



StyleWare DeskWorks™



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DeskWorks User's Manual
by Pat Dames and Gail Drago

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About This Manual

DeskWorks User's Manual explains how to install and incorporate DeskWorks into your favorite Apple IIGS programs. It will also show you how to best utilize the functions of each desk accessory.

Chapter 1, "Getting Started," describes the hardware needed to start up the program, teaches you how to create a backup disk, and explains the Finder. In addition, you'll learn how to install DeskWorks with step-by-step instructions that show you how to use desk accessories with other Apple IIGS-specific application programs.

Chapter 2, "Using DeskWorks," displays the screen appearance of each accessory, explains its functions, and details the steps you must take to use it.

Chapter 3, "Practical Uses for DeskWorks," provides useful examples of how DeskWorks can be used to organize and automate everyday tasks.

Chapter 4, "Reference," gives you important technical information concerning disk capacity, file location and the default setting of each desk accessory. A glossary of terms and an index are also included at the back of the reference chapter.

Chapter 1: Getting Started



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CHAPTER ONE



Getting Started

Chapter 1, “Getting Started,” introduces you to the twelve DeskWorks **desk accessories** and explains their functions. In this chapter, you’ll also learn what is required to begin using them.

The first section, “Before You Begin,” explains the **Finder** and suggests reading materials that will acquaint you with efficient ways to organize files and folders. In the process, you’ll refresh your memory regarding Clipboard operations. This important explanation is followed by “What You Need to Get Started,” which contains information about hardware needed to run the program.

And, to insure that you’ll always have DeskWorks in your disk library, “What You Need to Make A Copy of DeskWorks” will acquaint you with utility programs used to make backups. The procedure you’ll need to follow in order to copy the program is outlined in the section entitled, “Creating Backups Using the Finder.” Then, at the end of the chapter, you’ll learn installation procedures that should be followed for your particular hardware setup in “Installing DeskWorks.”

Before You Begin

The instructions contained on the next few pages will guide you through such procedures as making a backup copy of the DeskWorks disk and installing the desk accessories using the Finder.

The DeskWorks disk comes complete with the Finder, a system software program that provides you with a desktop from which you can run the DeskWorks accessories as well as application programs. By using icons, this utility program gives a graphic representation of the Apple IIGS



desktop as well as the hardware and software used by your machine.

Now would be a good time to review your *Apple IIGS Owner's Guide* for information regarding organization of files, Clipboard operations (Cut, Copy, and Paste), duplication, and backup procedures.

What You Need to Get Started

To use DeskWorks, you'll need the following equipment:

- an Apple IIGS with a Memory Expansion Card with at least 512K (768K is recommended)
- a monitor (RGB or composite color is preferable)
- a 3.5-inch disk drive

What You Need to Make A Copy of DeskWorks

You should make two copies of the DeskWorks program disk. This is a precaution against your disk being destroyed by such unexpected mishaps as the natural elements, computer malfunction, spilled coffee, or perhaps an ill-disciplined puppy eager to taste the world of computer technology.

To make these backups, use one of the following utility programs:

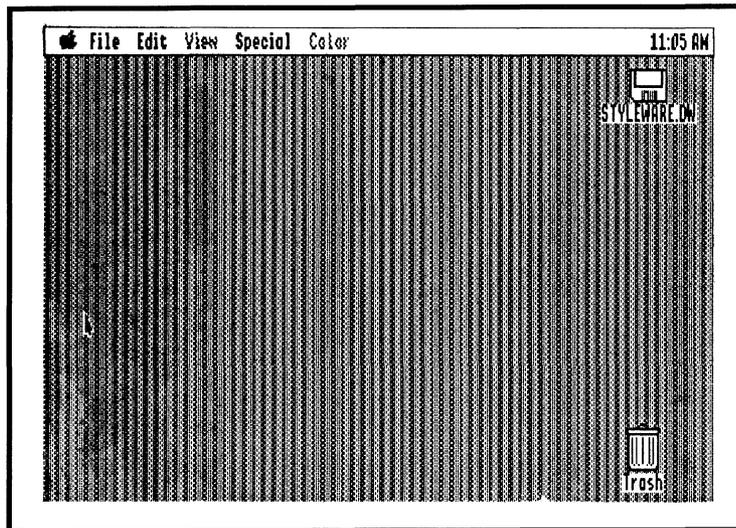
- The **Finder** that came on your DeskWorks disk
- The Copy Files command or Duplicate a Disk command on the *Apple II System Utilities Disk*
- The COPY command in the *Copy II Plus Utilities* published by Central Point Software, Inc.



Creating Backups Using the Finder

You can use the Finder on your DeskWorks disk to make a **backup** disk.

- Start up your Apple IIGS with the DeskWorks disk in the disk drive. The icon will appear on your Finder desktop, labeled StyleWare.DW.

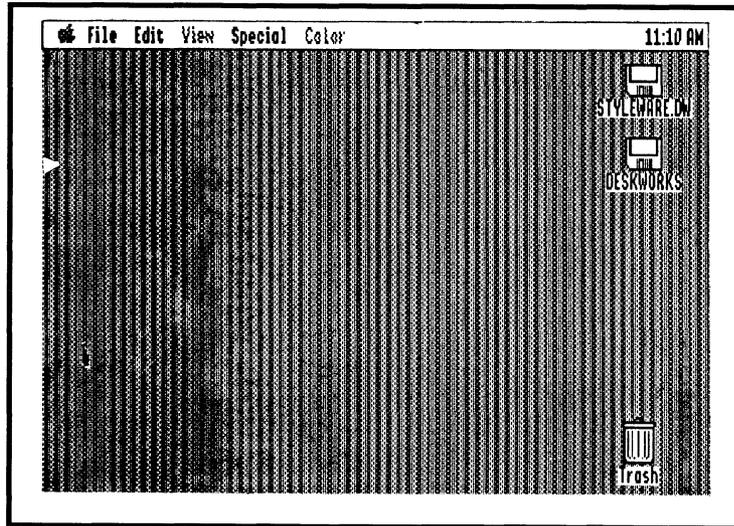


- If you're using a two disk drive system, insert a blank disk in your second drive.
- If you're using a single disk drive system, eject the DeskWorks disk and insert a blank disk.

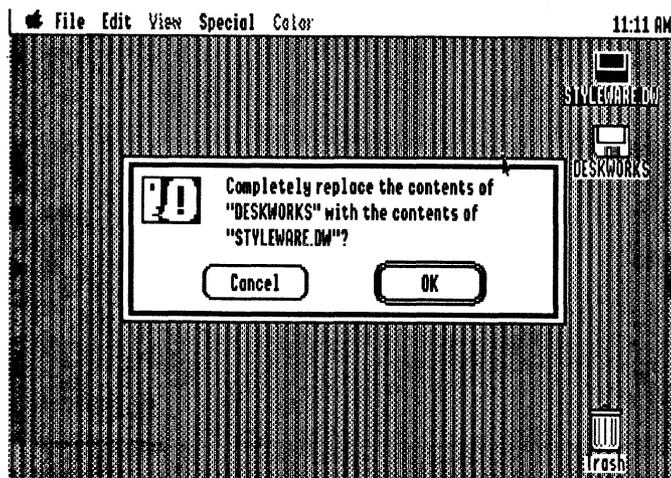
Should you use an **uninitialized disk**, you'll see the message, "This disk is unreadable. Do you want to initialize it as a ProDOS disk?" Select "Initialize" and press the *return* key. You will then be asked to name the disk. Type "DeskWorks" in the highlighted field and press



return or click the OK button. After the disk is initialized, it will appear as an icon on the Finder desktop.



- Drag the DeskWorks disk icon to the new disk icon, and release the mouse button. You'll see a dialog box asking, "Completely replace the contents of DeskWorks with the contents of StyleWare.DW?"



If you're using a single drive, the Finder will tell you when to exchange disks. Follow the instructions on the screen to complete the operation.

When you've completed your two backups, store the program disk and one of the backups in a safe place. Use the remaining backup for installing DeskWorks in your application programs. DeskWorks will work with any IIGS-specific software created according to Apple systems software standards.

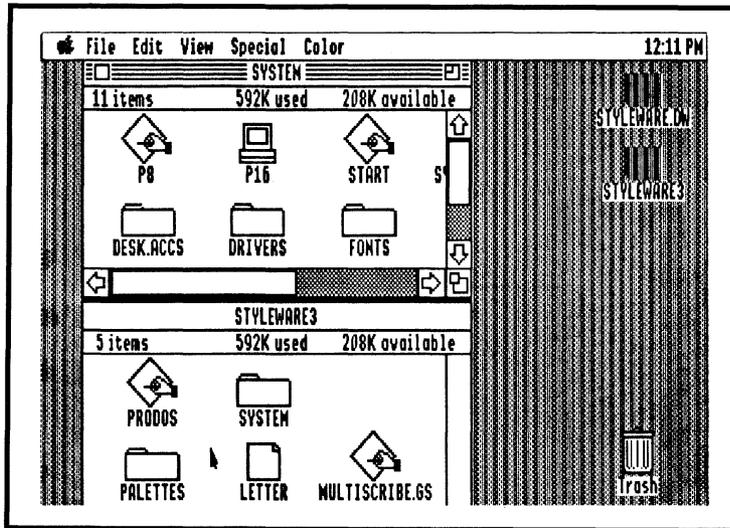
Installing DeskWorks

You're ready to install the accessories on your application programs. MultiScribe GS is used in the following procedures to illustrate how to install DeskWorks in an application. In the following procedures the MultiScribe GS disk is titled StyleWare3. Choose one of the following:

Installing DeskWorks using a Two 3.5-Inch Drive System or on a Hard Drive Using the Finder:

- Insert the DeskWorks disk in drive 1 and turn on your Apple IIGS.
- Insert your application disk in drive 2.
- Double-click the application disk icon or the hard drive icon on the Finder Screen.
- Open the DeskWorks disk icon on the Finder screen by double-clicking it.
- Double-click the System folder icon on the DeskWorks disk to open it.





Almost all of the DeskWorks accessories are located on the DeskWorks disk in the folder labeled Desk.Accs. The exception is the Menu Clock which is located in the System.Setup folder. If you want to move all of the accessories to your application disk, you can copy the entire Desk.Accs folder into your application System folder, then copy the Menu Clock to the System.Setup folder.

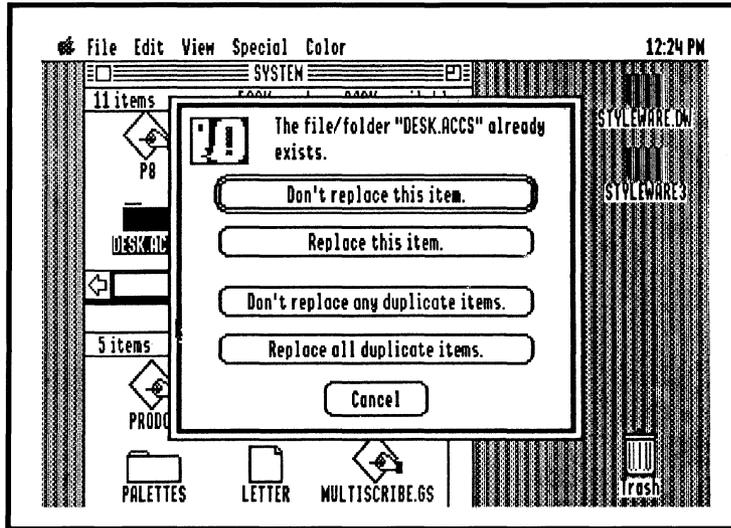
If you want to move only a few of the accessories to your application, you can install them one at a time. If you're installing DeskWorks on a 3.5-inch disk, space limitations will determine how many of the accessories you'll be able to use at a time. If, however, you are installing DeskWorks on a hard drive, you probably won't encounter this problem. With a 512K machine, you'll be limited in the number of accessory programs you can use with your applications at a given time. Therefore, it would be advisable to install the accessories one at a time to see how the application will perform.

To install the entire folder using two drives or a hard drive:

- Drag the Desk.Accs folder icon on the DeskWorks disk to the System Folder on your application disk.



A dialog box will appear on the screen:



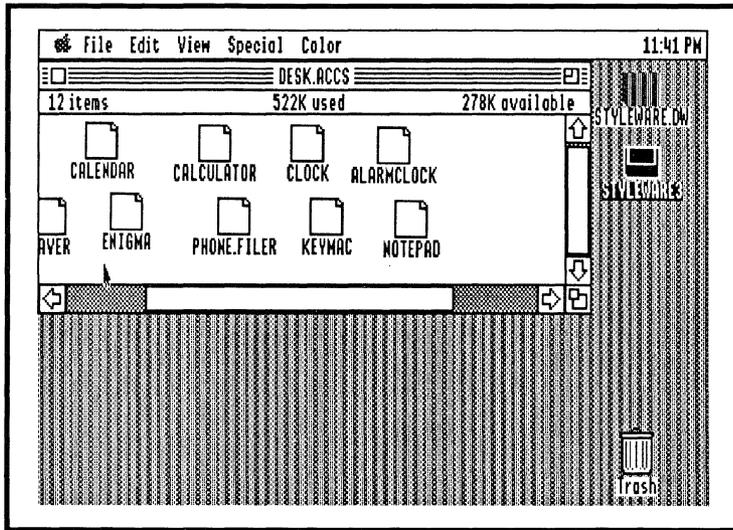
If you have desk accessories installed on your disk that you want to keep, click once on the “Don’t replace any duplicate items.” button.

- After the other accessory files have been copied, open the System.Setup folder on your DeskWorks disk, and move the Menu Clock accessory to the System.Setup folder on your application disk.

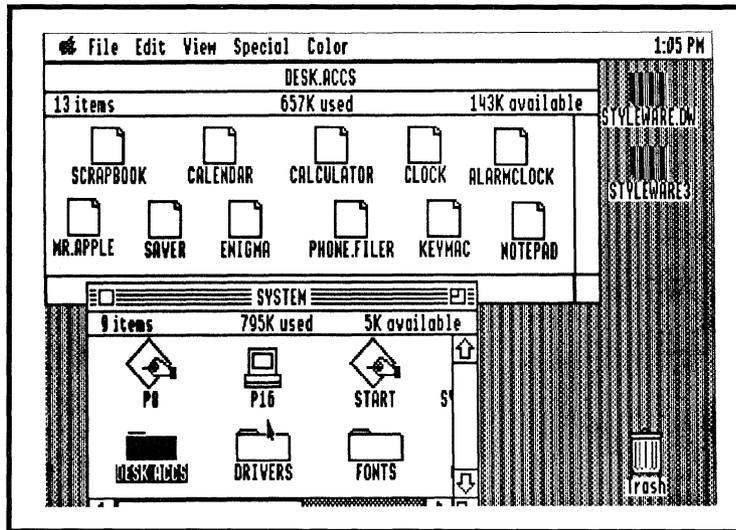
To install individual accessories using two drives or a hard drive:

- Open the DeskWorks Desk.Accs folder.





- Open the System folder on your application disk or on your hard drive.

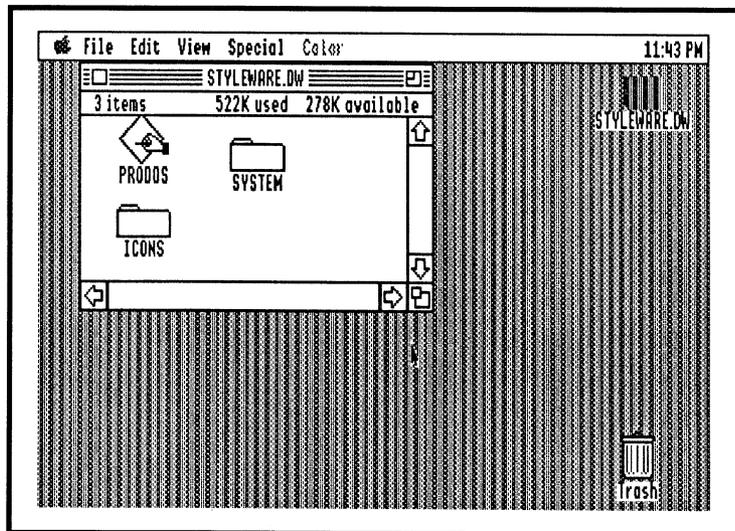


- For each accessory you want to install, drag its icon from the Desk.Accs folder on the DeskWorks disk to the Desk.Accs folder in the System folder on the application disk.
- To copy the Menu Clock, open the System.Setup folder in the System folder on the DeskWorks disk and move the Menu Clock to the System.Setup folder on your application disk or hard drive.

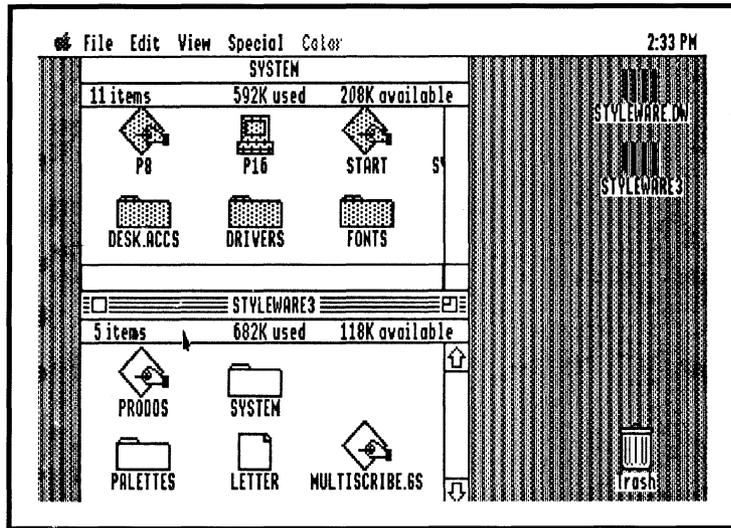
Repeat these steps with each of the accessories you wish to install, and they'll be copied onto your application disk or hard drive. To install more than one desk accessory, hold down *shift*, click the desired number of desk accessories and drag to the Desk.Accs folder on the application disk.

Installing DeskWorks on a One Drive System Using the Finder

- Insert your copy of the DeskWorks disk in your drive, and turn on your Apple IIGS.
- Double-click the DeskWorks disk icon to open it.



- Double-click the System folder icon to open it.
- Eject the DeskWorks disk from your drive and replace it with the application program disk on which you want to install DeskWorks accessories.
- Double-click the application disk to open it.



Almost all of the DeskWorks accessories are located in the folder labeled Desk.Accs. The exception is the Menu Clock, which is located in the System.Setup folder. If you want to move all of the accessories to your application disk, you can copy the entire Desk.Accs folder into your application's System folder, then copy the Menu Clock to the System.Setup folder.

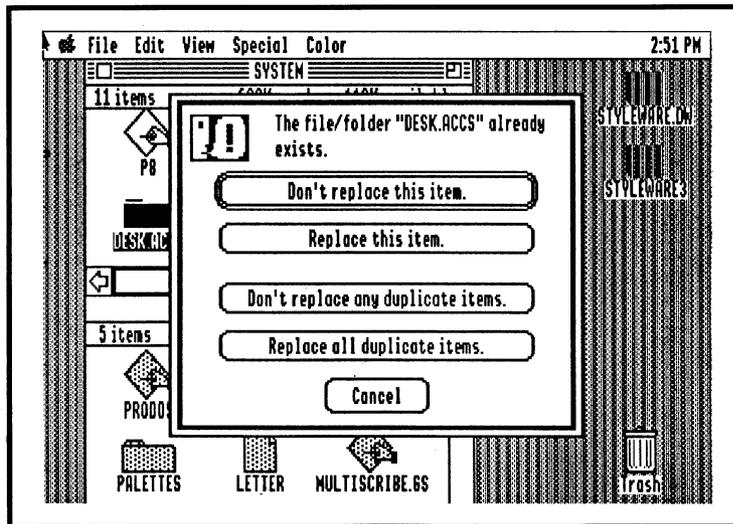
If you want to move only a few of the accessories to your application, you can move them one at a time. If you're installing DeskWorks on a 3.5-inch disk, space limitations will determine how many of the accessories

disk, space limitations will determine how many of the accessories you'll be able to use at a time. With a 512K machine, you'll be limited in the number of accessory programs you can use with your applications. Therefore, it would be advisable to install a few accessory programs one at a time to see how the application will perform.

To install the entire folder in a one drive system:

- Drag the Desk Works Desk.Accs folder to System folder on your application disk, in this example, MultiScribe GS. When the System folder is highlighted, release the mouse button.

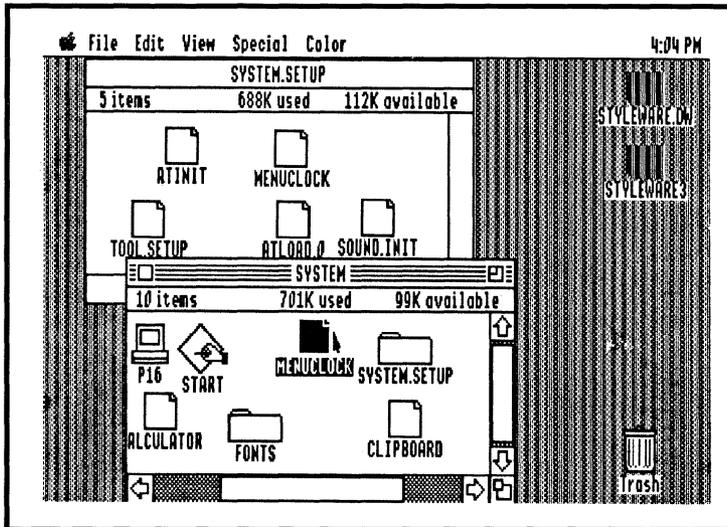
A dialog box appears on the screen.



- A dialog box will appear on the screen telling you that the folder Desk.Accs already exists and asking if you want to replace it. Click the "Replace this item" button. Doing this will save any accessories you have in your folder.

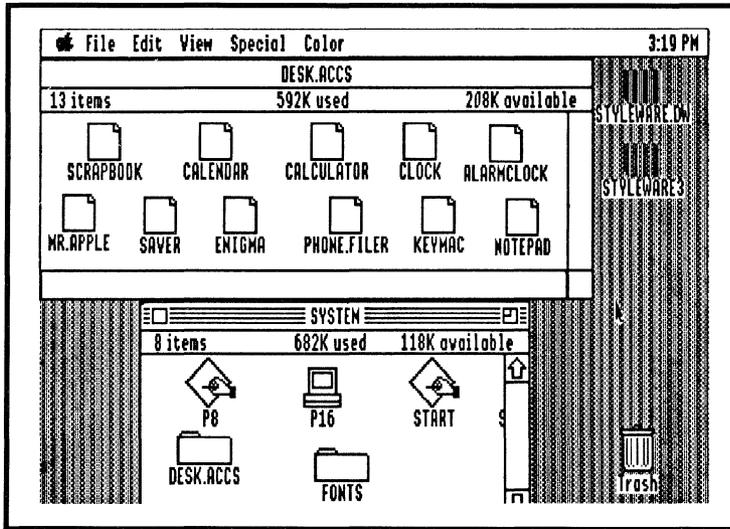


- After the files have been copied, open the System.Setup folder on your DeskWorks disk and move the Menu Clock accessory to the System.Setup folder on your application disk.

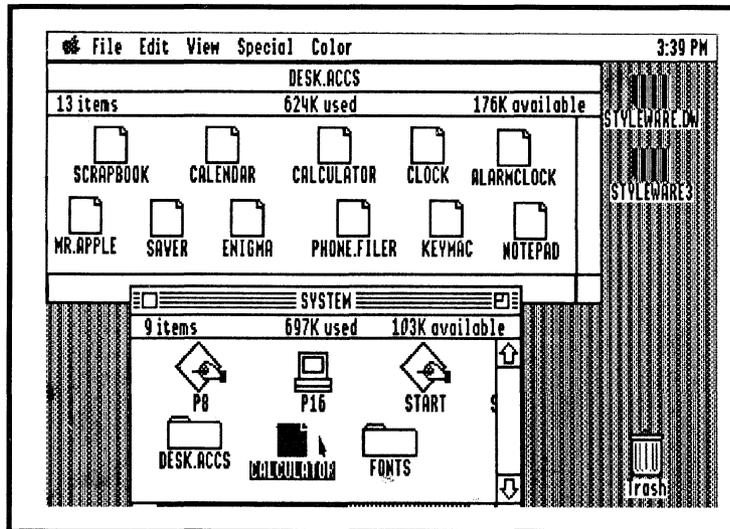


To install individual accessories on a one drive system:

- Open the DeskWorks Desk.Accs folder in the System folder.
- Open the System folder on your application disk.

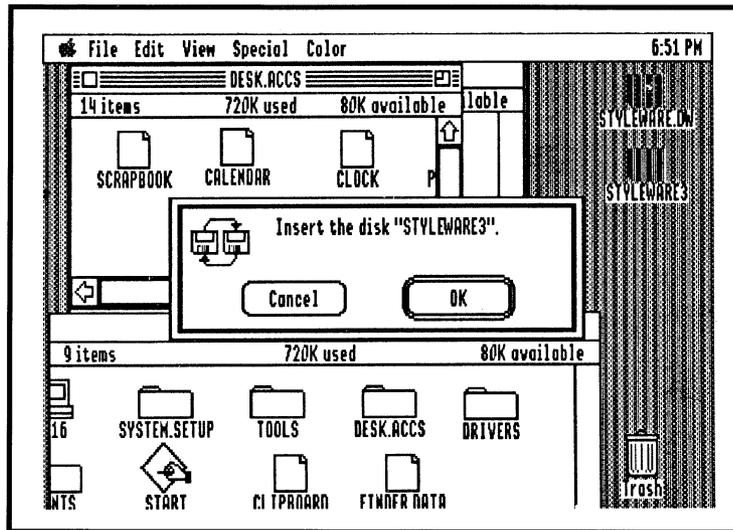


- For each accessory you want to install, drag its icon from the Desk.Accs folder on the DeskWorks disk to the Desk.Accs folder on the application disk.



- To copy the Menu Clock, open the System.Setup folder in the System folder on the DeskWorks disk and move the Menu Clock to the System.Setup folder on your application disk.

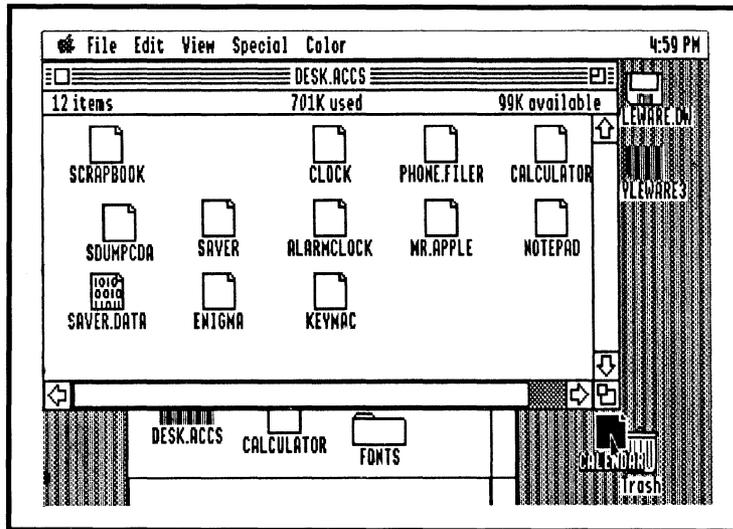
The Finder prompts you for the necessary disk changes to complete this operation.



Removing Desk Accessories

Remove DeskWorks desk accessories by dragging them from their folders on your application program disks or hard drive to the Trash Can.

- Start up your computer with your working copy of the DeskWorks disk.
- Open the disk icon on the Finder desktop which contains your application with desk accessories installed on it.
- Open the Desk.Accs folder (or the System.Setup folder) and drag the DeskWorks icons for the desk accessories you wish to remove to the Trash Can on your Finder desktop.



- Choose Empty Trash from the Special Menu.

Using DeskWorks With an Application in The Finder

If you have two 3.5-inch disk drives, you don't have to install DeskWorks desk accessories to use them with your application.

- Insert the DeskWorks backup disk in drive 1 and turn on your Apple IIGS.
- When the Finder desktop appears, insert the application you want to use in drive 2. In this example, MultiScribe GS is inserted.
- When the application disk appears on the desktop, double-click it to open it and double-click the application you want to run.



-
- The Program Launcher will appear on your screen with a list of the files on the application disk.
 - Double-click the application program to run it.

When the application program opens, the DeskWorks desk accessories will be accessible from the  Menu.

Using DeskWorks Installed in an Application

- Insert the application on which you've installed DeskWorks in your disk drive.
- Turn on your Apple IIGS.
- When the Program Launcher appears on your screen, choose the application program you want to run by double-clicking it.
- The program desktop will appear on the screen, and the desk accessories you've installed in that application will be accessible from the  Menu.

Chapter 2: DeskWorks Accessories



DeskWorks Accessories

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CHAPTER TWO



DeskWorks Accessories

DeskWorks will not only put you a step closer to this highly technical world of ours, but it will also sharpen your organizational skills. Once you've learned to use the twelve features, you'll be amazed at the time you'll save and will wonder what life was like without them.

With the System and Menu Clock available, for instance, the accurate time is always present to keep you on schedule. And, if you have an important appointment to keep, the DeskWorks Alarm Clock can act as a reminder. Also included in the program is a Calculator that can compute figures in a flash, a feature you'll appreciate if you've ever needed to balance your checkbook in a hurry.

Other accessories include the Notepad, where you can jot down ideas, a Calendar that seconds as an Appointment Book, and the Scrapbook where you can do on-the-spot "cut and paste." In addition, you'll save time with the program's PhoneFiler that doubles as an address file and automatic phone dialer.

Since "all work and no play" is not good for anyone, DeskWorks includes Enigma, a brain-teasing game of elimination designed for a lone player, a good diversionary tactic when you need a break.

This chapter explains each accessory and takes you step-by-step through procedures that give you the maximum use of every one.

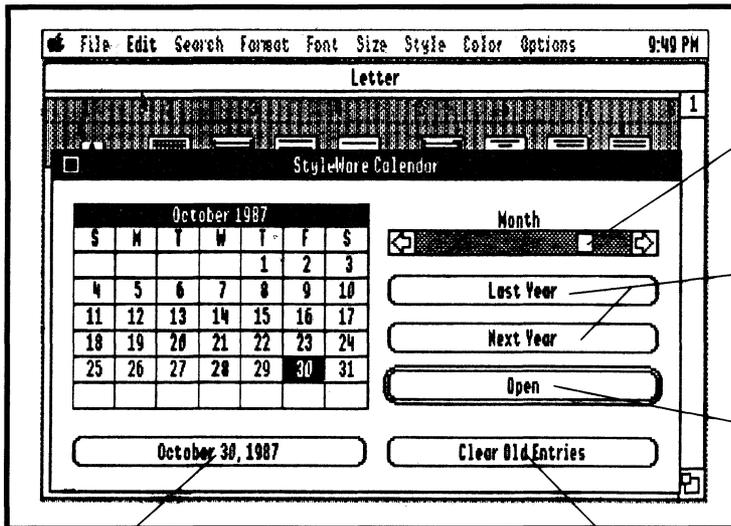
Calendar/Appointment Book

The StyleWare **Calendar/Appointment Book** is a 12 month calendar, complete with an Appointment Book containing a page for each day's appointments and activities. The Calendar window displays the current date, highlights other important days that must be remembered, and enables you to record and delete appointment entries.



Accessing the Calendar/Appointment Book

The **Menu** displays all the DeskWorks accessories you've installed. To open the Calendar/Appointment Book, choose it from the **Menu**. The Calendar opens in the document window.



The Month scroll bar changes the month.

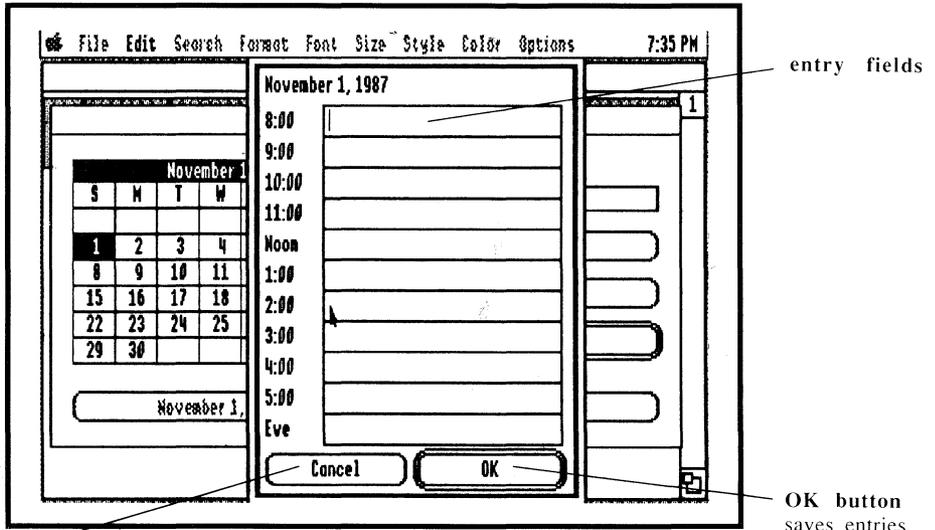
The Last Year or Next Year button move from year to year.

The Open button opens the Appointment Book.

Current date

The Clear Old Entries button deletes all entries on Appointment Book.

The Calendar appears with the current day, month, and year displayed in the window. The current day is highlighted. To open the Appointment Book, double-click any date in the Calendar. The Appointment Book appears over the Calendar window. To open any date, either double-click it, press *return*, or click the Open button.



Cancel button
returns you
to calendar.

The Appointment Book provides fields representing the hours of the day from eight A.M. through five P.M. with a field for an evening entry. Each field can be cut, copied, and pasted from applications into the Appointment Book or from the Appointment Book into application documents.

Using the Calendar

The DeskWorks Calendar can display dates from January 1, 1935, to December, 31, 2034. When you choose the Calendar from the  Menu, it appears on your screen displaying the current date—the month, day and year. This date, as well as those which have Appointment Book entries, are represented by bold characters.

Changing the Calendar Date

Though setting the date of the DeskWorks Calendar can be done several ways, the easiest method is to change the day by clicking the date you wish to change. The selected date will appear inverted with white numbers on a black background. To move backward or forward through the month, click any of the displayed days.



To change the month, click the arrows of the Month scroll bar. To move ahead one month, click the right scroll arrow once. To move back a month, click the left arrow once. If you wish to move several months into the future or back into the past, click the left or right scroll arrow the appropriate number of times.

To change the year, click the Last Year button once to move back one year, or click the Next Year button once to move forward one year.

Shortcuts to Changing the Date

Another way to change a calendar month is to click a white space preceding the first day or following the last day of the displayed month. Clicking before the first day of the month will result in the previous month appearing on the screen. Clicking after the last day of the month will result in the following month being displayed.

To return to the current day, month, and year, click the button displaying the current day's date.

Using the Appointment Book

The Appointment Book feature of the DeskWorks Calendar allows you to schedule appointments for each hour of the day from 8 A.M. to 5 P.M. with an added entry for the evening. To record an entry in the Appointment Book, select a date by clicking it and then clicking Open, or double-click the date. The Appointment Book page will appear over the Calendar. To create an entry, click at the beginning of a field and type. Pressing the *tab* key will also move you from field to field. Pressing *return* will take you back to the Calendar. The field holds approximately 30 characters.

Cutting, Copying, and Pasting Text

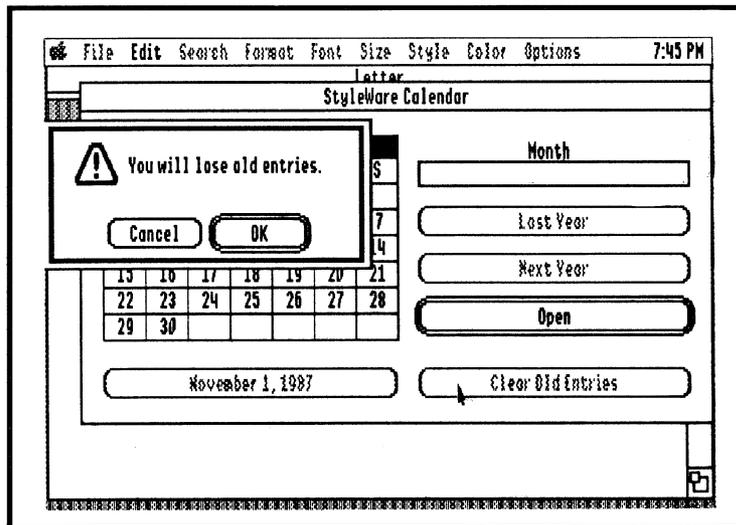
Clipboard operations can be performed on one field at a time in the Appointment Book. You can transfer text between some accessories as well as from an application to the Appointment Book and from the Appointment Book to an application document. The text transfer must be between the Calendar and word processing applications, however; you can't transfer text to graphics programs.

Select the text you wish to cut or copy. Press **⌘-X** to cut it or use the **⌘-C** to copy it onto the Clipboard, and then use the Open **⌘-V** to paste the text into a document. You can't choose the Edit Menu commands when the Appointment Book is open.

Using the Clear Old Entries Command

To maximize space on your disks, you can delete past Appointment Book entries with the Clear Old Entries command. This command deletes all Appointment Book entries prior to the current date. When you click the Clear Old Entries button, a dialog box will appear warning you that "You will lose old entries."

You can either cancel the operation, or click the OK button to continue.

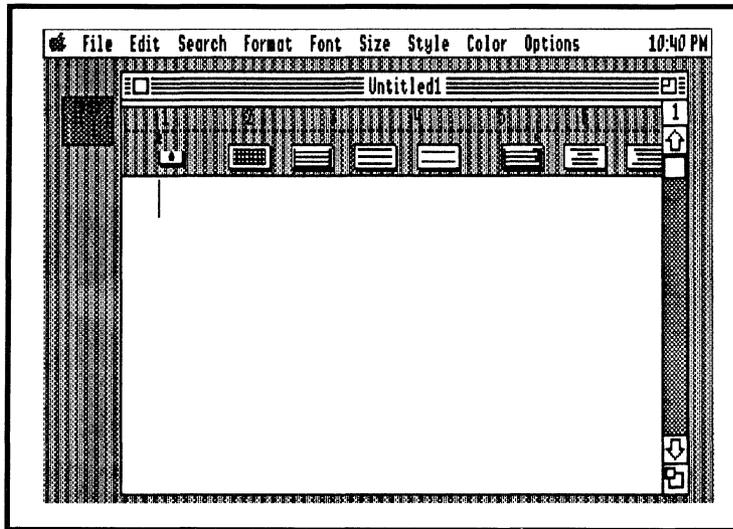


Leaving the Calendar

If you decide to work on your document but don't want to close the Calendar, you can reduce it to an icon that can be moved anywhere on your desktop. To collapse the accessory, hold down the *option* key and click anywhere in the Calendar window. If you click the application window, it will move in front of the Calendar icon and will become the



active window. If you think you'll be referring frequently to the Calendar, you may want to resize the application window so that the Calendar icon is visible. To return the icon to its full size, double-click it. If your icon is hidden behind the document window and you don't want to resize it, choose Calendar once again from the  Menu.



If, however, you want to work on your document but decide to leave the Calendar its full size on your desktop, you can click the application window to move it in front of the Calendar.

To exit the Calendar, click its close box. If the Calendar is in its icon form, double-click to open and return it to its full size. It's necessary to close the desk accessory before you exit the application or turn off your Apple IIGS in order to save the Appointment Book entries.

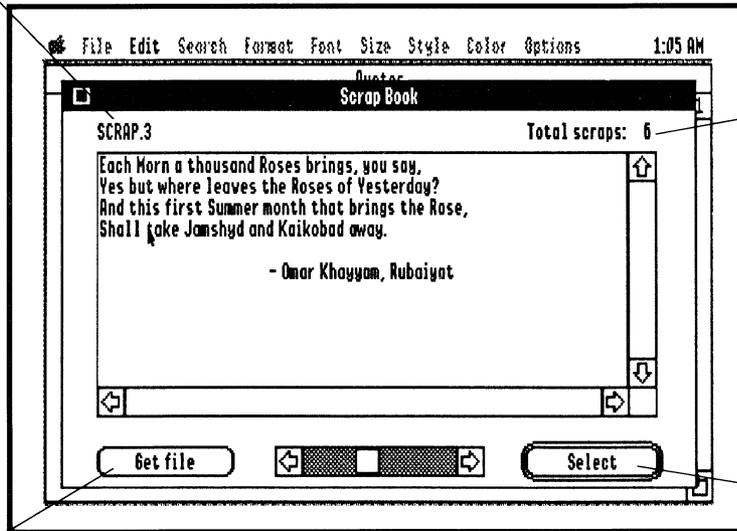
The Scrapbook

Through DeskWorks, you can cut and copy text and graphic **scrap files** from many of your favorite Apple IIGS applications—including MultiScribe GS™, TopDraw™, and PaintWorks Plus™—into a common storage file called the Scrapbook. Once a text or graphic scrap file has been placed into the Scrapbook, it can be used again and again, both with the application originally used to create it and with other applications as well.

Using the Scrapbook

The first page of the Scrapbook gives you the company name and author of the accessory. Above this information, you'll find the total number of scrap files contained within the application, and to the left, you'll see the specific name assigned to the current scrap file.

States name or number of scrap file.



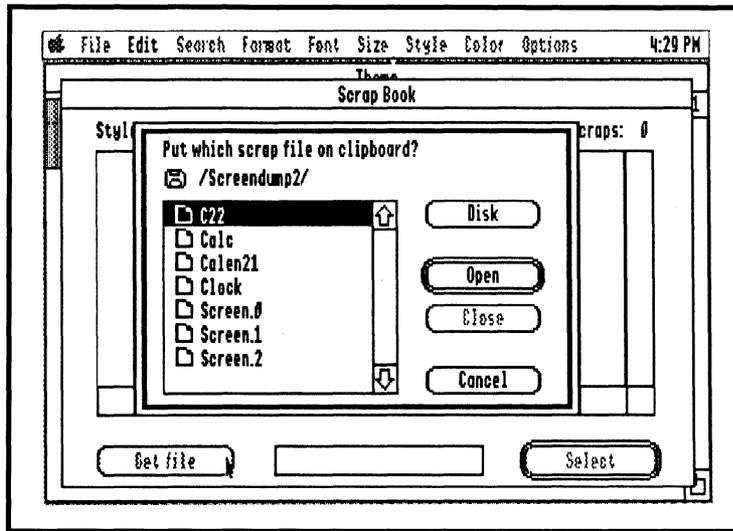
Number of scrap files in Scrapbook

Select button selects scrap file.

Get File button accesses a specific file.

Click Select or press *return* to display the scrap file listings on the Scrapbook. A dialog box appears on your screen:



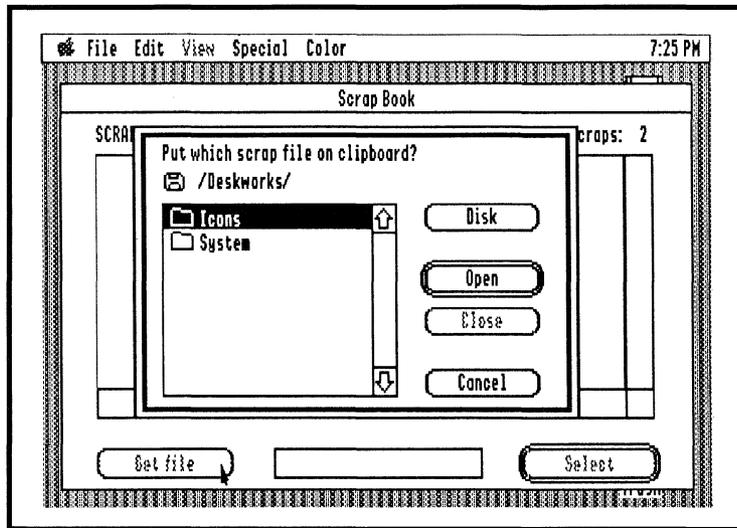


You'll see a list of scrap files in your Scrapbook. The vertical scroll bar to the right displays the names that you've given to the scrap files. If you choose not to name the scrap files, the Scrapbook will automatically number them for you. The Get File button enables you to access picture or text files located on other disks or storage devices that you might want to add to the Scrapbook.

Creating Scrap Files

You can create scrap files to store in the Scrapbook by using one of several methods. If you've installed DeskWorks into an application program, you can use the Edit Menu commands to cut or copy graphics and sections of text onto the system Clipboard. By opening the Scrapbook accessory and choosing the Paste command from the Edit Menu, you transfer the contents of the Clipboard into the Scrapbook, creating a scrap file.

Another method for creating scrap files is to use the Get File button to access text or graphic files from disk drives, RAM cards or hard drives. Click the Get File button or press the *esc* key, and the Get File dialog box will appear on the screen.



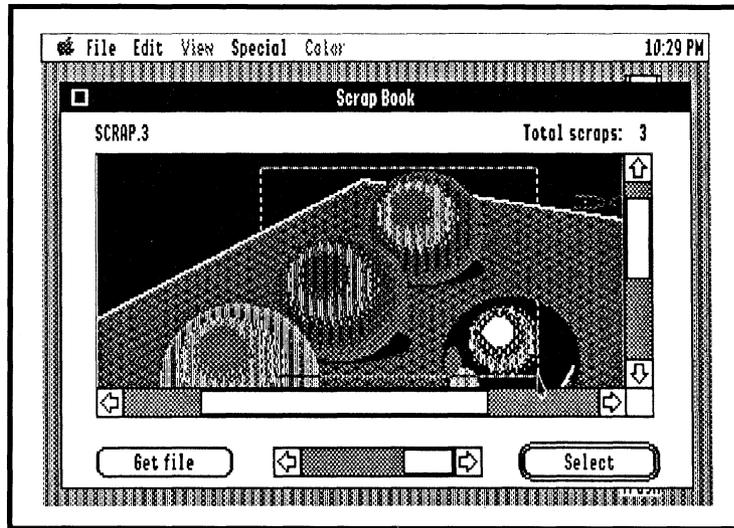
You will be asked, "Put which scrap file on clipboard?" To search files on a disk located on another drive, click the Disk button. Choose a file by selecting it in the list and click the Open button, or double-click the file in the list. Click the Cancel button if you change your mind and decide not to open a file. When you click the Open button, the entire file you've opened will be placed on the Clipboard. To insert it into the Scrapbook, choose the Paste command from the Edit Menu. A dialog box will appear requesting that you name your selection. Type the name for the scrap file in the space provided, or if you wish not to name it, the system will assign it a number by way of default.

The advantage of using the first method for creating scrap files is that you can cut or copy the portion of the file you want to paste in the Scrapbook. On the other hand, by using the Get File method, you'll paste the entire file into the Scrapbook even if you're only interested in a portion of the file.

To clip part of a scrap file from the Scrapbook into an application, click just above and to the right or left of the section you wish to cut. Then drag and pull diagonally to include the entire area. This action will result in a dotted rectangle that grows as you pull. You'll use this **clip rectangle** to



cut or copy sections of graphics or text scrap files to the Clipboard. Once you've framed the desired information, choose the Copy command from the Edit Menu or press **⌘-C**. This copies the scrap file to the Clipboard.



These sections become PICT format files, whether they are composed of text or graphics and can be moved or resized as any PICT file can. You can now paste this PICT section into a document. If you should use the Cut command instead of Copy, the portion you cut will be placed on the Clipboard ready to paste, but the scrap file from which it was cut will be deleted.

The DeskWorks Scrapbook uses only graphics saved in PICT format and text files saved in ASCII format. When you create scrap files using one of the methods listed above, the Scrapbook automatically converts the scrap files to these formats as they are saved.

Tip: For information on another method of creating scrap files, see Chapter 4, "Reference," under "Special Files and Folders."



To see a listing of all the scrap files currently in the Scrapbook, click the Select button or press *return*. The names of all of the scrap files in the Scrapbook will appear in a list box. To view a scrap file, select your choice by clicking twice. When you have opened a scrap file, move to the next scrap file in the scrapbook by pressing the right arrow on the scroll bar at the bottom of the screen or use the *tab* key. To move to the first scrap file in the Scrapbook, press the left scroll arrow or simultaneously press the  and *tab* keys.

Editing Scrap Files

The internal scroll bars, not to be confused with the scroll bar located on the bottom of the window that controls the files, gives you the chance to view an illustration too large for the screen. To see the complete image a section at a time, click the arrows on the scroll bar or clicking the shaded portion of the scroll bar. Clicking the arrows moves the illustration in small increments, while clicking the shaded area of the scroll bar moves the illustration by greater amounts. The arrow keys are the keyboard equivalent to the scroll arrows and will accomplish the same task. This action only applies to graphic scrap files and becomes inactive when a text scrap is selected.

Putting a Scrap File into a Document

To use scrap files in a document, open the Scrapbook. Select a scrap file from the Scrapbook and cut or copy it onto the Clipboard. Close the Scrapbook and position the insertion point in the document where you want to paste the text or graphic image. Choose the Paste command from the Edit Menu, and the scrap file will be pasted into your document.

Deleting a Scrap File

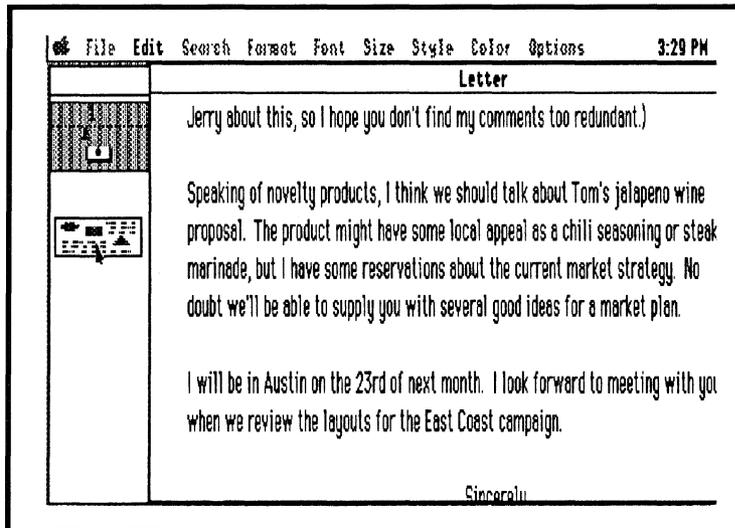
To erase a scrap file altogether, press the *delete* key or select Clear or Cut from the Edit Menu. When graphics are saved, the maximum capacity of the Scrapbook file is 32K. For text, maximum capacity is 16K.



Exiting the Scrapbook

You don't have to close the Scrapbook to return to work in your application. Click anywhere on the window of your application program, and it will move in front of your desk accessory.

Another option for returning to work in your application is to shrink the Scrapbook to a portable icon by clicking any part of the Scrapbook window while holding down the *option* key.



To close the Scrapbook, click its close button. Once you've closed it, the scrap files you've created will be saved.

The PhoneFiler

The PhoneFiler is an address file and phone dialer for your Apple IIGS. It enables you to store address entries, which can be searched, modified, or deleted at any time. The PhoneFiler will hold as many entries as the memory of your Apple IIGS will allow.

In addition, you can use your Apple IIGS to instantly dial your telephone with the addition of a convenient piece of hardware called a **HyperDialer**. To order a dialer, which comes with installation instructions, see your registration card (In the back of this manual.)

To open the PhoneFiler, choose it from the **Apple Menu**. The PhoneFiler window will appear on your screen.

Clicking the **close box** saves any text entered.

Search field holds keyword to be searched.

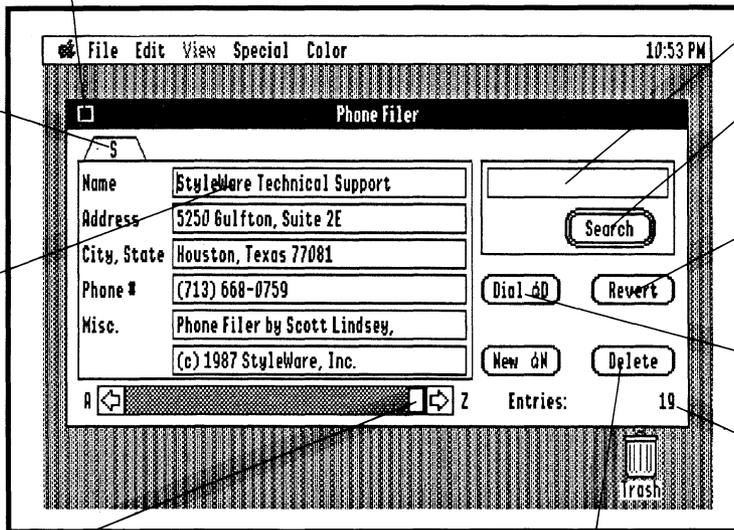
The **tab identifier** displays first letter of entry name.

Click the **Search button** to initiate keyword search.

The **name field**

The **Revert button** restores the last saved version of PhoneFiler.

Click the **Dial button** to automatically dial the currently displayed telephone number.



Drag the **scroll box** to search for a record sequentially.

Creating a Record

Clicking the **Delete button** erases the displayed record.

The **Entries display** reflects the changed number of entries in the file.

A **record** in the PhoneFiler includes fields for the name, address, city, state, phone number, and miscellaneous information. To create a record in the address file, click the New button or press **⌘-N**. A blank record will appear in the PhoneFiler with a question mark (?) in the **tab identifier** at the top of the record. The insertion point appears at the beginning of the first field.

The name field is designed to hold the **keyword** you'll use for searching the file. It's important to enter the information in the name field in the way that you'll want to search it later. If you enter first name first, subsequent searching must be done by first name. If you want to use surnames, searching will be done by last name. You have the option of organizing the file any way you want, but you'll probably want to be consistent.

When you've completed the information in the name field, move to the address field by pressing the *tab* key or clicking in the address field.

To continue entering information in the appropriate fields, move from field to field by pressing *tab* or clicking in the desired field. When the information has been entered in all the fields, you can click the New button to enter another blank record. When you close PhoneFiler, the new records you've entered will be saved once again to the disk.

Changing a Record

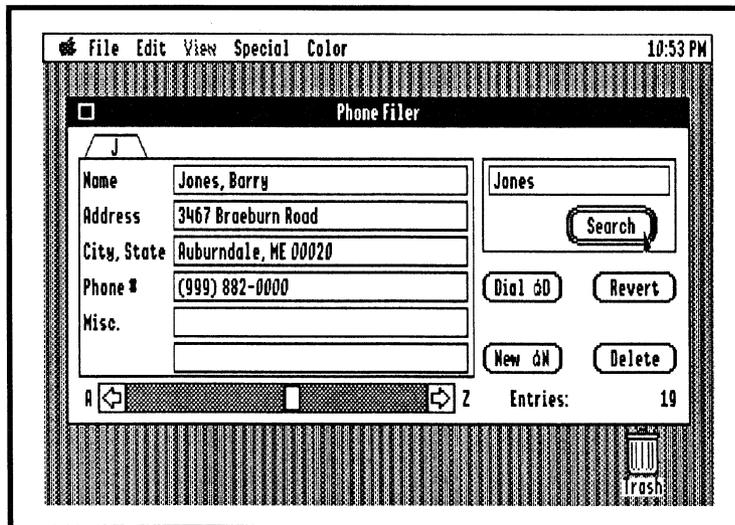
If you want to modify a record in the PhoneFiler, you can do so in several ways. If you want to add text to a field or utilize a field you didn't use when you created the record, place the insertion point by clicking in the desired position and begin typing. The PhoneFiler accessory is similar to the others in that each field holds up to approximately 35 characters of text.

If you want to change or delete the information you've entered, place the insertion point where the change is to be made. If you would like to select a single word, double-click it. Triple-click to select the entire field. You can also select text by using the mouse to drag the I-beam over the portion you wish to change. Use the Edit Menu commands to cut or copy and paste the text into a document or another PhoneFiler record. You can also use the keyboard equivalents for the Edit Menu commands, **⌘-C** to copy, **⌘-X** to cut and **⌘-V** to paste to accomplish the same task. Text can be transferred to the Calendar and the NotePad from the PhoneFiler.

Searching the File

To locate a record in your address file, you'll find that you can get to it quickly and easily by searching the file. Two types of searches can be performed on the address file—**keyword** and **sequential**. A keyword search is determined by the characters entered in the keyword field—the first group of characters in the name field **delimited**, or followed by a blank space. Your files are arranged in alphabetic order by this field.

To search the PhoneFiler by keyword, move the insertion point to the search field either by using the *tab* key or clicking the field. If you enter last name first in the name field of your records, type part or all of the last name in the search field and click the Search button. If you enter a portion of the name in the search field, all records with keywords that begin with those letters will be brought to the front of the file. For example, if you're searching your PhoneFiler address book for a particular name but you're not quite sure how to spell it, you don't have to enter the entire name to search the file. Enter the first few letters of the name, and all the records that begin with those letters will be selected. You can continue to search this subgroup of records by repeatedly clicking the Search button. Each record will be displayed in alphabetic order.



To search for a record sequentially, click the scroll arrow at the bottom of the PhoneFiler, or drag the scroll box to scan the file for the entry you want.

Deleting a Record

To delete a record in PhoneFiler, locate the record you want to delete by using the Search command. When the record you want to eliminate appears, click the Delete button, and the displayed record will be deleted. The Entries display in the lower-right corner of the PhoneFiler will reflect the changed number of entries in the file. You can restore any deleted records to your file that were previously saved by clicking the Revert button. This command restores the last saved version of PhoneFiler.

Tip: If you want to save any text you've entered to the Calendar/ Appointment Book, PhoneFiler, or NotePad, remember to click the close box on the desk accessory window.

Using the PhoneFiler Dial Command

The addition of the HyperDialer enables the PhoneFiler to automatically dial the telephone number field in the currently displayed record. The sound capabilities of the Apple IIGS make tonal dialing possible. Local as well as long distance calls can be dialed with this command.

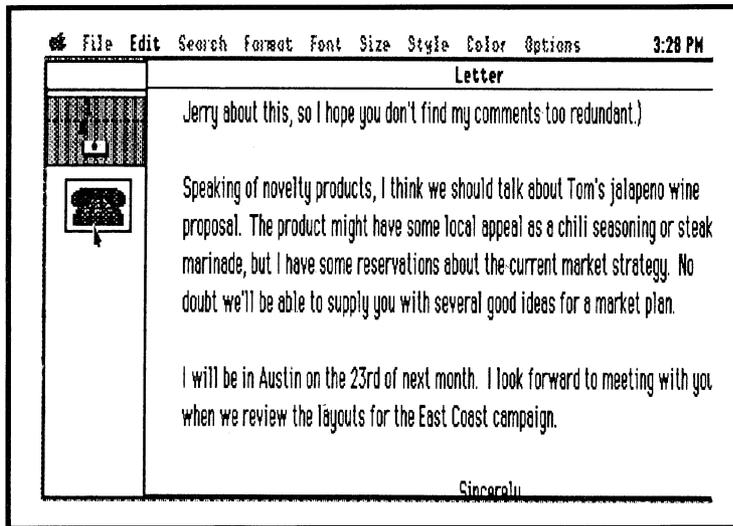
The Dial command on PhoneFiler dials the number in the Phone # field of any record. The HyperDialer recognizes all numbers and letters, taking into consideration both upper and lower case. To enable it to handle a variety of types of phone calls that are both local and long distance, use the pause character in the phone number. The pause character “;” inserts a 5 second pause in any phone number, useful for pausing before an office extension, or before and after a credit card number. PhoneFiler automatically inserts a "1" before a number if there are any characters in the area code field. To utilize this feature for same

area code toll calls, insert a "-" in the area code field. It won't be recognized as a character but will activate the "1" prefix.

To Exit the PhoneFiler

Since new desk accessories can be open on your desktop concurrently with an application, you don't need to close them to return to work on your document. To place an application in front of the PhoneFiler window, click anywhere on the application window.

Another option involves collapsing the accessory into an icon. Press the *option* key and click on any inactive part of the PhoneFiler window. The window will shrink into an icon representing the program. To open the PhoneFiler icon, double-click the icon.



To close the PhoneFiler, click the close box.

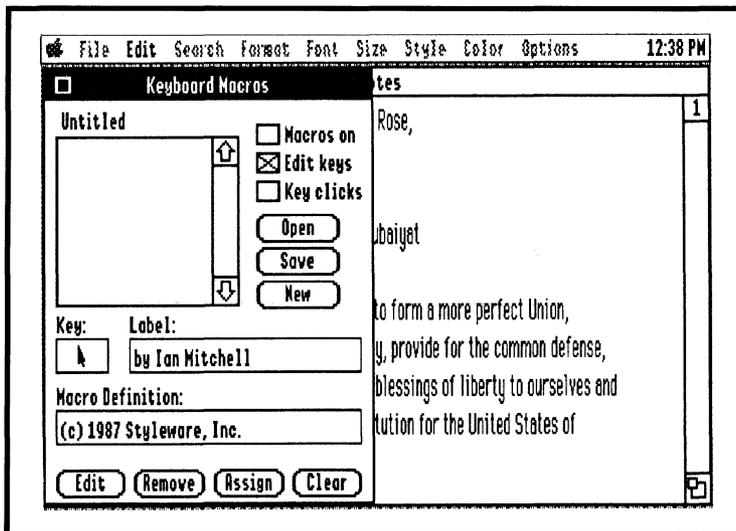


Keymac

A macro is a small program that consists of a keystroke representing a group of letters, words, phrases, or keyboard commands. Through the Keymac desk accessory, you can now create sets of macros by assigning a multiple-character meaning to a single key. For example, if you were writing a report in which a company name is repeated throughout the document, you could press one key programmed to type the name. This function increases your productivity by eliminating the time it takes to retype repetitious strings of text.

You can use the modifier keys such as the *control* key, the *shift* key or numeric keypad keys to represent a macro, or, if you wish, you can use a combination of a modifier key and a letter key to make an endless number of new meanings. This accessory makes the task of creating macros easy.

When you open an application in which Keymac has been installed, the macros will be turned off. In order to use the Keymac desk accessory, choose it from the  Menu. The Keymac window will appear on your screen:



It's important for you to understand the functions of the buttons, boxes, and fields displayed in the macro window before you begin creating your own sets.

Creating Macros

To create a macro, type the character or characters in the Key field that you wish the macro to represent.

Whether you use a single character or a combination of a **modifier key** and a letter key, what you enter in this field will be what you'll actually press when you want the keyboard to type the programmed information for you. The modifier keys are  key,  key, *control* key, shift key, and the keypad keys. They produce a character which looks like these examples:

- A — The closed apple key and the capital A.
- A — The open apple key (*option* key) and the capital A.
 - A — The *shift* key and the capital A (produces a bolded character).
- ◆A — The *control* key and the capital A.
- √1 — The keypad one key.

In the Label field, you'll need to give the macro a name. If you assign it an appropriate label that is easy to remember and refers in some way to its content, you'll be able to distinguish it from other macros in the list box.

Once you've done this, it's time to assign a new meaning to the newly chosen macro. In the field labeled Macro Definition, type the definition. You can include as many as 512 characters in the Macro Definition field. Once the definition is entered, click Assign; this action completes the macro and enters it in the macro list.

In addition, you can automate keyboard commands that have key equivalents such as the Copy, Cut and Paste commands.



Creating More Macros

To create additional macros, click the Clear button to erase the fields in the Macro window, and repeat the process described above. The Keymac accessory will hold as many macros as memory on your machine allows.

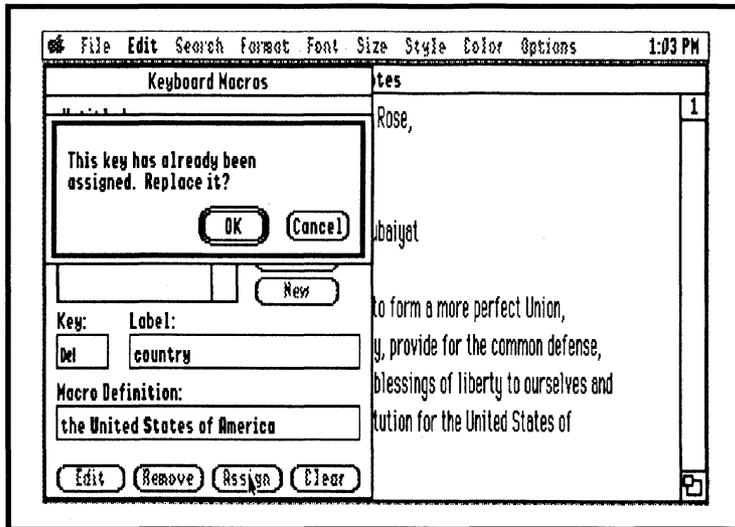
Editing Macros

To change a macro or correct a typographical error within the Macro Definition field, double-click the macro to select it. Click the Edit Keys check box to use the keys listed below. They allow you to edit your Macro Definition Field. (The Edit Keys check box is not to be confused with the Edit button at the bottom of the screen which lets you edit a selected macro.) Then, you can make your corrections. In most cases, you'll want to leave the Edit Keys check box activated but turn it off to use the Edit Keys as part of your definition.

The Edit Keys are as follows:

- ⌘ key— moves the insertion point to the right one character at a time
- ⌘ key— moves the insertion point to the left one character at a time
- Delete key—deletes one character to the left of the insertion point
- Control-X—deletes the whole line
- Control-Y—deletes all characters to the right of the insertion point
- Control-F—deletes one character to the right of the insertion point
- Control-H—moves the insertion point to the left one character at a time
- Control-U—moves the insertion point to the right one character at a time
- ⌘,—moves the insertion point to the beginning of the field
- ⌘.—moves the insertion point to the end of the field
- ⌘→ — moves the insertion point 5 characters to the right
- ⌘← — moves the insertion point 5 characters to the left
- return*—moves text to the next line

If you want to assign a new definition to an old macro, click the Edit button at the bottom of the window, type the new information and click the Assign button. A dialog box will appear:



Click OK to assign the new meaning, or if you wish, click Cancel if you decide not to assign a new meaning to the macro.

Removing Macros

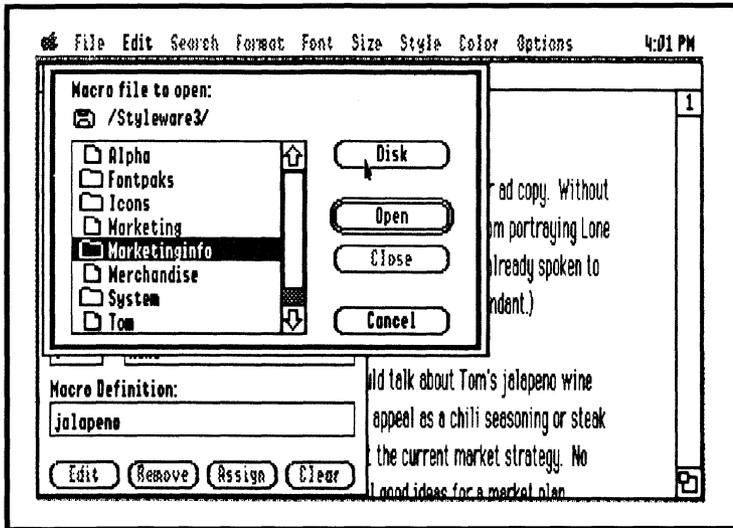
To remove a macro that has been assigned, click Remove; to erase the field, click Clear. All keys can have macros assigned to them except *control*, the *⌘* key, the *esc* key, and the *delete* key.

Macro Sets

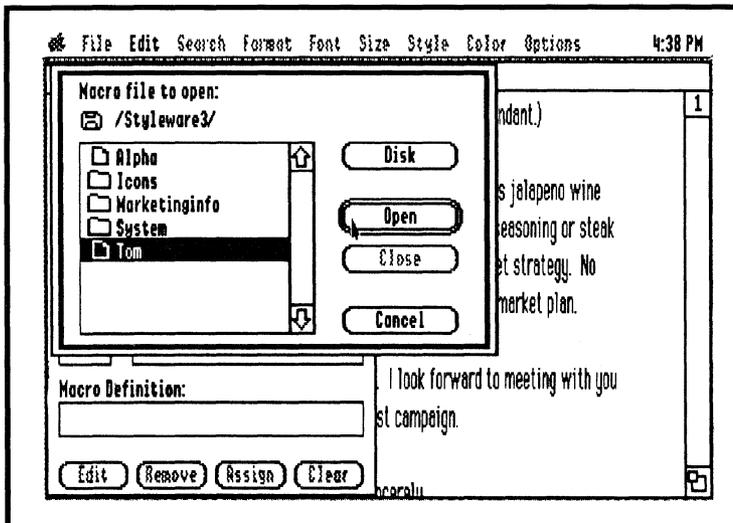
A **macro set** is a group of macros combined in a file that can be stored on any storage device. When you create a new macro set or load one you have saved into the Keymac accessory, it becomes the current or active set. A new set will have the macro name, "Untitled." Pre-existing macros retain the name given to it when it was saved. To load a macro set, click the Open button in your Keymac window. A dialog box appears, giving you a list of files on the current path.

Clicking the disk button allows you to move from one device to another.





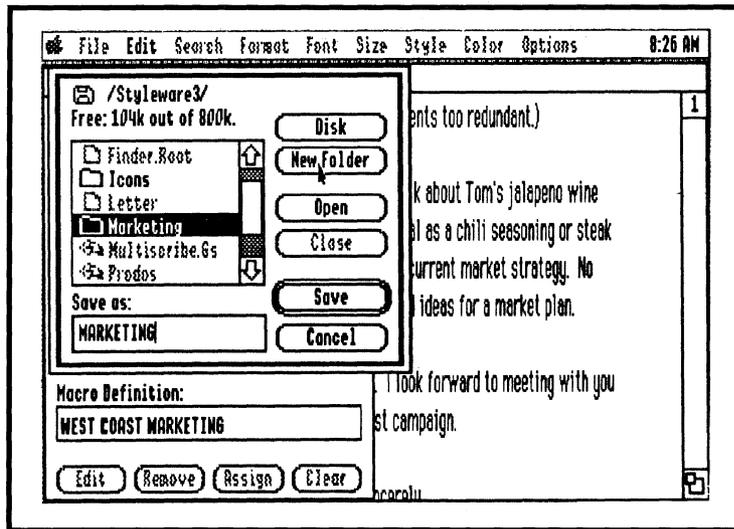
When you click the Open button, only the files and folders containing macros will appear in bold; all others are dimmed. When you find the file you want, click the filename and then click the Open button or double-click the filename. Click the file you want to open, and it will appear in the Keymac window.



If you decide not to use the macro set after all, you can click the Cancel button, and this will return you to the set you were using before you clicked Open.

The Save button enables you to save the macro set you are currently working on to a storage device. When you click the Save button, a dialog box appears, giving you a list of files on the current path. Clicking the Disk button allows you to move from one device to another to determine where you want to place the file you're going to save.

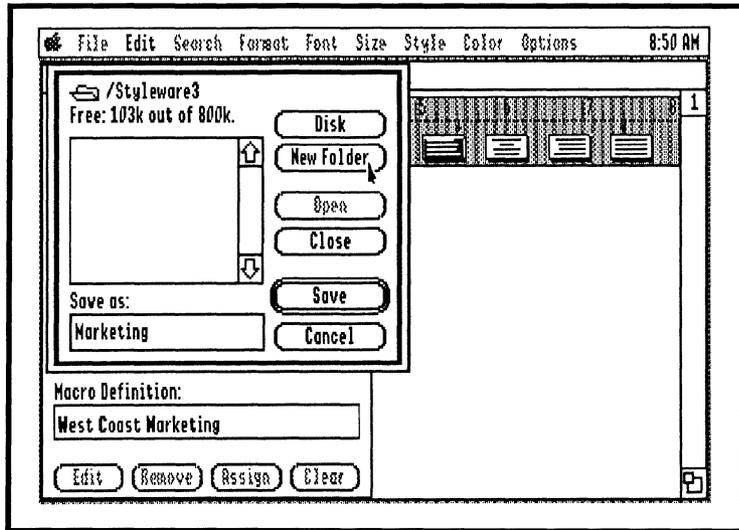
You can create a new folder by typing the name you want to assign it in the Save As field. Then click the New Folder button. This creates a new folder with the new assigned name on your disk.



Save your macro set in the folder by double-clicking the folder to open it, deleting the folder name in the Save As field, and then retyping the name you wish to give the macro set. Click *return* or the Save button, and the macro will be saved in the new folder.

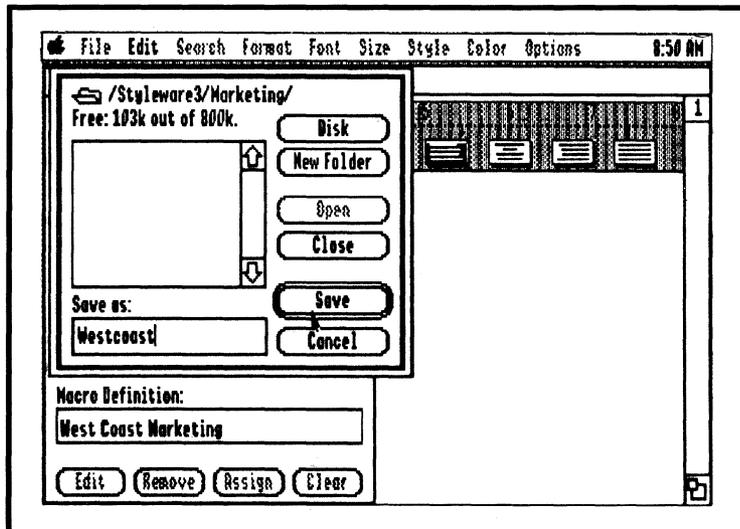
You can choose to save to a pre-existing folder by opening it. Once the





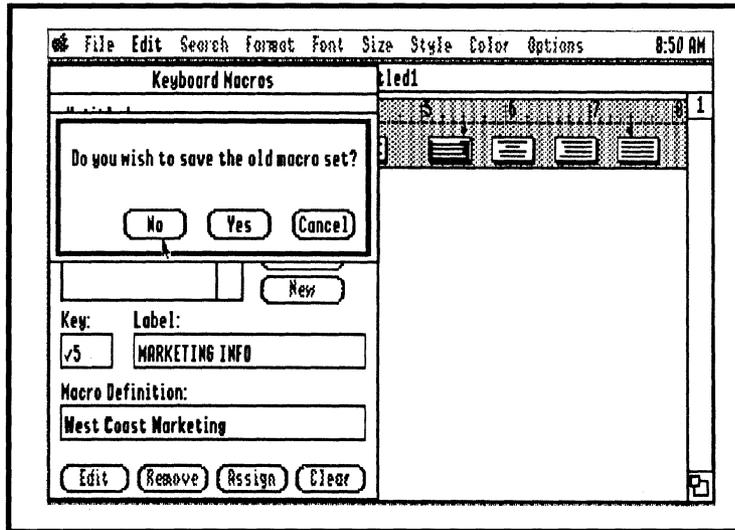
location for your macro file has been chosen, type the identifying name for your macro set in the Save As field. Press *return* or click the Save button to save the set.

If you decide not to save, click Cancel, and you will return to the key



The New button allows you to begin the creation of a new macro set. It clears all of the fields and the list box and changes the macro set name to "Untitled." When you click New, a dialog box appears, asking if you want to save the old macros.

If you decide to save them, click the Yes button. If you don't want to save



the old set but want to begin with a new one, click the No button. If you decide not to begin a new macro set, click Cancel, which will return you to the keymac window.

To add sound effects to your typing, activate the Key Click feature by clicking its check box in the Keymac window.

Exiting the Keymac Desk Accessory

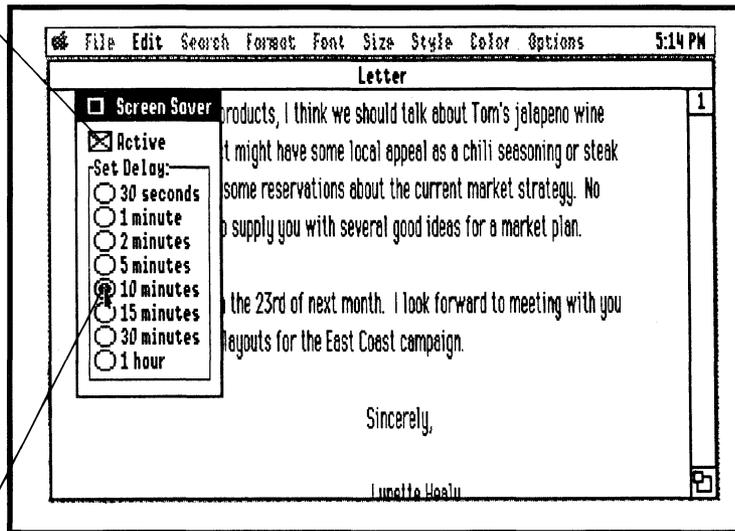
You don't have to close Keymac to work on your document. Click the applications document window, and it will move in front of the desk accessory. To close the Keymac desk accessory, click the close box. Remember, you must save the macro set you are working on before you close the application.



Screen Saver

The DeskWorks Screen Saver gives you the ability to set the length of delay for screen blackout. Using the Screen Saver prevents screen burnout when you leave your IIGS on without performing any action for long periods of time. To open Screen Saver, choose it from the  Menu. The Screen Saver window then appears on your screen:

The **Active** check box turns the Screen Saver off and on.



The **Delay** settings determine time before screen darkens.

The window shows an Active check box that turns the Screen Saver off and on. You determine the length of time you wish the screen to remain on before it darkens by selecting one of the Delay settings. Delay settings are the radio buttons displayed in the window.

Using Screen Saver

For your convenience, the Screen Saver default setting is preset at 10 minutes. This means that when you install the program, the screen will darken after 10 minutes if the system is not in use. Moving the mouse, clicking the mouse button, or pressing any key will result in the screen reactivating, and without having to restart your application, your document is there before you once again. If, however, you want to deactivate the Screen Saver, click the check box labeled Screen Saver Active.



To change a delay setting or the time period of nonuse before the screen blacks out, click the delay setting button next to the time you desire. The button will appear black, indicating the setting is selected. The Screen Saver function can be programmed to activate at 30 seconds, 1 minute, 2 minutes, 5 minutes, 10 minutes, 30 minutes, and 1 hour.

If you wish to deactivate Screen Saver, touching or moving the mouse will restore the screen to its full brightness.

Exiting Screen Saver

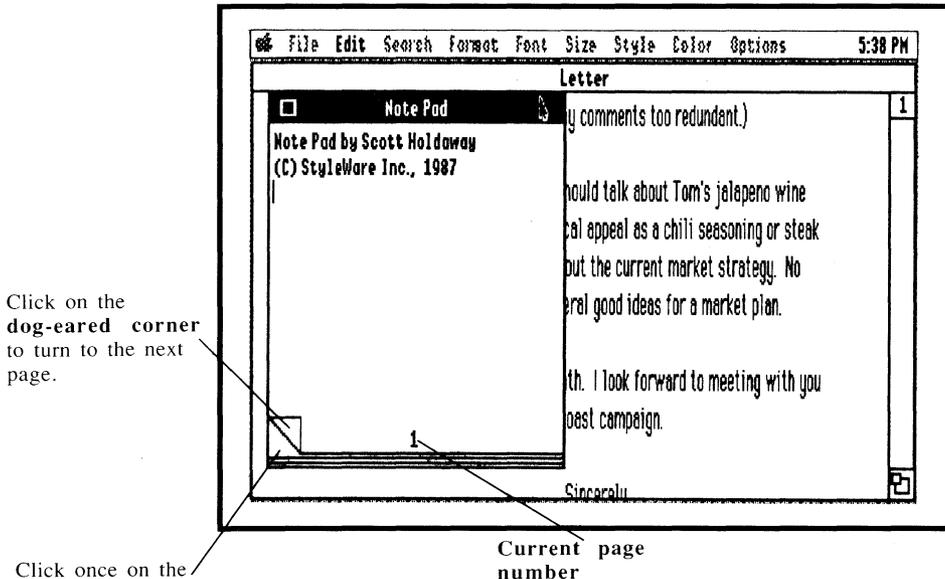
After you've chosen your delay time, click the close box at the top of the window to close Screen Saver or select Close from the File Menu. If you've left the Screen Saver activated, your screen will blackout in the amount of time you've set.



The NotePad

The DeskWorks NotePad, StyleWare's answer to the office scratchpad, can be opened on your desktop whenever you need it. It holds up to 88 lines of text that you can cut, copy, or paste into your applications. In addition, these editing options can also be used to transfer information from an application into the NotePad.

To open the NotePad, choose NotePad from the  Menu, and the NotePad window appears on your screen:



The NotePad window looks like a notepad on your screen with the current page number displayed at the bottom of the page. Upon opening the application, the insertion point appears where you last stopped typing.

Using the NotePad

When you open the NotePad, the insertion point appears on page 1. You may begin typing at the insertion point. Each page holds 10 to 11 lines of text, which is word-wrapped. However, word wrapping text is not continued from one page to the next. In order to continue typing when you



reach the end of one page, you must click on the dog-eared corner to turn to the next. The purpose of this feature is to give you the ability to separately save notes that vary in subject matter. It's important for you to know, however, that the text you type into the NotePad is always in the system font. No font or style changes can be made within the accessory.

Changing Pages

To turn the NotePad page, click the dog-eared page corner at the bottom of the pad. You'll move forward in the NotePad one page. To move backward through the NotePad one page at a time, click once on the uncreased area below the dog-eared page. You'll then move backward through the NotePad one page at a time.

Cutting, Copying, and Pasting

Text can be transferred from the NotePad to the application in which you're working and from your application to the NotePad by using the Clipboard. NotePad supports all Clipboard operations except the Undo command.

To copy NotePad text to an application, select the text you want to transfer by using the mouse to position the insertion point at the beginning of the text. While holding down the mouse button, drag the insertion point along the length of the line or lines you want to select. To select a line in the NotePad, place the insertion point anywhere in the line and double-click. The next word is to use the Cut or Copy commands from the Edit Menu to put the text onto the Clipboard. From the Clipboard you can paste text into the application open on your desktop by positioning the insertion point in your document where you want to place it and then choosing Paste from the Edit Menu.

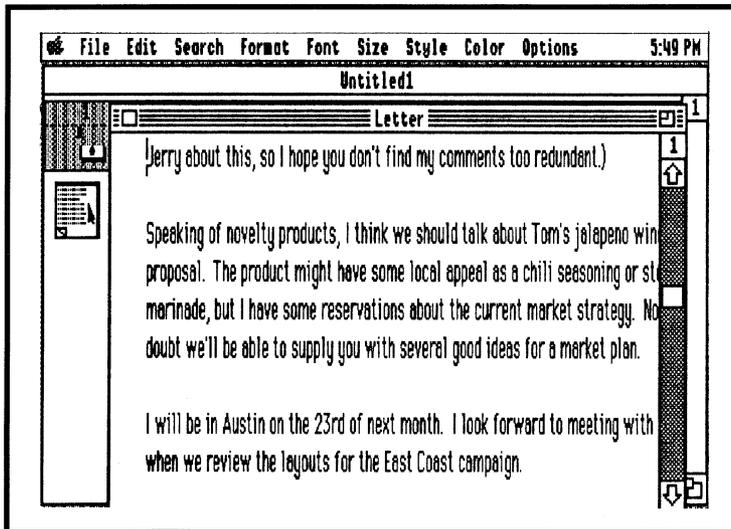
To cut or copy text from an open application into the NotePad, choose the appropriate commands from the Edit Menu to transfer text onto the Clipboard. Open the NotePad from the collapsed icon or bring the NotePad to the front of your desktop. Turn to the page where you want to place the text, and use the Edit Menu's Paste command to place the text into the NotePad.



Exiting the NotePad

You can either close the NotePad by clicking the close box or choosing the Close command from the File Menu. When you close, everything you've added to your NotePad is saved. To clear the text from the NotePad, you must use the Edit commands.

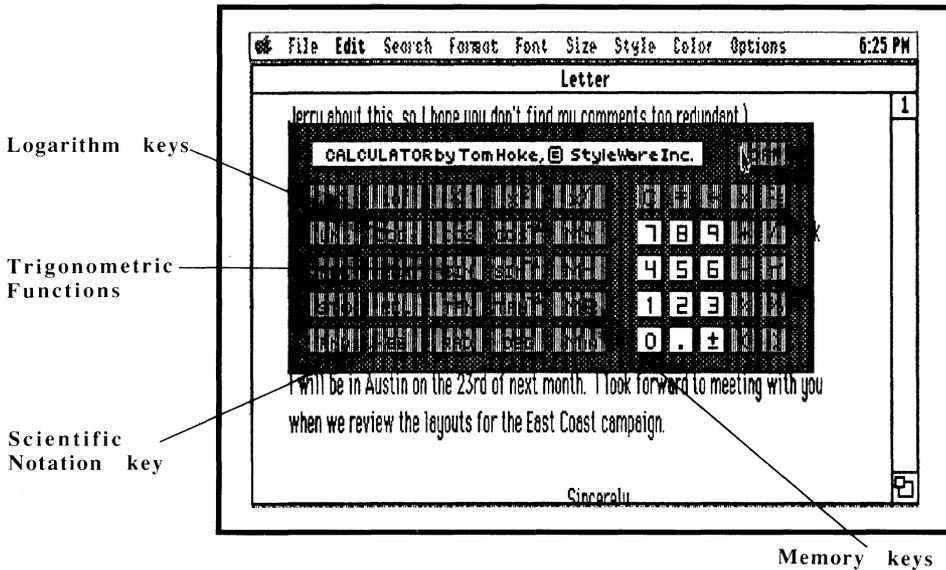
Since DeskWorks is a new desk accessory, it can remain open on the desktop along with an application. As a result, you can bring an application in front of the NotePad by clicking its window. You can also collapse the NotePad into an icon by holding the *option* button and clicking on the NotePad window. This icon can be moved anywhere on your desktop and can be brought back to its full size by double-clicking the icon.



The Calculator

If you need to do a quick computation, the DeskWorks Calculator gives you an accurate answer in minutes. With such added features as ten memory registers to store variables, it provides the convenience of an on-line scientific calculator to use with your IIGS applications.

To use the DeskWorks Calculator, choose Calculator from the  Menu. To close the accessory, click the Off button in the upper-right corner of the Calculator.



Calculator Function Keys

The standard order of calculation in which mathematical operations in a single equation are performed is as follows:

- ① Powers and roots
- ② Multiplication and division

③ Addition and subtraction

④ Equals ()

The Parentheses Keys

In many situations, you may need to specify the order in which calculations are evaluated or the way in which numbers are grouped together as a problem is solved. Parentheses allow you to do this. With the DeskWorks Calculator you're allowed to use up to 14 nested sets of parentheses in an equation. Use parentheses to determine an intermediate solution in an exceptionally long problem or to tell the calculator what part of the problem to perform first. Thus, the expression $8 - 3 * 2$ always produces a result of 2, since multiplication takes precedence over subtraction and so is performed first.

With your Desk Accessories Calculator, you can use the  and  keys to change the order of calculation since operations contained within parentheses are performed first without regard to other rules of precedence.

EXAMPLE:

Change the order of calculation for $8 - 3 * 2 = x$ so that subtraction is performed first.

key in: 8 - 3   2 

result: 10

Note that it's not necessary to enter both parentheses if one occurs at the beginning or the end of the calculation.

Memory Keys

The memory function keys on the DeskWorks calculator make it possible for you to record combinations of keystrokes to be used at any time during your session. You can also make use of 10 memory registers (storage locations) for storing values.

MIN — Insert the displayed value in memory.

M+ — Add the displayed value to the value in memory.

M- — Subtract the displayed value from the value in memory.

MR — Displays the current value held in memory.

STO — Stores values in separate memory locations numbered 1-10. Refer to these locations as variables in **equations**, or small programs on your calculator.

REC — Turns on the record function—every key you press will be recorded until you click Stop. Use it for formulas.

RUN — Activates the keystrokes you've stored by using the Record button.

RCL — Recalls values from memory locations 1-10.

These functions allow you to save keystrokes by storing entered or calculated values for use in later calculations.

Note: All recorded and stored values are saved until you replace them or restart the computer.

Scientific Notation **EE**

In scientific notation, numbers are expressed as a single positive value or base number (usually referred to as the **mantissa**) multiplied by 10 raised by the value of an exponent. This exponent can be either positive or negative,



thus allowing scientific notation to be used for both very small or very large numbers. For example, in scientific notation the number 5,216,700 can be expressed as 5.2167×10^6 , while the number 0.000031 can be expressed as 3.1×10^{-5} .

To enter a number on the Calculator using scientific notation:

- enter the mantissa
- press **EE** (EE stands for enter exponent)
- enter the exponent (if it's negative, click +/-)

EXAMPLE:

Enter the value 123,197,000 in scientific notation.

key in: 1.23197 **EE** 8

result: 1.23197 E08

EXAMPLE:

Enter the value 0.0000000008 in scientific notation.

key in: 8 10 **EE** **+/-**

result: 8.0 E-10 +/-

Logarithm Keys:

LN_x **e^x** **10^x** **LOG_x**

Logarithms are used in engineering and scientific applications when calculations must be performed on large numbers.

Although common logarithms use a base of 10 (i.e., $\log_{10} x = y$), one log that has proven to be particularly useful over the years is a **natural loga-**



rithm that uses a special number (approximately 2.718281828) for its base. Your DeskWorks Calculator includes both a natural logarithm key ($\boxed{\text{LOG}_x}$) and a **natural antilogarithm** key ($\boxed{10^x}$).

EXAMPLE:

Compute the natural logarithm of 12.

key in: 12 $\boxed{\text{LOG}_x}$

result: 2.4849066

EXAMPLE:

Compute the natural antilogarithm of 2.4849066.

key in: 2.4849066 $\boxed{10^x}$

result: 12

Trigonometric Functions

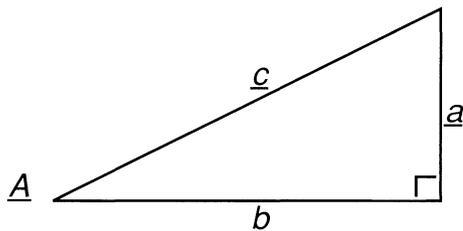
$\boxed{\text{SIN}}$ $\boxed{\text{TAN}}$ $\boxed{\text{COS}}$ $\boxed{\text{SIN}^{-1}}$ $\boxed{\text{TAN}^{-1}}$ $\boxed{\text{COS}^{-1}}$

As you probably remember from high school math class, trigonometry is a science devoted to the study of triangles. But, unless you use “Trig” in your work, you’ve more than likely forgotten that trigonometric functions were developed especially to deal with right triangles and the three relationships found within their composition. And, unless you’ve played Trivial Pursuit lately, you probably don’t recall that these relationships are called the Sine, Cosine, and Tangent.

The DeskWorks Calculator not only provides keys that represent each of these three relationships, but it also gives you the inverse of Sine, Cosine,



and Tangent. Use these keys to simplify such chores as measuring floor or wall space and determining the size sail needed to equip your sailboat.



- Sine function: $\sin A = a/c$
- Cosine function: $\cos A = b/c$
- Tangent function: $\tan A = b/a$

Your Desk Accessories Calculator provides both the standard trigonometric functions (**SIN** **COS** **TAN**), as well as their inverse functions

(**SIN⁻¹** **COS⁻¹** **TAN⁻¹**).

EXAMPLE:

Find the sine of a 30° angle.

key in: 30 **SIN**

result: 0.5

EXAMPLE:

Find the angle that has a sine of 0.5.

key in: .5 **SIN⁻¹**



result: 30

Miscellaneous Function Keys:



Other function keys on your DeskWorks Calculator include the following:

 — Calculates the square of the displayed value

 — Calculates the square root of the displayed value

 — Raises the value of x to the power of y

EXAMPLE:

Find the cube of 112.

key in: 112  3 

result: 1404928

 — Calculates the reciprocal of the displayed value

EXAMPLE:

Find the decimal equivalent of 3/16.

key in: 16   3 

result: 0.1875



-
-  — Changes the sign of the displayed value
 -  — Displays the value of π to 11 places (3.14159265358)
 -  — Sets the displayed value of the angle to be entered in radians or degrees
 -  — Converts the displayed angle in degrees to radians (a radian is defined as $180/\pi$)
 -  — Converts the displayed angle in radians to degrees

EXAMPLE:

Change 90° to radians.

key in: 90 

result: 1.57079632679

-  — Generates a random number
-  — Number in the display is converted to decimal percent
-  — Takes the number in the display and multiplies it by itself.



Mr. Apple

Mr. Apple is the new animated addition to the Menu Bar. Located to the left of the File Menu, the rotating colors of the apple icon come to life once it is properly installed. If you want to deactivate Mr. Apple, choose it from the  Menu, and click the Mr. Apple Active check box. To reactivate Mr. Apple, click its check box again.

Alarm Clock

The Alarm Clock not only gives you the date and time, but it also acts as an alarm system with snooze control. To activate the clock, select it from the  Menu. Once the alarm clock window appears, you'll see the current date listed on the left and the time on the right. The Alarm Clock is divided into two portions—the clock and the alarm.

The **On** button activates the alarm.

The **Off** button

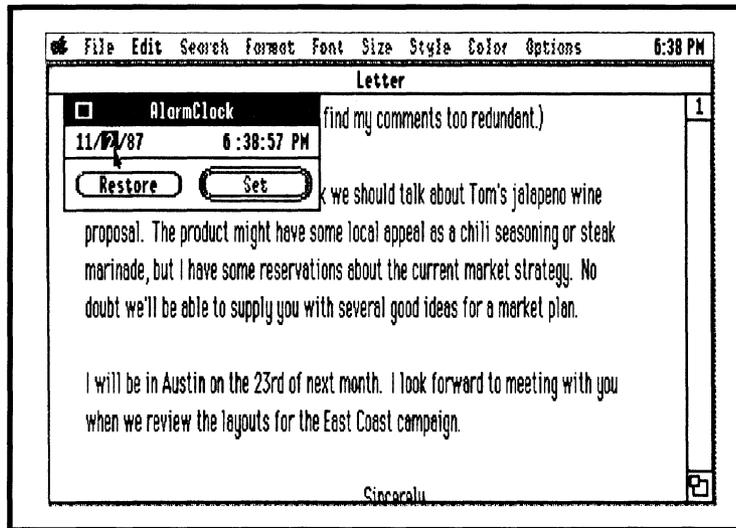
The **Snooze** button

The **Next Day** button sets alarm for next day.

Clicking the **Daily** button results in alarm going off everyday at a preset time.

The **Future Date** button sets alarm for a future date.

To change Clock settings, click on one of the number fields. A smaller window will appear with buttons under the date and time that are labeled Restore and Set.



To change the number you've highlighted, use the \uparrow and \downarrow keys. To move horizontally from one number to the other, use the \leftarrow and \rightarrow keys, the *tab* key, or click your choice. Once your changes have been made, click the Set button. To return to the original clock window as it was before you made changes, click Restore. When you click either the *esc* key or the Set or Restore button, the complete Alarm Clock window will reappear on your screen.

To set the alarm, change the alarm setting to the appropriate time, click the On button, and then click the Daily button. When the time comes, the alarm will sound, and the screen will flash. Remember, however, that in order to hear the alarm sound, your computer volume must be turned up.

To turn off the alarm, you can either press *return*, or click the Off button, the Snooze button, or the Next Day button.

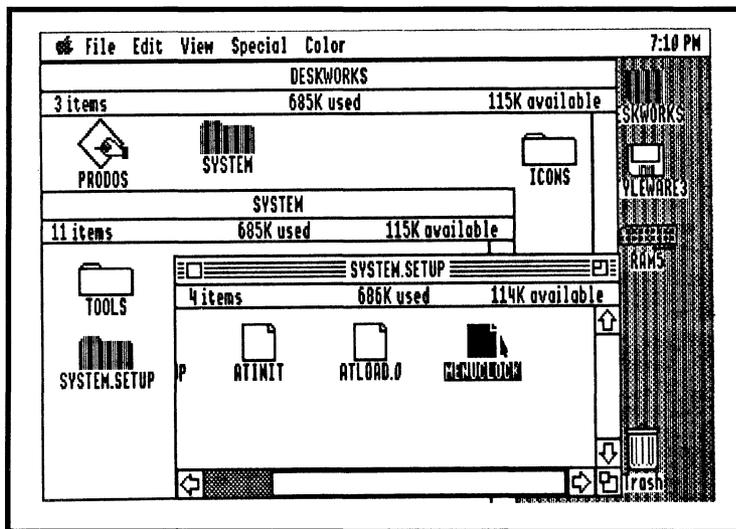
If you wish the alarm to go off at some time in the future, click the Future Date button. When you do this, a second date will appear to the left under the Alarm Settings heading. This is where you'll need to put in the date you wish the alarm to sound. Don't forget, though, to also designate the time of day in which you want the alarm to alert you, whether it be in the A.M. or P.M.

To set the snooze, use the *tab* key or the → and ← keys to highlight the snooze time, which will cause the alarm to repeat at whatever interval you designate. This feature works the same way as a regular alarm clock in that if you set it to go off every five minutes, for example, it will sound every five minutes to remind you that it's not Saturday.

If, however, you want to turn off the snooze for today but want to program it to go off tomorrow, click the Next Day button before you turn off the alarm. To exit Alarm Clock click the close button or press the *esc* key.

The Menu Clock

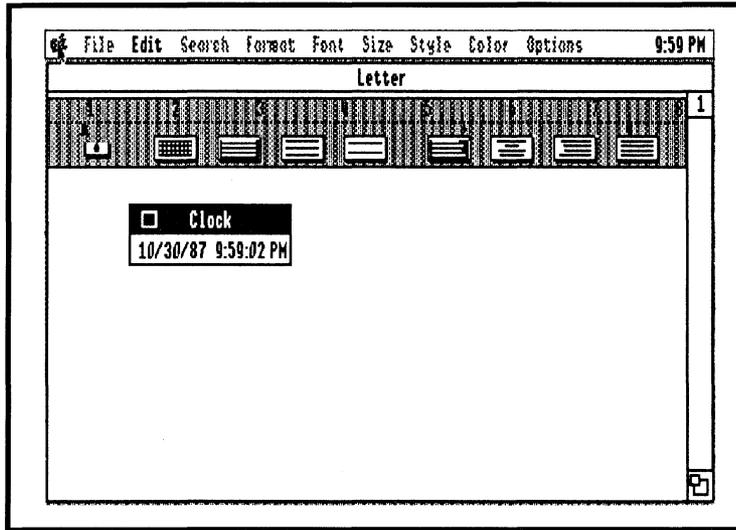
The Menu Clock appears as part of the menu bar on the upper-right corner of the screen. It displays the current time in hours and minutes. Once installed, this feature is present as long as your screen is lit. The Menu Clock is located in the System.Setup folder that is located in the System folder on the DeskWorks disk.



The System Clock

The System Clock is located in the Desk.Accs folder in the System folder of the DeskWorks disk.

The clock gives the current time and date and can be moved anywhere on the screen. To close the system clock file, click its close box.



Enigma

Enigma is a game of logic designed for one player. The object of the game is to use the process of elimination to arrange colors in the correct sequence that has been randomly chosen by the program.

To open Enigma from the desktop of your IIGS application, choose Enigma from the  Menu.

When the Enigma window opens, you'll see a blank rectangle at the top of the dialog box containing a secret code. Under the code box are 12

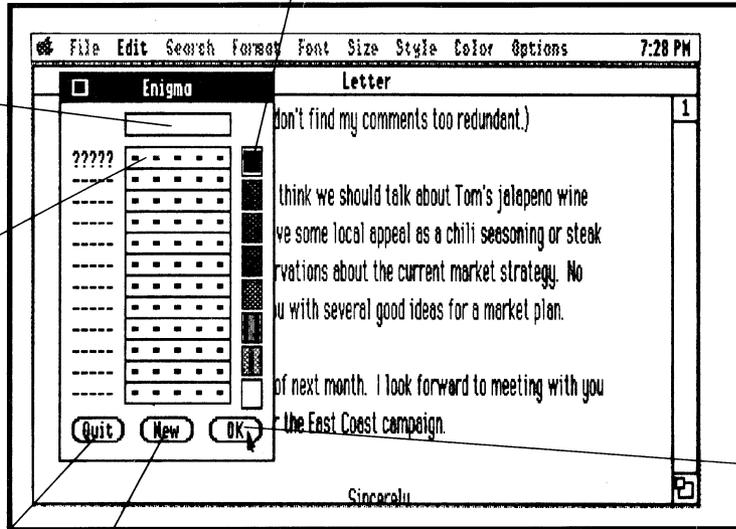
Color palette

The secret code is contained in the blank rectangle.

Click your answers in the Try box

The **Quit** button stops the current game.

The **New** button starts a new game.



The **OK** button allows you to test your try.

rectangles, each containing five squares that take on the colors you assign them. To play the game, first click one of the eight color squares on the color palette that runs vertically on the right-hand side of the game. Then click the first color in the first rectangle, continuing horizontally until all five colors are revealed. Each of these boxes, once opened, becomes a color that may or may not be a match to the code.

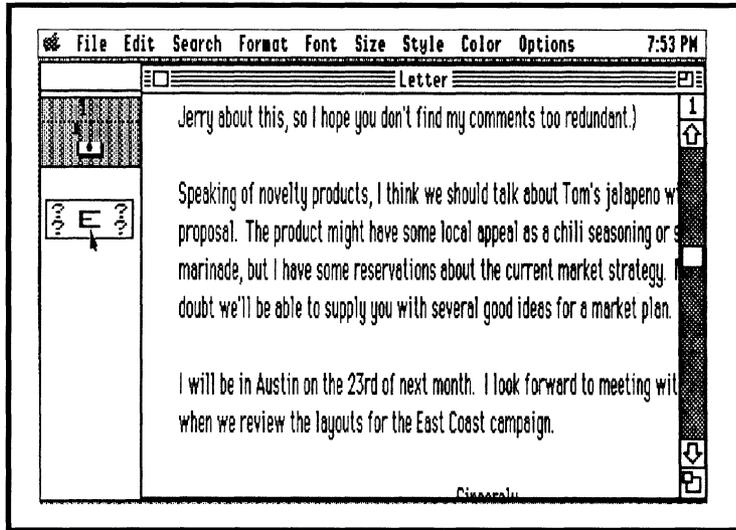
After every sequence of five colors is revealed, click the OK button to test your try! This action provides you with clues in the form of X's and O's that appear in place of the five question marks on the corresponding line of the sequence you've just uncovered. If you've picked any of the correct colors in the secret code, an O will appear on the dotted line beside the **try box**. In addition, if a matching color is in the correct position in the sequence, an X will appear on the dotted line beside the box. If you get a line of X's on the clue line, you'll have broken the code, and the correct answer will appear in the secret code box.

Other buttons below the puzzle allow you to stop playing the current game or choose a new one. Click Quit to stop playing the current game and New to continue with a new one.



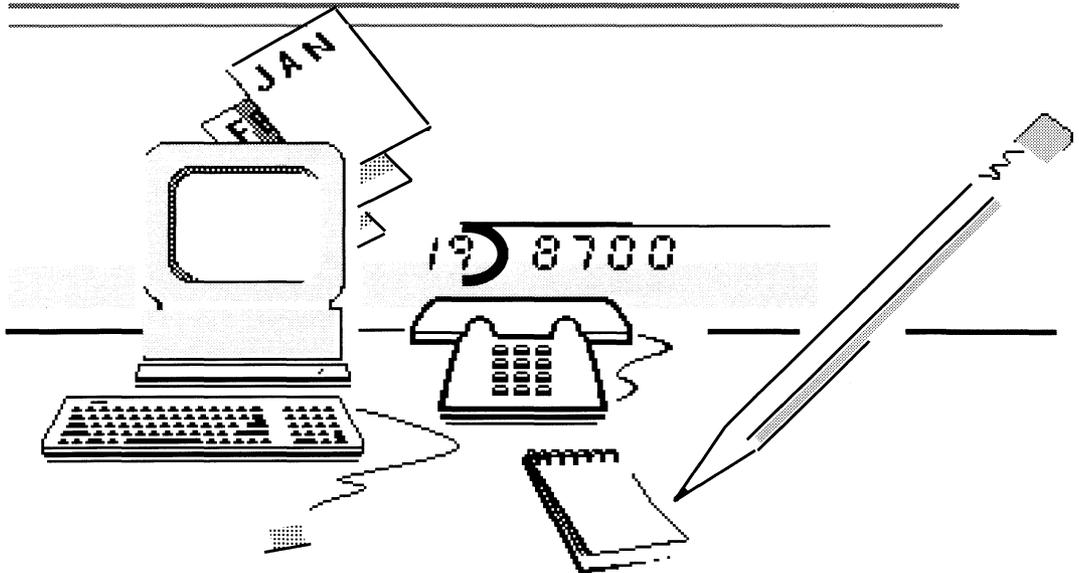
If you're in the middle of a particularly interesting game and your boss walks in, you don't need to close Enigma to return to your application. Since it is a new desk accessory, it can stay open on your desktop while you work yet not be visible. You can hide your game by clicking anywhere on an application window to move it in front of Enigma. Click again to bring Enigma forward.

You can also reduce the game to a movable icon by holding down the *option* key and clicking anywhere on the Enigma window.



To retrieve the old game and expand the window to full size, double click on the icon. To close Enigma, click once in the close box or choose Close from the File Menu. Remember, however, that if you're in the middle of a game when you close, it's lost forever, and reopening Enigma will result in your having to start a new game.

Practical Uses for DeskWorks



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CHAPTER THREE



Practical Uses for DeskWorks

As you become more familiar with your DeskWorks accessories, you'll find more and more ways to incorporate them into your daily life. This chapter provides you with sample applications that ask you to use the Calculator and Keymac to find solutions. These exercises will not only give you a little practice using the accessories, but they may also make you more aware of possible everyday uses.

Calculator Application 1

On homecoming weekend you return to your old high school for your ten year class reunion. You're eager to see all your former classmates at the big game and wonder if they'll think you've changed. As you walk up the bleachers, however, the first person you recognize is your old chemistry teacher, Mrs. Withers, the one who terrorized the entire senior class. Seeing her once again calls to mind many bad memories in her class.

For some reason, you could never answer her questions. You even remember the one you failed to answer the last day of class. When you return home, you decide to use your DeskWorks Calculator to find out once and for all the answer to her query, "If 250 ml of gas is heated from 20° C to 40° C, what is the volume at the higher temperature, assuming that the pressure remains constant?" Here's how you would go about finding the answer:

The volume of a gas is proportional to the temperature as follows:

$$V_2 = V_1 T_2 / T_1$$

where V_1 is the original volume, V_2 is the new volume, T_1 is the original temperature, T_2 is the new temperature, and where temperature is expressed as absolute temperature ° C + 273.



Key In:

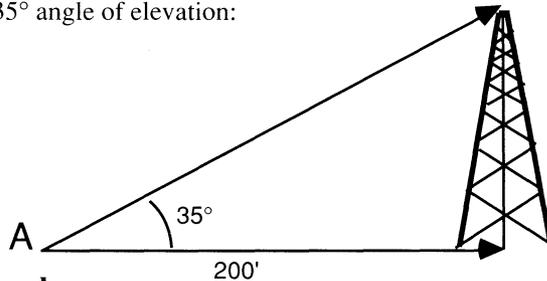
250 \times (40 + 273) \div (20 + 273) =

Result:

Approximately 267.1 ml

Calculator Application 2

You answer an ad from a top radio station in your city that needs someone who is not afraid of a challenge. The person chosen to fill the position will have a good chance of climbing to the top of radio broadcasting. When you get to the station, however, the manager hands you a tape measure and asks you to climb their transmission tower in order to measure it. Fortunately, you've noticed that at 200 feet away, the top of the tower can be sighted with a 35° angle of elevation:



Approach:

Rewrite the tangent function ($\tan A = a/b$) to solve for the variable a:

$$\tan A * b = a$$

Key In:

35 \tan \times 200 =

Result:

Approximately 140 feet



To discover the value of N, you can rewrite the formula using natural logarithms:

$$N = \ln(FV/PV) / \ln(1 + I)$$

Key In:

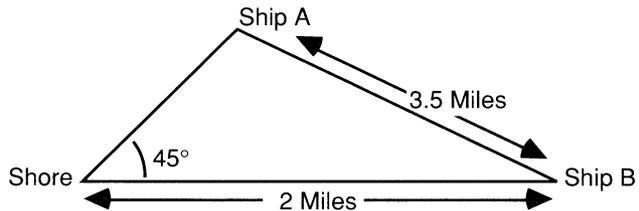
200 \div 100 = LN \times \div (.045 \div 12 + 1)
LN \times =

Result:

Approximately 185 months—or over 15 years

Calculator Application 5

As a former admiral in the Swiss navy, you still take a keen interest in nautical matters. One evening you notice two ships offshore. You estimate that ship A is 3.5 miles from ship B and 2.0 miles from where you stand on shore. The two ships form an angle of 45° . You want to figure how far ship B is from your position.



Approach:

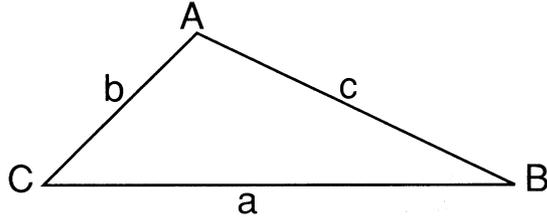
Two sets of equations that apply to all triangles can be used here:

$$a/\sin A = b/\sin B = c/\sin C$$

$$A + B + C = 180^\circ$$



Where:



Since you know the values of C, b, and c in this case, you can determine B with $b/\sin B = c/\sin C$ by rewriting it as $\sin B = (b)\sin C/c$ and then using the arc sine function.

Key In:

$$2 \times 45 \sin \div 3.5 = \sin^{-1}$$

Result:

Approximately 23.8°

Now you can use the value of B to determine the value of A by rewriting $A + B + C = 180^\circ$ as $180^\circ - (B + C) = A$

Key In:

$$180 - 23.8 - 45 =$$

Result:

111.2°

You're getting close now. Calculate the value of a by rewriting $a/\sin A = c/\sin C$ as $a = c(\sin A)/\sin C$.

Key In:

$$3.5 \times 111.2 \sin \div 45 \sin =$$

Result:

Approximately 4.6 miles



Calculator Application 6

After glancing at your bank statement today, you had the sinking feeling that you may be overdrawn. Though you recently made a deposit, you've been writing quite a few checks lately. You immediately go to your Apple IIGS and open the Calculator.

The first thing you'll need to do is check off those checks which have cleared the bank. You've made two deposits that weren't on the statement which also didn't reflect the current service charge. All of these must be included in your calculation. The formula for doing this is as follows:

$$\text{Balance on statement} - \text{checks outstanding} + \text{deposits} - \text{service charge} = \text{current balance}$$

The balance on your statement is \$1,126.03, and yesterday you made a \$500.00 deposit. Outstanding checks total \$1,801.50. The service charge is \$8.00. Find your current balance.

Key In:

1126.03 **+** 500 **-** 1801.50 **-** 8 **=**

Result:

You're in trouble. You're \$183.47 overdrawn.

Keyboard Macros Application 1

Keyboard macros can be useful in your word processing documents as shortcuts for doing any number of writing and editing tasks.

You can create a macro to automatically enter a letter heading for all your documents.

First, enter the key you'll press to call your macro. For this example, we'll use the 3 key on the numeric keypad. (You can use any key on the keyboard, but it's better to use either the keypad keys or a control-key combination to prevent interference with your typing when the macros are on.)

- Enter the macro key by pressing the 3 key on the numeric keypad.

Key:

√3

- Enter the name you want to give the macro.

Label:

Letterhead

For example, let's give this macro the name "Letterhead."

- Enter the definition of the macro by typing the keys which will make up the macro.

Macro Definition:

4628 Palm Avenue ↵ Houston, Texas 774

In this example, we'll type: Alan Smith <carriage return> 4628 Palm Ave.<carriage return> Houston, Texas <carriage return> 77438 <carriage return>.

- Click the Assign button to enter it into the list.



Keyboard Macros Application 2

Henry R. Baker has a cookie company and sells exclusively to three major wholesalers. His business has really grown, and so to provide his customers with a variety of sizes, he now bundles his cookies in one of four different packages. Mr. Baker uses an Apple IIGS to type all of his forms and invoices as well as assist his secretary with other record keeping duties. Mr. Baker would like to simplify the task of filling out his forms and at the same time eliminate so much repetitive typing.

Miss Wise, the company secretary, decides to set up macros in which the company information, the wholesalers information (one macro for each), and the customer numbers are represented. She creates a form and a macro set to cover names, addresses, and account numbers. She also creates macros that represent quantity information used in placing orders. This is how she does it:

Before creating the macros, tabs must be set in the ruler (MultiScribe GS is used in this example.) A tab is set for the beginning of each of the fields on all of the lines.

Miss Wise sets up a macro to produce the form.

- Enter the key you'll press to call the macro.

Key:

✓1

- Enter the name for the macro.

Label:

Form 1

■ Enter the definition of the macro.

Type the following information:

Pay: <carriage return> <carriage return> Sold To: tab tab tab Ship To:
<carriage return> tab Name: tab tab Name: <carriage return> tab Address:
tab tab Address: <carriage return> tab City, State, Zip: tab tab City, State,
Zip: <carriage return> <carriage return> <carriage return> Customer
Number: tab tab Date: <carriage return> <carriage return> Qty: tab
Description: tab tab Package #: tab Amount: <carriage return> <carriage
return> <carriage return> <carriage return> <carriage return> <carriage
return> <carriage return> tab tab tab tab Total: <carriage return>

Macro Definition:

Pay:↓↓Sold To:→|→|→|Ship To:↓↓|Name:→|→|

Once she creates the form, she makes macros to fill out the form automatically. First she makes a macro to enter the name and address of the Baker Cookie Company in the "Pay:" field. She uses the 2 key on the numeric keypad and assigns this address to the macro definition:

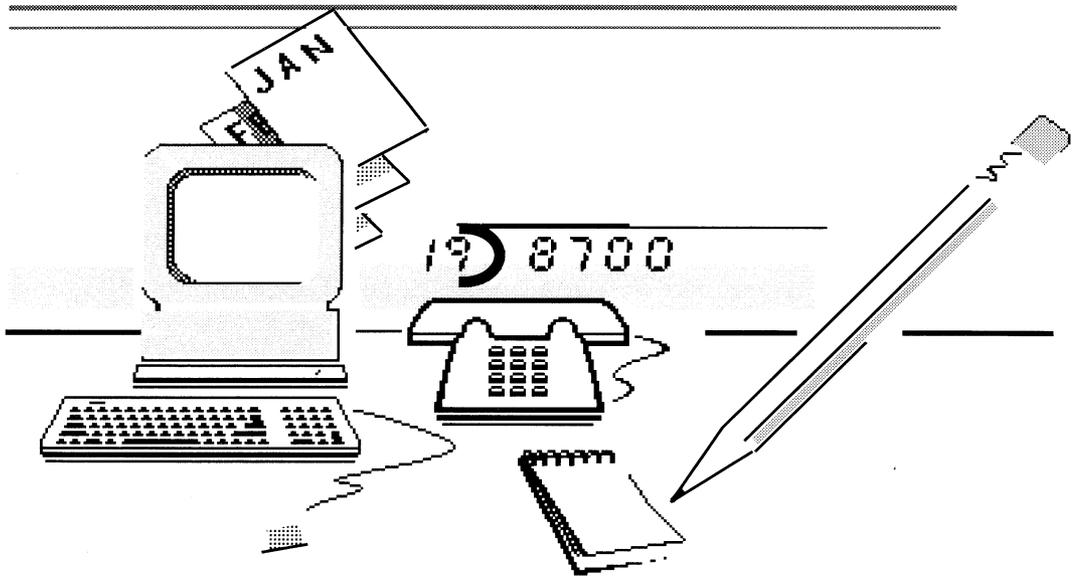
Baker Cookie Company
10876 Dairy Ashford
Houston, Texas 77024

Then she creates three macros to represent each of the three wholesalers.

When she finishes, she has an automatic billing system built into her word processor. Mr. Baker is so pleased with her work that he gives her a 10¢ an hour raise!



Chapter 4: Reference



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CHAPTER FOUR



Reference Chapter

DeskWorks Original Defaults and Disk Capacity

Mr. Apple:	active	2.5K
Alarm Clock:	Off button selected Future Date selected time and date current	10.5K
NotePad	opens to page 1 of NotePad	10K
Calendar	current date selected	15K
Calculator	clear memory registers clear memory	15K
PhoneFiler	opens to StyleWare technical support address	20K
Scrapbook	opens with author's name	18.5K
Keymac	macros unactivated Fields and list box empty Edit Keys box Current macro set-untitled cookie company example (active macro set)	17.5K
Screen Saver	active	7.0K
Enigma	none	6K
Menu Clock	active; time current	2.0K
System Clock (Clock)	active; time current	1.5K



(The Finder, the application for organizing and managing your documents, occupies 51K.)

Special Files and Folders

Each of the desk accessories listed below has its own auxiliary file where data is stored. The first time you save data with an accessory, a file is automatically created to hold this data. For example, when you save a macro set you've created, it's saved in a file called Keymac in the StyleWare folder located in the System folder on your application disk. When you install DeskWorks in a new application, you'll want to transfer these files to be able to use the data you've created. To transfer these files into your application, see Chapter 1, "Installing DeskWorks."

The following information will assist you in locating specific auxiliary files:

NotePad	The NotePad file is located in the StyleWare folder in the System folder on the DeskWorks disk. /StyleWare.DW/System/StyleWare
Calendar	The Caldata file is located in the StyleWare folder in the System folder on the DeskWorks disk. /StyleWare.DW/System/StyleWare
PhoneFiler	The Phone.list file is located in the StyleWare folder in the System folder on the DeskWorks disk. /StyleWare.DW/System StyleWare
Screen Saver	The file is located in the Desk.Accs folder called Saver.data. /StyleWare.DW/Desk.Accs/Saver.data

The System Clock	This clock is located in the Desk Accs. folder in the System folder on your DeskWorks disk. StyleWare.DW/System/Desk.Accs
Menu Clock	MenuClock is located in the SYSTEM.SETUP folder in the SYSTEM folder on your DeskWorks disk. This is the only accessory program that is not found in the DESK.ACCS folder. /StyleWare.DW/System/System.Setup
Scrapbook	The Scrapbook is located in the Scrapbook folder in the STYLEWARE folder in your SYSTEM folder on the DeskWorks disk. /StyleWare.DW/Stystem/StyleWare/Scrapbook

TIP: In Chapter 2, you learned two ways to create a scrap file. Another method to accomplish this same task is to use the Finder. Drag PICT and text file icons directly into the Scrapbook folder in the STYLEWARE folder located in the SYSTEM folder. The files you place in this folder must already be files saved in PICT format or ASCII format. The number of scrap files the Scrapbook folder can hold is limited by the capacity of the boot disk.



Glossary

antilogarithm

The number for which a given logarithm stands.

backup

A duplicate of a disk.

Clipboard

The storage part of memory that stores what you last cut or copied.

clip rectangle

The result of action taken in the Scrapbook operations.

delimited (to delimit)

To mark the beginning or end of a sequence of characters with the use of a character that is used for punctuation. The delimiter itself is not considered part of the sequence itself.

desk accessories

Small applications such as the Calculator, NotePad and Keymac that can be run from the desktop of a main application program 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 computer's working environment. The desktop includes the Menu Bar and the empty light blue area beneath that resembles a real desktop.

Finder

An application that allows you to use, organize, open and close documents.

Hyperdialer

A phone dialer you can order that will enable you to use your Apple IIGS to dial phone numbers.

icon

A small picture on the desktop that symbolizes an object such as a folder, a function, or message.

key field

Input bar in the Keymac window where you type the character or characters you wish to take on a meaning, resulting in the creation of a macro.

keyword

Refers to a PhoneFiler method of locating names and addresses whereby files are searched according to characters entered in the keyword field labeled Search.

logarithm

The exponent indicating the power to which a fixed number, the base, must be raised to produce a given number.

macro

A small program that consists of a keystroke representing a group of letters, words, phrases, or keyboard commands.

macro set

a group of macros combined in a file that can be stored on any storage device.

mantissa

In scientific notation, refers to numbers expressed as a single positive value or base.

modifier keys

They are  key, *control* key,  key, *shift* key, and the keypad keys.

natural antilogarithm

A number for which a given logarithm stands.

natural logarithm

The exponent indicating the power to which a fixed number, the base, must be raised to produce a given number.

record

A file in the PhoneFiler that includes a name, address, city, state, phone number, and miscellaneous information.



scrap file

One piece of text or graphic image that has been saved into the Scrapbook.

sequential

A method of search where PhoneFiler records are searched in order according to their alphabetic sequence.

tab identifier

Similar to tabs found on manila folders that contain the first letter of the first word listed on the record.

try box

The input bars in Enigma where the player records his choices.

uninitialized disk

A disk that has not been formatted.

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