

TEN TIPS FOR APPLEWORKS

Ten ways to boost AppleWorks' word processing power

When I bought my IIGS, I bought one of the snazzy new word processors to go with it. But I find myself returning to AppleWorks. It's fast and easy to use. And I know how to make it do things like multiple line headers and footnotes. What? You don't? Well, you've come to the right article.

These tips aren't just for IIGS users; anyone with AppleWorks can take advantage of them. I do assume, however, that you know how to load Appleworks and make a new file for the word processor.

LETTERHEADS

I write letters using AppleWorks: letters to editors asking them to consider an article I've written (quite a few) and letters to editors thanking them for accepting articles I've written (not nearly as many as I'd like). I don't have letterhead paper, but instead, use a template for my letters.

When you send out a letter, that letter represents you, and so you want it to look as good as possible; therefore, a few words on the construction of a letter are in order.

A letter has more than just a letterhead — it has a heading, consisting of the letterhead and date; an opening, consisting of an inside address, salutation, and sometimes a subject line; a body, or what you want to say; and a closing. The body will change from letter to letter and the closing is usually too short to bother putting in the template, but the heading and opening are perfect template material. We're going to make one for a block style letter.

To make a letter template, open a new file for the AppleWorks word processor, and name it LETTER.TEMPLATE. When the screen appears, press Open-Apple-Z, then Open-Apple-O. Open-Apple-Z lets you see normally-hidden printer options; in this case, you'll need to see them so you'll know which ones you've inserted. Open-Apple-O brings you to the Printer Options menu. Set your top margin for one-half-inch (TM, Return, .5, Return) and bottom margin (BM) for one inch. Select Centered (CN) and then Unjustified. Press Escape to get out of the Printer Options menu.

Now, move the cursor to the beginning of the line that says

-----Unjustified

-----Top Margin: 0.5 inches
-----Bottom Margin: 1.0 inches
-----Centered

Howard M. Adkins
1065 W. Gold Bar Place
Tucson, AZ 85737

-----Unjustified

CURRENT DATE

Name
Title
Organization
Street Address
City, State, ZIP

Dear :

Subject:

START HERE AFTER CHANGING THE DATE

Figure 1: The Letterhead Template

and enter a carriage return; the "Unjustified" should move down a line, taking the cursor with it, and leave behind a blotch. Move the cursor up to the blotch, and you're ready to enter your letterhead. Type in your name and address; notice that as you type, the text is automatically centered. Once you've typed it in, move the cursor down past the "Unjustified" line using the arrow keys. Don't use carriage returns or you'll just keep moving the "Unjustified" down. Drop down three lines, or between lines 12 to 15, and enter CURRENT DATE. That finishes the heading. (So you see, by entering the Center command followed by the Unjustified command and then inserting the text you want centered between the two, you save yourself having to call up the Printer Options menu a second time.)

Move down five more lines and enter the inside address. For now, just enter

Name
Title
Organization
Street Address
City, State, ZIP

Drop two lines and enter your salutation:

Dear (Bill, Editor, Sir, Mom, whoever):

Drop two lines and enter:

Subject:

Drop two more and enter:

START HERE AFTER CHANGING THE DATE

Your template's finished; it should look like Figure 1. Save it. Now, when you're ready to write your letter, load in LETTER.TEMPLATE, change the name with Open-Apple-N (this will allow you to save a copy of your letter without messing up the template), change to the Overstrike cursor (Open-Apple-E, a flashing block instead of a flashing line), drop to the date line and type the current date over CURRENT DATE, then drop down and type the address information in the appropriate place. If there is no Title or Organization, just delete those lines and let everything move up accordingly. Drop to the salutation and fill in the name. Next, go to the Subject line and indicate what the letter is about. Go to the START HERE message, delete it (Open-Apple-Y will delete the whole line), and enter your text (I am forever forgetting to change the date in my letters and it causes no end of confusion — hence the attention-getter). Don't indent any lines because this is a block style letter; enter a blank line between paragraphs. At the end of your text, enter a blank line, and then your closing — Sincerely, Yours Truly, etc. Then, drop four lines and type your name. Print your letter, sign it, and send it.

ENVELOPES

Now that you have a beautifully typed and formatted letter, it would be a shame to put it in a handwritten envelope (especially if your handwriting is as bad as mine). So, let's make a template for business envelopes.

Start by opening a new word processor file and naming it ENVEL.TEMPLATE. Once you've got the blank screen of the new file, press Open-Apple-Z and Open-Apple-O. Set your parameters like this:

```
Top Margin: 0.0
Bottom Margin: 0.1
Left Margin: 0.0
Right Margin: 0.1
Paper Length: 4.0
Left Margin: 4.0
```

Yes, I know I have Left Margin entered twice; trust me. I set the right and bottom margins at 0.1 to give me a little margin for error, so I don't run off the edge of the paper and onto the platen.

Next, put the cursor on the line that says

```
-----Left Margin: 4.0 inches
```

and enter a carriage return. Move the cursor up to the blotch you just created on line 6 and enter your return address flush with the left margin. Next, enter nine carriage returns — that should force the second "Left Margin" down. (I know we could have told AppleWorks to skip nine blank lines while we had the Printer Options menu displayed; will you ever learn to trust me?)

There is a bug in some versions of AppleWorks (including version 2.0) that might affect users of this envelope template. After entering the margins and paper length as above, AppleWorks may get confused when you start typing in characters. The cursor may jump

around the screen, and it might say on the bottom of the screen that the cursor is in column 217. Don't be alarmed. Press Open-Apple-I to bring the cursor back to reality, then position it with the arrow keys.

That's it — the template's finished and should look like Figure 2; save it. Now, we both know that we have to put some other address on the envelope. If you've written a letter using your letter-head template, just get your envelope template on the Desktop, go to your letter file, copy (use Open-Apple-C, not move) the inside address block from the letter to the Clipboard, type Open-Apple-Q, select the envelope template, move the cursor to the line just below the "-----Left Margin: 4.0" line, and copy the address from the Clipboard. Bingo! It's all lined up. Now, before you crank an envelope into your printer, print the information on a piece of paper, and compare the result to the envelope: does it look like things are going to line up correctly? Are the addresses pretty much where you want them? Your return address should be no problem, but the address of the person to whom you're sending your letter may be a bit high or low — if so, add or delete one or more carriage returns from the nine you entered after your address and try again (this is why I entered nine carriage returns instead of the "Skip Lines: 9" command when we were on the Printer Options menu). Once it looks right on paper, risk an envelope. You might have to play with the positioning of the envelope in the printer to get things just perfect; once you get it right, all you have to do is remember it.

```
-----Top Margin: 0.0 inches
-----Bottom Margin: 0.1 inches
-----Left Margin: 0.0 inches
-----Right Margin: 0.1 inches
-----Paper Length: 4.0 inches
Howard M. Adkins
1065 W. Gold Bar Place
Tucson, AZ 85737
```

```
-----Left Margin: 4.0 inches
```

```
Name
Title
Organization
Street Address
City, State, ZIP
```

Figure 2: The Envelope Template

I don't bother saving copies of the envelopes I make, so I don't bother to change the name of the template when I use it. When you get ready to quit AppleWorks, it will ask you if you want to save the changes you made to ENVEL.TEMPLATE; just tell it no, and your template will remain unchanged, ready for the next time.

LABELS

What if, like me, you frequently send out material in large envelopes, ones too large to fit in your printer? Or you want to print a label for a box? Well, there are three approaches to this problem. First, you could buy a wide-carriage printer; that might solve the problem, but it may not be cost-effective, and besides, the box still wouldn't fit in the printer. Second, you can buy strips of labels on peel-off, tractor feed paper and print your labels on them; this is a viable solution, and I'll give you the parameters in case you decide to go this route, but, while not as expensive as Solution One, it's not real cheap, either. (It also has the added drawback that sometimes those peel-off labels peel off prematurely; I spent about two hours disassembling my printer, peeling labels off my platen and other parts, and reassembling the printer, which is why I generally

use Solution Three.) Solution Three is to call up ENVEL.TEMPLATE (see Envelopes) and print your label on regular paper, then cut it down to size and glue or tape it on the box or envelope.

For those of you that want to go with the peel-off labels (and probably get intimately acquainted with your printer's innards or make the day for your local printer repair shop), buy single-width labels (the paper will be one label wide; they come two or three labels across, but lining up one across is hard enough, and there is a masochistic exercise), 3.5 inches across (left to right) by 15/16s of an inch long, and whatever color suits you (white is, of course, the most professional looking and easiest to read).

Here's the parameters for the labels:

Top Margin: 0.0
Bottom Margin: 0.0
Left Margin: 0.0
Right Margin: 0.0
Paper Length: 1.0

You must enter six lines on each label — any combination of text and carriage returns you want, as long as they add up to six lines. The above parameters assume you are using the default setting of six lines per inch. You can, using the Option menu, change to eight lines per inch, in case you have a very long address; in that situation, you will have to have eight lines of text or carriage returns.

To keep from typing long words repeatedly and increasing the chances for error, use the Replace function.

The problem with this set-up is that the labels aren't usually the right length (top to bottom) — the example used labels that are 15/16s of an inch (because that's how big they are). If you have six lines of text, you'll have a problem with text falling off the top or bottom, and if you print a large number of labels at one time, even with just three lines of text, the text will eventually "migrate" off the top or bottom of the label, so it's best to print only eight or nine labels at a time.

For a moderate fee, I'll be happy to fix your printer.

FOOTNOTES

One of the biggest drawbacks to using AppleWorks to write academic papers is its inability to handle footnotes. Well, there's two solutions to this problem. First, beg your teacher or professor to allow you to use endnotes instead—you put in a superscript number just like a footnote, but instead of having the note at the bottom of the page, it's at the end of the paper, on a separate page entitled, strangely enough, Endnotes. If your teacher is a real jerk, you'll have to use Solution 2: Juggle the text of your paper so the footnotes appear at the bottom of each page where they're referenced.

Start typing your paper. When you come to the point where you need your first footnote, type a superscript "1" and finish the paragraph. Then, as your next paragraph, type your footnote. Continue with your paper. Once you've got it finished, calculate the page breaks (Open-Apple-K) and go to the place where the first footnote is and count the number of lines it contains. Scroll down from there to the page break, count up from there the number of lines in the footnote, count up three more (to allow for a gap between the bottom of your

text and the footnote), and move (Open-Apple-M) the footnote paragraph to that point. Recalculate the pages and see how things worked out. Move the footnote up or down as necessary to get it all on the page. If you have two footnotes on the same page, count the number of lines in both footnotes, add four (two blank lines between the text and the footnote and a blank line between footnotes), then use the same process outlined above to jockey the footnotes into place.

MULTIPLE-LINE HEADERS

I once prepared a manuscript that had to have my complete address on each page. AppleWorks will allow you to have only a single-line header if you use the Header function from the Printer Options menu. The good news is, you can put multiple-line headers in your manuscripts; the bad news is that it's a lot like adding footnotes (see previous tip), but not quite as hard.

First, create whatever text you want as the header, add two carriage returns, then move it to the Clipboard. Then calculate your page breaks using Open-Apple-K. Go to the top of the first page where you want your header to appear (this may be on page one or two, your choice), and copy (not move) from the Clipboard. Adding this text will do two things: cause the page break indications on the screen to disappear, and change the page break points (which is why you shouldn't panic when the first thing happens). Recalculate, go to the top of the next page, and repeat the process.

Tip for Footnotes and Multiple-Line Headers

Because of an AppleWorks feature known as widow and orphan protection, you may not be able to get a page break where you want it unless you force one with the New Page command from the Printer Options menu. In AppleWorks, widows are the last line of a paragraph at the top of a page; orphans are the last word of a paragraph by itself at the top of a page. It is considered impolite to create widows and orphans, which is why AppleWorks won't let you do it. If you have to break a page manually, put your break before the place suggested by AppleWorks — you may wind up with a little extra white space at the bottom of the page, but most people won't notice an extra blank line or two.

THE EASY WAY TO TYPE "MEGAPTERA NOVAEANGLIAE"

Let's say you're doing a paper on the humpback whale (Megaptera novaeangliae) and for some reason (technical accuracy, scholarly tone, or a love of big words), you want or need to type "Megaptera novaeangliae" repeatedly. Or, you're writing a science fiction story and your aliens are the X'd'zdrth'qwpt (not a good idea to call them something like that, but it's your first story and you don't know any better). To keep from typing those repeatedly and increasing the likelihood of error exponentially, use the Replace function.

First, decide on some abbreviation for your long phrase, like "xd" for your aliens or "Mega" for the whales. Don't chose an abbreviation that is likely to show up constantly in common words, like "on," "it," or "tee." Type your paper or story using your abbreviation throughout. When you finish, go to the top of your document (Open-Apple-1), and invoke the Replace command (Open-Apple-R will invoke the command; chants and incense will not). You will be given a choice of Text or Case Sensitive Text. Text will find all instances of text that matches what you will soon specify, but will ignore capitals and lowercase; Case Sensitive Text will find only the text that matches what you specify including capitals and lowercase. If your abbreviation has a capital letter (like Mega), use Case Sensitive and AppleWorks will ignore words like megaton.

When you make your decision, you will get the question "Replace what?" Type in your abbreviation (Mega) and press Return. You'll get the question "Replace with what?" Type your word or phrase (Megaptera novaeangliae) and press Return. You'll get the question

"Replace?" and your choices are "One at a time" or "All." You can choose "All," and be done with it.

Personally, I prefer to do it "One at a time," just in case I haven't been as wise in the choice of an abbreviation as I thought I was.

By the way, did you double-check your spelling before you pressed Return?

PRINTING THE "DEGREE" SYMBOL

You're busting along on your chemistry report and want to indicate the temperature to which a substance should be heated. You can type "79 degrees F" or "79°F." The latter looks much better, but like all things worth having, it requires a little work. (Don't bother searching your keyboard — Apple didn't see fit to give it to us; instead, we got reverse slashes and two kinds of brackets, things I make excuses to use every time I fire up the computer.)

First, type your paper using just the numbers and letters for the temperature (for instance, 79F). Then, go to the Printer Options menu, and select "+b" and "+e"; two carets (^) will appear in the text window. Press the Escape key. Position the cursor under the second caret; note that on the command line on the bottom of the screen, a message says "Superscript end" (if it doesn't, you've done something wrong; start over). Make sure you are using the Insert cursor (flashing bar) and type in a lowercase "o" (that's the letter "o", not a zero). It should look like this: ^o. Copy this to the Clipboard. Now go through your report, and wherever you want the degree symbol, position the cursor and copy the symbol from Clipboard.

What's that? Your printer won't do superscripts? Sounds like the perfect excuse to buy a new one.

ITALICS

I have to confess that I don't use an ImageWriter, ImageWriter II, or LaserWriter, either. I have an Epson LQ-850 that I love dearly, but AppleWorks doesn't always make use of some of the features built into it. Italics is one of those features.

To use this tip and the next one (Switching Between Draft and NLQ or LQ), you need to have your printer installed in AppleWorks as a Custom Printer. When you do so, you are allowed to enter printer control codes for each feature such as boldface, underlining, and character-per-inch settings.

When I want italics, I generally give up boldface. First, find your printer's manual, and find out if it is capable of italics, and if so, get the codes to turn them on and off. See **Table 1** for printer commands of some common printers. If you can't find the codes, don't bother reading any further; skip this and the next tip.

Table 1: Printer Control Codes

	Epson	ImageWriter II	Okidata 92
Italics on	Escape 4	n/a	n/a
Italics off	Escape 5	n/a	n/a
NLQ on	Escape x 1	Escape a 2	Escape 1
NLQ off	Escape x 0	Escape a 0	Escape 0

Still here? OK. Next, you're going to have to wade through several menus, so stay close. Go to the Main Menu and choose "Other Activities." Next, choose "Specify information about your printer(s)," "Change Printer Specifications," "Printer Codes," "Boldface, Subscript, and Superscript." Choose "Boldface Begin" and enter the codes that turn on italics for your printer. Use a ^ (Shift-6) to end your entry. Choose "Boldface End" and enter the codes to end italics, and a caret to end the entry. Back your way out of the menus (using Escape) and you're ready to go. When you want italic printing, put

your cursor on the spot where you want it to start, enter Control-B, and type your text. To turn it off, enter Control-B again.

SWITCHING BETWEEN DRAFT AND NLQ OR LQ

This process is much like the previous tip; if you or your printer didn't understand it, you may as well not read this either. Use the "Change Printer Specifications" options to toggle between draft and near letter quality (NLQ) or letter quality (LQ) if your printer is capable of this.

You may not be able to get a page break where you want one unless you force one with the New Page command.

Instead of using the Boldface command, though, use the Characters Per Inch settings, because these are global commands — they stay in effect until you cancel them. Put whatever codes turn off your NLQ and turn on your Draft mode in the 9 CPI section, and whatever turns off your Draft mode and turns on your NLQ or LQ in the 10 CPI section. Why? Well, draft is just that: draft. With AppleWorks thinking you want 9 CPI, the line length will be affected slightly, and the cumulative effect could eventually change a page break. No big deal, unless you're trying to put in footnotes or multiple-line headers, and you can still get a fast hard copy. In the 10 CPI mode, everything will be perfect.

Don't forget: When you enter the codes, first enter the code to turn off the other mode, then enter the code to turn on the new one.

PROOFREADING YOUR DOCUMENT

Really, this isn't a specifically-AppleWorks tip, but you're using AppleWorks to produce a good document, and this tip will help you produce a better document.

Even if you have a spell checker installed, you need to proofread your document carefully — "to," "two," and "too" are all correct spellings, but can be used incorrectly and your spell checker will still pass them and make you look bad.

The absolutely best way to proof your document is to print a copy and read it backwards: Start with the last word on the last page and read toward the beginning. Hard? Yes. That's the point — it makes you concentrate on each word, and makes it easier to spot missing words. If you read it forwards, you are expecting to see certain words in certain places and sometimes see them even when they're not there. (If, in that last sentence, I had written "...sometimes them even when there not they're.", my spell checker, good as it is, would have been happy; if the editors of *Nibble*, good as they are, had missed it, I'd have been embarrassed nationally, and probably been named the "Poster Child" for Better Grammar Month.)

That's it — my favorite tips for the AppleWorks word processor. I may have to use the snazzy program for a really complex job, but if I do, I'll use my ace-in-the-hole: I'll draft it in AppleWorks and use the utility that came with the other program to convert AppleWorks' files to its own file format, and then fine-tune the manuscript.

I figure I've got enough word processor power to last a lifetime!