

AppleWorks Tip

Sometimes AppleWorks can't find a disk in a drive. Perhaps you haven't closed the door of the disk drive, you inserted a disk that doesn't have AppleWorks files on it, or the disk is in a location other than the one displayed in the top-left corner of the screen. When AppleWorks can't find AppleWorks files in the disk drive, it tells you so. You can check for the reason and then ask AppleWorks to look for the files again in the same location or in a different location.

4. To choose one file from the list, use \downarrow and \uparrow to highlight the file you want. Then press RETURN .
5. To select several files, use \downarrow and \rightarrow to mark the files you want. Then press RETURN .

If you try to add a file that is already on the Desktop, AppleWorks asks if you really want to do that. If you answer yes, AppleWorks adds the second copy of the file to the Desktop. (You may want to rename one of the two copies.)

After AppleWorks adds two or more files at once to the Desktop, it displays a message telling you how many files have been added. Now either press Command-C to get the Desktop Index or press SPACE to return to the **ADD FILES** menu.

By the Way: AppleWorks won't let you add more than 12 files to the Desktop. Neither will it let you add files that take up more than the available Desktop space. AppleWorks displays a message if you try to do either one.

Working With One of the Files on the Desktop

To select one of the files on the Desktop to work with:

1. Make sure you have the Main Menu displayed. If you don't, you can get it by pressing ESC one or more times.
2. Choose **Work with one of the files on the Desktop**. AppleWorks displays the Desktop Index.
3. Choose the file you want to work with. AppleWorks displays that file with the cursor in the same place it was when you last worked with the file, so you don't lose your place when you leave a file.

If there is only one file on the Desktop, AppleWorks displays that file immediately, skipping the Desktop Index.

AppleWorks Tip

⌘-Q gets you the Desktop Index from anywhere in AppleWorks.

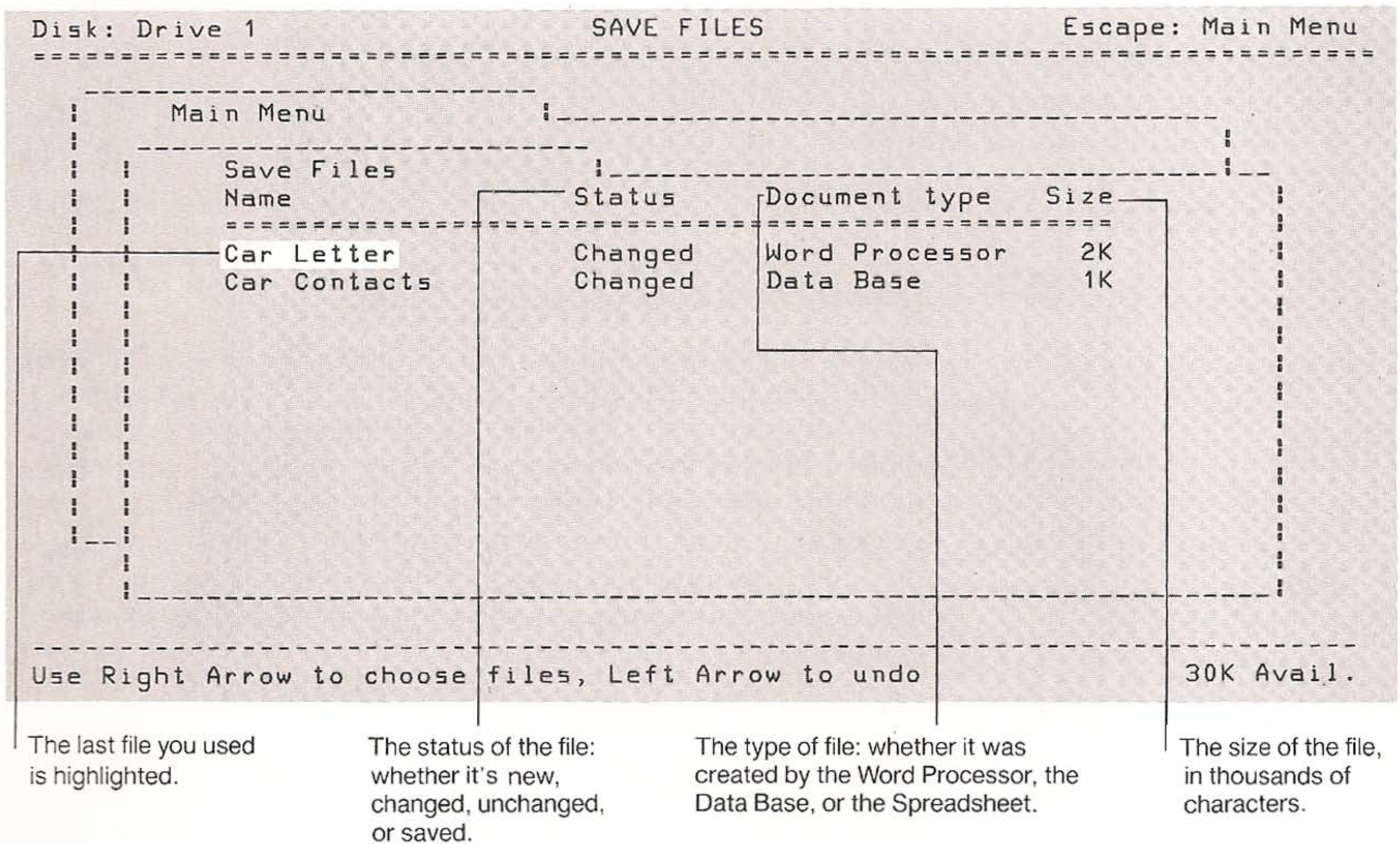
Saving Desktop Files to Disk

Sometimes you want to save one or more files to disk but keep them on the Desktop so you can continue to work with them. When you save a changed file, AppleWorks saves it to disk before it deletes the original file. That is, it doesn't just replace the old file with the changed file until the changed file is successfully saved. This is a safety feature to make sure you don't lose your original file before the new one is saved. There must be enough room on the disk for AppleWorks to save the changed file.

Here's how to save a file:

- 1.** Make sure you have the Main Menu displayed. If you don't, you can get it by pressing **ESC** one or more times.
- 2.** Choose **Save Desktop files to disk**. AppleWorks displays the **SAVE FILES** menu, illustrated in Figure 2-4.

Figure 2-4. Save Files Menu



Space Available: Depending on the size of your computer's memory, the *space available* number you see on the display may be larger or smaller than that in the manual's illustrations.

3. Use \downarrow to choose the file you want to save. Then press RETURN .
Or use \downarrow and \rightarrow to highlight more than one filename. Then press RETURN .
4. AppleWorks asks if you want to save the file on the current disk or on a different disk or directory.
 - If you choose the current disk, you specify whether you want to replace the old file with the new, unchanged file or save the file with a different name. Then you type the new name of the file and press RETURN .
 - If you choose to save the file on a different disk or directory, you have to specify which disk or directory.

Removing Files From the Desktop

See "Saving Desktop Files to Disk" to find out how AppleWorks saves files.

When the Desktop is too full, you can remove files from the Desktop. When you remove an unchanged file, you won't be asked first if you want to save it. It is immediately removed.

To remove files from the Desktop:

1. Make sure you have the Main Menu displayed. If you don't, you can get it by pressing (ESC) one or more times.
2. Choose Remove files from the Desktop. AppleWorks displays the Remove Files menu, which is illustrated in Figure 2-5.

Figure 2-5. Remove Files Menu

Name	Status	Document type	Size
Car Letter	Changed	Word Processor	2K
Car Contacts	Changed	Data Base	1K
User Group	Unchanged	Data Base	6K

Use Right Arrow to choose files, Left Arrow to undo 30K Avail.

The status of the file: whether it's new, changed, unchanged, or saved.

The type of file: whether it was created by the Word Processor, the Data Base, or the Spreadsheet.

The size of the file, in thousands of characters.

3. Use (↓) to highlight the file you want to remove. Then press (RETURN). Or use (↓) and (→) to highlight more than one filename. Then press (RETURN).

4. What you do now depends on whether a file is new, changed, unchanged, or saved:

- If the file you designated is unchanged or saved, AppleWorks immediately removes it and displays the Remove Files menu again.
- If the file you designated is new or changed, you can choose from these options:

Remove the file and save it on the current disk;

Change to another disk or directory, then save the file there;

Throw out the file with its changes. Then AppleWorks asks you if you really want to permanently erase from the Desktop the file you designated. This is a precautionary measure to make sure you don't erase a file by mistake.

If you change your mind and decide you don't want to permanently erase the file, choose **No**. If you want to permanently erase the file, choose **Yes**. AppleWorks takes you back to the Main Menu.

Quitting AppleWorks

See "Saving Desktop Files to Disk" to find out how AppleWorks saves files.

There are two ways to leave AppleWorks. One is safer than the other! The unsafe way is to just turn off your Apple computer. Or start up another program. If you choose this method, you may lose information you should have saved.

Here's the safe way to leave AppleWorks:

1. Make sure you have the Main Menu displayed. If you don't, you can get it by pressing **(ESC)** one or more times.
2. Choose **Quit**.
3. Choose **Yes**. (**No** gives you a chance to change your mind.)
4. AppleWorks then asks you how to take care of all the new and changed files on the Desktop, one by one. You can choose to
 - Save files on the current disk.
 - Change to a different disk or directory. Then you designate the other disk or directory.

- Throw out the file. Then AppleWorks asks you if you really want to throw out the file you designated. This is a precautionary measure to make sure you don't erase a file by mistake.

If you have made a mistake and don't want to throw out the file, choose No. AppleWorks presents the three options again.

If you want to throw out the file, choose Yes.

AppleWorks asks you then how to take care of the next new or changed file on the Desktop.

5. If a file is changed, AppleWorks asks you if you want to replace the old file with the changed one or save it with a new name. If you choose the second option, type the new name and press (RETURN).



Warning

Using the Quit option to leave AppleWorks ensures that you will always at least think about saving new or changed files before you quit using AppleWorks.

After you choose Main Menu option 6 to quit AppleWorks and you take care of all new and changed files, AppleWorks displays a ProDOS prompt as follows:

```
ENTER PREFIX (PRESS "RETURN" TO ACCEPT)
/APPLEWORKS
```

If you aren't running programs from a ProFile, it's easy to start up another application. Just insert the startup disk and press (⌘)-(CONTROL)-(RESET). If you are running programs from a ProFile, follow these steps:

Press (RETURN) to continue using the present volume. If you want to set the prefix to some other volume name where the program you wish to run is located, type the new volume name and press (RETURN). For example, you might type /PROFILE, which is the volume name of your ProFile.

After you press (RETURN), the display clears and you see this prompt:

```
ENTER PATHNAME OF NEXT APPLICATION
```


Now type the name of the program (in the volume you set above) that you want to run. For example, if you have the Filer program on your ProFile, you can just type `F i l e r` to cause it to run.

Using Other Activities Menu Options

This section tells how to use the options available from AppleWorks' Other Activities menu, including

- Changing the current disk drive or ProDOS prefix
- Listing all files on the current disk
- Creating a subdirectory
- Deleting files from disk
- Formatting a blank disk
- Selecting the standard location of the data disk.

The last Other Activities menu option, `Specify information about your printer(s)`, is described in Chapter 13.

Changing the Current Disk Drive or ProDOS Prefix

When you want to make a temporary change to the location where AppleWorks automatically looks for files, you can specify a current location. That lets you change to a different disk drive. Or you can specify a ProDOS prefix so AppleWorks looks in another location, perhaps in a subdirectory on a ProFile, for files. This change lasts until you quit AppleWorks or until you change it again, whichever comes sooner.

Any time you change the standard location by using Other Activities menu option 6, the current location changes automatically to that value.

Here's how to make the change:

1. Make sure you have the Main Menu displayed. If you don't, you can get it by pressing `(ESC)` one or more times.
2. Choose `O t h e r A c t i v i t i e s`.

See "File Locations" in Chapter 1 for a discussion of current locations.

3. Choose Change current disk drive or ProDOS prefix. AppleWorks displays the CHANGE CURRENT DISK menu.
4. Choose the device you want.
5. Type the ProDOS prefix if you chose ProFile or other ProDOS directory.

AppleWorks Tip

AppleWorks does not check the validity of ProDOS prefixes when you change the current location. If AppleWorks can't find the location when you ask for files or try to save files, it asks you whether to try again or to try in a different location.

Listing Files on the Current Disk

It's handy to be able to get a list of all files (up to 130) on the current disk, not just AppleWorks files. Here's how:

1. Make sure you have the Main Menu displayed. If you don't, you can get it by pressing (ESC) one or more times.
2. Choose Other Activities.
3. Choose List all files on the current disk drive. AppleWorks displays the list, with AppleWorks files first and other files listed alphabetically at the bottom and designated as Other or Subdirectory. If the list contains more than ten files, you see more at the bottom of the display. Use (↓) to see the rest of the list. To see the list of files in a subdirectory, change the current location to a ProDOS prefix that includes the subdirectory name.
4. Press (ESC) to return to the Other Activities menu.

Creating a New Subdirectory

You can create a new subdirectory on the current disk or on a ProFile. Subdirectories group files on a volume logically. Here's how to create a new one:

1. Make sure you have the Main Menu displayed. If you don't, you can get it by pressing (ESC) one or more times.
2. Choose Other Activities.

3. Choose `Create a subdirectory`.
4. Type the complete pathname of the subdirectory. Then press `RETURN`. After AppleWorks creates the subdirectory, it reports `Success!`

Deleting Files From the Disk

Here's how to get rid of old files from your data disks or ProFile by deleting files:

1. Make sure you have the Main Menu displayed. If you don't, you can get it by pressing `ESC` one or more times.
2. Choose `Other Activities`.
3. Choose `Delete files from disk`. AppleWorks shows the `DELETE FILES` display, which lists all files on the current disk.
4. Use `↓` to highlight the file you want to get rid of. Then press `RETURN`. Or use `↓` and `→` to mark more than one filename. Then press `RETURN`. (Remember, you can unmark files with `←`.)

Then AppleWorks asks if you really want to erase the file you designated. This is a precautionary measure to make sure you don't erase a file by mistake.

If you don't want to permanently erase the file, choose `No`. AppleWorks takes you back to the `Other Activities` menu or to the next file you chose.

If you want to permanently erase the file, choose `Yes`. AppleWorks takes you back to the `DELETE FILES` menu.

This activity also lets you delete a subdirectory if it contains no files.

Formatting a Blank Disk

To format a blank disk for use as a AppleWorks data disk or for use with other ProDOS applications:

1. Make sure you have the Main Menu displayed. If you don't, you can get it by pressing `ESC` one or more times.
2. Choose `Other Activities`.

3. Choose **Format a blank disk**. AppleWorks asks you to type the volume name for the disk. The volume name can contain up to 15 letters, numbers, and periods, with no spaces. It must begin with a letter. Press **(RETURN)** after you type the name.
4. Make sure the disk is in the current drive. Press **(SPACE)** when you are ready to format.

After AppleWorks formats the disk it reports **Success!**



Warning

AppleWorks formats disks in ProDOS format, which is not the same as DOS format. Use ProDOS-formatted disks for AppleWorks and other ProDOS applications. Use DOS-formatted disks with DOS systems. You can't use DOS-formatted disks with AppleWorks.

Note: You can't use AppleWorks-formatted disks to make startup disks.

Selecting the Standard Location of the Data Disk

The standard location of the data disk is where AppleWorks looks for files when you first start up and until you specify a current, different location. This information is saved from one session to the next.

When you first start up AppleWorks, the standard location is drive 1 (which is the built-in drive in the Apple IIc). Select a different standard location if you are using a drive other than drive 1 for your data disks.

Here's how to select the standard location:

1. Be sure you are at the Main Menu. If you're not, press **(ESC)** one or more times to get there.
2. Choose **Other Activities**.

3. Choose **Change standard location of data disk**. AppleWorks presents the Standard Data Disk display, which allows you to name a disk drive or ProFile or other ProDOS directory as the standard location.
4. If you chose ProFile or other ProDOS directory, AppleWorks asks you to type the ProDOS prefix. After you press **(RETURN)**, AppleWorks displays the Other Activities menu again.

See "File Locations" in Chapter 1 for a discussion of standard locations.

When you change the standard location, the current location changes automatically to the new standard location.

AppleWorks Tip

Initially, the standard location for disks is drive 1. If you are using any other location for AppleWorks data, such as drive 2 or a ProDOS prefix, select a new standard location. Selecting the standard location is probably a one-time only task.

Using Special Features

This section tells how to use AppleWorks' special features, including

- Asking for help
- Moving back and forth between files
- Saving the file you're using
- Printing a copy of the screen display
- Keeping track of available Desktop space.

Asking for Help

Whenever **(⌘)-? for Help** appears in the bottom-right corner of the display, you can get help information. To display help information:

1. Press **(⌘)-?**. AppleWorks displays the help information.
2. Use **(↓)** and **(↑)** to move the information displayed so you can see all of it.
3. Press **(ESC)** to leave the help information and return to where you were.

Moving Back and Forth Between Files

When you want to change to another file on the Desktop, press **(⌘)-Q** (for quick change). AppleWorks presents the Desktop Index, from which you can choose the file you want. The Desktop Index is available from anywhere in AppleWorks, so use it any time to get to the file you want. The file type is shown in abbreviated form after the filename.

Saving the File You're Working On

Any time you want, you can save the file you're working on at the moment. To do so, press **(⌘)-S**. AppleWorks saves the file immediately on the current disk. It replaces the original file by that name, if there is one. As it saves the file, it displays the index cards that show the save procedure. Then it returns you to the Review/Add/Change display of the file.

If you decide to stop this operation while it is still in progress, press **(ESC)**. Your original file is still on the disk.

This is probably the easiest and fastest way to make sure you don't lose information as you work with AppleWorks. It's a good idea to do it every 15 minutes or so.

Printing a Copy of the Display

To print a copy of what's displayed on the screen, press **(⌘)-H** (for hard copy). Before you do, however, you should make sure the printer designated for hard copies is the one you want.

You can print a copy of the display any time you are using AppleWorks. This feature can help you keep a written record of what Data Base report formats and customized record layouts look like, and what printer options are in effect.

See Chapter 13, "Printers and Printing," for directions on how to specify a printer to print a copy of the display.

Keeping Track of Available Desktop Space

Whenever you want, you can find out how much Desktop space is available for files. To do so, you get the **Available Space** sign at the bottom-right corner of the screen by pressing **(⌘)-?** whenever **(⌘)-?** for Help appears at the bottom-right corner of the screen. The **Available Space** sign tells how much space is available in thousands of characters, or kilobytes (K).

The **Available Space** sign usually appears in the bottom-right corner of the screen whenever **(⌘)-?** for Help does not.



Understanding the Data Base

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Understanding the Data Base

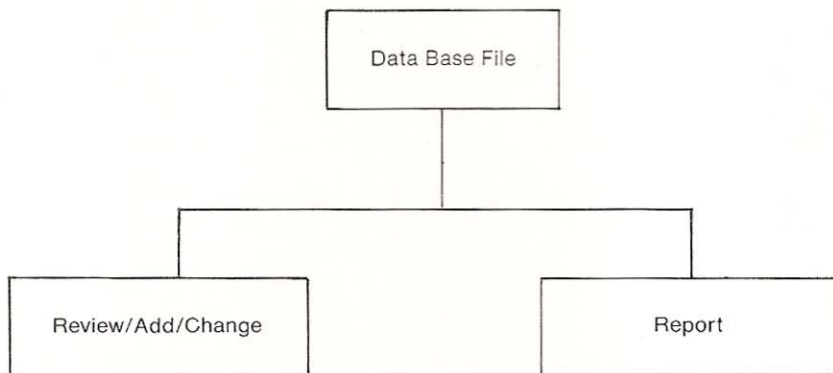
AppleWorks' Data Base allows you to work with information you normally keep in lists: names and addresses, schedules, inventories. The Data Base makes it easy to organize the information, keep it current, and get copies of it whenever you want.

This chapter discusses the Data Base's two main functions, illustrates its flow of activities, and lists its file guidelines.

The Data Base's Two Main Functions

AppleWorks' Data Base performs two main functions, as Figure 3-1 illustrates. These two main functions are Review/Add/Change and Report.

Figure 3-1. Data Base's Two Main Functions



When you use Review/Add/Change, you work with information in a file to add new information, change incorrect information, and delete out-of-date or unnecessary information. You also use features that allow you to display only certain information, arrange records in the order you want them, and change the way information is displayed on the screen.

When you work in Report, you create and print reports. To create reports, you make a set of specifications that tell exactly what information you want to print and the way you want the information placed. You also specify calculations, subtotals, and grand totals.

The report specifications you make become part of the Data Base file but they do not change the information in the file. You save the specifications so you can print the report any time you want with current information.

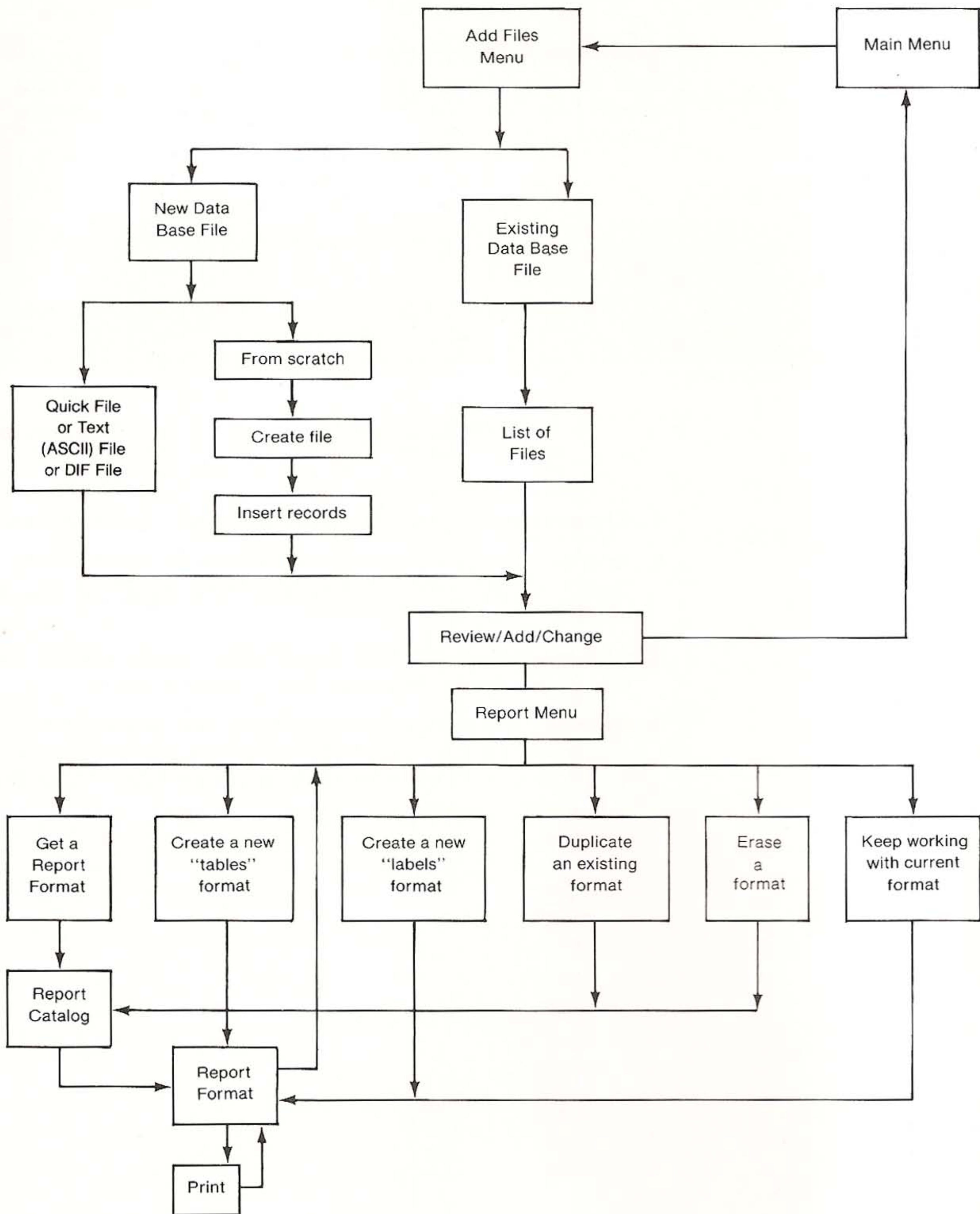
As well as printing a report on a printer, you can *print* it to the clipboard to include in a Word Processor document.

Activity Flow

The activities that lead to Review/Add/Change and those included in Review/Add/Change are described in Chapter 4. Those that have to do with Report are described in Chapter 5.

Figure 3-2 shows your activities when you are using Data Base files.

Figure 3-2. Flowchart of Data Base Activities



File Guidelines

Before studying Data Base file guidelines, you can review Data Base terminology by looking at Figure 3-3, which illustrates a sample Data Base file. The numbers refer to the explanations of terminology that follow.

Figure 3-3. Data Base Terminology

Item	Item No.	Cost
Courier 10 Printwheel	FF3882	6.95
Flip-top Disk File	FF1928	39.00
Flexible Disk Carrying Case	FF9711	59.95
Flexible Disk Binder	DD2837	6.95

Diagram annotations: A bracket labeled '1' spans the 'Item' column. A bracket labeled '2' spans the 'Item' and 'Item No.' columns for the first row. A bracket labeled '3' spans the 'Item', 'Item No.', and 'Cost' columns for the first row. A bracket labeled '4' spans the entire row for the first item.

- 1. Characters** are letter or numbers. `C` and `1` are characters.
- 2. Entries** are individual pieces of information within a Data Base file. `Courier 10 Printwheel` and `FF9711` are entries.
- 3. Categories** are one kind of information within a Data Base file. `Item`, `Item No.`, and `Cost` are categories.
- 4. Records** are all the information about one person or item in the file. All the information about the `Courier 10 Printwheel` is in one record. All the information about the `Flip-top Disk File` is in another record.

Working With Data Base Information

Table 3-1 lists guidelines for Data Base files.

Table 3-1. *Data Base File Guidelines*

File Feature	Guideline
Maximum number of records, no matter what the record size or number of categories	1350
Maximum number of records in a file assuming an average record size of 75 characters	Apple computer with 64K RAM: About 140 Apple computer with 128K RAM: About 750
Maximum number of categories per record	30
Maximum length of a record	1024 characters
Maximum length of an entry	76 characters
Maximum number of characters in a category name	20

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- 70** Displaying Certain Records
- 70** Changing Record Selection Rules
- 71** Finding Certain Records
- 72** Arranging Records
- 73** Changing the Record Layout
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- 76** Changing a File's Structure

The activities described in this chapter allow you to create Data Base files, browse through them, and keep information current. They also let you control what information is displayed and how it's displayed.

Creating a Data Base File

This section tells how to plan a new Data Base file and how to create a Data Base file from scratch, from a text (ASCII) file, from a DIF file, and from a Quick File file.

Planning a New Data Base File

When you plan a Data Base file, you first decide in general what the file should contain. That is, similar items of information logically belong together in a file. For example, your index of baseball cards belongs in one file, while your list of office inventory items belongs in another.

After you decide in general what the file should contain, you should analyze exactly what the similar items of information in the file have in common. For example, the items in the office inventory file probably have the following information in common: name of inventory article, date it was bought, where it was bought, original price, depreciated value, and warranty information. These become the **categories** in the file.

Each office item has a **record** in the file. For example, your copy machine and your answering machine each has a record.

field
form

So the file looks like that illustrated in Figure 4-1.

Figure 4-1. Office Inventory File

Item	DateBought	Where	DeprecVal	Price	Warranty
Copy Mach.	Jan 03 83	Fred's Off.Sup.	1500.00	2299.95	3 years
Answering Mach.	Nov 15 82	Sam's WholSl	0.00	159.95	1 year

Records

Entries

Categories

Creating the File

Follow these steps to create the file:

1. Choose **Add files to the Desktop** from the Main Menu.
2. Choose **Make a new file for the Data Base** from the Add Files menu.
3. Choose **From scratch, From a text (ASCII) file, From a Quick File file, or From a DIF file** from the Data Base menu.

From Scratch

Follow these steps if you're creating your file from scratch:

1. Type the name of the new file in response to **Type a name for this new file**. Filenames can be up to 15 characters long. They must begin with a letter, and they can contain uppercase or lowercase letters, numbers, periods, and spaces. Then press **(RETURN)**.
2. Type the names of the categories in the file. Category names can be up to 20 characters long. Use the overstrike cursor to type over **Category 1**. Press **(RETURN)** after each category name, including the last.
3. Press **(ESC)** when you are satisfied with the filename and the category names. AppleWorks then tells you the file doesn't contain any information and that you can begin inserting new records by pressing **(SPACE)**. The section "Records Into a New File" tells how to continue.

To correct the filename, press **(↑)** to return to the filename. Then retype it and press **(RETURN)**.