored whenever a busy signal is detected, and the number is immediately redialed.

To Answer a Call

1. **Verify that the appropriate communications settings for answering the call are in effect by choosing Communication from the Settings menu, or pressing ⌘-T.**

If you made a call during this session, the Communication dialog box displays the settings for the phone number you dialed most recently.

2. **Choose Answer Phone from the Phone menu.**

A check mark appears next to the Answer Phone command.

Your computer is now ready to answer all incoming calls.

To stop answering calls, choose Answer Phone again to remove the check mark.

To Hang Up

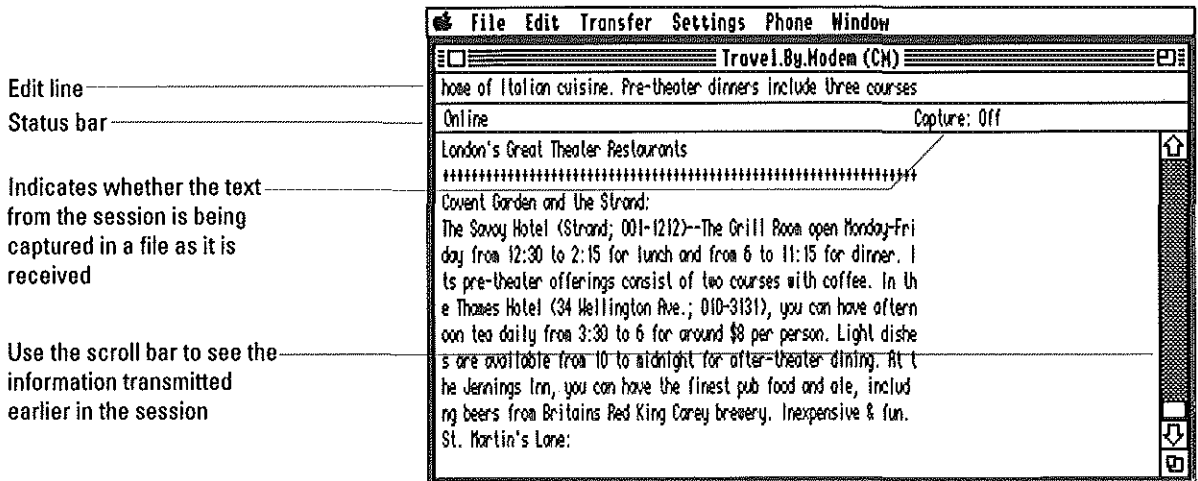
- **Choose Hang Up from the Phone menu.**

AppleWorks GS disconnects your computer from the remote computer and ends the communications session.

Using Communications

Working On Line

Once you have connected to another computer, you use the document window to send and receive text.



To communicate interactively with the other computer, you can type the text directly into the window. Or use the edit line to enter, review, and edit an entire line of text before sending it.

You can also specify other options during an communications session:

- Turn off the status bar.
- Display control characters.

For handling larger amounts of text during a session, AppleWorks GS allows you to send simple text (ASCII) files as though you typed it in the window yourself, as well as capture all the text from a session and save it to a disk file.

To Use the Edit Line

- **Choose Edit Line from the Settings menu**

An edit line appears above the document window, and a check mark appears next to the command.

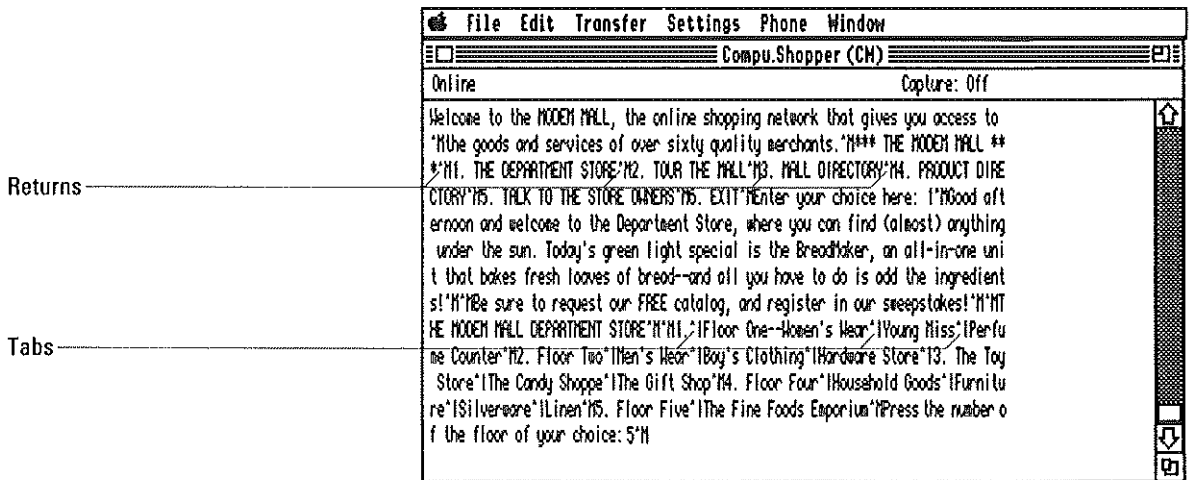
You can now enter and edit text in the edit line before transmitting it. When you're ready to send the text, press Return.

To turn off the edit line, choose Edit Line again from the Settings menu.

To Display Control Characters in Text

■ Choose Show Control from the Settings menu.

AppleWorks GS displays all control characters (such as tabs and returns) in the text that appears in the window:



To turn off the display of control characters, choose Show Control again from the Settings menu.

To Turn Off the Status Bar

■ Choose Status Bar from the Settings menu.

The status bar disappears, allowing for the display of more text from the session.

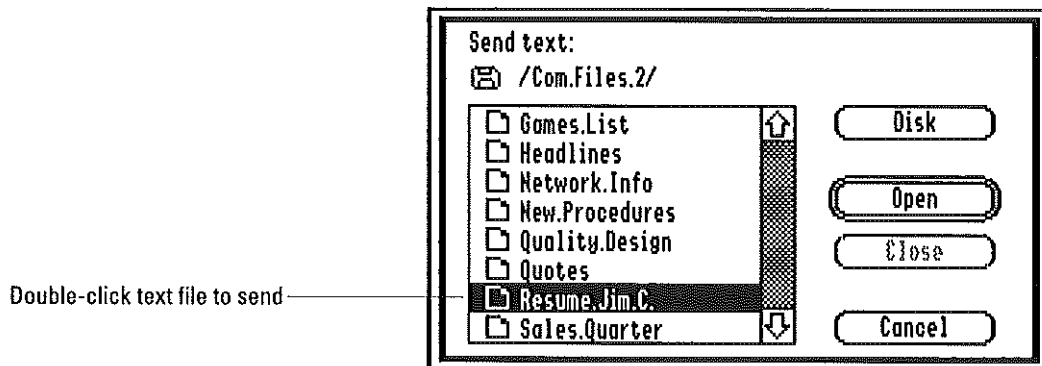
To turn the status bar back on, choose Status Bar again from the Settings menu.

Using Communications

To Send a Text File

1. Choose Send Text from the Transfer menu.

A dialog box appears:



2. Double-click the name of the text file to send.

AppleWorks GS sends the file, displaying the contents of the file in the document window as it is being sent.

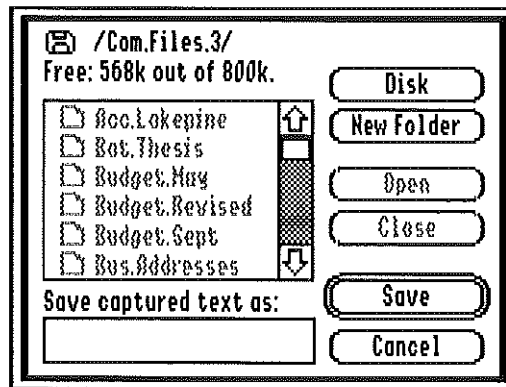
To Capture Text

1. Choose Capture Text from the Transfer menu.

AppleWorks GS begins saving all the text from the session. If the status bar is turned on, the word "Capture" appears, followed by the number of characters being saved.

2. To stop capturing text, choose End Text Capture from the Transfer menu.

AppleWorks GS stops capturing text from the session and displays a dialog box:



3. Enter the name for the capture file.

4. Click OK, or press Return.

AppleWorks GS saves the captured text under the name you specified.

More about capturing text: For more information about the Capture Text command, see chapter 7, "Communications Commands," in *AppleWorks GS Reference*.

Using Communications

Transferring Files

Although you can send simple text (ASCII) files using the Send Text command, AppleWorks GS offers a number of more sophisticated methods for sending and receiving files—methods that employ different error-checking protocols that reduce the chance of data being lost during transmission:

- Xmodem
- Xmodem CRC
- Ymodem

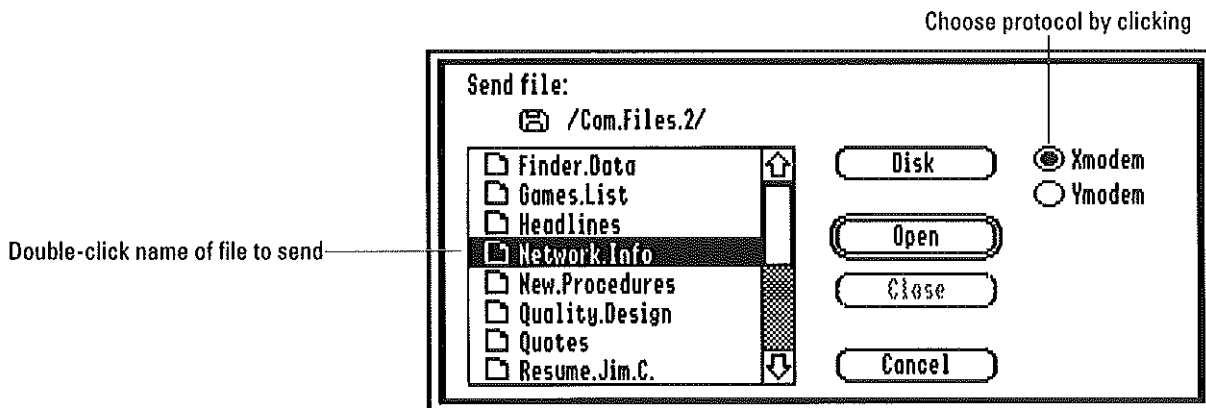
Using these protocols (the protocol you choose must match the protocol used by the other computer), you can send and receive files one at a time, or as a batch.

You can also send and receive files using the Binary II file format, provided that the computer you are communicating with also uses Binary II. This format preserves additional information used by the application that created the file—the file type or file length, for example. The ability to send and receive files in this format comes in handy when you want to transfer files from applications like a database or a graphics package. That's because the Binary II format preserves all the information necessary to re-load the file into the application once it has been transmitted.

To Send a File

1. Choose **Send File** from the **Transfer** menu.

A dialog box appears:



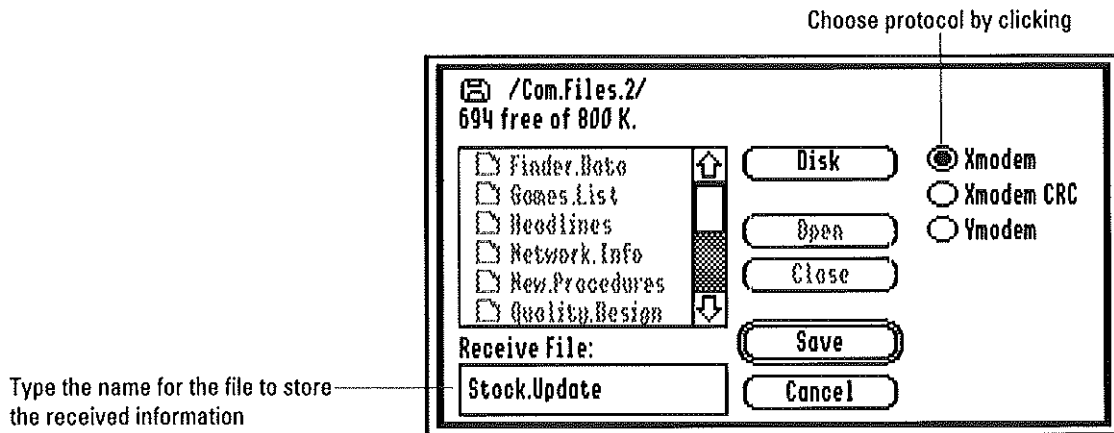
2. Click the appropriate settings for the transfer.
3. Double-click the name of the file you want to send.

AppleWorks GS sends the file using the protocol you specified.

To Receive a File

1. Choose Receive File from the Transfer menu.

A dialog box appears:



2. Type the name of the file you want to use to store the information.
3. Click the appropriate settings for the transfer.
4. Click Save, or press Return.

AppleWorks GS is now ready to save the file using the name and the protocol you specified as it is received from the remote computer.

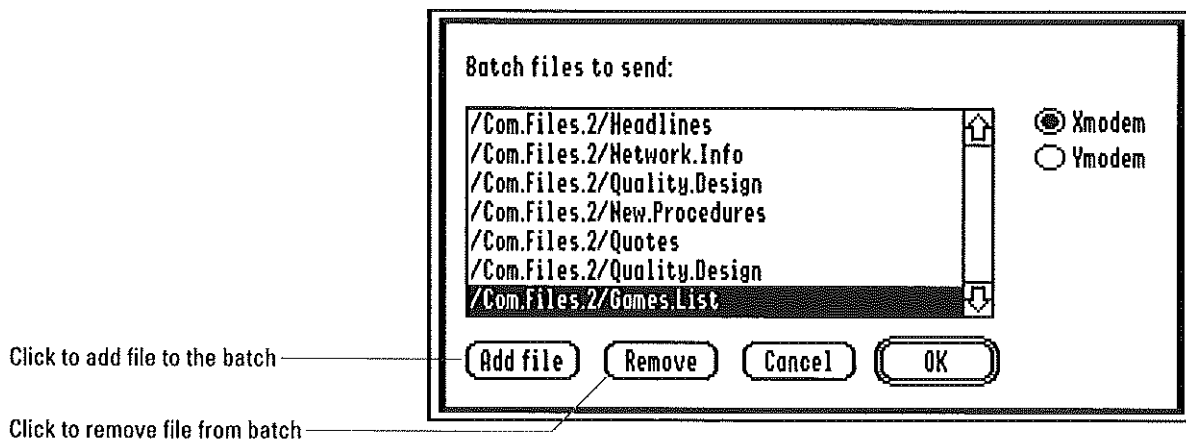
Using Communications

To Send a File Batch

1. Choose Send Batch from the Transfer menu.

A dialog box appears:

Choose protocol by clicking



2. Click the appropriate settings for the transfer, and click Add File.

A dialog box appears displaying the files available on the current disk.

3. Choose the files you want to send by clicking the name of the files and then clicking Open.

AppleWorks GS places the file(s) in the list of files to send.

4. Continue adding files to the batch, or send the files listed by clicking OK or pressing Return.

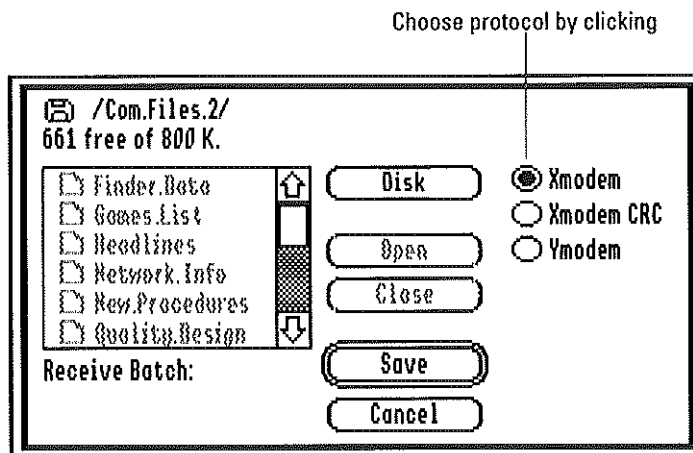
The files are sent in the order in which the files appear in the list box.

To remove files from the batch: To remove a file from the batch, click the name of the file and click Remove before sending the files.

To Receive a File Batch

1. Choose Receive Batch from the Transfer menu.

A dialog box appears:



2. Click the appropriate settings for the transfer.

3. Click Save, or press Return.

AppleWorks GS is now ready to save the files using the protocol you specified as they are received from the remote computer. The names used to save the files are provided by the sender; the files are saved on the disk or folder you specified.

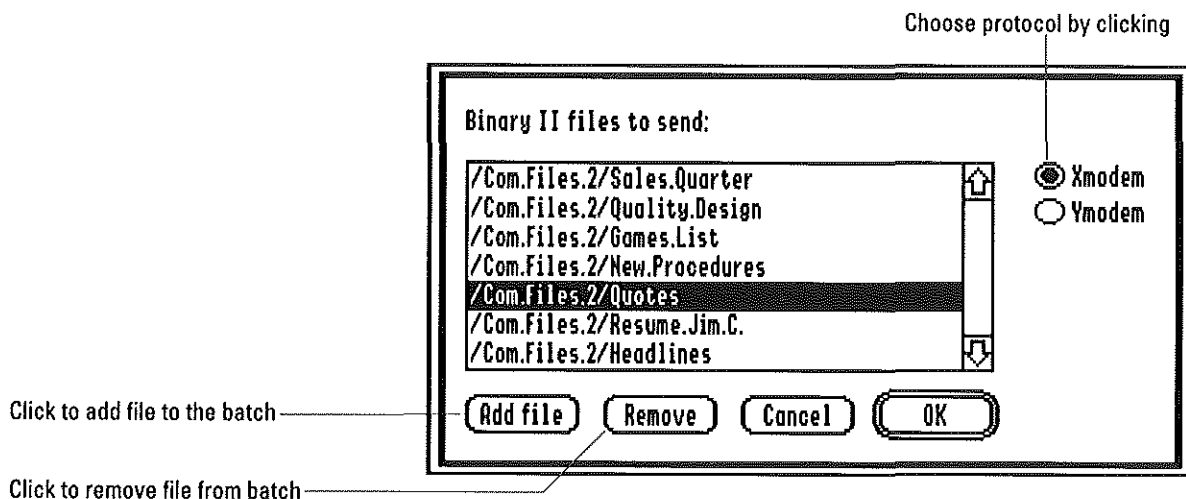
More about Send Batch and Receive Batch: Both the Send Batch and the Receive Batch commands transmit files with information about the name of the files, but without any information about file types, sizes, lengths, and so on. For this reason, most users prefer to use the Send Binary II and the Receive Binary II commands to handle batch file transfers.

Using Communications

To Send Binary II Files

1. Choose Send Binary II from the Transfer menu.

A dialog box appears:



2. Click the appropriate settings for the transfer, and click Add File.

A dialog box appears displaying the files available on the current disk.

3. Choose the files you want to send by clicking the name of the files and then clicking Open.

AppleWorks GS places the file(s) in the list of files to send.

4. Continue adding files to the batch, or send the files listed by clicking OK or pressing Return.

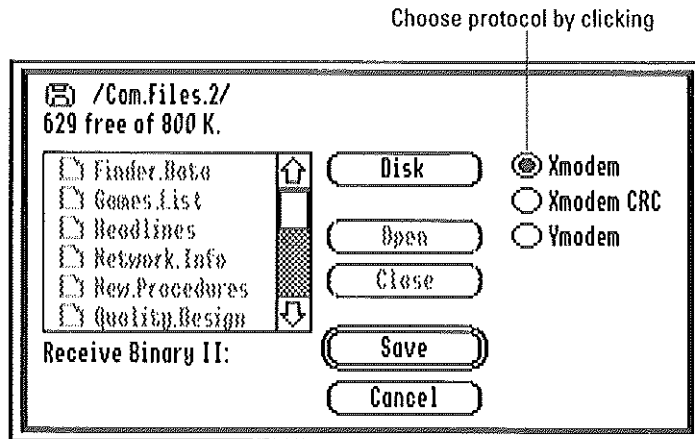
The files are sent in the order in which they appear in the list box.

To remove files from the batch: To remove a file from the batch, click the name of the file and click Remove before sending the files.

To Receive Binary II Files

1. Choose Receive Binary II from the Transfer menu.

A dialog box appears:



2. Click the appropriate settings for the transfer.

3. Click Save, or press Return.

AppleWorks GS is now ready to receive the files using the protocol you specified as they are received from the remote computer. The names for the individual files are provided by the sender; the files are saved to the disk or folder you specify.



CHAPTER 8

Integration in AppleWorks GS



8



Integration in AppleWorks GS

About This Chapter

So far you've seen how all the AppleWorks GS applications work separately. But that's only the start. AppleWorks GS was designed to make information easy to move between the different applications and between AppleWorks GS and other programs. For example, you can paste or import information into existing AppleWorks GS documents, or you can create new AppleWorks GS documents by using the Open command to open files that were created with other programs.

In this chapter you'll learn about:

- Copying information between different AppleWorks GS applications
- Using the Import File command to insert information in existing AppleWorks GS documents
- Opening files created with other programs and preparing AppleWorks GS documents for export to other programs

Copying Information Between Applications

Copying Information from Word Processing

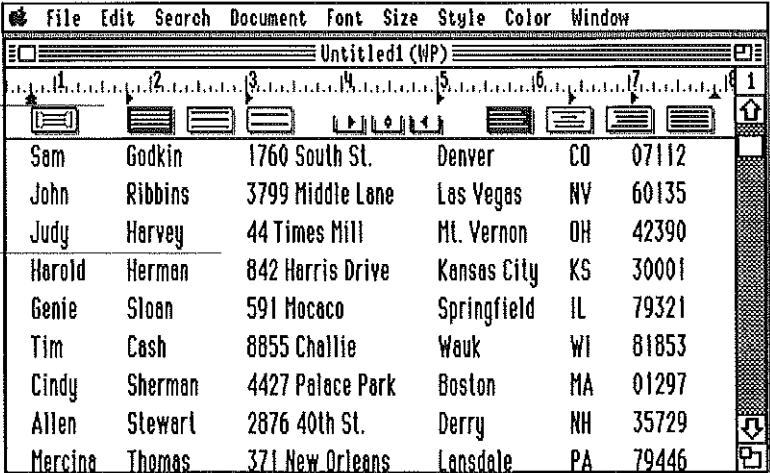
You can transfer word processing information into a database document, a spreadsheet document, a graphics document, or a page layout document. You can also copy text into a communications window during a communications session.

To Copy to a Database Document

1. Type your database information into a word processing document, pressing the Tab key after each field entry and the Return key at the end of each record entry.

Tabs separate the information for each field

Carriage returns separate the information for each record



1	2	3	4	5	6	7	8	9	10
Sam	Godkin	1760 South St.	Denver	CO	07112				
John	Ribbins	3799 Middle Lane	Las Vegas	NV	60135				
Judy	Harvey	44 Times Mill	Mt. Vernon	OH	42390				
Harold	Herman	842 Harris Drive	Kansas City	KS	30001				
Genie	Sloan	591 Mocaco	Springfield	IL	79321				
Tim	Cash	8855 Challie	Wauk	WI	81853				
Cindy	Sherman	4427 Palace Park	Boston	MA	01297				
Allen	Stewart	2876 40th St.	Derry	NH	35729				
Mercina	Thomas	371 New Orleans	Lansdale	PA	79446				

2. Select the information and choose Copy from the Edit menu.
3. Open the desired database document and display the list screen.
4. Select a range of cells where you want the copied information to appear and paste the information into the document.

You can also indicate a range to contain the information by selecting a single cell representing the upper-left corner of the range.

In addition to the Copy and Paste commands, you can use the control-drag technique to copy from a word processing window to a database window. (See "Working with Multiple Windows" in chapter 1.)

How the information is displayed in the database depends on the format of the fields where it's pasted. If you attempt to paste information into a field with an incompatible format (for example, if you paste text characters into a numeric field), AppleWorks GS simply clears the contents of the cell and moves to the next field or record.

If you select a static text cell in which to paste, all the copied text, including font, size, style, and color, replaces the current contents of that cell. You can also use this technique to paste static text into a static text label field. (You must display the definition screen to select a static text label field.)

To Copy to a Spreadsheet Document

- 1. Type your spreadsheet information into a word processing document, pressing the Tab key after each cell and the Return key at the end of each row.**
- 2. Select the information and choose Copy from the Edit menu.**
- 3. Open the desired spreadsheet document.**
- 4. Select a range of cells and choose the Paste command.**

If you select a single cell, AppleWorks GS pastes the information below and to the right of the selected cell.

If the range you select is not big enough to hold the pasted information, it's possible to inadvertently paste information into cells that already contain data. In that case, however, AppleWorks GS asks you if you want to overwrite the cells before it performs the paste.

How the information is displayed in the spreadsheet depends on the format of the cells where it's pasted.

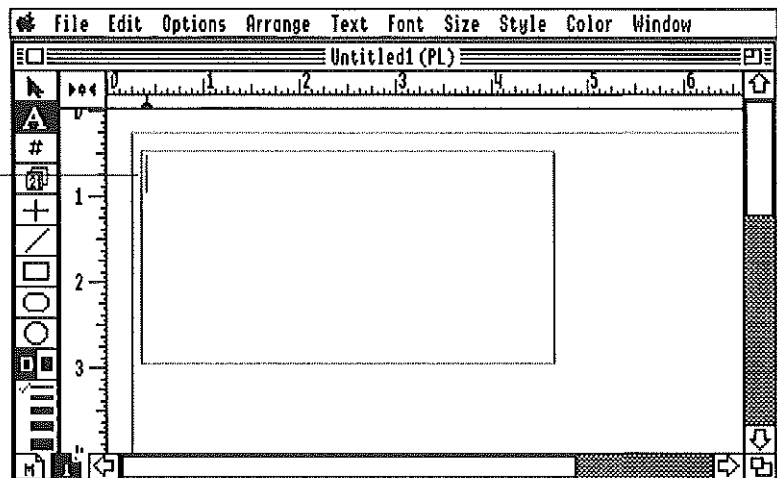
You can also use the control-drag technique to copy information from a word processing window to a spreadsheet window.

Copying Information Between Applications

To Copy to a Page Layout Document

1. Select the information in the word processing document and choose **Copy** from the Edit menu.
2. Open the desired page layout document.
3. To paste text into an existing text object, follow these steps:
 - Select the text tool on the tools palette.
 - Select the insertion point in an existing text object.
 - Choose **Paste** from the Edit menu.

You can insert text in a text object by pasting from the Clipboard at the insertion point



4. To paste text directly onto a page, follow these steps:

- Make sure the desired page is displayed.
- Choose **Paste** from the Edit menu.

An empty text object is created (its size is determined by the guides on that page), and the text is pasted into the object.

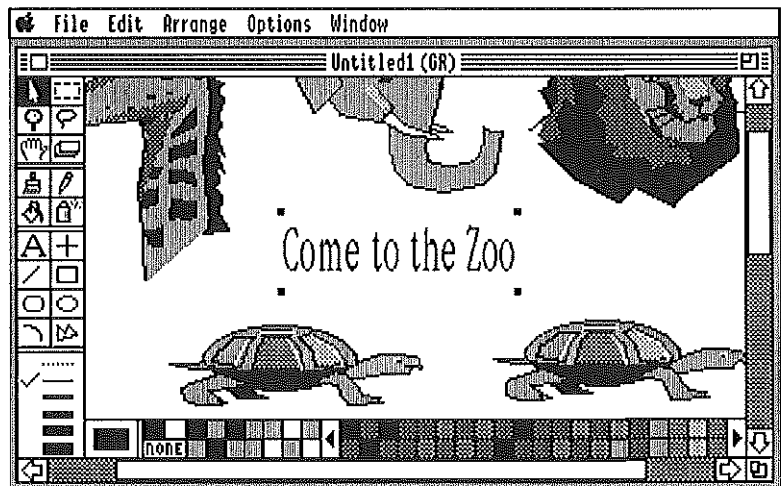
When you paste the text into a page layout document, the text font, size, style, and color are retained. Any tabs in the copied text are added to the ruler settings for that paragraph.

You can also use the control-drag technique to copy information from a word processing window to a page layout window.

To Copy to a Graphics Document

1. Select the information in the word processing document and choose Copy from the Edit menu.
2. Open the desired graphics document.
3. Choose Paste from the Edit menu.

When you paste text into a graphics document, AppleWorks GS places the resulting text object(s) in the middle of the document area. Each line of text is a separate text object. Text formats such as font, size, style, and color are retained.



You can also use the control-drag technique to copy information from a word processing window to a graphics window.

Copying Information Between Applications

To Copy to a Communications Window

- 1. Select the information in the word processing document and choose Copy from the Edit menu.**
- 2. Open the desired communications document and start the session.**
- 3. Choose Paste from the Edit menu.**

The text is automatically sent to the remote computer.

If you paste text in a communications window while you are off-line, the pasted text is inserted at the end of the review buffer.

You can also use the control-drag technique to copy information from a word processing window to a communications window.

Copying Information from Database

You can transfer database information into a word processing document, a spreadsheet document, a graphics document, or a page layout document. You can also copy database information into a communications window during a communications session.

To Copy to a Word Processing Document

1. **Select the information you wish to copy in the database document and choose Copy from the Edit menu.**
2. **Open the word processing document and select the insertion point where you want the information to appear.**
3. **Choose Paste from the Edit menu.**

When you paste the information, AppleWorks GS inserts a tab character after each field entry (adding tabs if necessary to the paragraph ruler) and a carriage return after each record.

You can also use the control-drag technique to copy information from a database window to a word processing window.

You cannot copy the contents of a picture field into a word processing document.

Copying Information Between Applications

To Copy to a Spreadsheet Document

1. **Select the information you wish to copy in the database document and choose Copy from the Edit menu.**
2. **Open the desired spreadsheet document.**
3. **Select a range of cells and choose Paste from the Edit menu.**

If you select a single cell, AppleWorks GS pastes the information below and to the right of the selected cell.

You can also use the control-drag technique to copy information from a database window to a spreadsheet window

When you paste the information, AppleWorks GS interprets each field entry as the contents of one spreadsheet cell and each record as a new spreadsheet row.

How the information is displayed in the spreadsheet depends on the format of the cells where it's pasted.

If the range you selected is not big enough to hold the pasted information, it's possible to inadvertently paste information into cells that already contain data. In that case, however, AppleWorks GS asks you if you want to overwrite the cells before it performs the paste.

To Copy to a Page Layout Document

1. **Select the information you wish to copy in the database document and choose Copy from the Edit menu.**
2. **Open the desired page layout document.**
3. **To paste data from the Clipboard into an existing text object, follow these steps:**
 - Select the text tool on the tools palette.
 - Select the insertion point in an existing text object.
 - Choose Paste from the Edit menu.
4. **To paste data directly onto a page, follow these steps:**
 - Make sure the desired page is displayed.
 - Choose Paste from the Edit menu.

An empty text object is created (its size is determined by the margins for that page), and the text is pasted into the object.

When you paste the database information, AppleWorks GS inserts a tab character after each field entry (adding tabs if necessary to the paragraph ruler), and a carriage return after each record.

You can also use the control-drag technique to copy the information from a database window to a page layout window.

To Copy to a Graphics Document

1. **Select the information you wish to copy in the database document and choose Copy from the Edit menu.**
2. **Open the desired graphics document.**
3. **Choose Paste from the Edit menu.**

When you paste database information into a graphics document, AppleWorks GS places the resulting text object(s) in the middle of the document area. Each line of text is a separate text object. The contents of each picture field becomes a separate graphic object.

You can also use the control-drag technique to copy information from a database window to a graphics window.

Copying Information Between Applications

To Copy to a Communications Window

- 1. Select the information in the database document and choose Copy from the Edit menu.**
- 2. Open the desired communications document and start the session.**
- 3. Choose Paste from the Edit menu.**

The information is automatically sent to the remote computer.

When you paste the data, AppleWorks GS inserts a tab character after each field entry and a carriage return after each record. You cannot paste the contents of a picture field in a communications window.

If you paste information in a communications window while you are off-line, the pasted information is inserted at the end of the review buffer.

You can also use the control-drag technique to copy information from a database window to a communications window.

Copying Information from Spreadsheet

You can transfer spreadsheet information into a word processing document, a database document, a graphics document, or a page layout document. You can also copy spreadsheet information into a communications window during a communications session.

To Copy to a Word Processing Document

1. **Select the information you wish to transfer in the spreadsheet document and choose Copy from the Edit menu.**
2. **Open the word processing document and select the insertion point where you want the information to appear.**
3. **Choose Paste from the Edit menu.**

When you paste the information, AppleWorks GS inserts a tab character after each cell (adding tabs if necessary to the paragraph ruler), and a carriage return after each row.

You can also use the control-drag technique to copy information from a spreadsheet window to a word processing window.

To Copy to a Database Document

1. **Select the information you want to copy in the spreadsheet and choose Copy from the Edit menu.**
2. **Open the desired database document and display the list screen.**
3. **Select a range of cells where you want the copied information to appear.**
4. **Choose Paste from the Edit menu.**

How the information is displayed in the database depends on the format of the fields where it's pasted. If you attempt to paste information into a field with an incompatible format (for example, if you paste text characters into a numeric field), AppleWorks GS simply clears the contents of the cell and moves to the next field or record.

You can also use the control-drag technique to copy information from a spreadsheet window to a database window.

Copying Information Between Applications

To Copy to a Page Layout Document

1. Select the information you wish to copy in the spreadsheet document and choose Copy from the Edit menu.

2. Open the desired page layout document.

3. To paste information from the Clipboard into an existing text object, follow these steps:

- Select the text tool on the tools palette.
- Select the insertion point in an existing text object.
- Choose Paste from the Edit menu.

4. To paste information directly onto a page, follow these steps:

- Make sure the desired page is displayed.
- Choose Paste from the Edit menu.

An empty text object is created (its size is determined by the margins for that page), and the text is pasted into the object.

When you paste the data, AppleWorks GS inserts a tab character after each cell (adding tabs if necessary to the paragraph ruler) and a carriage return after each row.

You can also use the control-drag technique to copy information from a spreadsheet window to a page layout window.

To Copy to a Graphics Document

- 1. Select the information you wish to copy in the spreadsheet document and choose Copy from the Edit menu.**
- 2. Open the desired graphics document.**
- 3. Choose Paste from the Edit menu.**

When you paste spreadsheet information into a graphics document, AppleWorks GS places the resulting text object(s) in the middle of the document area. Each line of text is a separate text object.

You can copy spreadsheet information into a graphics document, using either the Clipboard or the control-drag technique.

To Copy to a Communications Window

- 1. Select the information in the spreadsheet document and choose Copy from the Edit menu.**
- 2. Open the desired communications document and start the session.**
- 3. Choose Paste from the Edit menu.**

The information is automatically sent to the remote computer.

When you paste the data, AppleWorks GS inserts a tab character after each cell and a carriage return after each row.

If you paste information in a communications window while you are off-line, the pasted information is inserted at the end of the review buffer.

You can also use the control-drag technique to copy information from a spreadsheet window to a communications window.

Copying Information Between Applications

Copying Information from Graphics

You can transfer graphics created in the graphics application to a database or page layout document. You cannot copy a graphic into a word processing, spreadsheet, or communications document.

To Copy to a Database Document

1. **Select the graphic you wish to copy in the graphics document and choose Copy from the Edit menu.**
2. **Open the desired database document and display the form screen.**
3. **Select the cell in the picture field and choose Paste from the Edit menu.**

You can also use this technique to paste a graphic into a picture label field. (You must display the definition screen to select a picture label field.)

In addition to the Copy and Paste commands, you can use the control-drag technique to copy information from a graphics window to a database window.

To Copy to a Page Layout Document

1. **Select the graphic you wish to copy in the graphics document and choose Copy from the Edit menu.**
2. **Open the desired page layout document and choose Paste from the Edit menu.**

When you paste a graphic, AppleWorks GS always places the graphic in the middle of the document window.

You can also use the control-drag technique to copy information from a graphics window to a page layout window.

Copying Information from Page Layout

You can copy both text and graphics from the page layout application.

Text from a page layout document can be copied to other types of documents in the same manner as text from a word processing document. (See “Copying Information from Word Processing” in this chapter.)

You can copy a graphic from page layout to a graphic document or a picture field in a database document. A graphic from a page layout document can be copied in the same manner as graphics from a graphics document. (See “Copying Information from Graphics” in this chapter.)

Copying Information from Communications

Text from a communications session can be copied to documents for other applications in the same manner as text from a word processing document. (See “Copying Information from Word Processing” in this chapter.)

Using the Import File Command

Importing into Word Processing

In AppleWorks GS word processing, you can use the Import File command to import the following types of documents and files into an existing word processing document:

- AppleWorks GS word processing documents
- AppleWorks word processing files
- MultiScribe GS word processing files
- ASCII text files

AppleWorks GS Word Processing Documents

When you import an AppleWorks GS word processing document, the contents of the document are inserted at the current insertion point. All formatting information such as margins, tabs, text font, text size, and so on, are retained.

AppleWorks Word Processing Files

When you import an AppleWorks word processing file, the contents of the file are inserted at the current insertion point in your AppleWorks GS word processing document. Boldface, underlining, superscript, subscript, spacing, and margin settings are automatically retained. The text is displayed in the font in effect at the current insertion point.

If the AppleWorks file contains merge fields, these merge fields are treated as ordinary text when they are imported into an AppleWorks GS document. If you want to use the imported file for mail merge, you must insert merge fields into the document using the AppleWorks GS Print Merge command. (See “Creating Mail Merge Documents” in chapter 2.)

MultiScribe GS Word Processing Files

When you import a MultiScribe GS word processing file, the contents of the file are inserted at the current insertion point in your AppleWorks GS word processing document. Text fonts, styles, sizes, and colors are automatically retained. Any tabs are added to the appropriate paragraph ruler.

Any graphics in the MultiScribe GS file are not imported into the document.

ASCII Text Files

When you import an ASCII text file, the contents of the file are inserted at the current insertion point in your AppleWorks GS word processing document. Any tabs placed in the document are automatically converted into five spaces per tab and added to the appropriate paragraph ruler.

The text is displayed in the font in effect at the current insertion point.

Using the Import File Command

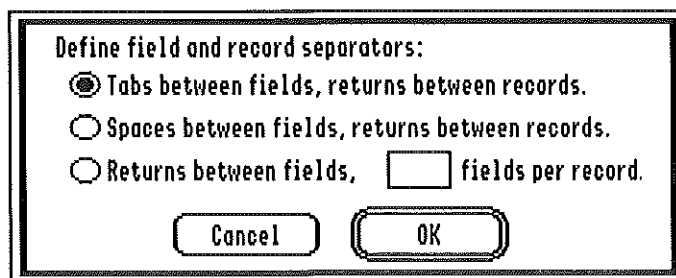
Importing into Database

In the AppleWorks GS database application, you can use the Import File command to import ASCII text files or various types of graphics documents and files.

ASCII Text Files

Before importing an ASCII text file, you can select the cells where you want the information to be pasted. If no cells are selected, the information is pasted in the cells below and to the right of the active cell (when viewed on the list screen).

When you import the text file into the document, a dialog box appears:



Choose the option that describes how fields and records are indicated for the file and click OK or press Return to import the file.

If you select a cell for a static text field (or a static text label field) before using the Import File Command, all the text in the imported file is pasted into that cell (or label field). Text is displayed in a 9-point Monaco font.

Graphics

AppleWorks GS allows you to import the following types of graphic documents and files:

- AppleWorks GS graphics documents
- Apple Preferred Format (APF)
- Paint (PNT)
- PICT
- Screen (320 and 640)

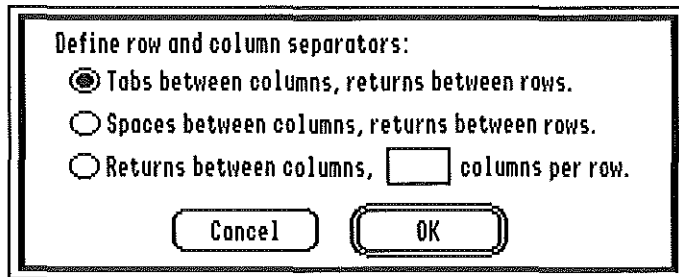
Before importing a graphics file, you must first select either a cell for a picture field, or if the definition screen is displayed, a picture label field. You can only import a graphic for one cell or one label field at a time.

Importing into Spreadsheet

In the AppleWorks GS spreadsheet application, you can use the Import File command to import ASCII text files into an existing spreadsheet document.

Before importing a file, you can select the cells where you want the information to be pasted. If no cells are selected, the information is pasted in the cells below and to the right of the selected cell.

When you import an ASCII text file into a spreadsheet document, a dialog box appears:



Choose the option that describes how rows and columns are indicated for the file and click OK, or press Return, to import the file.

Importing cells containing formulas: If you are importing cells containing formulas, remember that AppleWorks GS may use a different order of precedence when performing calculations. For information on how AppleWorks GS spreadsheet evaluates formulas, see appendix B, "Functions and Formulas," in *AppleWorks GS Reference*.

Using the Import File Command

Importing into Page Layout

In the AppleWorks GS page layout application, you can use the Import File command to import the following types of files and documents into an existing page layout document:

- AppleWorks GS word processing documents
- AppleWorks word processing files
- MultiScribe GS word processing files
- ASCII text files
- Graphics files stored in AppleWorks GS, Apple Preferred Format (APF), Paint (PNT), PICT, and Screen (320 and 640) formats

Word Processing Files or Documents

Word processing documents or files can be pasted into an existing text object of a page layout document or directly onto a page.

To import text into an existing text object, open a page layout document and choose the text tool. Select the insertion point in an existing text object and use the Import File command.

To import text directly onto a page, simply display the page and use the Import File command to import the file. When the pointer changes to an icon representing a text object, click anywhere on the page. An empty text object is created (its size is determined by the guides on that page), and the text is pasted into the object.

When you import text into a page layout document, the text font, size, style, and color of the imported text are retained. Any tabs in the copied text are added to the applicable ruler.

Graphics Files

When you import a graphics file into a page layout document, the pointer changes to a small graphics document. Position the pointer where you want the graphic to appear in the document and click.

Importing into Graphics

The AppleWorks GS graphics application can import graphics produced by many popular graphics application programs. Any graphic stored in an AppleWorks GS graphic, PICT, Apple Preferred Format (APF), Paint (PNT), or Screen (320 and 640) format can be imported into an existing graphics document.

When you import a file into a graphics document, the graphic is pasted in the center of the document window.

Importing into Communications

In the AppleWorks GS communications application, you can use the Import File command to import the following types of documents and files into a communications window:

- AppleWorks GS word processing documents
- AppleWorks word processing files
- MultiScribe GS word processing files
- ASCII text files

When you import a document or file, the information is pasted at the end of the review buffer.

If you are on-line and connected to a remote computer, the imported information is sent automatically to the remote computer.

Working with Other Programs

Opening Files from Other Programs

With AppleWorks GS, you can use the Open command to open the following types of files created with other programs:

- AppleWorks word processing files
- MultiScribe GS word processing files
- ASCII text files
- AppleWorks database files
- AppleWorks spreadsheet files
- Graphics files using standard formats

Unlike the Import File command, which inserts information into an already existing AppleWorks GS document, opening a file allows you to create a new AppleWorks GS document using the information from the original file.

AppleWorks Word Processing Files

When you open an AppleWorks word processing file, the following information is available:

- All text (displayed as 12-point Geneva)
- Left, center, or full justification
- Single, double, or triple spacing
- Bold, underline, superscript, and subscript styles
- Forced page breaks
- Sticky spaces
- Header and footer information

No information about printing options is copied to the new document.

MultiScribe GS

When you open a MultiScribe GS word processing file, the following information is available:

- All text (including all fonts, styles, sizes, and colors)
- All ruler settings
- Forced page breaks
- Header and footer information (except for page numbers, dates, and times)

Any information concerning title pages and graphics is ignored.

ASCII Text Files

When you open an ASCII text file, all text is displayed as 12-point Geneva, and each carriage return is interpreted as the end of a paragraph.

AppleWorks Database Files

AppleWorks GS allows you to open AppleWorks database files by creating a special template similar to the AppleWorks single-record layout screen. All contents of all cells in the AppleWorks database are treated as text. No information concerning reporting or printing is transferred to the new template.

AppleWorks Spreadsheet Files

AppleWorks spreadsheet files opened by AppleWorks GS contain all the labels, values, and cell formats of the original spreadsheet. Other information transferred includes:

- Title areas
- Whether automatic calculation is turned off or on
- The default cell format
- Whether the cells display data or formulas
- The approximate column width

Formulas in the AppleWorks spreadsheet are modified by the addition of parentheses so that they will be evaluated by AppleWorks GS the same way they were in AppleWorks. In addition, all cell references are treated as though they are relative, rather than absolute.

No information about cell protection or printing options is transferred to the new document.

Standard Graphics Files

You can use the Open command to open graphics files using any of the following standard formats:

- PICT
- Apple Preferred Format (APF)
- Paint (PNT)
- Screen (320 and 640)

Working with Other Programs

Preparing Files for Exporting

When you save your work in AppleWorks GS, the documents are ordinarily saved in a special format used by the original application. However, many of the AppleWorks GS applications also let you save documents in formats that can be used for export to other applications or other programs:

- Word processing—lets you save documents as ASCII text files.
- Database—lets you save documents as ASCII text files with a tab character at the end of each field and a carriage return at the end of each record.
- Spreadsheet—lets you save documents as ASCII text files with a tab character at the end of each cell and a carriage return at the end of each row.
- Graphics—lets you save documents as an Apple Preferred Format (APF) file.

⌘ key: A modifier key that can be used in combination with other keys for executing commands. Also known as the Open Apple key or the Command key.

⌘ menu: This menu, located at the far left of the menu bar, displays the About AppleWorks GS command and the names of any desk accessories you've installed on your system disk.

Absolute reference: In spreadsheet, a reference in a cell formula to a fixed location in the spreadsheet.

Active window: The window on the AppleWorks GS desktop displayed on top of all other windows. The active window is where the next action will occur.

Arc: A segment of a curved line. In AppleWorks GS graphics, arcs are treated as quarters of ovals. When filled with a color pattern, they appear as segments of filled ovals. When filled with the None pattern, arcs appear as curved lines.

Arc tool: A tool in the graphics applications used to draw arcs.

Arrow keys: The four keys with arrow symbols on the right side of the bottom row of the Apple IIGS keyboard.

Arrow pointer: One of the types of pointers used by AppleWorks GS. With the arrow pointer you choose commands from the menu bar, specify option settings, activate windows, and scroll with the scroll bar.

ASCII text: ASCII is an acronym for American Standard Code for Information Interchange, a uniform code used by almost all microcomputers to represent characters. To save a document as ASCII text means to save the document in a standardized format that can be read by many other types of programs.

Baud rate: The speed at which information is transferred from one computer to another.

Bitmapped graphics: Images drawn by software that places pixels on the screen according to an internal “mapping” of bits in video memory location. Bitmapped graphics are the type of graphics created by “paint” programs, as compared to the object-oriented graphics of “draw” programs. The AppleWorks GS graphics application can create images that include both bitmapped and object-oriented elements.

Brush shape palette: In the graphics application, the brush shape palette takes the place of the line palette when you click the paintbrush tool. Located in the lower-left corner of the document window, this palette lets you choose the shape of your paintbrush from a predefined set of shapes. Once a shape is selected, the pointer responds by taking on the size and form of the brush shape chosen.

Calculated field: In AppleWorks GS database, a field whose value is determined by a formula. Calculated fields can be created or edited with the Field Formula dialog box, which contains scrollable lists of fields, operations, and functions.

Caps Lock key: A key on the bottom left corner of the Apple IIGS keyboard which, when depressed, causes the letters generated by subsequent character keypresses to be capitalized. The Caps Lock key has no effect on number or symbol keys.

Carriage return: In the word processing and page layout applications, an invisible character generated by the Return key that tells AppleWorks GS that a paragraph has ended and a new paragraph is beginning.

Cell: In AppleWorks GS spreadsheet, a single item of information. Each spreadsheet cell has its own set of unique coordinates formed by the letter of the column and the number of the row. In the AppleWorks GS database, a cell is a single data item.

Character: Anything typed into a document by pressing a character key—a letter, number, or symbol.

Character keys: Keys on the Apple IIGS keyboard which, when pressed, generate characters. Character keys include keys for letters, numbers, special characters, and punctuation marks, as well as the Tab key, the space bar, and the Return key.

Choose: To pick a command from a AppleWorks GS menu by dragging the mouse down the menu until the desired command is highlighted and then releasing the mouse button.

Click: To position the pointer on something and then quickly press and release the mouse button. You click to choose option settings, select the insertion point, or confirm an operation.

Clipboard: A place in memory reserved by AppleWorks GS for holding information that you cut or copy. The Show Clipboard command on the Windows menu displays the current contents of the Clipboard.

Close box: The small box on the far left corner of the title bar of an active window. Clicking this box closes the window.

Column: In the AppleWorks GS spreadsheet a column is a vertical series of cells. The spreadsheet columns are labeled A to ZZ.

Command: A word or phrase on a menu that specifies a task for AppleWorks GS to perform. You choose a command by dragging down a menu until the command is highlighted and then releasing the mouse button. Commands can also be executed by simultaneously pressing the ⌘ key and a character key.

Constrain: To limit a form to a certain shape, direction, or angle when drawing it.

Control-drag: A technique for dragging a copy of a selected object from one location to another, including from one window to another. To control-drag an object, select the object, hold down the control key, and drag the object to the desired location.


Control key: A key on the Apple IIGS keyboard which, when used in combination with other keys, lets you execute special commands.

Crossbar pointer: One of the types of pointers used by AppleWorks GS graphics and page layout applications. When you choose any of the drawing tools in the graphics and page layout applications except the text tool and move the cursor into the document window, the cursor changes to the crossbar pointer.

Glossary

Delete key: A key on the Apple IIGS keyboard which, when pressed, removes a selection or the character to the left of the insertion point.

Derived font size: If AppleWorks GS can't find the specified point size as a font file, the font size is derived, or approximated, based on the characteristics of the font in the another point size.

Desk accessories: Minor applications—such as a clock or calendar—that you run from the AppleWorks GS desktop without having to quit the main program. If you have desk accessories installed, they'll appear on the  Menu, regardless of the application program you're running.

Desktop: The working environment of AppleWorks GS, consisting of the menu bar and the empty screen area beneath it.

Dialog box: A box that appears on the desktop whenever you're performing an operation that requires additional information, a choice of several options, or your approval before proceeding.

Dimmed: When a command, menu title, or dialog box option is dimmed, it appears to be faded or grey, indicating that it cannot be chosen, chosen from, or selected.

Dithering: A process whereby colors in odd and even columns on the screen are mixed to create other colors.

Directory: A file containing a list of other filenames, including other directories. A directory can be a catalog of all files on a volume (represented by a disk icon) or subdirectories (represented by folder icons).

Document: A collection of text and/or graphics information created by one of the AppleWorks GS applications and saved with a unique name.

Document window: A window through which you view and edit documents. AppleWorks GS allows you to have up to 14 document windows open at once.

Double-click: To position the pointer on something and rapidly press and release the mouse button twice. Double-clicking a disk, folder, or document name or icon opens the directory or document.

Drag: To simultaneously press the mouse button and move the mouse in order to continuously select something (like text), move something—such as a window or icon—or choose a command from a menu.

Draw object: Any object created by a drawing tool. Draw objects remain mathematically defined, so they can be printed with the highest resolution the printer is capable of.

Enter key: A key on the numeric keypad of the Apple IIGS keyboard which, when pressed, inserts a carriage return character in a document and can therefore be used in place of the Return key in entering carriage returns or confirming commands.

Esc key: A key on the Apple IIGS keyboard used to cancel some commands in AppleWorks GS.

Field: A category in an AppleWorks GS database record. When you set up an AppleWorks GS database, you specify the fields that each record will contain and the type of information that each field will contain. In AppleWorks GS database, fields can store information as text, a number, a date or time, a graphic, or static text.

Field formula: In AppleWorks GS database, a formula that calculates a value of a field based on other fields in the record.

File: Any information—a word processing document, spreadsheet data, a directory, an application program—stored in one place under one name on a volume (disk, hard drive, RAM drive).

Fill pattern: One of the patterns that can fill the interior of an object in the graphics application.

Finder: An application on the system disk that allows you to use, organize, open, close, and rename documents.

Folder: A subdirectory on a volume, represented by a folder icon. Folders provide a visual analogy for what subdirectories do—they help you organize your documents on a volume the same way that file folders help you organize paper documents in a file cabinet.

Glossary

Font: A character set of a specific type style, including letters, numbers, punctuation marks, and other special characters. AppleWorks GS provides you with a variety of fonts (accessed by the Font menu or by the Choose Font command) to use in creating documents.

Font size: Also known as point size, a font size is the overall size of a character set. Font size is actually a measurement of the overall height of a font, as the widths of individual characters (an “i” and a “W,” for example) vary greatly.

Footer: The area at the bottom of a page that includes the bottom margin and can contain information such as page numbers.

Format: The way in which information is displayed in a document.

Grid: An invisible pattern of horizontal and vertical lines used to align objects.

Group: In the graphics application, to attach a number of objects to each other so they can be treated as a single object.

Guides: Dotted lines that act as temporary margin and column markers within the page layout application. Guides let you align text and graphics precisely on the page. You can place guides manually on a page, or you can use the Set Guides command to define their exact position. Guides are only visible on-screen when the Show Guides command is selected and are not printed when you print your document.

Handles: Four small boxes that frame a selected object. Handles, which indicate that an object is selected, can be dragged to resize and reshape the selection.

Header: The area at the top of a page that includes the top margin and holds such information as page numbers or a document title.

Highlight: To make something appear distinct from the rest of the document. For example, in word processing, highlighted text is displayed as white letters on a dark background.

HIS method: The HIS method, which stands for hue, intensity, and saturation, enables you to edit a color by varying its different characteristics.

Horizontal/vertical line tool: A tool in the graphics and page layout application for drawing horizontal or vertical lines that are always parallel to the edges of the document window.

Hue: A characteristic of color that refers to the color itself as distinguished from the characteristics of intensity and saturation.

I-beam pointer: One of the forms of the AppleWorks GS pointer. The I-beam is shaped somewhat like the insertion point and can be clicked inside text to select a new insertion point. The I-beam can also be dragged over text to select text for editing, deleting, and replacing.

Icon: The graphic representation of an object, concept, or message.

Insertion point: The blinking vertical bar that marks the place in a document where the next action will take place.

Inserting: The process of adding a word or phrase to existing text by selecting the insertion point in a new location and then typing new text.

Intensity: The measure of the brightness, or degree of light and dark, in a color.

Key cell: The cell in a selection used by AppleWorks GS as the basis for the spreadsheet sorting operation. The key cell tells AppleWorks GS which row or column contains the values on which you wish to sort the selection.

Keyboard equivalents: Some AppleWorks GS commands can be executed without pulling down a menu by simultaneously pressing the \mathcal{C} key and a character key. A keyboard equivalent is displayed to the right of the command on the menu.

Labels: Text that identifies a portion of a spreadsheet such as a row or column. A label can also identify an entire spreadsheet. A label can be the result of a calculation performed by a formula entered in the cell.

Landscape orientation: One of the ways that you can print on the page with AppleWorks GS. Landscape orientation tells AppleWorks GS that you want to print sideways on the page, with the top line across the right margin of the paper. Also called horizontal print orientation.

Glossary

Line palette: The rectangular area on the lower-left side of the graphics and page layout windows from which you choose line widths for lines and the borders of shapes.

Line tool: The tool in the graphics and page layout tool palette used to draw straight lines at any angle.

Linked text object: A text object in the page layout application containing part of a text stream continued in other text objects. If two text objects are linked, text that does not fit in the first text object flows into the second object.

Local mode: In the communications application, the local mode is in effect when you are not connected with a remote computer.

Locked paragraph: In AppleWorks GS word processing, text that always appears together on the same page.

Mail merge: Mail merge allows you to print multiple copies of a word processing document, with each copy incorporating different information from a database document.

Margin markers: The triangular markers on the left and right sides of a ruler in a word processing document that can be moved to change the left and right margins. In a new document, the left margin marker is set on the 1-inch mark and the right margin marker is set on the 7¹/₂-inch mark.

Master page: In a page layout document the master page contains information that appears on each page of the document. To work with the master page, click the Master Page icon at the bottom of the screen.

Menu: A list of commands from which you can choose an action to be performed by AppleWorks GS. Menus appear when you point to and press menu titles in the menu bar. Dragging through the menu and releasing the mouse button while a command is highlighted chooses the command.

Menu bar: The horizontal strip at the top of the screen from which you pull down menus.

Merge document: An AppleWorks GS word processing document set up to print multiple copies of a word processing document, each copy incorporating a different record of information from a database.

Merge field: A marker in a word processing document that indicates where information from a database should be inserted.

Object level: The position of a graphic or text object in relation to other objects from the "front" (toward the viewer) to the "back" of the window. The object level determines whether an object is displayed in front of or behind other objects in the document.

Object-oriented drawing: A method of creating graphics using mathematically defined shapes that can be easily manipulated and combined to create pictures.

Option: Something chosen or available as a choice; for instance, a setting in a dialog box.

Option key: The key on the left side of the bottom row of the Apple II GS keyboard. The Option key can be used in combination with other keys to perform special-purpose tasks.

Oval tool: The tool in the graphics and page layout applications used to draw ovals and circles.

Page number box: In word processing, the box on the top of the scroll bar where the current page number is displayed.

Paint bucket: A tool in the graphics application for filling objects with the currently selected pattern.

Paint object: An object created with one or more of the paint tools in the graphics application.

Parity: A communications protocol used to ensure that information is transferred successfully.

Pathname: The complete name of the path, or place on a disk, where a file is located. The pathname is the name of a document or other file preceded by the name of the volume (disk) on which the file is located, as well as the names of any subdirectories (folders) the file may be in.

Glossary

Pattern palette: The palette that contains line and fill patterns for objects created in the AppleWorks GS graphics application.

Pencil : The graphics tool that lets you draw fine lines.

Pixel: Short for picture element. A single point on the Apple IIGS graphics screen.

Point: A unit of measurement used in typesetting. One point equals $1/72$ of an inch.

Pointer: A small shape on the screen that moves as you move the mouse.

Polygon tool: The tool in the graphics application for creating polygons with three or more sides.

Portrait orientation: One of the ways that you can print on the page in AppleWorks GS. Portrait print orientation tells AppleWorks GS to print vertically, with the top line across the top margin of the paper. Also called vertical print orientation.

Press: To effect a continuous action by placing the pointer on something, such as a scroll arrow, and holding down the mouse button.

Printer driver: Software that allows communication between an application program and a printer.

Printer port: The connection between the computer and another device that provides a means for information to be transmitted or received.

Proportional spacing: The display and printing of text characters where character width and spacing are determined by the shape of the individual character. By contrast, non-proportional spacing means that all characters and spaces have identical widths.

Protocol: The set of rules observed by computers during a communications session.

Record: In AppleWorks GS database, all the information about a particular person or item. Each record consists of a series of fields or categories, and each field contains one specific piece of information about the person or item.

Rectangle tool: The tool in the graphics and page layout applications that lets you draw rectangles and squares.

Relative reference: In AppleWorks GS spreadsheet, a reference in a cell formula to a location in the spreadsheet defined in relation to the cell containing the formula. If the cell containing the formula is moved to a new location, the reference points to a different cell.

Replace: The process of replacing selected text with replacement text.

Return key: The large L-shaped key on the Apple IIGS keyboard that inserts an invisible carriage return character into your text when pressed. This key can also be used to confirm choices in dialog boxes instead of clicking OK.

Review buffer: In AppleWorks GS communications, a temporary holding area for text transmitted during a communications session. AppleWorks GS allows you to store up to 256 lines of text in the review buffer.

RGB: A color model that defines all colors as a mixture of varying amounts of red, green, and blue. For example, the color white is created by mixing equal amounts of red, green, and blue; the color black is the absence of all three colors.

Rounded rectangle tool: The tool in the graphics and page layout applications for drawing rectangles and squares with rounded corners.

Row: In AppleWorks GS spreadsheet a row is a horizontal series of cells. The spreadsheet rows are numbered from 1 to 9999.

Ruler: A graphic representation of a ruler in an AppleWorks GS word processing or page layout document that lets you set the format for the text that follows it.

Saturation: Vividness of hue; the measure of richness of a color.

Scientific notation: The representation of a number as a decimal value multiplied by a power of ten.

Scroll: To move a document up and down in its window so that you can see another part of the document.

Glossary

Scroll arrows: The arrows, located on the top and bottom of a scroll bar that, when pressed, cause the document to scroll down or up in its window.

Scroll bar: The rectangular panel on the right side of a document window that contains a box (the scroll box) that you drag up and down to scroll the document.

Scroll box: The box inside the scroll bar that you drag up and down to scroll a document. The position of the scroll box in the scroll bar indicates the relative position in the document of the text in the document window.

Select: To designate where the next action will take place. To select using the mouse, you click an icon or object, or drag across information.

Selecting the insertion point: When you position the I-beam within a body of text and click in order to insert text.

Selection arrow: A tool available in the AppleWorks GS graphics and page layout applications. The selection arrow is identical in appearance to the arrow pointer but is used for different purposes. The selection arrow is used to select, resize, and drag objects in the document window. The arrow pointer is used to perform document functions such as choosing commands and scrolling.

Selection rectangle: A box drawn with the selection arrow that appears when you select an object or a group of objects within the graphics or page layout applications.

Shift key: There are two Shift keys on the Apple IIGS keyboard, one on either side of the keyboard. Holding the Shift key down while you type produces the uppercase letter on a letter key or the upper character on a two-character key.

Size box: A box on the lower-right corner of a window that lets you change the size of the window.

Space bar: The long horizontal bar in the center of the bottom row of the Apple IIGS keyboard. Pressing the space bar inserts a space character in your text.

Static text: Text that is stored in an AppleWorks GS database document as a graphic. Static text cannot be edited in the database application.

Sticky space: In an AppleWorks GS word processing document, a special type of space that can be used to keep two words on the same line.

Style: One of the different stylistic effects you can give a character or a selection of text with AppleWorks GS. Most styles can be combined for additional variety.

Tab: An invisible character inserted in your text when you press the Tab key. A tab creates a space between your current place in a document and the location of the next tab marker.

Tab key: A key on the Apple IIGS keyboard that inserts an invisible tab character into your text when you press it.

Tab marker: A triangular symbol under the inch scale of a ruler that marks a tab stop. You can drag tab markers to any position inside the left and right margin markers on the ruler. You can place tabs on a ruler by dragging them from the tab well. Each AppleWorks GS paragraph can have up to 10 tab markers.

Tab well: In AppleWorks GS, the three boxes (containing tab symbols) beneath the inch scale on the ruler from which you drag new tab markers to add to the ruler.

Template: In the AppleWorks GS database, a template stores the current environment, including the current form definition, and report format. A template does not store any of the data in the current database.

Terminal mode: In AppleWorks GS communications, the terminal mode is in effect when you are connected with a remote computer.

Text: Text consists of one or more characters typed into a document from the keyboard.

Text alignment boxes: Located to the right under the inch scale of the ruler in a word processing window, these boxes allow you to format text with either left, center, right, or full justification.

Glossary

Text object: An object in the graphics or page layout application that contains text. A text object can be selected, moved, and resized like any other object.

Text stream: Text in the page layout application that flows from one text object to a linked text object.

Text tool: The tool in the graphics and page layout application that lets you place text into a document. The text tool also lets you edit the text in text objects.

Title bar: The bar at the top of a window that displays the name of the document. You can move a window by dragging it by its title bar.

Tool palette: The palette of drawing, paint, and editing tools in the graphics application, and the palette of drawing tools in the page layout application.

Triple-click: To position the pointer on something and rapidly press and release the mouse button three times. Triple-clicking text in the word processing and page layout applications selects a paragraph.

Value: A term used in the spreadsheet application to refer to a positive or negative number.

Vertex: The point at which the sides of an angle intersect; the plural is vertices. A polygon is defined in the graphics application by specifying the vertices (or corners) of the polygon.

Volume: A general name referring to a storage device. Most commonly, a volume name refers to a disk.

Whole word: Any group of alphabetic characters separated from other alphabetic text by spaces, numbers, punctuation marks, or other special characters.

Window: The area that displays information on a desktop; you view a document through a window. You can open or close a window, move it around on the desktop, and change its size, scroll through it, and edit its contents.

Word wrap: An AppleWorks GS word processing feature that automatically moves the insertion point and the word that you're typing from the end of the current line to the beginning of the next line as necessary.

Wristwatch pointer: One of the types of pointers used in AppleWorks GS. The wristwatch appears when AppleWorks GS performs an action that takes a few moments to complete. The wristwatch tells you to stand by while a process occurs.

Zoom box: The box in the upper-right corner of a window. Clicking a zoom box expands its window to its full size, until it almost fills the entire screen; clicking it a second time contracts the window to its former size.



A

- absolute cell references 168
 - entering 170
 - active window 34, 35
 - Actual View command (Options menu) 265
 - adding
 - fields 98-103
 - graphics 254-263
 - merge fields 86-87
 - text 254-264
 - Add Merge Field command (Edit menu) 86
 - Align Center command (Format menu) 182
 - Align Left command (Format menu) 182
 - Align Right command (Format menu) 182
 - Answer Phone command (Phone menu) 319
 - Apple Preferred Format. *See* graphics files
 - AppleWorks database files, opening 355
 - AppleWorks GS 3-35
 - Clipboard 26-28
 - closing 20
 - editing with 22-29
 - files 18-19
 - integration in 333-356
 - opening 10-11
 - overview 4-7
 - printing 14-17
 - quitting 21
 - saving 12-13
 - selecting 22-25
 - starting 8-9
 - undoing 29
 - using 8-21
 - windows 30-35
 - AppleWorks GS icon 9
 - AppleWorks GS word processing documents
 - importing into communications 353
 - importing into page layout 352
 - importing into word processing 348
 - AppleWorks spreadsheet files, opening 355
 - AppleWorks word processing files
 - importing into communications 353
 - importing into page layout 352
 - importing into word processing 348
 - opening 354
 - applications. *See also specific application*
 - copying between 334-347
 - working with other 354-356
 - arcs, drawing 222
 - arc tool 214, 222
 - Arrange menu
 - Bring To Front command graphics 241
 - page layout 299
 - Flip Horizontal command graphics 238
 - page layout 297
 - Flip Vertical command graphics 238
 - page layout 297
 - Group command 236
 - Nudge Down command 233
 - Nudge Left command 233
 - Nudge Right command 233
 - Nudge Up command 233
 - Rotate Left command graphics 239
 - page layout 298
 - Rotate Right command graphics 239
 - page layout 298
 - Send To Back command graphics 241
 - page layout 299
 - Shuffle Down command 243
 - Shuffle Up command 242
 - Ungroup command 236
- ASCII text files
 - importing into communications 353
 - importing into database 350
 - importing into page layout 352
 - importing into spreadsheet 351
 - importing into word processing 349
 - opening 355
- Auto Calculation command (Options menu) 173
- autodial 318
- Autodial command (Phone menu) 318
- automatic calculation 173

B

- bar charts. *See* charts
- batch files
 - receiving 327
 - sending 326
- baud rate 310, 311, 314
- Begin New Paint Object command (Edit menu) 213
- Binary II files 324
 - receiving 329
 - sending 328

Index

- blank cells, inserting 178
 - blank pages, inserting 266
 - body area, resizing 117
 - bottom margin 79
 - Bring To Front command (Arrange menu)
 - graphics 241
 - page layout 299
 - brush patterns palette 205
 - brush shape palette 206, 208
- C**
- calculation, automatic/manual 173
 - calls. *See* phone calls
 - Capture Text command (Transfer menu) 323
 - carriage returns
 - deleting
 - page layout 285
 - word processing 57
 - finding/replacing 71
 - inserting 54
 - selecting
 - page layout 282
 - word processing 53
 - cell lines, turning off 186
 - cells (database)
 - deleting information in 121
 - editing data in 120
 - moving to 120
 - selecting 130
 - cells (spreadsheet) 156. *See also*
 - absolute cell references;
 - relative cell references
 - blank 178
 - columns of 190
 - contents of
 - changing 164
 - copying 188, 189
 - deleting 179
 - finding 174
 - format of, copying 184
 - formatting 182–187
 - moving 176–177
 - moving to 188
 - protecting 172
 - ranges of 189
 - entering 171
 - rows of 191
 - selecting 174–175
 - sorting 181
 - Center command (Text menu) 279
 - centered text icon 58, 62
 - Change Default Width command (Options menu) 186
 - charts
 - creating 192–195
 - modifying 195
 - Check Spelling command (Search menu) 72–73
 - Choose Font command (Options menu) 216, 244
 - Choose Printer command (File menu)
 - AppleWorks GS 14, 15
 - page layout 254
 - circles, drawing
 - graphics 221
 - page layout 293
 - circular references 170
 - Clear command (Edit menu)
 - page layout 284
 - word processing 56
 - Clipboard
 - AppleWorks GS 26–28
 - page layout 283
 - importing graphics from 263
 - spreadsheet, moving cells with 176–177
 - word processing, replacing with 55
 - close box 20, 30, 33
 - Close command (File menu) 20
 - closing 20
 - Collapse command (Edit menu) 236
 - Color menu
 - page layout 287, 295
 - word processing 64, 67
 - colors
 - changing
 - graphics 244
 - page layout 287
 - word processing 67
 - choosing 209
 - column guides, setting 277
 - columns of cells
 - filling from top 190
 - selecting 174
 - transposing 180
 - column width, changing/restoring 185, 186
 - commands. *See specific command*
 - Communication command (Settings menu) 310, 311
 - communications 303–329
 - communication settings, entering 310–311
 - copying from 347
 - copying to
 - from database 342
 - from spreadsheet 345
 - from word processing 338
 - files, transferring 324–329
 - hardware information, entering 308–309
 - importing into 353
 - overview 304–305
 - phone calls, making 316–319
 - phone list, setting up 312–315
 - setting up 306–315
 - starting 306–307
 - using 316–329
 - working on-line 320–323

communications icon 306
control characters 321
Copy command (Edit menu)
 AppleWorks GS 26, 27
 spreadsheet 184, 188, 189
copying
 between applications 334-347
 from communications 347
 from database 339-342
 from graphics 346
 from page layout 347
 from spreadsheet 343-345
 from word processing 334-338
to communications
 from database 342
 from spreadsheet 345
 from word processing 338
to database
 from graphics 346
 from spreadsheet 343
 from word processing
 334-335
to graphics
 from database 341
 from spreadsheet 345
 from word processing 337
to page layout
 from database 341
 from graphics 346
 from spreadsheet 344
 from word processing 336
to spreadsheet
 from database 340
 from word processing 335
to word processing
 from database 339
 from spreadsheet 343
Copy Ruler command (Edit menu)
 63
Create Report command (Report
 menu) 147

current date, inserting
 page layout 271
 word processing 81
current page number, inserting
 272
current time, inserting 81
Cut command (Edit menu)
 AppleWorks GS 26, 28
 page layout 284
 spreadsheet 176
 word processing 56

D

data
 entering 118-121
 selecting
 AppleWorks GS 23, 24
 database 130-131
database 91-151
 copying from 339-342
 copying to
 from graphics 346
 from spreadsheet 343
 from word processing
 334-335
data
 entering 118-121
 selecting 130-131
documents, preparing for ex-
 porting 356
field formats, defining
 104-111
field formulas, setting up
 112-113
fields
 adding 98-103
 marking 136-137
form footers, setting up
 116-117
form headers, setting up
 116-117
importing into 350
label fields, setting up
 114-115
list screen 122-125
mailing labels, producing
 148-151
overview 92-95
records
 hiding 134-135
 matching 132-133
 sorting 138-139
reports 142-151
 setting up 142-146
 setting up 96-117
 starting 96-97
 templates 140-141
 text, finding/replacing
 126-129
 using 118-141
 word processing and 84-85
database icon 96
data bits 310, 311, 314
Data menu
 Go To command 174
 Modify Chart command 195
 New Chart command 193
 Protect command 172
 Sort command 181
date fields 98
 formatting 108
date icon 255
dates
 inserting
 page layout 271
 word processing 81
 range for 119
date tool 271
decimal-align tabs
 page layout 279
 word processing 58, 61
decimal places, setting 183

Index

- Delete command (Edit menu) 179
 - Delete File command (File menu) 18, 19
 - Delete Pages command (Edit menu) 267
 - deleting
 - page layout 285
 - word processing 56–57
 - deselecting. *See* selecting
 - Dial command (Phone menu) 312–317
 - dial type 310, 311, 314
 - Display Marked Fields command (Organize menu) 136–137
 - Document menu
 - Insert Date command 81
 - Insert Page # command 80
 - Insert Page Break command 54
 - Insert Time command 81
 - Normal View command 79
 - Pages command 82, 83
 - View Footer command 79–81
 - View Header command 79–81
 - document page icon 255
 - documents. *See also* files
 - closing 20
 - deleting 57
 - editing 68–83
 - formatting 63
 - mail merge 84–88
 - merged 88
 - opening
 - AppleWorks GS 10–11
 - communications 306–307
 - database 96–97
 - graphics 204–205
 - page layout 254–255
 - spreadsheet 160–161
 - word processing 44–45
 - printing 14–17
 - saving 12–13
 - selecting 53
 - spell checking 72–73
 - Double Spacing command (Text menu) 278
 - double spacing icon 58, 62
 - drawing tools 205, 214–223
 - Duplicate command (Edit menu)
 - graphics 237
 - page layout 296
- ## E
- echo 310, 311, 314
 - Edit Dictionary command (Search menu) 76–77
 - editing
 - with AppleWorks GS 22–29
 - documents 68–83
 - text 44–67
 - user dictionary 76–77
 - editing tools 205, 224–231
 - edit line 320
 - Edit Line command (Settings menu) 320
 - Edit menu
 - Add Merge Field command 86
 - Begin New Paint Object command 213
 - Clear command
 - page layout 284
 - word processing 56
 - Collapse command 236
 - Copy command
 - AppleWorks GS 26, 27
 - spreadsheet 184, 188, 189
 - Copy Ruler command 63
 - Cut command
 - AppleWorks GS 26, 28
 - page layout 284
 - spreadsheet 176
 - word processing 56
 - Delete command 179
 - Delete Pages command 267
 - Duplicate command
 - graphics 237
 - page layout 296
 - Field Definition command 103
 - Field Format command 106–111
 - Field Formula command 113
 - Fill command 190, 191
 - Insert command 178
 - Insert Pages command 266
 - Insert Record command 125
 - Move command 177
 - Paste command
 - AppleWorks GS 26–28
 - page layout 283
 - spreadsheet 177, 188, 189
 - word processing 55
 - Paste Format Only command 177, 184, 188
 - Paste Ruler command 63
 - Paste Values Only command 177, 188, 189
 - Redo command 29
 - Select All command
 - database 131
 - page layout 282, 285
 - spreadsheet 175, 197
 - word processing 53, 57, 59
 - Select Merge Database command 85
 - Select Paragraph command 52
 - Select Sentence command 52
 - Transpose command 180
 - Undo command
 - AppleWorks GS 29
 - page layout 267, 285
 - word processing 57
 - End Text Capture command (Transfer menu) 323

- entering
 - communication settings 310–311
 - data 118–121
 - formulas 166–173
 - hardware information 308–309
 - labels 162–165
 - text
 - page layout 278–279
 - word processing 46–47
 - values 162–165
- eraser 224, 231
- existing documents, opening
 - AppleWorks GS 10–11
 - communications 307
 - database 97
 - graphics 205
 - page layout 255
 - spreadsheet 161
 - word processing 45
- exporting, preparing files for 356

F

- fast dial 318
- Field Definition command (Edit menu) 103
- Field Format command (Edit menu) 106–111
- field formats, defining 104–111
- Field Formula command (Edit menu) 113
- field formulas
 - entering 113
 - setting up 112–113
- fields 92, 98
 - adding 98–103
 - deleting 102
 - label 114–115
 - marking 136–137
 - merge 86–87

- moving 102
- name of, changing 103
- resizing 102
- selecting 130
- type of, changing 103
- unmarking 137
- File menu
 - Choose Printer command
 - AppleWorks GS 14, 15
 - page layout 254
 - Close command 20
 - Delete File command 18, 19
 - Import File command
 - AppleWorks GS 18, 348–353, 354
 - page layout 260–262
 - New command
 - AppleWorks GS 11
 - communications 306
 - database 96
 - graphics 204
 - page layout 254
 - spreadsheet 160
 - word processing 44
 - Open command
 - AppleWorks GS 10, 354
 - communications 307
 - database 97
 - graphics 205
 - page layout 255
 - spreadsheet 161
 - word processing 45
 - Page Setup command
 - AppleWorks GS 14, 16
 - page layout 254
 - spreadsheet 197
 - Print command
 - AppleWorks GS 14, 17
 - database 142
 - spreadsheet 197
 - Print Merge command 14, 88
 - Quit command 21

- Save As command 12, 13
- Save command 12
- files 18–19. *See also* documents
 - deleting 19
 - importing 19
 - opening 354–355
 - preparing for exporting 356
 - receiving 325, 327, 329
 - sending 324–325, 326, 328
 - transferring 324–329
- Fill command (Edit menu) 190, 191
- filled shape icon 255, 288
- Find Again command (Search menu) 69
- Find command (Organize menu) 126, 127
- finding
 - database 126–129
 - word processing 68–71
- Find Next command (Organize menu) 127
- Find/Replace command (Search menu) 68–71
- Fit in Window command (Options menu) 265
- Flip Horizontal command (Arrange menu)
 - graphics 238
 - page layout 297
- Flip Vertical command (Arrange menu)
 - graphics 238
 - page layout 297
- Font menu
 - page layout 286
 - word processing 64
- fonts, changing
 - graphics 216, 244
 - page layout 286
 - word processing 64
- footer area, resizing 117

Index

Footer command (Report menu) 146
footers 78–83
 displaying 82
 form 116–117
 report 146
 setting up
 page layout 270
 word processing 79
Format command (Report menu) 145
Format menu 182
 Align Center command 182
 Align Left command 182
 Align Right command 182
 General command 183
 Set Decimal Places command 183
 Set Default Format command 184
formats
 field 104–111
 paragraph 63
formatting
 page layout 278–279
 spreadsheet 182–187
form footers, setting up 116–117
form headers, setting up 116–117
formulas
 entering 166–173
 field 112–113
 viewing 173
Full command (Text menu) 279
fully-justified text icon 58, 62

G

General command (Format menu) 183
Go To Beginning command (Search menu) 48

Go To command (Data menu) 174
Go To End command (Search menu) 48
Go To Insertion command (Search menu) 49
Go To Page command (Options menu) 268
Go To Page command (Search menu) 48
grabber 224, 230
graphic objects, changing 295.
 See also objects
graphics (application) 201–245
 copying from 346
 copying to
 from database 341
 from spreadsheet 345
 from word processing 337
 documents, preparing for
 exporting 356
 drawing tools 214–223
 editing tools 224–231
 importing into 353
 objects
 modifying 232–239
 working with 232–245
 overview 202–203
 paint tools 206–213
 starting 204–205
 text objects, modifying 244–245
 tools, using 204–231
graphics
 adding 254–263
 arranging 240–243
 creating 288–293
 erasing 231
 magnifying 228
 working with 278–299

graphics files
 importing
 into database 350
 into page layout 262–263, 352
 opening 355
graphics icon 204
graphic tools 255
graphs. *See* charts
Group command (Arrange menu) 236
guides 253
 moving 275
 setting 275
 using 274–277

H

handles
 AppleWorks GS 22
 graphics 225
 page layout 259
hanging indents 61
Hang Up command (Phone menu) 319
Hardware command (Settings menu) 308
hardware information, entering 308–309
header area, resizing 117
Header command (Report menu) 146
headers 78–83
 displaying 82
 form 116–117
 report 146
 setting up
 page layout 270
 word processing 79
hidden guides 274, 276

Hide Cell Lines command (Options menu) 186, 197
Hide Guides command (Options menu) 276
Hide Selected Records command (Organize menu) 134–135
Hide Unselected Records command (Organize menu) 134–135
hiding records 134–135
hollow shape icon 255, 288
horizontal lines, drawing graphics 217
page layout 289
horizontal/vertical line tool graphics 214, 217
page layout 288, 289

I, J, K

icons. *See specific icon*
Ignore Master Page command (Options menu) 269
Import File command (File menu) AppleWorks GS 18, 348–353, 354
page layout 260–262
importing graphics 262–263
into communications 353
into database 350
into graphics 353
into page layout 352
into spreadsheet 351
into word processing 348–349
indentation marker page layout 279
word processing 58, 61
initialization sequences 309
Insert command (Edit menu) 178

Insert Date command (Document menu) 81
inserting 54
insertion point 46
moving page layout 280
word processing 48–49
Insert Page Break command (Document menu) 54
Insert Page # command (Document menu) 80
Insert Pages command (Edit menu) 266
Insert Record command (Edit menu) 125
Insert Time command (Document menu) 81
integration in AppleWorks GS 333–356

L

label fields adding 115
setting up 114–115
labels 162
deleting 165
displaying 163
entering 162–165
mailing 148–151
lasso 224, 229
left-align tabs page layout 279
word processing 58, 61
Left command (Text menu) 279
left-justified text icon 58, 62
left margin marker 58, 59
left master page, setting up 269
left master page icon 269
Left/Right Master Pages command (Options menu) 269
line-and-a-half spacing 62
line feeds 310, 311, 314
lines, drawing graphics 218
page layout 289, 290
line spacing changing 279
setting 62
line tool graphics 214, 218
page layout 288, 290
line width palette graphics 214
page layout 255, 288
linked text objects creating 259
deleting 296
link tags 259
List Functions command (Options menu) 172
list screen data, entering in 123
displaying 123
fields, moving in 124
field widths, changing in 123
records deleting in 125
inserting in 125
using 122–125
locked guides 274, 276
locked paragraph 58, 63
Lock Guides command (Options menu) 276
Lowercase command (Style menu) 286

M

magnetic guides 274, 276
Magnetic Guides command (Options menu) 276

Index

magnifying glass 224, 228
mailing labels, producing
148–151
mail merge documents 84–88
manual calculation 173
Manual Calculation command
(Options menu) 173
margin guides, setting 277
margin markers 45, 58, 59
margins 79
changing 59
Mark Fields command (Organize
menu) 136–137
marking fields 136–137
marquee 224, 227
master page icons 255, 264, 268,
269
master pages 252, 264. *See also*
pages
ignoring items on 269
setting up 268–269
matching records 132–133
Match Records command (Organ-
ize menu) 132–133
menus/menu commands. *See*
specific menu/menu command
merged documents, printing 88
merge fields, adding 86–87
Modify Chart command (Data
menu) 195
modifying
objects 232–239
text objects 244–245
Move command (Edit menu)
177
moving insertion point 48–49
multiple objects, selecting 25
MultiScribe GS word processing
files
importing into communications
353

importing into page layout
352
importing into word processing
349
opening 354

N

New Chart command (Data menu)
193
New command (File menu)
AppleWorks GS 11
communications 306
database 96
graphics 204
page layout 254
spreadsheet 160
word processing 44
new documents
formatting 63
opening
AppleWorks GS 11
communications 306
database 96
graphics 204
page layout 254
spreadsheet 160
word processing 44
new paint objects 213
Normal View command (Docu-
ment menu) 79
Nudge Down command (Arrange
menu) 233
Nudge Left command (Arrange
menu) 233
Nudge Right command (Arrange
menu) 233
Nudge Up command (Arrange
menu) 233
numbers. *See* phone numbers

numeric fields 98
formatting 107

O

object level 240
objects. *See also* graphic objects;
text objects
color of, changing 234
deleting
graphics 233
page layout 296
drop-shadow, adding to 235
duplicating
graphics 237
page layout 296
flipping
graphics 238
page layout 297
grouping 236
line width of, changing 235
modifying 232–239
moving
graphics 232
page layout 294, 299
moving to front 241
nudging 233
pattern of, changing 234
reshaping 234
resizing 295
rotating
graphics 239
page layout 298
selecting
AppleWorks GS 24–25
graphics 225–227, 229
sending to back 241
shuffling down 243
shuffling up 242
ungrouping 236

- working with
 - graphics 232–245
 - page layout 294–299
- 1-1/2 Space command (Text menu) 279
- 1-1/2 spacing 278
- on line, working 320–323
- Open command (File menu)
 - AppleWorks GS 10, 354
 - communications 307
 - database 97
 - graphics 205
 - page layout 255
 - spreadsheet 161
 - word processing 45
- opening
 - AppleWorks GS 10–11
 - files from other applications 354–355
- Open Template command (Template menu) 141
- Options menu
 - Actual View command 265
 - Auto Calculation command 173
 - Change Default Width command 186
 - Choose Font command 216, 244
 - Fit in Window command 265
 - Go To Page command 268
 - Hide Cell Lines command 186, 197
 - Hide Guides command 276
 - Ignore Master Page command 269
 - Left/Right Master Pages command 269
 - List Functions command 172
 - Lock Guides command 276
 - Magnetic Guides command 276

- Manual Calculation command 173
- Recalculate command 173
- Restore Width to Default command 185
- Right Master Pages command 269
- Set First Page command 273
- Set Guides command 274, 277
- Set Titles command 187
- Show Cell Lines command 186
- Show Guides command 276
- Unlock Guides command 276
- Use Master Page command 269
- View Formulas command 173
- Organize menu
 - Display Marked Fields command 136–137
 - Find command 126, 127
 - Find Next command 127
 - Hide Selected Records command 134–135
 - Hide Unselected Records command 134–135
 - Mark Fields command 136–137
 - Match Records command 132–133
 - Replace command 126, 128
 - Show All Records command 134–135, 151
 - Sort command 139
 - Unmark Fields command 136–137
- ovals, drawing
 - graphics 221
 - page layout 293
- oval tool
 - graphics 214, 221

- page layout 288, 293

P

- page break
 - deleting 57
 - inserting 54
 - selecting 52
- page icons 255, 264, 268, 269
- page layout 249–299
 - copying from 347
 - copying to
 - from database 341
 - from graphics 346
 - from spreadsheet 344
 - from word processing 336
 - graphics 288–293
 - adding 254–263
 - importing 262–263
 - working with 278–299
 - guides 274–277
 - importing into 352
 - objects 294–299
 - overview 250–253
 - pages 264–273
 - starting 254–255
 - text 280–285
 - adding 254–264
 - changing 286–287
 - entering 278–279
 - formatting 278–279
 - working with 278–299
 - text objects 256–261
 - using 264–277
- page layout icon 254
- page number
 - inserting
 - page layout 272
 - word processing 80
 - setting
 - page layout 273
 - word processing 83

Index

- page number tool 272
 - pages. *See also* master pages
 - deleting 267
 - fitting in window 265
 - going to 268
 - importing text into 261
 - inserting 266
 - working with 264–273
 - Pages command (Document menu) 82, 83
 - page setup, defining 16
 - Page Setup command (File menu)
 - AppleWorks GS 14, 16
 - page layout 254
 - spreadsheet 197
 - page # tool 255
 - Paint. *See* graphics files
 - paintbrush tool 206–209
 - paint bucket tool 206, 211
 - paint objects 206
 - new 213
 - paint tools 205, 206–213
 - paragraph
 - format of, copying 63
 - indents 61
 - locked 58
 - margins 59
 - selecting 52
 - paragraph-based rulers 41
 - paragraph locking icon 58, 63
 - paragraph ruler 255
 - parity 310, 311, 314
 - Paste command (Edit menu)
 - AppleWorks GS 26–28
 - page layout 283
 - spreadsheet 177, 188, 189
 - word processing 55
 - Paste Format Only command (Edit menu) 177, 184, 188
 - Paste Ruler command (Edit menu) 63
 - Paste Values Only command (Edit menu) 177, 188, 189
 - patterns
 - changing 244
 - choosing 209
 - patterns palette 205, 206, 209, 214
 - pencil tool 206, 210
 - phone calls
 - answering 319
 - hanging up 319
 - making 316–319
 - phone list, setting up 312–315
 - Phone menu
 - Answer Phone command 319
 - Autodial command 318
 - Dial command 312–317
 - Hang Up command 319
 - phone numbers, dialing 316–318
 - PICT. *See* graphics files
 - picture fields 98
 - formatting 110
 - pie charts. *See* charts
 - pixels 228
 - Plain command (Style menu)
 - page layout 287
 - word processing 66
 - PNT. *See* graphics files
 - polygons, drawing 223
 - polygon tool 214, 223
 - preparing files for exporting 356
 - Print command (File menu)
 - AppleWorks GS 14, 17
 - database 142
 - spreadsheet 197
 - printer, choosing 15
 - printing
 - AppleWorks GS 14–17
 - spreadsheet 196–197
 - word processing 88
 - Print Merge command (File menu) 14, 88
 - programs. *See* applications
 - Protect command (Data menu) 172
 - protocols 310
- ## Q
- Quit command (File menu) 21
 - quitting 21
- ## R
- ranges of cells
 - copying contents of 189
 - entering 171
 - selecting 175
 - Recalculate command (Options menu) 173
 - Receive Batch command (Transfer menu) 327
 - Receive Binary II command (Transfer menu) 327, 328
 - Receive File command (Transfer menu) 325
 - records 92, 99, 118
 - adding 120
 - deleting 121
 - hiding 134–135
 - matching 132–133
 - selecting 131
 - sorting 138–139
 - rectangles, drawing
 - graphics 219
 - page layout 291
 - rectangle tool
 - graphics 214, 219
 - page layout 288, 291
 - Redo command (Edit menu) 29
 - references. *See* absolute cell references; relative cell references

- relative cell references 167
 - entering 170
 - moving cells containing 177
 - Replace command (Organize menu) 126, 128
 - Replace command (Search menu) 68-71
 - replacing
 - database 126-129
 - word processing 55, 68-71
 - report footer, setting up 146
 - report header, setting up 146
 - Report menu
 - Create Report command 147
 - Footer command 146
 - Format command 145
 - Header command 146
 - Summary Only command 146
 - reports
 - database 142-151
 - spreadsheet 192-197
 - Restore Width to Default command (Options menu) 185
 - Return Key Preferences command (Template menu) 120
 - returns. *See* carriage returns
 - right-align tabs
 - page layout 279
 - word processing 58, 61
 - Right command (Text menu) 279
 - right-justified text icon 58, 62
 - right margin marker 58, 59
 - right master page, setting up 269
 - right master page icon 269
 - Right Master Pages command (Options menu) 269
 - Rotate Left command (Arrange menu)
 - graphics 239
 - page layout 298
 - Rotate Right command (Arrange menu)
 - graphics 239
 - page layout 298
 - rounded rectangles, drawing
 - graphics 220
 - page layout 292
 - rounded rectangle tool
 - graphics 214, 220
 - page layout 288, 292
 - rows of cells
 - filling from left 191
 - selecting 175
 - transposing 180
 - ruler area 45
 - rulers
 - page layout 255
 - word processing 41, 58-63
 - ruler settings, changing 278-279
- S
- Save As command (File menu) 12, 13
 - Save command (File menu) 12
 - Save Template command (Template menu) 140
 - saving 12-13
 - scale 255
 - scientific notation 162
 - entering values in 165
 - Screen. *See* graphics files
 - scroll arrow 30
 - scroll bar
 - AppleWorks GS 30, 33
 - communications 307, 320
 - scroll box 30, 33
 - scrolling
 - AppleWorks GS 33
 - graphics 230
 - Search menu
 - Check Spelling command 72-73
 - Edit Dictionary command 76-77
 - Find Again command 69
 - Find/Replace command 68-71
 - Go To Beginning command 48
 - Go To End command 48
 - Go To Insertion command 49
 - Go To Page command 48
 - Replace command 68-71
 - Synonyms command 74-75
 - Select All command (Edit menu)
 - database 131
 - page layout 282, 285
 - spreadsheet 175, 197
 - word processing 53, 57, 59
 - selecting
 - AppleWorks GS 22-25
 - database 84-85, 130-131
 - graphics 225-227, 229
 - spreadsheet 174-175
 - word processing 50-53
 - selection
 - canceling
 - page layout 281
 - word processing 50
 - extending
 - page layout 281
 - word processing 51
 - selection arrow
 - AppleWorks GS 24
 - graphics 224, 225-226
 - Select Merge Database command (Edit menu) 85
 - Select Paragraph command (Edit menu) 52
 - Select Sentence command (Edit menu) 52

Index

- Send Batch command (Transfer menu) 326, 327
- Send Binary II command (Transfer menu) 327, 328
- Send File command (Transfer menu) 324
- Send Text command (Transfer menu) 322, 324
- Send To Back command (Arrange menu)
 - graphics 241
 - page layout 299
- sentence, selecting 52
- Set Decimal Places command (Format menu) 183
- Set Default Format command (Format menu) 184
- Set First Page command (Options menu) 273
- Set Guides command (Options menu) 274, 277
- Set Spacing command (Text menu) 278
- Settings menu
 - Communication command 310, 311
 - Edit Line command 320
 - Hardware command 308
 - Show Control command 321
 - Status Bar command 321
- setting up
 - communications 306–315
 - database 96–117
 - field formulas 112–113
 - form footers 116–117
 - form headers 116–117
 - label fields 114–115
 - phone list 312–315
 - reports 142–146
- Set Titles command (Options menu) 187
- Shadow command (Style menu) 235
- shortcuts (spreadsheet) 188–191
- Show All Records command (Organize menu) 134–135, 151
- Show Cell Lines command (Options menu) 186
- Show Control command (Settings menu) 321
- Show Form command (Template menu) 119
- Show Guides command (Options menu) 276
- Show List command (Template menu) 123
- Shuffle Down command (Arrange menu) 243
- Shuffle Up command (Arrange menu) 242
- Single Space command (Text menu) 278
- single spacing icon 58, 62
- size box 30, 31
- Size menu
 - page layout 286
 - word processing 64, 65
- sizes, changing
 - graphics 216, 244
 - page layout 286
 - word processing 65
- Sort command (Data menu) 181
- Sort command (Organize menu) 139
- sorting records 138–139
- spell checking 72–73
- spray can tool 206, 212
- spreadsheet 155–197
 - charts 192–195
 - copying from 343–345
 - copying to
 - from database 340
 - from word processing 335
 - documents, preparing for
 - exporting 356
 - formatting 182–187
 - formulas, entering 166–173
 - importing into 351
 - labels, entering 162–165
 - overview 156–159
 - printing 196–197
 - reports 192–197
 - selecting 174–175
 - shortcuts 188–191
 - starting 160–161
 - using 160–191
 - values, entering 162–165
 - spreadsheet icon 160
 - squares, drawing
 - graphics 219
 - page layout 291
 - starting
 - AppleWorks GS 8–9
 - communications 306–307
 - database 96–97
 - graphics 204–205
 - page layout 254–255
 - spreadsheet 160–161
 - word processing 44–45
 - static text fields 98, 99
 - formatting 111
 - status bar 320, 321
 - Status Bar command (Settings menu) 321
 - status line 307
 - sticky space 46
 - entering 47
 - stop bits 310, 311, 314

- Style menu
 - Lowercase command 286
 - Plain command
 - page layout 287
 - word processing 66
 - Shadow command 235
 - Title command 286
 - Uppercase command 286
- styles
 - changing
 - graphics 216, 244
 - page layout 286
 - word processing 65
 - combining
 - page layout 287
 - word processing 66
 - deselecting
 - page layout 287
 - word processing 66
 - Summary Only command (Report menu) 146
 - summary report, setting up 146
 - synonyms 74-75
 - Synonyms command (Search menu) 74-75

T

- tab marker 45
- tabs
 - finding/replacing 71
 - moving 60
 - removing 61
 - selecting
 - page layout 282
 - word processing 53
 - setting 60
- tab well
 - page layout 279
 - word processing 58, 61

- Template menu
 - Open Template command 141
 - Return Key Preferences command 120
 - Save Template command 140
 - Show Form command 119
 - Show List command 123
- templates 94, 140
 - opening 141
 - saving 140-141
 - using 140-141
- text 64-67
 - adding
 - graphics 215
 - page layout 254-264
 - capturing 323
 - changing 286-287
 - deleting
 - page layout 284, 285
 - word processing 56
 - editing 44-67
 - entering
 - page layout 278-279
 - word processing 46-47
 - finding
 - database 126-129
 - word processing 69, 70-71
 - formatting 278-279
 - importing 260, 261
 - replacing
 - database 126-129
 - page layout 283
 - word processing 55, 70-71
 - selecting
 - AppleWorks GS 22-23, 24
 - page layout 280-282
 - word processing 50, 51
 - sending 322
 - working with 278-299

- text alignment
 - changing 279
 - setting 62
- text area 45
- text colors, changing
 - graphics 244
 - page layout 287
 - word processing 67
- text fields 98
 - formatting 106
- text fonts, changing
 - graphics 216, 244
 - page layout 286
 - word processing 64
- Text menu
 - Center command 279
 - Double Spacing command 278
 - Full command 279
 - Left command 279
 - 1-1/2 Space command 278
 - Right command 279
 - Set Spacing command 278
 - Single Space command 278
- text objects. *See also* objects
 - creating 256-261
 - deleting 296
 - graphics 215, 216
 - importing text into 260
 - linked 259, 296
 - modifying 244-245
 - page layout 250, 255, 256
 - reshaping 245
- text-only files. *See* ASCII text files
- text pattern, changing 244
- text sizes, changing
 - graphics 216, 244
 - page layout 286
 - word processing 65
- text stream 257

Index

- text styles
 - changing
 - graphics 216, 244
 - page layout 286
 - word processing 65
 - combining
 - page layout 287
 - word processing 66
 - deselecting
 - page layout 287
 - word processing 66
 - text tool
 - graphics 214, 215
 - page layout 255, 258, 278
 - time, inserting 81
 - time fields 98
 - formatting 109
 - title bar 30, 32, 34
 - Title command (Style menu) 286
 - titles, setting 187
 - tools. *See also specific tool*
 - drawing 214–223
 - editing 224–231
 - graphics 204–231
 - page layout 255
 - paint 206–213
 - top margin 79
 - Transfer menu
 - Capture Text command 323
 - End Text Capture command 323
 - Receive Batch command 327
 - Receive Binary II command 327, 328
 - Receive File command 325
 - Send Batch command 326, 327
 - Send Binary II command 327, 328
 - Send File command 324
 - Send Text command 322, 324
 - transferring files 324–329
 - Transpose command (Edit menu) 180
- ## U
- Undo command (Edit menu)
 - AppleWorks GS 29
 - page layout 267, 285
 - word processing 57
 - undoing
 - AppleWorks GS 29
 - word processing 57
 - Ungroup command (Arrange menu) 236
 - Unlock Guides command (Options menu) 276
 - Unmark Fields command (Organize menu) 136–137
 - Uppercase command (Style menu) 286
 - Use Master Page command (Options menu) 269
 - user dictionary, editing 76–77
- ## V
- values 162
 - deleting 165
 - displaying 164
 - entering 162–165
 - vertical lines, drawing
 - graphics 217
 - page layout 289
 - vertical line tool
 - graphics 214, 217
 - page layout 288, 289
 - vertical scale 255
 - View Footer command (Document menu) 79–81
- ## View Formulas command (Options menu) 173
- ## View Header command (Document menu) 79–81
- ## W
- Window menu 30, 32
 - windows
 - AppleWorks GS 30–35
 - page layout 265
 - word, selecting
 - page layout 281
 - word processing 51
 - word processing 39–88
 - copying from 334–338
 - copying to
 - from database 339
 - from spreadsheet 343
 - database and 84–85
 - deleting 56–57
 - documents
 - editing 68–83
 - preparing for exporting 356
 - finding 68–71
 - footers 78–83
 - headers 78–83
 - importing into 348–349
 - inserting 54
 - insertion point, moving 48–49
 - mail merge documents 84–88
 - merged documents, printing 88
 - merge fields, adding 86–87
 - overview 40–43
 - replacing 55, 68–71
 - rulers 58–63
 - selecting 50–53
 - spell checking 72–73
 - starting 44–45
 - synonyms 74–75

text 64-67
 editing 44-67
 entering 46-47
 user dictionary, editing 76-77
word processing icon 44

X

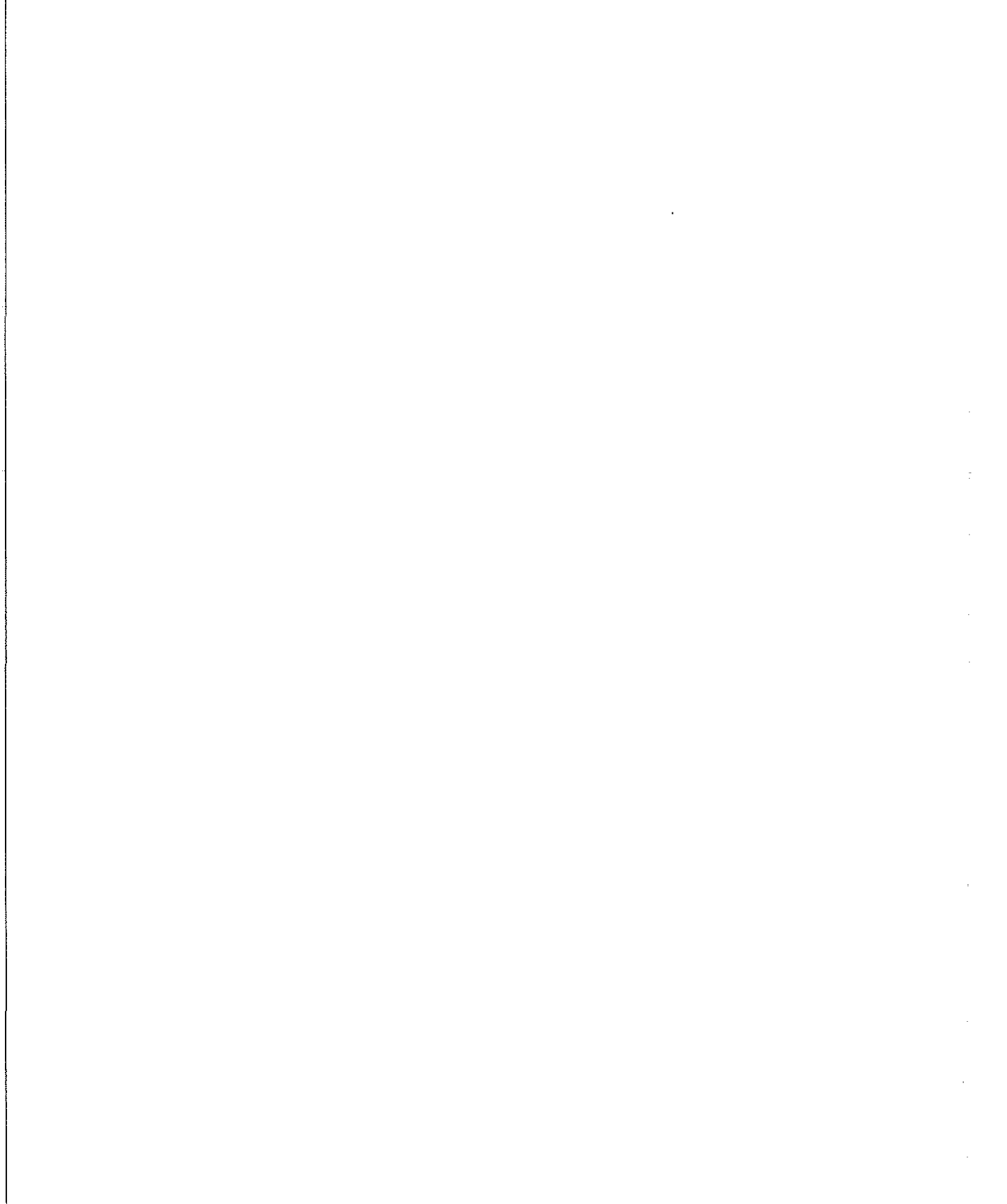
Xmodem 324
Xmodem CRC 324
XON/XOFF handshake 310,
 311, 314

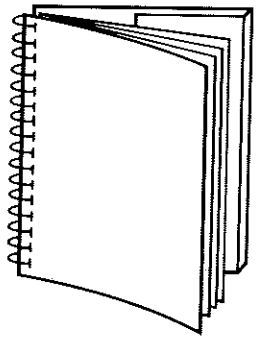
Y

Ymodem 324

Z

zoom box 30, 31





Tuck end flap inside back cover when using manual.

