



Notes · n · Files TM

Designed for the Apple IIs

Instruction Manual



DataPak
Software, Inc.

14011 Ventura Boulevard, #507
Sherman Oaks, California 91423
(818) 905-6419





]

Welcome to *Notes •n• Files!*



You might be interested in knowing how *Notes •n• Files* came about. We surveyed many people, most of them new to computers, by asking them what programs they would like to see on their new **Apple][GS**. The most common answer was the following:

"I'd like to be able to keep track of some names and addresses and write these people a letter now and then, or maybe just jot down a memo and file it away..."

It seems like they are saying they want to do what they already do at home or in their office! They get a manila folder, take a marks-a-lot and write a name or title on the cover, then they "stuff" the insides of this folder with letters, notes, memos, even phone numbers jotted down on scraps of paper. Isn't this what you do, too? Wouldn't it be great to have your **Apple][GS** do it for you?

Well, this is exactly what *Notes •n• Files* can do! You type your letters and notes **right on the screen** and then you can actually put your documents inside little **file folders**. These folders can then be filed away inside the **drawers** of a life-like **file cabinet**, just the way you are already know how to do! You see, it isn't going to be very hard at all to learn how to use *Notes •n• Files*.

Because *Notes •n• Files* is based upon YOUR requests, we would like to think that YOU had something to do with its creation! So, write us a letter and tell us what you think. Don't forget to fill out your Registration/Warranty Card and mail it to DataPak. This will entitle you to use Tech Support Services, and you will receive a **backup disk** of *Notes •n• Files* at no extra charge!

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TABLE OF CONTENTS

1.0 GETTING STARTED.....	1
1.1 What You Need to Start.....	2
1.2 Booting Up.....	5
1.3 Inside Notes •n• Files.....	8
2.0 THE FILE CABINET.....	9
2.1 Creating a New Cabinet.....	12
2.2 Opening a Cabinet.....	16
3.0 FILE FOLDERS.....	18
3.1 Data Entry.....	24
3.2 Filing Folders.....	27
3.3 Using Folders.....	29
3.4 Renaming Folder Fields.....	31
3.5 Importing Other Data Bases.....	32
4.0 DOCUMENTS.....	34
4.1 Filing Documents.....	37
4.2 Opening Documents.....	39
4.3 Importing & Exporting Text.....	41
5.0 THE EDITOR.....	42
5.1 Cut/Copy/Paste.....	45
5.2 Formatting a Document.....	47
5.3 Ruler Settings.....	50

6.0 FILE MANAGEMENT.....	53
6.1 Searching for Folders.....	55
6.2 The Master List.....	57
6.3 "AND" & "OR" Conditions.....	60
6.4 Conditions Formulas.....	62
6.5 The Indexes.....	65
7.0 PRINTING.....	71
7.1 Printing Documents.....	75
7.2 Mailing Labels.....	76
7.3 Form Letters.....	80
7.4 Flagging a Folder.....	85
7.5 Printing Lists.....	87
8.0 SPECIAL APPLICATIONS.....	88

1.0 GETTING STARTED

About the Manual

This manual has been written in a way that makes it easy for anyone to learn how to use **Notes •n• Files**. There are lots of pictures and helpful "tips" designed to get you thinking and intended to allow you to learn the program at your own pace, step-by-step, gradually increasing your knowledge of the program and building upon your ability to apply what you learn.

Each chapter is presented upon a **gradient scale** of learning difficulty. A chapter usually begins with a "walk-through" to nurse along the very beginner and prevents one from becoming drowned with complexities. After this, the chapter picks up the pace by giving you more detailed explanations of how a certain area of the program works. The chapter ends with advanced solutions for the creative user who wants to apply **Notes •n• Files** to its utmost capacity.

How to Study

Always study at a level that best suits your own particular learning abilities. You can "pick and choose" which parts of the program you want to learn about and use. You **don't** need to learn everything at once. There are **priorities** to consider. It is entirely up to you to decide which parts of the program are **important** to you today and which ones you could skip over and study tomorrow. The **Index** at the back of this manual is ideal for finding specific sections of the program that you wish to study.

When you study, you should set your sights on a particular goal for the day, such as "**today I'm going to learn how to print documents**", then study that **area** alone. Don't wander off into parts of the program you have no use for just yet. You will find that if you have simple "wins" using the program from the very start, then your progress with **Notes •n• Files** will advance much faster than if you vainly take a stab at trying to become a full expert in just one short session.

Slowly but surely build your knowledge and abilities, but above all, have fun while doing it!

Tech Support

If you find you are having any trouble with **Notes •n• Files**, then you may want to call our **Tech Support** crew for assistance. Before you call, always ensure you have your computer setup and running (near your telephone, if possible) with your instructions manual in hand and a list of questions written down. In this way, the **Tech Support** team can help you much better and faster.

The **Technical Support Division at DataPak** is open to the public between **10:00 am and 5:00 pm PST**. Call **(818) 905-2201**.

1.1 What You Need to Start



NOTE: If you are a beginner, you don't really have to read this next section. If you want you can go on ahead to "**1.2 Booting Up**" on page 5 and then come back here later on. If you have any trouble getting started, then by all means return to read this section as it might answer some of your questions.

Recommended System:

- 1) Apple II GS with 512k memory.
- 2) Two 3 1/2" disk drives.
- 3) ImageWriter II printer.
- 4) 8 1/2" by 11" form-feed printer paper
- 5) 2 1/2" by 15/16", three across labels.

Your particular setup depends strictly upon your own personal needs. Here is an expanded list of the recommended System:

1) You need, of course, an **Apple II GS** to use *Notes ·n· Files* for it doesn't run on **any other** computer. However, to run any major program on your **GS** you will need to have at least **512k of memory**.

The technical reason for this is that any major program, such as *Notes ·n· Files*, will require plenty of internal space in order to manage the complex colored graphics as well as being able to handle the extra memory space requested when you type a fairly large document. Therefore, if you only have a **256k GS**, then you will be "begging for trouble" because you will frequently **run out of memory** and be unable to do the things you want to do. Memory board expansion kits can be obtained from your local Apple dealer.

2) You will need a **disk drive**. This is obviously required because your computer needs it in order to read the data from a diskette or to write new data. Preferably, you should have a 3 1/2" drive since they use double-sided disks capable of having much more storage capacity than the 5 1/4" floppy disks. *Notes ·n· Files* itself must reside and operate on a 3 1/2" diskette, but you may use your 5 1/4" disks for **data only**, although the disk space available would be very limiting.

Having **2 drives** isn't essential, but is highly recommended. One drive can hold the program, *Notes ·n· Files*, with the second drive dedicated for disks containing **data only**. You can quickly fill up a disk using a single drive and will eventually need to use a second disk.

When you fill up your first disk and you want to save more files, then without a second **drive** you will have to stop and switch back and forth between the second disk and the first disk. For this reason you may want to eventually expand to a **hard disk**. It can hold many times more data than ordinary disks, accessing your data is accomplished much faster and you won't have to always "swap" disks back and forth. If you intend to have many 1000's of records (folders and documents), you will eventually need to have a **hard disk** or else you won't be able to fit all of your records on just one diskette. (See "**Notes •n• Files: Technical Info**" on page 4 for installing the program on your **hard disk**).

3) You will need a **diskette**. You can use the master diskette (the one containing **Notes •n• Files**), but don't forget you will probably fill this disk up with data fairly rapidly. For this reason, you should obtain a few extra disks (available from your local Apple dealer), and pre-format them using the **Apple][GS System Utilities Disk** that came with your computer.

Notes •n• Files will be unable to recognize an unformatted data disk. If you want you can initialize a few disks and have them ready for use. You will be able to create multiple **cabinets** on them that can be used for varying subjects, such as a cabinet for business clients, another for personal matters, and so forth. Perhaps you will want an individual data disk for each subject. This is entirely up to you.

4) You'll want to have a good **printer**. It isn't mandatory to have a printer, but you will need one, of course, if you want to print the letters you type, along with their mailing labels, or to print listings of your names and addresses. If you want to print in different fonts and styles, then you will need an **ImageWriter** printer. The ImageWriter is a **dot-matrix** printer which means it prints characters in the form of tiny "dots". It can therefore print graphic pictures or characters of varying sizes. If you want to have letter quality printing, you might want to obtain a **Daisy-wheel** type printer. It uses a wheel comprised of a "molded" character set that strikes the ribbon producing a sharp print, much like a typewriter. However, a Daisy-wheel is incapable of printing the different fonts available with **Notes •n• Files**. If you desire ultra-fine resolution printing, then you'll want the more expensive **LaserWriter** which can produce book or magazine quality print.

5) You will want to have some **printer paper**. This can be the standard 8 1/2" by 11" pin-feed paper, or you can use your single sheet, letterhead stationery and manually feed the paper into your printer. The recommended size for mailing labels is 2 1/2" by 15/16", three labels across each row, but you may also use fancier and larger, one across labels. **Notes •n• Files** will also print on Legal size paper (8 1/2" by 14"), Computer paper (15" wide) or Index card size (3" by 5"). **Note:** You must have a Wide ImageWriter to print 15" across. Also, the ImageWriter cannot handle thick index cards due to friction and slippage. As a solution you may need to obtain a special "tractor" to feed your cards, or use a different printer altogether.

Notes ·n· Files: Technical Info

If you don't reach the **MAIN SCREEN** (as shown on page 7), then you will need to read the following section. Something has obviously gone "wrong". This can be the result of various factors. A list of possible remedies is given below:

1) A message on the screen says "**Check startup device**". This happens when there is either no disk inserted into the disk drive or the disk is not a **startup disk**. There could also be something physically wrong with the disk or the drive. Try again, and if the disk still fails to boot, consult your local Apple dealer or call DataPak Tech Support.

2) The disk **ejects** from the drive upon startup. On rare occasions, a disk inserted for the first time may in fact be rejected by the computer during the boot-up process. In this case, immediately re-insert the disk and try again.

3) The **Program Launcher** appears, but **Notes ·n· Files** fails to come on the screen when "launched". This commonly occurs because of an incorrect **RAM** setting. You will need to check the **Control Panel** (press the 3 keys OPEN-APPLE CONTROL and ESCAPE simultaneously) and then ensure that the **RAM Disk** is **not** set too large so as to interfere with the amount of internal **memory** available. Make it **0k** (zero) if possible (using the arrows, then pressing RETURN). If you do change the **RAM** size, you must **Quit** the **Control Panel** and **re-boot** the computer by turning it off then on. Also, while in the **Control Panel**, you may want to perform other tasks such as setting the clock, selecting the desired keyboard and mouse speeds, verifying printer defaults, etc., or you can toy around with these settings later on. Consult your **GS Manual** for more detailed instructions on using the **Control Panel**.

4) **RAM** is correctly set, but **Notes ·n· Files** still fails to run. This would then mean something is wrong with the disk itself, or you are attempting to run a **COPY** of the program (or the **hard disk install** was never performed - see #6).

5) **Notes ·n· Files** is **copy-protected**. If you make a copy of the program (or attempt to run it from a **RAM** disk) it will not run. Copying from a hard disk back down to a floppy will also fail. A fully working **backup disk** of **Notes ·n· Files** is available to registered owners at no additional charge.

6) If you will be using a **hard disk**, the program "**HD.INSTALL**" (found in the **PROGRAMS FOLDER**) can be selected and run in order to install **Notes ·n· Files** on your hard disk, thereafter allowing you to run the program without having to use the master diskette.

7) The "**START**" program (which is really the "**Program Launcher**"), can be renamed or even deleted (using your **System Utilities Disk**) and then you can rename "**NOTES.N.FILES**" to "**START**", in which case **Notes ·n· Files** will always boot directly and come up first.

1.2 Booting-Up

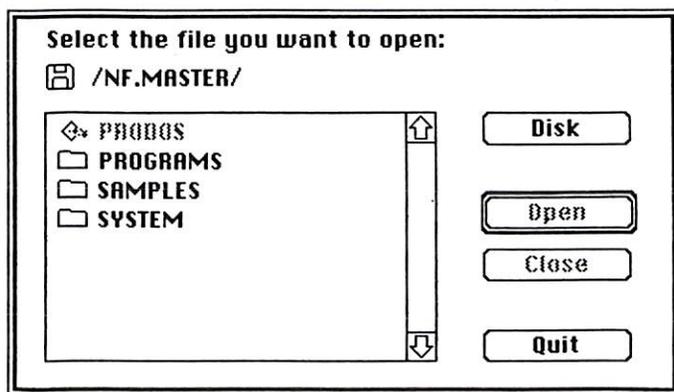


NOTE: The following "walk-through" is included for those of you who are new to computers and need some extra help. You advanced wizards can jump ahead at your own risk by running "NOTES.N.FILES" from the **PROGRAMS FOLDER** and then move on to "2.0 THE FILE CABINET", page 9.

How to Start *Notes ·n· Files*

You realize, of course, a computer cannot ever work all by itself. It needs a **program** (a set of instructions) that orders it to do things. Thus, you first have to turn on the computer with your *Notes ·n· Files* diskette sitting inside the disk drive. (This disk is called a **STARTUP** disk). The very first program that will come up on the screen is called the **Program Launcher**. It gives you a list of other available programs that you can select and **RUN**. You will use this **Program Launcher** to find and run *Notes ·n· Files*.

STEP 1: Remove any diskettes you might be currently using and turn your **GS** off. Insert the *Notes ·n· Files* master diskette into your disk drive and turn your **GS** on. In a few moments you will see the **Program Launcher**:



(Note: The above **Program Launcher** is from **Apple Computer, Inc.**)

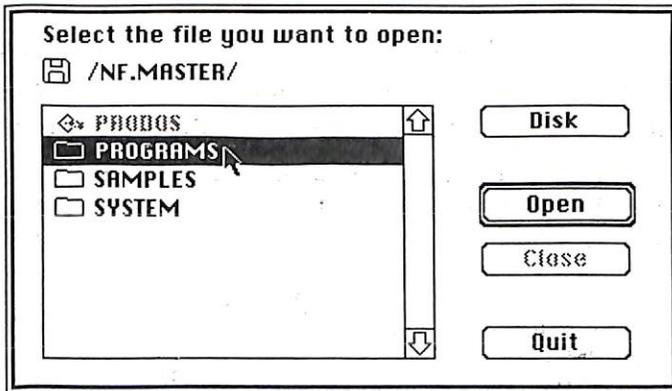
The Pointer

The very first thing to learn about is called the **ARROW POINTER**. When you move the **MOUSE** on your table, the **POINTER** will likewise change its position on the screen.



The **POINTER** is used, as you can guess, to "**point to**" various items on the screen that you would like to select and do something with.

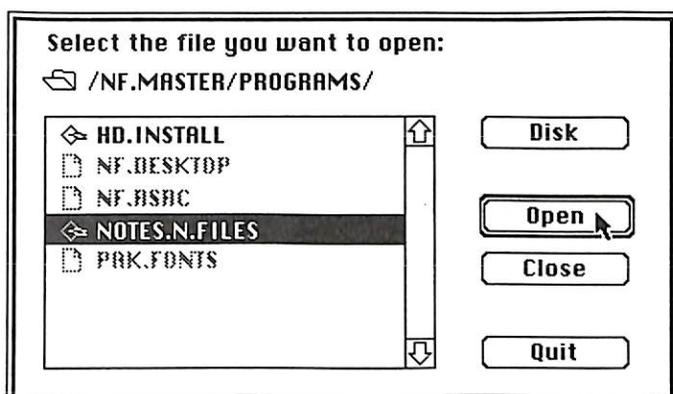
STEP 2: By "rolling" the mouse on your table, position the **ARROW** so that it is directly on the name "**PROGRAMS**", **PRESS DOWN** on the mouse button and then let it up. This is called "**CLICKING THE MOUSE**". You will see the name "**PROGRAMS**" become **HIGHLIGHTED** as shown in the following picture:



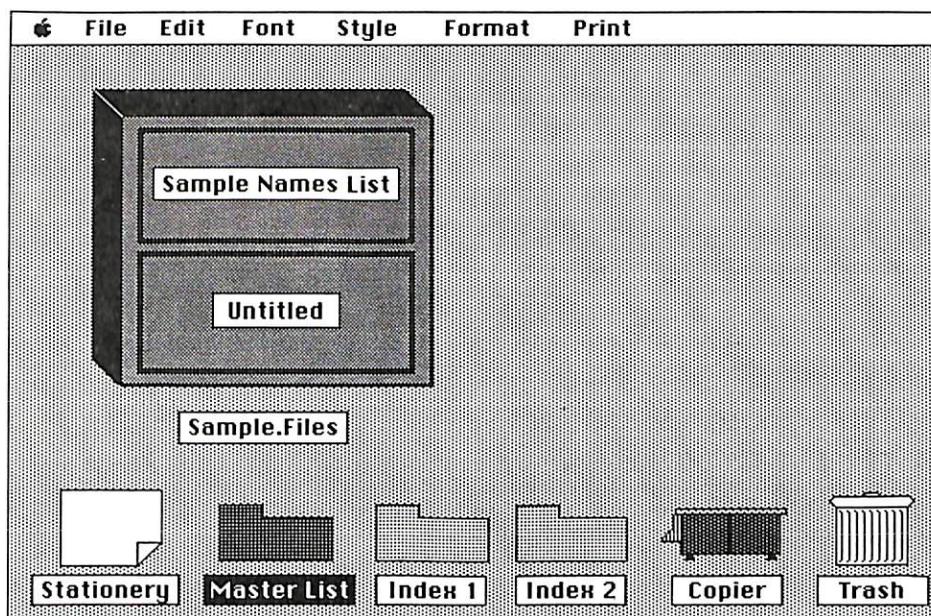
STEP 3: Move the **ARROW POINTER** over to the "**Open**" button and again **CLICK THE MOUSE**:



The screen will change to the following picture:



STEP 4: Now, do the same steps again, but this time **CLICK** on the name "NOTES.N.FILES" (this is the program!) then **CLICK** on the "Open" button, as shown above. This will "launch" your *Notes -n- Files*. In a few moments you will be inside the program and see the following screen:



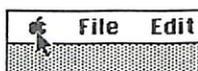
The *Notes -n- Files* main screen.

1.3 Inside *Notes •n• Files*

Once inside *Notes •n• Files* you can easily recognize the File Cabinet. Along the top of the screen are what we call pull-down **MENUS** and along the bottom of the screen are some "tools" that we shall learn about later on.

Menus

The **MENUS** allow you to choose from a variety of functions that tell *Notes •n• Files* what you would like to do next. Move the **POINTER** up to the top left corner of the screen so that it is directly on the **Apple**  character:



Moving the mouse, of course, does nothing all by itself except move the **POINTER** about the screen. In order to then choose or do something you need to **PRESS AND HOLD DOWN** the mouse button. Do so right now and notice how the **MENU** "drops down" and comes to view. Slowly move the **POINTER DOWNWARDS** (keeping the button depressed) across the "items" of the **MENU**:



As the **POINTER** passes over an item, that item becomes **HIGHLIGHTED** (selectable). When the **POINTER** hovers over an item, and you release the mouse button, *Notes •n• Files* will then perform whatever task the **MENU ITEM TELLS IT TO DO**. Go ahead and select "**About Notes •n• Files**" and you will be shown a little window telling you some information about the program (and the **version number** of your disk). When done, click within the "**OK**" button and the little window will disappear.

Believe it or not, this is about as complex as *Notes •n• Files* should ever get!

2.0 THE FILE CABINET

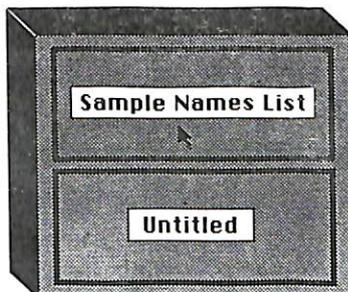
NOTE: The following "walk-through" is intended for beginners only. Advanced users can continue on with "2.1 Creating a New Cabinet", page 12.

The **FILE CABINET** behaves just like a real-life cabinet. A **Drawer** can be opened up to display your **Folders**. Inside these **Folders** you can store your **Letters** and **Notes**. So, you see it's naturally going to be easy to learn how to use **Notes ·n· Files**.

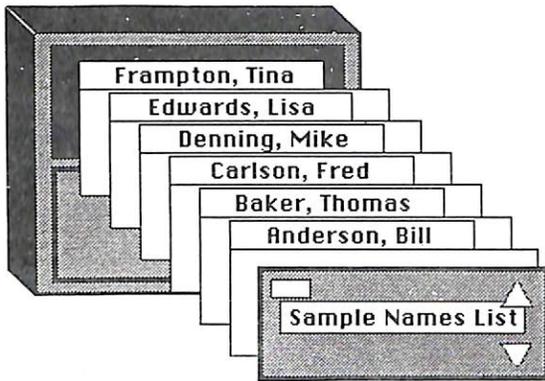
We will be using the "**Sample.Files**" **CABINET** for our "walk-through". This **CABINET** is nothing more than an example **CABINET** provided for you by **DataPak**. It merely demonstrates some of the things you can do with **Notes ·n· Files** and you will learn later on how to create your own new **CABINETS**! The top **DRAWER** of the "**Sample.Files**" **CABINET** already has some **FOLDERS** inside. We shall use this top **DRAWER** from time to time for our "walk-through". The bottom **DRAWER** is completely empty and you can use it for your own **tests** as you study along.

Opening a Drawer

Place the **POINTER** anywhere on the top **Drawer** rectangle, as shown below, and then press the mouse button down **TWICE** in fairly rapid succession. This is called **DOUBLE-CLICKING** the mouse:



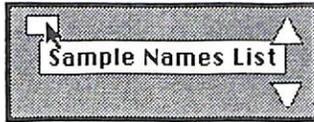
The **Drawer** will magically "pop" open to display the sample **FOLDERS**:



Notice how the **FOLDERS** fan out in **alphabetical order**. You see it will be a breeze to find the ones you want to work with.

Closing a Drawer

In order to use the bottom **DRAWER** you first have to **CLOSE** the top **DRAWER**. This is done by clicking in the little white rectangle at the upper left corner of the **DRAWER**, as shown in the picture below, and the **DRAWER** will **CLOSE** shut:

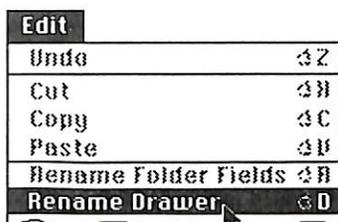


Now, **OPEN** the bottom "Untitled" **DRAWER** so you can follow along.

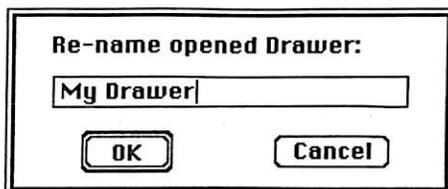
Renaming a Drawer

Whenever a **Drawer** is **OPEN** you can change its **TITLE** by selecting "**Rename Drawer**" from the **Edit** menu. Note that this item on the menu becomes **ACTIVE** (selectable) only when a **DRAWER** is in fact **OPEN**.

As you know, you place the pointer on the word "Edit" at the top of the screen, click the mouse and while holding down the button you move the pointer downwards until "Rename Drawer" becomes **HIGHLIGHTED**, as shown in the following picture:



Upon letting go of the mouse button, you will be presented with the following window:



Type in a new **TITLE** for your **DRAWER**, such as "My Drawer" shown above, and when ready click on the "OK" button or press the **RETURN** key. Because there is a "ring" around the button it is the **DEFAULT** selection. Pressing **RETURN** is the same as clicking in it. If you click the "Cancel" button, you will return back to your **CABINET** with the **DRAWER'S NAME** unaltered.

You can name the **DRAWERS** anything you'd like. Some examples would be "Clients" or "Friends", and so on. You would then make a **File Folder** for each person. Or, you might like to "split" the **CABINET** alphabetically in half by using "A-M" for the top **DRAWER** and "N-Z" for the bottom. You can even call the **DRAWER** "Poetry" or "Bills". You can then create **Folders** and put **Documents** in them containing your poetry, or a typed list of bills, a schedule or your formal business letters and reports, you see, but you **don't** have to use a **CABINET** to hold just names and addresses!

2.1 Creating a New Cabinet

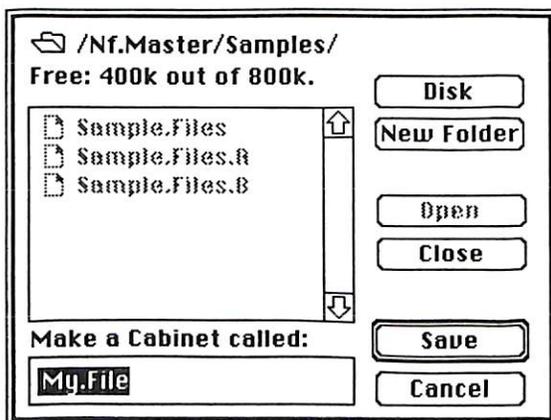
NOTE: Beginners should move straight to "3.0 FILE FOLDERS" on page 18 and come back to this section when the need arises to create a **NEW CABINET**.

You can only work with one **CABINET** at a time, but you can keep multiple **CABINETS** on the same disk and go back and forth between them, or you can use multiple disks to store your **CABINETS**. You can create as many **CABINETS** as a disk can hold (which depends on various factors covered later).

In order to create a brand new **CABINET**, you first have to put away the one you are currently working with by choosing "Close Cabinet" from the **File** menu and the screen will be cleared. At this point, go back up to the **File** menu and select "**New Cabinet**":



You will then be presented with the following window:



(Your window may look different than the above **SAMPLES FOLDER**).

Disk Folders

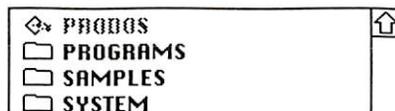
While the above window looks complex at first, it's actually very simple. It is asking you for the **DESTINATION** of where you would like to create a **NEW CABINET** on your **DISK**.

A **DISK** is divided into individual sections which are called **FOLDERS**. (Note: This has nothing to do with the Folders in your File Cabinet!). Each **FOLDER** can hold separate files (and/or programs) which are "isolated" from all other **FOLDERS**. Therefore, you can think of a **DISK** as really being made-up of alot of little mini-disks.

The **DESTINATION** for your **CABINET** will be one of these **FOLDERS**.

Closing a Folder

You may have noticed in the previous picture that you are in the "**SAMPLES**" **FOLDER** on your disk. In fact, the "**Sample.Files**" **CABINET** exists inside this **FOLDER**. If you click on the "**Close**" button you will see the window change and show you a list of your other available **FOLDERS**:



Making a New Folder

To create a new **FOLDER** (you don't have to unless you want to), start typing a **NAME** at the bottom of the window, such as "**My.Folder**". (You can use periods, but not spaces):



When finished typing the name, click on the "**New Folder**" button:



You have now made a **FOLDER** for the **CABINET** you are about to create.

The reason why you would want to make a **FOLDER** at all is so that you can set aside your **CABINETS** by **SUBJECT**. For example, you could create a **FOLDER** called "Clients" and keep **CABINETS** in that **FOLDER** dedicated to people with whom you do business, or create another **FOLDER** just for your "Personal" type **CABINETS**, and so on.

Using a Different Disk

You can change the **DESTINATION** to an entirely different disk by first manually ejecting the current disk (unless, of course, you are using 2 drives), inserting another disk and then clicking on the "Disk" button. Note that the **NAME** of the currently selected disk will always appear at the top of the window.



Selecting a Folder

When selecting a **DESTINATION** for your **NEW CABINET** you can choose either an existing **FOLDER** or create a new one. Let's **CHOOSE** the **FOLDER** we just created:



Click once on the name "My.Folder", so that it becomes **HIGHLIGHTED**, and then click on the "Open" button, or press **RETURN** or just **DOUBLE-CLICK** on the **NAME**. (Note that the **UP** or **DOWN ARROW** keys may be used instead of the mouse to select a **FOLDER** or **CABINET**). By doing so, **THIS FOLDER** will then become the **CURRENT DESTINATION** for the **CABINET**.

The Destination Folder

When you **OPEN** a **FOLDER**, or create a new one, its **NAME** will appear at the top of the window:



Notice the little "open folder" icon. This means you are **INSIDE THAT FOLDER** and that it is the **CURRENT DESTINATION**. By the way, each "/" (slash character) within the **NAME** represents another **FOLDER**. Thus, you can have **FOLDERS WITHIN FOLDERS WITHIN FOLDERS**.

You see that you can pin-point the desired **DESTINATION FOLDER** by "scanning" through your **FOLDERS, OPENING** or **CLOSING** them until you locate the right one. You can then proceed to create a **CABINET** inside the **SELECTED DESTINATION FOLDER**.

Saving the New Cabinet

To finally create the **CABINET**, you again type in a **NAME** at the bottom of the window. Backspace out the characters in the "edit box" and begin typing in a new **NAME**:

Make a Cabinet called:

My.Cabinet

This time, when ready, click on the "Save" button, or press the **RETURN** key:

Save

If you enter the same **NAME** as a **CABINET** that already exists in this **FOLDER**, you will be asked if it's alright to replace it. A new **CABINET** will then be created inside your **DESTINATION FOLDER** ("My.Folder") and you will then be able to work with this **NEW CABINET**.

Time-Out

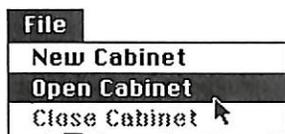
When you see the **WATCH** on the screen, it means **Notes ·n· Files** is currently **BUSY**:



All you need do is sit and wait until the **ARROW** pointer returns. This will happen during any lengthy process such as creating a new **CABINET**.

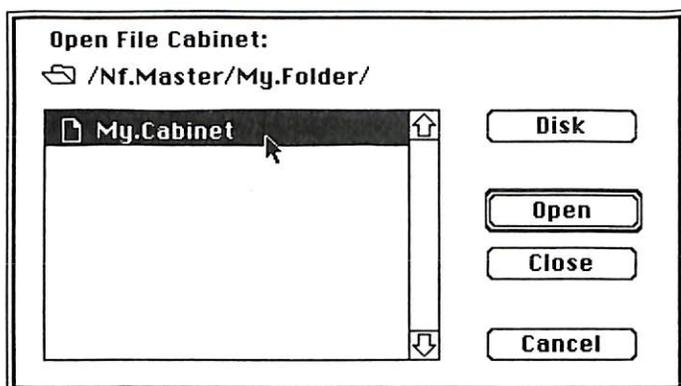
2.2 Opening a Cabinet

To **OPEN** a previously created **CABINET**, go up to the **File** menu, select "**Close Cabinet**" and then go back up to the **File** menu and select "**Open Cabinet**":



Upon doing so, a new window will appear. You locate your **CABINET** by **OPENING** or **CLOSING** your **FOLDERS**, or you can even get a **CABINET** that exists on another **DISK**, in which case you already know how to use the "**Disk**" button.

When you have located your **CABINET**, click on its **NAME**, and then either click on the "**Open**" button or press RETURN. You may instead simply **DOUBLE-CLICK** upon the **NAME**:



The **CHOSEN CABINET** will then appear on the main screen where you can begin working with it.

Quitting *Notes ·n· Files*

When you select "Quit" from the **File** menu and exit *Notes ·n· Files* for the day, you will return back to the original **PROGRAM LAUNCHER** (or some other type of "Finder" you may have **STARTED** with). You may then choose to run another **GS** program. But, it should be pointed out that you need to actually "Quit" *Notes ·n· Files* because this will **Save** various **PARAMETERS** that you may have **SET** such as for the **COPIER** or **LABELS**, etc. (The file is called "NF.DESKTOP"). If you **TURN OFF** your **GS** instead of **QUITTING** (or if your disk is **locked**), then the **PARAMETERS** will not be **Saved** and will revert to their original **SETTINGS** when you use the program tomorrow.

Also, the **NAME** of the **CABINET** you were last working with will be conveniently **Saved**. When you run the program tomorrow, *Notes ·n· Files* will then attempt to re-open that same **CABINET**. However, if the **CABINET** cannot be found (it could be on some other data disk across your room), then you will immediately be given the "Open" window (shown in the previous picture) and you may continue by either locating and selecting the desired **CABINET** or by clicking "Cancel" and creating a **NEW CABINET**.

About the Cabinet Files

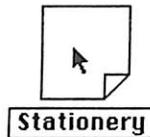
As a technical note, a **FILE CABINET** created on your disk is actually comprised of **3 separate files**. For example, when you create a **CABINET** named "My.File", 2 more files are automatically created and are named "My.File.A" and "My.File.B". Because there is a limit of up to **15 characters** for any filename, and *Notes ·n· Files* will "tag" 2 more characters to the ends of the extra files, a **CABINET TITLE** can only be **13 characters** in length.

The 2 extra files contain the **INDEXES** and are **vital** to the operation of a **CABINET**. Therefore, if you are going to **COPY** a **CABINET** to another disk (or you want to **RENAME** it), always ensure you move **ALL 3 FILES**. (Advanced users can **COPY** or **DELETE** files by using their **GS System Utilities Disk**).

3.0 FILE FOLDERS

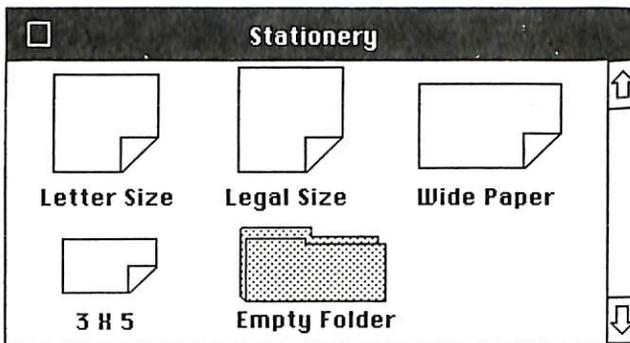
Notes •n• Files simulates a real home or office environment by allowing you to place **FILE FOLDERS** in the Drawers of your Cabinet. You can have as many of these **FOLDERS** as disk space will allow. This depends on various factors, but you could have as many as a few hundred, up to several thousand **FOLDERS** within a Cabinet.

OPEN THE BOTTOM DRAWER and we'll learn how to create a **NEW FOLDER**. Go down to the bottom left corner of the screen and **DOUBLE-CLICK** on the **Stationery ICON** (which is pronounced "eye-kon" and means "a little graphic symbol"):



The Stationery Window

The **Stationery ICON** will open up into a new window which is called the "Stationery" window:



This window can be thought of as a "**STOCK SUPPLY SHELF**" as it contains all of your "blank paper" and empty manila **FOLDERS**.

Moving the Stationery Window

At this time, let's learn some things about the **Stationery** window. It can be **moved** about the screen by positioning the pointer in the top black part of the window, clicking and **holding down** the mouse button.



Then, while moving the mouse, a "ghost" rectangle will likewise move on the screen. This activity is known as **DRAGGING** the window. The window will be moved to the position of the "ghost" rectangle upon releasing the mouse button. Should you not like the window's position you can always move it again. The most common reason for wanting to move the **Stationery** window is so that you can work with its contents while also working at the same time with other items on the screen (such as **FOLDERS** or Documents).

When this window contains many **DOCUMENTS** you will be allowed to **SCROLL** the window (as explained later) in order to access them.

Closing the Stationery Window

The window can be closed away by clicking in its **CLOSE BOX** (also known as the "go-away" button):



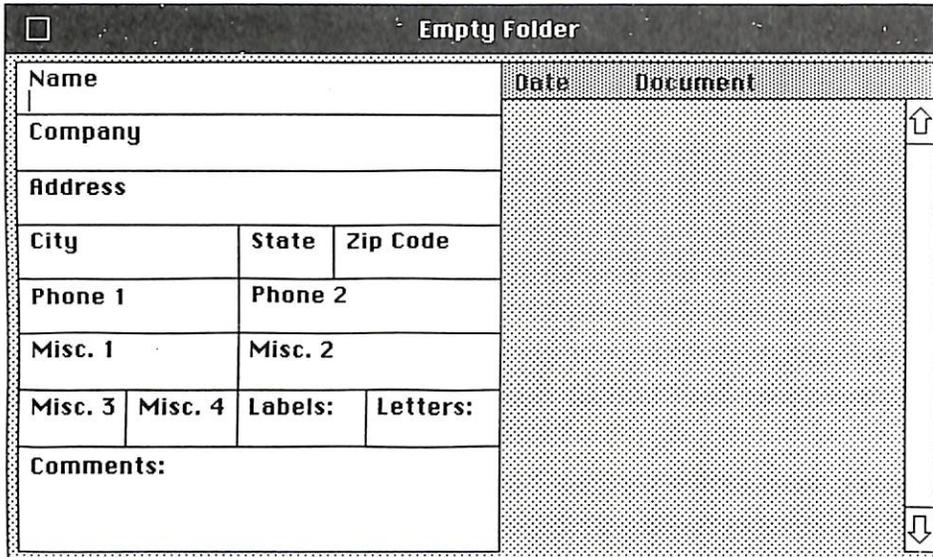
Creating a New Folder

A **NEW FOLDER** is always created using the "**Empty Folder**" from the **Stationery** window. After bringing up the window, position the pointer on the "**Empty Folder**" icon and then **DOUBLE-CLICK** the mouse button:



The Folder Summary

The "Empty Folder" icon will open up into a new window called the "Folder Summary":



The screenshot shows a window titled "Empty Folder" with a standard Mac OS-style title bar. The window is divided into two main sections. The left section is a form with several fields: "Name", "Company", "Address", "City", "State", "Zip Code", "Phone 1", "Phone 2", "Misc. 1", "Misc. 2", "Misc. 3", "Misc. 4", "Labels:", "Letters:", and "Comments:". The right section is a large, shaded area with a dotted pattern, intended for a list of documents. It has a header with "Date" and "Document" columns and vertical scroll arrows on the right side.

Empty Folder					
Name		Date		Document	
Company				[Shaded List Area]	
Address					
City	State	Zip Code			
Phone 1	Phone 2				
Misc. 1	Misc. 2				
Misc. 3	Misc. 4	Labels:	Letters:		
Comments:					

The **FOLDER SUMMARY** can be thought of as a piece of paper "stapled" to the inside cover of a **FOLDER** that **summarizes** its contents.

Folder Fields

The little rectangular "boxes" on the left half of the window are called **FOLDER FIELDS**. In these **FIELDS** you can enter a person's name and address, as well as other pertinent information about him or her.

On the right half of the **FOLDER** will eventually be a **LIST** of the Documents that are inside this **FOLDER**. The Documents will be displayed in order of their **creation dates**, that is, the time they became filed into the **FOLDER**. The list will then serve as a type of running **LOG**, thus the term "**Folder Summary**".

How to Enter Data

You will notice a blinking cursor in the "**Name**" **FIELD**. This represents the "**point of insertion**" and indicates the position of where the next character will appear as you type. Begin typing in your name and you will notice how this cursor advances to the right:



Name
Adams, John|

If you make a typing mistake, you can use the **BACKSPACE** key to delete characters to the left of the cursor (and the cursor will likewise move backwards).

Changing Fields

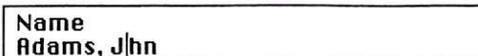
When you are done typing in your name, you can move over to another **FIELD** by pressing the **TAB** key (or by using the **ARROW** keys). Pressing **RETURN** will advance the cursor down to the next row of **FIELDS** (but not across a row) and **SHIFT-TAB** (holding down the **SHIFT** key while pressing **TAB**) will advance the cursor back to the previous **FIELD**.

Editing a Field

Another way to change **FIELDS** is to place the **POINTER** in the desired **FIELD** (just below the **TITLE** of the "box"), and then click the mouse. A blinking cursor will appear in that **FIELD** and you may then begin typing as usual.

Fine Editing

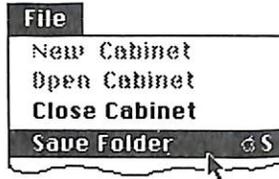
You can also position the pointer **BETWEEN** characters and click the mouse in order to insert the cursor for further, refined **Editing**. Below you see an example of handling a misspelled name. We will insert the cursor between the "**J**" and "**h**", and then type in an "**o**" to correctly spell the name "**John**":



Name
Adams, Jhn

Saving the New Folder

When all of the pertinent data has been entered into the **FIELDS** (you may leave any of them completely blank if you wish), you can then **Save** this **FOLDER** into the Drawer by selecting "**Save Folder**" from the **File** menu:



Note that you can also press **OPEN-APPLE S** (simultaneously) instead of pulling down the **File** menu. Upon doing so, a **NEW FOLDER** will be created and filed in the Drawer **AUTOMATICALLY** (which we shall prove very shortly). A **WATCH** may appear informing you of the fact that *Notes ·n· Files* is currently **BUSY** creating your **NEW FOLDER** in your Cabinet:

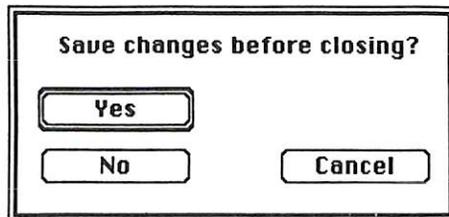


Closing the Folder Summary

You can put away the **Folder Summary** window by clicking in its **CLOSE** **BOX**:



If you have already **Saved** the **FOLDER**, the **Summary** window will then disappear from the screen. However, if you type something and click the window away **BEFORE** you **Save** the **FOLDER**, you will receive the following prompt:

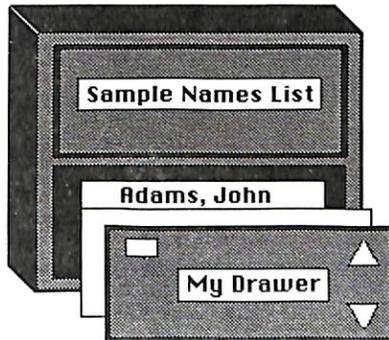


Clicking on the "Yes" button (or pressing RETURN) will Save the FOLDER and put the Summary window away. Clicking "No" will Close the Summary window without creating the FOLDER. Clicking "Cancel" will return you back to the Summary FIELDS for further editing.

Note that you can always perform the "trick" of bringing up a new FOLDER, typing in some data and then clicking the Close Box in order to get the above prompt, thereby allowing you to Save the FOLDER and Close the window all in one step!

Adding a Folder to the Drawer

When you Save your NEW FOLDER, and Close the Summary window, you will notice that, indeed, your FOLDER has been added to the Drawer! (Note: You may want to move or close the Stationery window for a better view):



The RULE is that a NEW FOLDER is always added and filed into the CURRENTLY OPENED DRAWER upon Saving. However, if NO DRAWER IS OPEN at the time then the FOLDER will be filed in the TOP DRAWER.

(Note that when a FOLDER is Saved, it may also be filed within the other 2 INDEXES, as explained much later).

3.1 Data Entry

IMPORTANT NOTE: Before you begin adding all of your Folders to the Drawers you should read the following information and you might want to wait until you study and fully understand the **INDEXES**, as explained in **CHAPTER 6**, page 65. Furthermore, there are **2 FIELDS reserved** for writing back "flags" and any data you enter into them may be possibly over-written during the printing process, as explained in **CHAPTER 7**, 85.

Quantity of Folders

As we mentioned, you can create as many Folders as a disk will hold. The actual disk space used is calculated strictly by the **AMOUNT OF DATA** you type into the **FOLDER FIELDS**. If you enter just names and addresses, then you could easily get 2,000 Folders into one Cabinet on a single **800k** floppy disk, or many thousands of Folders on a hard disk.

Abbreviations

It is not well known exactly how to enter **RECORDS**. There are specific rules that should be followed. These rules can be found in **PHONE BOOKS**, or **ZIP CODE BOOKS** and from other such references.

To economize on disk space used, knowing how to **ABBREVIATE** data becomes vitally important. For example, suppose you have 1,000 folders and that each person's address contains the word "**STREET**". This word is **6** characters long and with **1,000** folders this adds up to **6,000** total characters, quite a lot of valuable disk space! Using abbreviations, as suggested in the references given above, the word "**STREET**" can be written as "**ST**". By knocking off **4** characters, you would save **4,000** total characters!

Also, by reducing the amount of **PERIODS** used within a record, vital disk space can be reserved for many more **FOLDERS**, not to mention new **CABINETS**.

Some example **ABBREVIATIONS** are given below:

<u>WORD</u>	<u>ABBREVIATION</u>
APARTMENT	APT
AVENUE	AVE
BOULEVARD	BLVD
BUILDING	BLDG
COMPANY	CO
EAST	E
FLOOR	FLR or FL
INCORPORATED	INC
MAIL STOP	MS
NORTH	N
NORTHEAST	NE
PARKWAY	PKWY
PLACE	PL
PLAZA	PLZ
POST OFFICE BOX	POB or BOX
RURAL ROUTE	RR
SOUTH	S
SOUTHWEST	SW
STREET	ST
SUITE NUMBER 10	#10
WEST	W

You must **NEVER** abbreviate something if you aren't exactly sure how to do it because if you are sending a letter to somebody, and the postman can't tell what you mean, your letter may not arrive at the correct address!

Abbreviations are quite acceptable, but above all be **CONSISTENT**. For example, should you enter "**STREET**", then on another Folder put "**STR**" and the others "**ST**", then when you **search** for Folders, or **print** conditionally, some Folders will **NOT** be found and therefore will be skipped.

Mailing Labels & Form Letters

Another consideration to bear in mind is how the data will appear when printing Mailing Labels or Form Letters. The data from any of your Folder Fields can be **EXTRACTED** and printed on Labels or inserted into Form Letters.

Now, consider the fact that if you were to enter the "Company Name" as "Acme Parts Supply House of the South, Incorporated", then you can be assured that this STRING will run off a Label during printing, and will perhaps even "spill over" to the next Label (if you are using more than one Label across). You would be much better off using "Acme Parts, Inc". Unless that company really cares about it, by all means SHORTEN the name as much as possible. Needless to say, you are at your own risk should you "go overboard" and enter the name as "Acm. Prts" or "APSHOTS, Inc".

The **LENGTH OF DATA** entered into your Folder Fields is therefore important not only because of the disk space factor, but for the **APPEARANCE** of the data during printing. With all of this in mind, decide on some sort of **STANDARD** for entering your data. This will not only give you professional looking Documents, but the "turn over" to another **DATA ENTRY TYPIST** will go smoothly.

Miscellaneous Fields

The final point to make concerns the **FIELDS** that play a vital role in using **Notes ·n· Files** to its fullest. These are the "Misc." **FIELDS** located at the bottom of the **Summary** window. These **FIELDS** can hold various **KEY CODES** which can later be used for special searches and conditional printing.

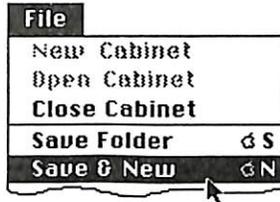
You could, for example, enter **NUMERICAL VALUES** that represent certain things just to you. You could let a "1" represent a "preferred customer" and in the future you can tell **Notes ·n· Files** to find ALL Folders containing a "1" in that particular **FIELD**, and then print a letter to just these people. Get the idea?

You can become quite creative with these special **CODES**, and we shall learn some more "tricks" about them later on, but for now we want you to at least begin considering this before you dive in and type 1,000 names. Having to go back and change the data in each and every Folder would be quite a nightmare!

3.2 Filing Folders

Creating Multiple Folders

You don't have to put away the **Folder Summary** window and then re-open the "**Empty Folder**" to create another new **Folder**. Instead, when you are ready to **Save** the **Folder**, you simply select "**Save & New**" from the **File** menu:



Note that you can type **OPEN-APPLE N** instead of pulling down the **File** menu. The new Folder will be **Saved and** added to the Drawer, as usual, but this time the **Folder Summary** window will **clear** all its **FIELDS** allowing you to type in fresh data for another new Folder.

Thus, to create 100's of Folders in a single session you keep entering names and selecting "**Save & New**". When done with the final Folder, you can **Close** the window and you will find that all the Folders have been added to the Drawer.

The Filing RULE

The **RULE** to remember is that when you create a Folder it is always filed in the opened Drawer **IN ALPHABETICAL ORDER**. The Folders will thereafter be displayed according to the data entered in their "**Name**" **FIELDS**. For example, if you type the name "**John Adams**", then this Folder will be found in the Drawer under "**J**" for "**John**". Should you enter it as "**Adams, John**", then the Folder will appear in the **front** of the Drawer along with the other "**A's**". Note that if the "**Name**" starts with a **SPACE** (the first character of the "computer alphabet"), then the Folder will always be filed as the very first one in the Drawer.

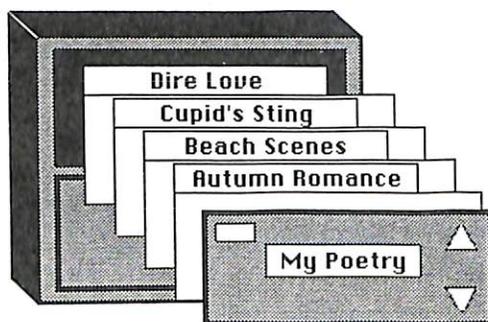
Also, keep in mind that **NUMBERS** always come before **LETTERS** and any Folders using **NUMBERS** instead of names will be filed in the Drawer before the "A's". **ASTERISKS** come before both letters and numbers and can be used to file a Folder "up front" in the Drawer, such as calling a Folder "*** Things to Do**".

Last Name, First Name

The reason for entering a name using **Last Name, First Name** is so that it can be conveniently filed in the **Drawer** and easily located in the future. "**Adams**" would be easier to find than if you had to search through all of the "**Johns**"! Also, keep in mind that when you print a Mailing Label or a Form Letter, **Notes •n• Files** will **REVERSE** the **Last Name** and **First Name**, if you wish, so that "**Adams, John**" will be printed as "**John Adams**".

Using SUBJECTS

You may want to dedicate your Folders just for **SUBJECTS**. In this case you can type the **SUBJECT** title into the "Name" **FIELD** rather than a person's name. The Folder will then be filed alphabetically in the Drawer, in the usual manner, according to the first letters of that **SUBJECT**. Below is an example "Poetry" Cabinet:

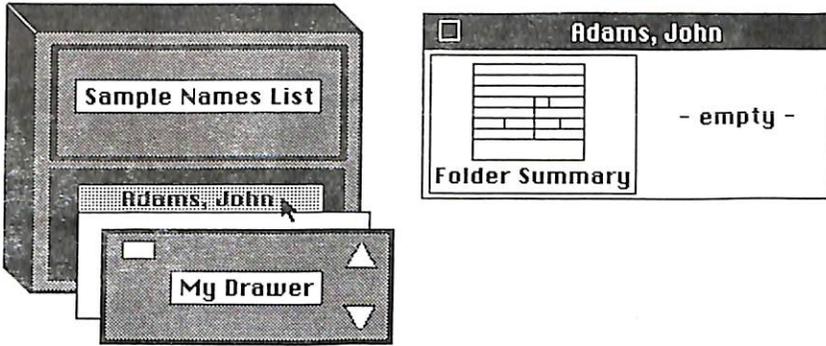


By using **SUBJECTS**, you can gather together various notes and memos for that particular subject, and file them into their proper Folders. This allows you to organize, for example, your personal areas such as bills, plans, schedules and other such matters not directly related to a "person" type folder.

3.3 Using Folders

Getting a Folder

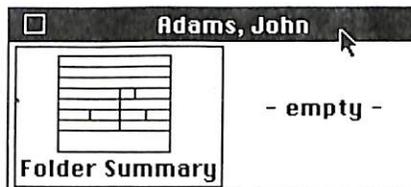
Open the bottom Drawer, place the pointer on the name "Adams, John", and **DOUBLE-CLICK** the mouse button. The Folder will "fly" out of the Drawer and appear on the desktop (screen):



Notice how the original Folder "card" in the drawer remains **HIGHLIGHTED** as long as the Folder is out of the Drawer, thus serving as a **MARKER**. *Notes* ••• *Files* won't ever let you "lose" a Folder like you can in your real office!

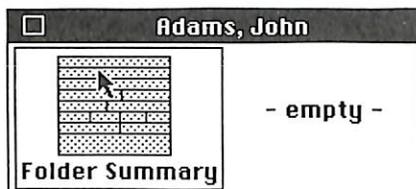
Moving a Folder About

A Folder can be conveniently moved around the desktop. Place the pointer on the Folder's top black part and while holding down the mouse button, **DRAG** the Folder to a new location. The Folder will be repositioned on the screen at the current location of the "ghost" rectangle upon releasing the mouse button.



Opening Up a Folder

When you take a Folder out from the Drawer and put it on the desktop, you can then open it up by **DOUBLE-CLICKING** on its left half, as shown below. (Note that you can also **OPEN** a Folder directly from the Drawer by holding down the **SHIFT** key while **DOUBLE-CLICKING** its "card").



The **FOLDER SUMMARY** will then appear on the screen and you may edit the data in any of the **FIELDS** as desired. If you do make a change to a **FIELD**, such as updating an address or adding a "code", etc., you will then need to select "**Save Folder**" from the **File** menu. This will **Save** the Folder back in the same Drawer by **REPLACING** the original contents with the new data. **NOTE:** If you make a change to the "**Name**" **FIELD**, the **FOLDER** will then be filed in the Drawer according to the **NEW NAME!**

If you also hold down the **SHIFT** key when you **Close** the **Summary** window the Folder will not only "close up", but return back into its Drawer!

Moving a Folder to Another Drawer

Since a Folder is always **Saved** to the **CURRENTLY OPEN DRAWER**, you can **TRANSFER A FOLDER** by opening the other **DRAWER** and **Saving** the open **SUMMARY**. The Folder will thereafter be found in the new **DRAWER**.

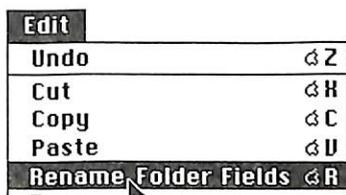
Putting a Folder Away

A **FOLDER** can be returned to its Drawer by clicking in its **CLOSE BOX**:



3.4 Renaming Folder Fields

The **FOLDER SUMMARY FIELDS** can be renamed as desired. When you bring up the **Summary** window AND haven't typed anything yet, you can then select "**Rename Folder Fields**" from the **Edit** menu:



The **FOLDER FIELD TITLES** will drop down into their "boxes" allowing you to **edit** them:

Name
Clients
Company
Company
Address
Address

You can **TAB** through the **FIELDS** or click into place the blinking cursor, backspace out the characters and type in the new **FOLDER FIELD TITLES** of your choice.

When satisfied, you then select "**Save Folder**" from the **File** menu. (Note that this will merely **Save** the **TITLES** and not make a new Folder). **Notes -n- Files** will then **Save** these **FOLDER FIELD TITLES** by modifying the "**Empty Folder**" on the **Stationery** window. This also automatically changes **EVERY FOLDER SUMMARY** within the entire Cabinet.

The **FOLDER FIELD TITLES** can be changed and saved **UNIQUELY** for each of your Cabinets.

3.5 Importing Other Data Bases

NOTE: If you do not have a data base that already exists in another program then this next section will not apply to you.

Setting Up Your Text File

You can move the existing data from another data base program directly into **Notes •n• Files**. However, in order to do this you first have to have a **TEXT FILE** already **SET-UP** to be transferred. There are certain conditions that must be met in order for **Notes •n• Files** to accept your data base. The **FIELDS** of the data base to be **Imported** must be arranged in the **SAME EXACT ORDER** as the **FOLDER SUMMARY** (as if you **TABBED** through the **Summary** window and entered the data by hand). Your data base program must then be able to **Save** the data as a **TEXT FILE** with each **FIELD** separated by a **CARRIAGE RETURN**. If your program cannot re-arrange **FIELDS** or **Save** the data as "RETURN delimited text files", then you will have to call DataPak's Technical Support Division for further instructions.

An example using **AppleWorks™** is given below:

- 1) Draw the **FOLDER SUMMARY FIELDS** on a piece of paper so you can know exactly how to modify your data base records.
- 2) Go into **AppleWorks™** and load in your data base file in the usual way.
- 3) Decide which **FIELDS** you want to use (up to a **maximum of 15**). Re-arrange the order of these fields so that they exactly match the **Notes •n• Files Summary** layout. (NOTE: If your records are formed with the first & last names being **2 separate fields**, then you will need to call DataPak's Tech Support Division for special help).
- 4) You will be limited to **40 characters** per **FIELD** (excess will be ignored).
- 5) Don't forget to allow for the **2 "FLAG" FIELDS** (explained in **CHAPTER 7**, page 85).
- 6) **Keep a note as to how many FIELDS a record has.**
- 7) You can then proceed to "print" the data base to a **TEXT FILE**. This file will be the one **Notes •n• Files** will eventually accept.
- 8) Load in another data base file and continue this process until you've saved all the ones you want to convert. (You may have to "**Remove**" a file from **memory** in order to load another).
- 9) When finished, **Quit AppleWorks™** and run **Notes •n• Files**.

Converting the Text File

Bring up your Cabinet, open the Drawer you want your **NEW FOLDERS** to be created in and then select "Import Text File" from the **File** menu. You will then be given a list of your available **TEXT FILES**. (You may need to use the "Disk" button to access other disks). Select the **FILE** you wish to **IMPORT** by clicking on its **NAME** and clicking on the "Open" button. After this a new window will appear asking you **HOW MANY FIELDS A RECORD HAS**. Enter the amount and click "OK" or press RETURN. A **WATCH** will appear informing you of the fact that *Notes -n- Files* is currently **BUSY** reading and processing the data from your **FILE** and creating **NEW FOLDERS** in your Cabinet:



When the **ARROW** pointer returns you will then discover that all of your **NEW FOLDERS** have been added to the Drawer and will appear in alphabetical order by **NAME**, that is, according to the very first **FIELD** of **EACH IMPORTED RECORD**. The **2 INDEXES** (see **CHAPTER 6**) will also be created. You can set these up prior to **IMPORTING**, or you can set them afterwards.

Warning About Importing

As previously mentioned, your **TEXT FILE** must be properly formatted. If you attempt to **IMPORT** an incorrectly formed data base, then the **NEW FOLDERS** created in your Cabinet will contain data in the wrong **FIELDS**. Also, if there is not enough disk space left in which to create a **NEW FOLDER** then the conversion process will abort and skip the remaining records not yet read. For these reasons you should not use a Cabinet already containing Folders, but instead create a "test" **CABINET** and **IMPORT** the data into it. If anything "goes wrong" you can always create another Cabinet again and start over. For a Cabinet that already has some Folders, you could first make a copy of this Cabinet (using your **System Utilities Disk**) and then **IMPORT** into the copy. If successful you would then delete the original Cabinet and make your newly **IMPORTED** Cabinet the "master" Cabinet.

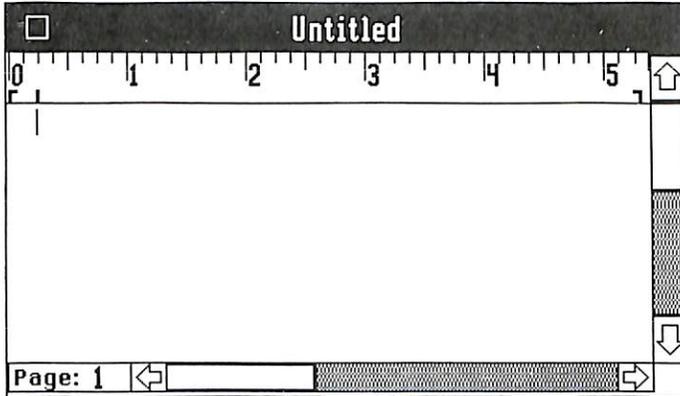
4.0 DOCUMENTS

NOTE: Before beginning this next section, get a Folder from the Drawer (or make a new one) and bring it out onto the desktop (as shown back on page 29).

Creating a **DOCUMENT** is just as easy as creating a new Folder for it is done almost exactly the same way. Position the pointer on the **Stationery ICON** at the bottom left corner of the screen, and then **DOUBLE-CLICK** the mouse button. Upon doing so, the **ICON** will open up to the familiar **Stationery** window. You then select which **size** paper you wish to use by **DOUBLE-CLICKING** on that **ICON**, such as the **3 X 5 size** shown below being chosen. (If you want, you may always drag an **ICON** off the window and onto the desktop for convenience).



This will bring up a new, "**Untitled**" **DOCUMENT** window:

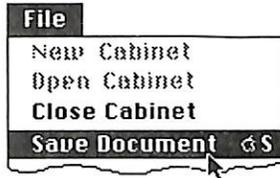


As usual, you can **DRAG** this window about the screen for convenience.

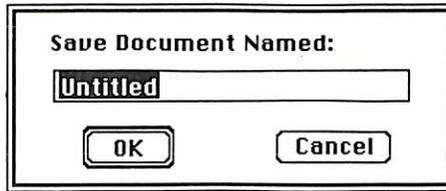
Try typing a few words on this **DOCUMENT** window. (We will be learning all about the **Editor** in the next chapter).

Saving Your Document

When you have finished typing something, select "**Save Document**" from the **File** menu. Note that because you are working on a **DOCUMENT** (and not a Folder) this menu item will change to say "**Save Document**" (but you may still use OPEN-APPLE S):

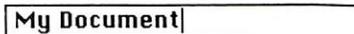


Upon doing so a new little window will appear:



Naming Your Document

The default name "**Untitled**" appears in the edit "box". Type in a new name for your **DOCUMENT**, such as "**My Document**":



When ready, click the "**OK**" button, or press RETURN. Clicking the "**Cancel**" button will return you back to your **DOCUMENT** without Saving it.

A **DOCUMENT NAME** is limited to a maximum of **19 characters**. (Note that you can use **spaces** within a **TITLE**). You might want to name your **DOCUMENT** something you can easily remember in the future so that you can always find it again when needed.

For example, you could include a person's name like "**Note to Joe**" or use today's **DATE** as part of the title such as "**May 12th Letter**", and so forth.

Save Document As...

Selecting "**Save Document As...**" from the **File** menu works the same way as "**Save Document**" except this time you will be creating a brand **NEW DOCUMENT** and you will be asked to give it a **NAME**. The **DOCUMENT** will be **Saved** newly, keeping the **ORIGINAL INTACT**. This is how you could create a **COPY** of a **DOCUMENT**.

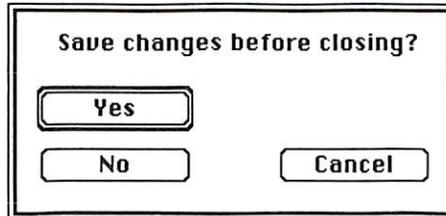
You can also bring up a previously created **DOCUMENT**, make some changes to it and then **Save** it **As** a new, yet different **DOCUMENT**, and without altering the older, original **DOCUMENT**.

Closing the Document

You can put the **DOCUMENT** window away by clicking in its **CLOSE BOX**:



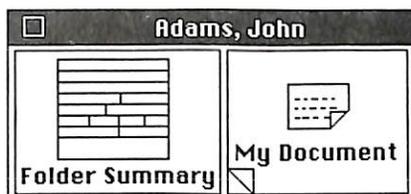
If you have typed something, but haven't yet **Saved** the **DOCUMENT**, you will be prompted:



Clicking "**Yes**", or pressing RETURN, will **Save** the **DOCUMENT**, but since it is "**Untitled**", you will be asked to give it a name (as described above). Clicking "**No**" will **Close** the window without **Saving** the **DOCUMENT** and clicking "**Cancel**" will take you back to your **DOCUMENT** for further **editing**.

4.1 Filing Documents

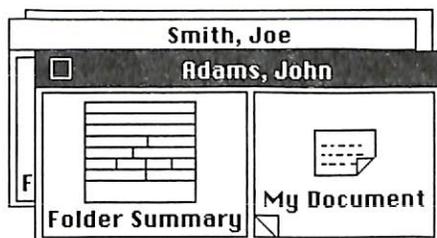
When you **Save** your new **DOCUMENT**, *Notes ·n· Files* files it for you **AUTOMATICALLY**. As you can see, a little **DOCUMENT ICON** will appear on the Folder representing the fact that there is a **DOCUMENT** inside:



Notice the markings on the **DOCUMENT ICON**. This lets you know that it is a **TYPED DOCUMENT**, versus a "blank" piece of **Stationery** paper.

Saving Rules

The **RULE** to remember is that when you **Save** a **DOCUMENT** it will always be filed into the **CURRENTLY ACTIVE FOLDER**, the one that is "**OUT OF THE DRAWER AND ON THE DESKTOP**". However, if there is more than one Folder on the desktop at the time, then the **DOCUMENT** will end-up in the **FRONTMOST FOLDER**:



Of course, when a **DOCUMENT** window is in **FRONT** of the Folders then the destination will be the very first Folder **BEHIND** the **DOCUMENT** window. This destination Folder will also have been the **LAST USED FOLDER** (usually because it had just been brought out of the Drawer).

Saving to the Stationery Window

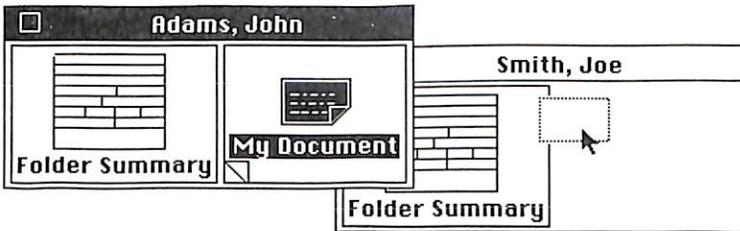
If there is **NO FOLDER** upon the desktop at the time, the **DOCUMENT**, having nowhere else to go, will be **Saved** upon the **Stationery** window (since this window works like a "**STOCK SHELF**").

Thereafter, if you want to, you can move the **DOCUMENT** from the **Stationery** window and put it into a Folder.

Moving Documents

A **DOCUMENT** can be **DRAGGED** about the desktop for convenience or moved from one Folder to another, or as previously mentioned, it can be transferred from the Stationery window and put inside a Folder.

Below is an example of transferring a **DOCUMENT** from one Folder to another. All you do is **DRAG** the **DOCUMENT** **from** the first Folder over **to** the second Folder and "drop" it in:



When you release the mouse button, the "ghost" Document will "fall" into the destination Folder. The original **DOCUMENT** will then be moved over and filed into the new Folder and will no longer exist in the source Folder. You may likewise bring out a Folder from the other Drawer and move **DOCUMENTS** over to it, thereby transferring **DOCUMENTS** from Drawer to Drawer.

(**NOTE:** If you move a **DOCUMENT** from a Folder and put it on the Stationery window, it will be re-filed into its Folder when you **Quit** the program).

4.2 Opening Documents

You can **RE-OPEN** a **DOCUMENT** by positioning the pointer on its icon and **DOUBLE-CLICKING** the mouse button:

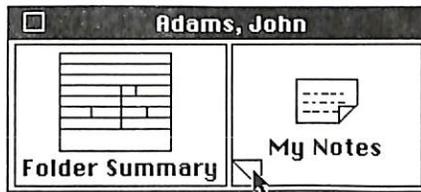


My Document

The **DOCUMENT** will open up into the original window you typed on. You may then either review its contents, edit the text or just close the window away. If you make any changes, of course, you will want to **Save** them by using "**Save Document**" from the **File** menu, or close the window and be prompted.

Thumbing for Documents

The little "**dog ears**" on a Folder are for **THUMBING** through the **DOCUMENTS** that are in the Folder. Clicking the "triangle" on the right will display the next **DOCUMENT ICON**, if any, and the left one will "flip" back to the previous **ICON**.



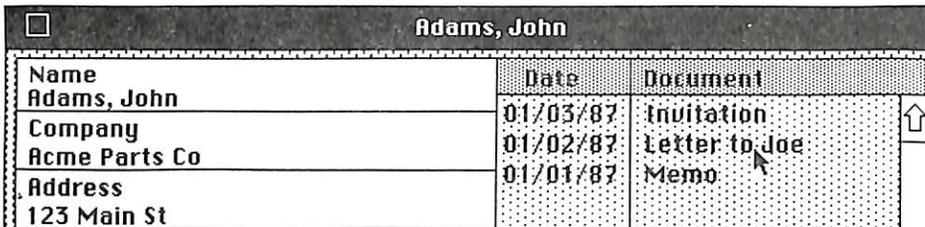
Note that as you click forwards through the **ICONS**, and you reach the last **DOCUMENT** in that Folder, the next **ICON** displayed will be the very first one again. However, you aren't allowed to "thumb" backwards starting from the first **DOCUMENT** trying to go straight to the last (bottom) **ICON**.

By "thumbing" through a Folder this way you can "spot" the desired **DOCUMENT** and **OPEN** it up right then by **DOUBLE-CLICKING** on its **ICON**.

The Folder Summary Log

DOCUMENTS are always filed within a Folder according to their actual creation **DATES**. The **VERY LAST DOCUMENT CREATED** will be "on top of the pile" inside the Folder, just like a real office. This is also the exact same order in which you see the **ICONS** while "thumbing".

As you may recall, when you re-open a Folder, the right half of the **FOLDER SUMMARY** will display a list of the **DOCUMENTS** that exist inside the Folder. This area is known as the **FOLDER SUMMARY LOG**:



The screenshot shows a window titled "Adams, John" with a scroll bar on the right. The window is divided into two main sections. The left section contains a table with the following data:

Name	Adams, John
Company	Acme Parts Co
Address	123 Main St

The right section contains a table with the following data:

Date	Document
01/03/87	Invitation
01/02/87	Letter to Joe
01/01/87	Memo

A mouse cursor is pointing at the "Letter to Joe" entry. An upward-pointing arrow is visible on the right side of the document list table.

The **LOG** will show you the **DOCUMENT'S CREATION DATE** in one column and its **TITLE** in the other.

You can **RE-OPEN** a **DOCUMENT** directly from this **Summary** window by simply **DOUBLE-CLICKING** upon its **NAME** (as shown above with "Letter to Joe" about to be chosen).

When the **LOG** contains numerous **DOCUMENTS**, too many to be displayed on the **Summary** window, you can "scan" through the remainder of the **LIST OF DOCUMENTS** by using the **SCROLL BAR (UP or DOWN ARROWS)** along the right side of the window) in order to locate the ones you want to use.

We shall learn all about the **SCROLL BAR** in the next chapter.

4.3 Importing & Exporting Text

A **TEXT FILE** is a file that you can create on your disk containing just letters, numbers and punctuation marks you typed on your **DOCUMENT** and it will not have any **FONT**s or **STYLE**s (these features will be "stripped out"). By using **TEXT FILES**, different programs on your **GS** can "share" the data. An example using **AppleWorks™** is given below:

- 1) Go into **AppleWorks™** and load in your word processing files in the usual manner.
- 2) Immediately "print" it to a **TEXT FILE**.
- 3) You may continue this process with your other word processing files (you may have to "**Remove**" them from memory when done in order to load another).
- 4) When all files have been **Saved** as **TEXT FILES**, you may then go into **Notes •n• Files** and **IMPORT** them as explained below:

Importing a Text File

Bring up a new **DOCUMENT** window (or opening an existing one) and select "**Import Text File**" from the **File** menu. You can then choose from the **LIST** of **TEXT FILES** the one you wish to **IMPORT**. The **TEXT FILE** will be read from the disk and inserted into your **DOCUMENT** at the **CURRENT POSITION** of the cursor. You can **edit** the data as needed and then **Save** the **DOCUMENT** into a Folder as usual. Note that the **IMPORTED TEXT** is only a "copy in memory" (until you **Save** it), and if you **Close** the **DOCUMENT** without Saving it, you will have effectively cancelled the **IMPORT** activity!

Exporting a Text File

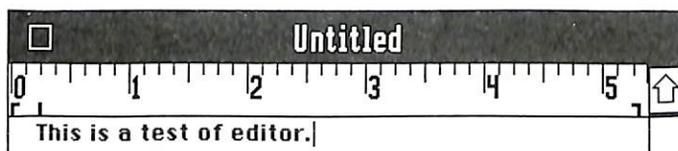
To create a **TEXT FILE** from your **DOCUMENT** you first open it up on the screen (or bring up and type a new one) and then select "**Save As Text**" from the **File** menu. You will be asked to give the **TEXT FILE** a name. Click the "**Save**" button to begin the process. A new **FILE** will be created on your destination disk that can later be read and used by your other **GS** programs.

5.0 THE EDITOR



Notes •n• Files has a built-in **Editor** that is as easy to use as a typewriter. Unlike an ordinary typewriter, the **Editor** allows you to type words in various shapes and sizes right on your GS screen, and by using the mouse you can quickly and easily change the appearance of these words or move them around to different places within your document at will. You can also correct any typing mistakes you might make (and without having to use "white-out"!).

Bring up a new, **3 x 5 Document** from the **Stationery** window and begin typing "**This is a test of editor.**" (leaving out the word "the" before "editor"):



The I-Beam Pointer

The blinking cursor advances to the right indicating the eventual position of the next typed character. Note that the **POINTER** has changed from an **ARROW** to what we call an "**I-Beam**":



You can change the position of the cursor by **1)** maneuvering the **I-Beam** between characters, clicking the mouse to insert the cursor at this new position and **2)** resume typing. For example, to add the word "**the**" you insert the cursor to the left of the "**e**" in "**editor**" and type in the word (adding a space character at the end):

- 1) This is a test of|editor.
- 2) This is a test of the |editor.

Highlighting Text

The way you tell *Notes •n• Files* which words or characters you want to change is by **HIGHLIGHTING** them. Position the **I-Beam** again just to the left of the letter "e" in "editor":



Click and **hold down** the mouse button and **DRAG** the **I-Beam** to the right across "editor" so that this word becomes **HIGHLIGHTED** (selected):



(You could have started to the right of "editor" and dragged to the left).

The Font Menu

When some text has been **SELECTED**, you can then perform various operations upon it. For example, let's change its shape and size by 1) selecting **Helvetica** from the **Font** menu and then 2) **18 Point** size from the **Style** menu:



Both times you will see the word "editor" change on the screen. As the word remains **HIGHLIGHTED** you can try out the different **FONTS** and **SIZES**.

This is a test of the **editor**.

A **FONT** can be thought of as a unique alphabet set that is comprised of characters with the same shape and size. (You might even want to type the alphabet on a Document and **print** this set for future reference). The most common way to use a **FONT** is to first select one and then begin typing. Note that the currently selected **FONT** will always be ✓check-marked on the menu.

The Style Menu

You can also change the **Style** of a particular **FONT**. Let's select "**Underline**" from the **Style** menu:



You can also use OPEN-APPLE U instead of pulling down the **Style** menu. The **HIGHLIGHTED** word "**editor**" will then be shown in **Underline**:

This is a test of the **editor**.

You can also choose any of the other **Styles** or use them in **combination**. The currently selected ones will always be ✓check-marked on the menu. To cancel all **Styles** you would select "**Plain Text**". To have a better view of the above example, click once anywhere on the **Document** window. Note that any **HIGHLIGHTING** will always be eliminated upon performing a single-click.

Other Ways to Highlight Text

DOUBLE-CLICKING ON A WORD (2 quick presses of the mouse button) will **HIGHLIGHT** that particular word. **SHIFT-CLICK** (holding down the **SHIFT** key while clicking) will **HIGHLIGHT ALL OF THE TEXT BETWEEN THE CURRENT LOCATION OF THE CURSOR AND THE POSITION OF THE CLICK**. In this way, entire sentences or even multiple paragraphs can be selected and operated upon.

5.1 Cut/Copy/Paste

The Edit Menu

The Edit menu offers some "tools" that you can use while working with a Document. It will allow you to **Cut** words or characters out of your Document, or **Copy** them and **Paste** them back into your Document at another location. These are used so often that they have keystroke equivalents for them: OPEN APPLE-X to **Cut**, OPEN APPLE-C to **Copy** and OPEN APPLE-V to **Paste**. Notice how these 3 keys are conveniently altogether at the left side of the keyboard.

Removing Text

It is very easy to **REMOVE** text from a Document. The easiest way, of course, is to use the **BACKSPACE** key. Another way is to highlight the desired text and then press **BACKSPACE** or just start typing. The first keystroke will eliminate the highlighted text before inserting the newly typed characters. The text will be removed permanently. (However, if "**Undo**" is active on the **Edit** menu, you may select it to cancel the last activity).

Cutting Text

A more sophisticated way to remove the text is to highlight the desired section and then **Cut** it from the Document by selecting "**Cut**" from the **Edit** menu, or press OPEN APPLE-X:

Edit	
Undo	⌘Z
Cut	⌘H
Copy	⌘C
Paste	⌘V

When you **Cut** out some text, it isn't gone forever. It goes into what we call the **Clipboard** which "stores" the text in memory for future use (replacing whatever text was there before it).

The Clipboard

You can always review the contents of the **Clipboard** by selecting "**Show Clipboard**" from the **Edit** menu. The **Clipboard** window will then appear at the bottom of the screen and can be dragged upwards for a better view. It can be put away by clicking in its **CLOSE BOX** or by selecting "**Hide Clipboard**" from the **Edit** menu.

Copying Text

Another function you can employ while text is highlighted is to make a **Copy** of it. By selecting "**Copy**" from the **Edit** menu, the highlighted text will also be moved into the **Clipboard**, that is, a **Copy** is saved away in memory, but this time the highlighted text will NOT be taken away from the Document. Therefore, the only difference between **Cut** and **Copy** is that **Cut** always **REMOVES** the text from the body of the document. They both will "save" the text onto the **Clipboard**.

Pasting Text

When the **Clipboard** has some text in it, either by **Cut** or **Copy**, you can then take its **CONTENTS**, and **Paste** it anywhere back **INTO** your document. To do this, position the **I-Beam** pointer and click the mouse button to insert the cursor at the desired **STARTING** location. Upon selecting "**Paste**" from the **Edit** menu the text will be **INSERTED** into the Document beginning at this point. The **Pasted** text will appear while retaining its original **FONT** and **STYLE**. However, if any text is **HIGHLIGHTED** at the time of selecting "**Paste**", then this text will first be eliminated (without being **Copied**) before the new text is inserted.

Copy & Paste Between Documents

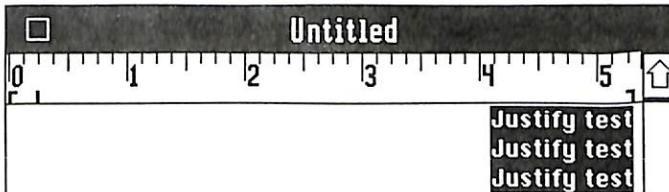
The contents of the **Clipboard** can also be inserted into other Documents. **Copy** some text, **Close** the Document, **Open** a different one and **Paste** the text (at the location specified by the cursor), and then **Save** the changes.

5.2 Formatting a Document

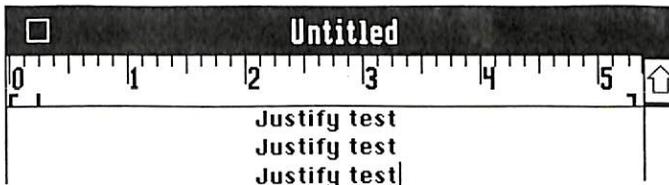
The actual formation of text within the body of a Document is called "**FORMATTING**". The sentences and paragraphs of your Document can be arranged on the screen using one of four possible **ALIGNMENTS**: Left; Right; Centered or Fully Justified. You can select the type of justification from the **Format** menu and begin typing, or for previously typed text, you can highlight multiple paragraphs and then select the justification to change them all at once.

Left Justify positions each given line of a paragraph at the **LEFT SIDE** of the Document. This is the **DEFAULT** setting for when you first bring up a new Document window.

Right Justify forces each line to end exactly on the **RIGHT SIDE** of the Document. In the example below, we have typed a few sentences and highlighted all of them. Then, when we selected "**Right Justify**" from the **Format** menu, all of the text moved over to the **RIGHT MARGIN**:



Center Justify places the text at an **EQUAL** distance between the **LEFT** and **RIGHT MARGINS**:



Full Justify is a type of alignment where the text is both **LEFT AND RIGHT JUSTIFIED** at the same time. If the words of the sentence do not add up to a full line across the page, then *Notes ·n· Files* cleverly adds spaces between the words until they all "fit" evenly on that same line.

Single & Double Line Spacing

A Document can also be typed using **SINGLE** or **DOUBLE SPACING**. Selecting "**Single Spacing**" from the **Format** menu will insert a **BLANK LINE** between every line. Re-selecting "**Single Spacing**" will remove the added lines (as shown right here on this line). The **SPACING** always affects every line within a given paragraph, but you can use different **SPACINGS** for each paragraph.

Pages

A Document is actually comprised of individual **PAGES**. A line will be displayed across the screen (which is known as a **PAGE BREAK**) representing the **END** of a **PAGE** in your Document. Each **PAGE** therefore represents **ONE PIECE OF PAPER**, the sheet that will be used during **PRINTING**. Note that a **PAGE BREAK** depends entirely upon which **SIZE PAPER** you are using.

The **Page Number** that you are currently typing in will always be shown at the lower left corner of the window:

Page: 1

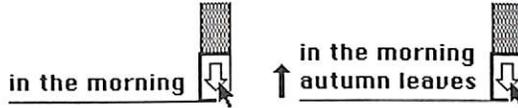
Page Limitations

Notes ·n· Files **LIMITS** the amount of pages you can type for each Document to **10 pages** which is well above the size needed for a common memo, note or business letter. However, this may fall short if you want to type longer Documents. One remedy is to create another new Document as a continuation of the first, perhaps naming it "**My Report Page 2**", etc.

NOTE: Always Save a Document from time to time when typing a lengthy Document for "insurance" against the computer shutting down unexpectedly!

Scroll Bars

By clicking on the **ARROWS** of the **SCROLL BARS** you can move the contents of the Document up or down, left or right:



Holding down the mouse button on an **ARROW** will act like "consecutive clicks" and continue moving the contents.

Clicking on the actual gray part of the **SCROLL BAR** will advance the contents many lines at a time (the direction depending upon which side of the **THUMB** you click on).

The Thumb

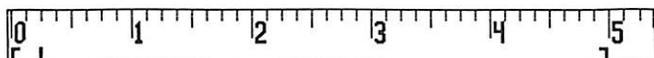
You can "jump" over **PAGES** by dragging the white rectangle called the "**THUMB**":



The **THUMB** is positioned along the **SCROLL BAR** in the exact **PROPORTION** of the contents you currently see with respect to the **ENTIRE DOCUMENT**. For example, if the **THUMB** is at the top of the **SCROLL BAR**, then you will always know you are at the very beginning of your Document. If you drag the **THUMB** to the middle of the **SCROLL BAR**, and release the mouse button, the Document will then be shown at its halfway point. Dragging it to the bottom takes you to the very end of your Document.

Note that the **Page Numbers** will change (in the bottom left corner) as you scroll through your Document, thereby enabling you to locate a specific **PAGE**.

5.3 Ruler Settings



The **RULER** is used as a "measuring stick". Although it is displayed across the top of your Document, it is only **IMAGINARY** in that it will **NOT** appear when you print your final Document. It simply serves as a "guide" for **FORMATTING** your Documents.

By selecting various **SETTINGS** for a **RULER**, the text can be "molded" or confined within certain boundaries dictated by left and right margins, or it can be forced into certain positions on a line by using what we call **TAB MARKS**.

Rulers vs. Paragraphs

A **RULER** is always related to a specific **PARAGRAPH**. There is only one **RULER PER PARAGRAPH** and **EVERY PARAGRAPH** will use a **RULER**. A **PARAGRAPH** can be simply defined as a body of words or sentences that **ENDS WITH A CARRIAGE RETURN**. When you are typing, as soon as you press the **RETURN** key, the **PARAGRAPH** ends and a new one begins. A new **RULER** is automatically created for this new **PARAGRAPH** and will be an exact "copy" of the **RULER** used in the **PARAGRAPH** just finished.

A **RULER** is always set for each particular **PARAGRAPH** without affecting any other **PARAGRAPHS** in the Document. The **RULE** to remember is:

THE RULER YOU SEE ON THE SCREEN WILL ALWAYS PERTAIN TO THE PARAGRAPH THE CURSOR IS LOCATED IN AT THE TIME.

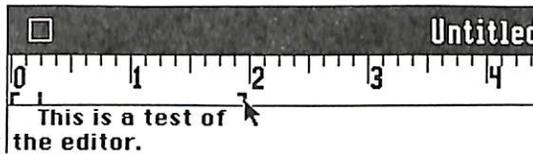
Therefore, you will be able to have, if you want, different settings for **EACH PARAGRAPH** in your Document.

Left and Right Margins

The left and right sides of a document are called **MARGINS**. The **RIGHT MARGIN** can be set so that typing will never go past a specific point. In the next example, we place the pointer on the **RIGHT MARGIN MARK**:



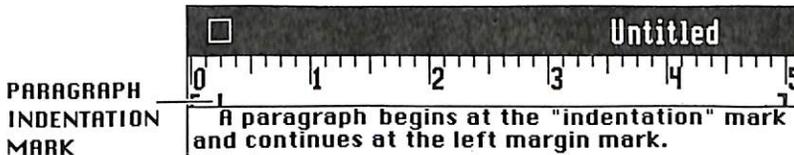
Then we drag this **RIGHT MARGIN MARK** towards the left to about the 2 inch line. Upon releasing the mouse button, the text will **CONFORM** to the boundaries of our new settings:



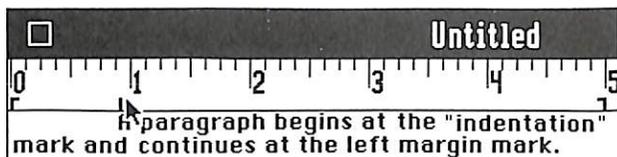
You will notice that the words "**the editor.**" moved down to the next line. This is because it would have extended **PAST THE 2 INCH RIGHT MARGIN MARK**. This is known as "**WORD WRAP**" for the text "wraps" around the **MARGIN** and appears on the next row.

Paragraph Indentation

The **INDENTATION MARK**, at the left side of the **RULER**, signifies where the **FIRST WORD** of a **PARAGRAPH** will begin. As you type, the sentence will "wrap" and the new line will resume at the **LEFT MARGIN MARK**:



The **INDENTATION MARK** can be moved by placing the pointer on it and dragging it to a new setting:



You will see the text for that particular **PARAGRAPH** conform to the new setting.

Left Tab

A **TAB MARK** is used to designate where you want the cursor to go when you hit the **TAB** key. You may use up to **5 LEFT TABS** on a **RULER**. In the picture below, we selected "**Set Left Tab**" from the **Format** menu and positioned it into place by **DRAGGING** it over to the 1 inch line on the **RULER**. Note the current position of the cursor (just under the **INDENTATION MARK**):



When we press the **TAB** key the cursor will move directly underneath it:



Any typing you now do will begin **AT THIS TAB MARK**.

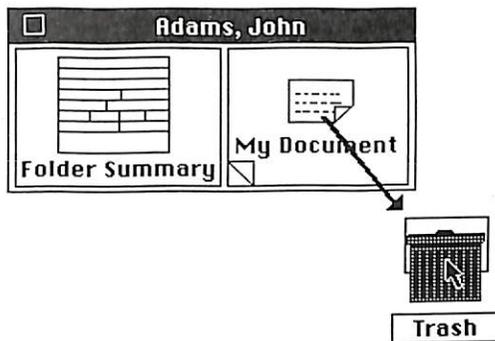
Removing Tabs

A **TAB MARK** can be removed at any time by simply dragging it off the Ruler and letting go of the mouse button.

6.0 FILE MANAGEMENT

Throwing a Document Away

Just like a real office you can "toss" a **DOCUMENT** into the **TRASH CAN**. This is done by **DRAGGING** it directly from a Folder (which is out of the Drawer and on the desktop), or you can **DRAG** a **DOCUMENT** from the **Stationery** window (but you cannot throw away any of the "blank" paper **stock**):



As shown above, you find the **DOCUMENT** you want to get rid of and **DRAG** it down to the **TRASH CAN ICON** until the **ARROW** pointer is directly on top of the **TRASH CAN** so that the **ICON** becomes **HIGHLIGHTED**. When you release the mouse button the **DOCUMENT** will be "dropped" into the **TRASH CAN** and removed from the Folder. The **DOCUMENT** will remain **INSIDE THE TRASH CAN** until you select "**Empty Trash**" from the **File** menu (or if you "**Quit**" the program or "**Close**" your Cabinet) at which time **ALL DOCUMENTS** inside the **TRASH CAN** will be "shredded".

Recovering Documents

You can recover any **DOCUMENTS** that haven't yet been destroyed. This is done by first **DOUBLE-CLICKING** on the **TRASH CAN ICON** which will then open up into the "**Trash**" window:



This window will show the **DOCUMENTS** that are "in the trash". You may take a **DOCUMENT** "out of the trash" by simply **DRAGGING** it off the window and "dropping" it back into a Folder, or onto the **Stationery** window, or you can put it anywhere else on the desktop (screen).

You may also drag **DOCUMENTS** onto the opened **Trash** window in which case they will then be considered as being "in the trash" and subject to destruction upon selecting "**Empty Trash**". When there are numerous **DOCUMENTS** in the **TRASH**, the **SCROLL BAR** will become active allowing you to view any **DOCUMENT ICONS** that are not in the currently visible portion of the window. As usual, the **Trash** window can be dragged about the screen or put away by clicking in its **CLOSE BOX**.

Throwing a Folder Away

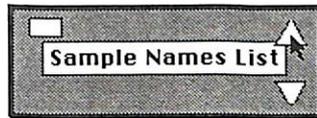
A **FOLDER** can be "trashed" by **DRAGGING IT FROM THE DRAWER TO THE TRASH ICON** in which case the following message will appear:



Clicking the "**OK**" button will destroy the **FOLDER** forever. Any **DOCUMENTS** "inside" this **FOLDER** will likewise be instantly "shredded". Of course, you can always change your mind by clicking on the "**Cancel**" button in which case the **FOLDER** will be returned safely back into its Drawer.

6.1 Searching for Folders

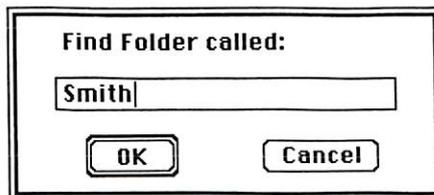
When you have many Folders in your Drawer you will want to be able to locate them quickly and easily. You can visually **SEARCH** through a Drawer by using the **UP** or **DOWN ARROWS**. Clicking on the **UP ARROW** (shown below) will constantly advance the Folders towards the back of the Drawer. Clicking the **DOWN ARROW** will cause the Folders to retreat back towards the front of the Drawer.



You can obtain a continuous "scrolling" by **holding down** the mouse button. In this way you can scan through the Drawer, find the desired Folder, bring it out of the Drawer (by double-clicking on it) and begin working with that Folder.

Finding a Folder

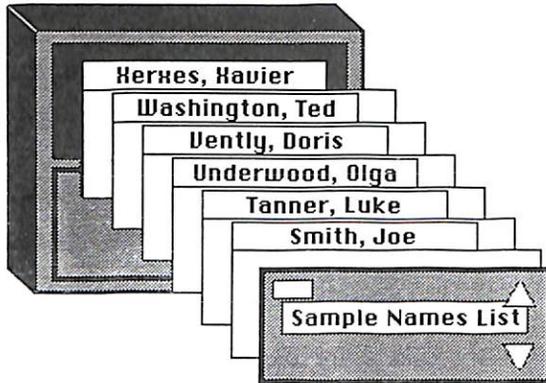
There is a much faster and more accurate way to locate a specific Folder. When you select "**Find Folder**" from the **File** menu (or press OPEN-APPLE F) the following window will appear:



Type in the **NAME** of the Folder, such as "**Smith**" shown above, and then click on the "**OK**" button, or press RETURN. A **SEARCH** for that particular Folder will begin. Clicking "**Cancel**" will return you back to your Cabinet without performing a **SEARCH**.

How the Search Works

The **SEARCH** tries to locate the Folder having the same exact **NAME** as the entered "string" and re-displays the Folders in the Drawer **STARTING WITH THAT FOLDER**:



If the exact Folder can't be found, the **CLOSEST ONE** to the search "string" will be used. For example, if you type just the letter "S" then the Folders will be shown starting with the first one beginning with an "S", or a "T" if no "S" Folders exist, etc. The more characters you type, the more precise the search can be.

You can see the very first Folders in a Drawer by typing a **SPACE**, an **ASTERISK** or a **NUMBER** since these characters always come **BEFORE LETTERS**. If you enter "ZZZ" for the search "string", then the Drawer will probably appear as "empty" due to the fact that no Folders will exist after "Z".

Folder Display Position

When you perform a **SEARCH**, the starting Folder in the Drawer will always remain **SET**. If you close the Drawer and re-open it, the Folders will again be displayed according to the last search "string" used (even if you had "scrolled" the Folders before closing the Drawer). You can change this **DISPLAY POSITION** by entering a different search "string" and executing the search in order to **SET** it to a new Folder. Note that **BOTH DRAWERS** can be uniquely **SET**.

6.2 The Master List

The entire total of Folders in a Cabinet is called the "**Master List**". The "**Master List**" is, of course, divided into 2 Drawers. The Folders from a Drawer can be viewed as a **LIST** on the screen and can be used for searching with even greater precision. Open the top Drawer and then **DOUBLE-CLICK** on the "**Master List**" **ICON**:



Master List

The **ICON** will open up into the "**Master List**" window:

Name	Company	Address	Cit
Anderson, Bill	Wilson Paper Co	18 W Industrial Rd	
Baker, Thomas	Front Office Supplies	945 Elm Ave	
Carlson, Fred	Gilden's Furniture	Lakeview Mall #4	
Denning, Mike	NowTell Communicati..	319 Chaney Blvd	
Edwards, Lisa	Pen & Ink Stationers	87 Sycamore Pl	
Frampton, Tina	Cornwall Plastics	461 Madison Plz	
Green, Howard	Green's Chemicals	4th & Olive St	
Hanley, Gary	Hour by Hour Watches	57 E Main St #C	
Imogene, Harris	First Light Candles	733 Oak Portal	
Jenkins, Ann	Harris Clothiers	Box 280	

Start Display At:

The **LIST** is displayed in **COLUMNS OF FOLDER FIELDS** with each **ROW** being a different Folder. You can view the Folders from the bottom Drawer by clicking on the "**Drawer 2**" button at the top left corner of the window. (This may only show the single "**Adams**" Folder you created a few chapters ago). You can then view the top Drawer Folders again by clicking on "**Drawer 1**".

Scrolling the List

Only **10 FOLDERS** can be listed on the window at a time, but you can see the other **FOLDERS** by clicking on the **UP** or **DOWN ARROWS** (along the right edge of the window), or by dragging the "thumb" rectangle (just like the way you use the **SCROLL BAR** with Documents). The **RIGHT** and **LEFT ARROWS** allow you to scroll and view the other **FOLDER FIELDS**, as shown below. You click the **RIGHT ARROW** and the **FIELDS** advance:

Company	Address	City	St
Wilson Paper Co	18 W Industrial Rd	Tucson	↑
Front Office Supplies	945 Elm Ave	Orlando	
Gilden's Furniture	Lakeview Mall #4	Ann Arbor	
NowTell Communicati..	319 Chaney Blvd	Seattle	
Pen & Ink Stationers	87 Sycamore Pl	Portland	
Cornwall Plastics	461 Madison Plz	Albuquerque	
Green's Chemicals	4th & Olive St	New York	
Hour by Hour Watches	57 E Main St #C	Los Angeles	
First Light Candles	733 Oak Portal	Saint Paul	
Harris Clothiers	Box 280	Boston	

Changing the Column Widths

You can adjust the **WIDTH** of a display **COLUMN** by pointing to the vertical "line" next to its **TITLE** and **DRAGGING** it to a new position (as shown in the example given below). Upon releasing the mouse button, the data within the **COLUMN** (and other **COLUMNS** affected) will conform to the new dimension:

Name	Company
Anderson, Bill	Wilson Paper Co
Baker, Thomas	Front Office Supplies
Carlson, Fred	Gilden's Furniture
Denning, Mike	NowTell Communicati..

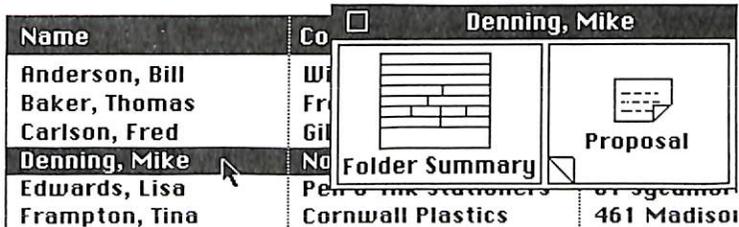
If a **COLUMN** isn't wide enough to display all the characters of a **FIELD** then **2 PERIODS** ".." will be shown (such as "**NowTell Communications**" shown above). This tells you that "more follows, but can't be seen".

Starting the Display

The "Start Display At:" box at the bottom of the window allows you to type in a "string" to set which Folder you would like the **LIST** to begin with. This works just like "Find Folder". Type something in and press **RETURN** to activate a new **DISPLAY**. The **LIST** will then be shown **STARTING WITH** the entered "string". You can also use this to **SEARCH** for a particular Folder. Enter a name, such as "Smith" and this Folder (or closest one) will be the first one displayed.

Selecting a Folder

A Folder can be chosen directly from the **LIST** window by **DOUBLE-CLICKING** upon its name or anywhere on the **ROW** the name is on. (Note that holding down the **SHIFT** key while double-clicking will open the Folder all the way to its **SUMMARY**). The "Denning, Mike" Folder is shown below being selected:



The Folder will instantly "fly" out of the Drawer and appear on the screen.

Using a Folder

You can then begin to work with the Folder in the usual way by **OPENING** it up (double-clicking on its left half) in order to review or edit the contents of its **FOLDER SUMMARY**. (You might want to first **CLOSE** the **LIST** window in order to conveniently work with the Folder). Or, you can choose to work with any of the Folder's **DOCUMENTS**. In this case you can find and **OPEN** a **DOCUMENT** directly from the Folder by either using the "dog-ears" to "flip" through the **DOCUMENT ICONS** or by **OPENING** the Folder and choosing from the **FOLDER LOG** inside (double-clicking on a **DOCUMENT'S NAME**).

6.3 "AND" & "OR" Conditions

You can state certain **CONDITIONS** that will be used to select specific Folders in order to create a **CUSTOM LIST**. When you click on one of the **CONDITIONS** "boxes" (at the top right of the **LIST** window), a new window will appear which is none other than the left half of a **FOLDER SUMMARY**:

"AND" Conditions		
Name		
Company		
Address		
City	State	Zip Code

The **"AND" CONDITIONS** window, partially shown above, is asking you to type in **CONDITIONS FORMULAS** within the **FIELDS**. These **FORMULAS** will eventually generate a **CUSTOM LIST**.

Entering a Formula

You can **TAB** through a **CONDITIONS** window (or use the **ARROW** keys) or click within the desired **FIELD** and type in the **FORMULAS** designed to "call up" the **FOLDERS** you want on your **LIST**. You can think of each **FORMULA** as really being an individual "Find Folder" string.

Activating the Formulas

CLOSING the **CONDITIONS** window will execute the **FORMULAS** and the **CHOSEN FOLDERS** will appear as a **LIST**. An active **CONDITION** will always have an "X" check-mark in its "box" on the **LIST** window or this "box" will be "empty" when not being used. You click in the "box" to select a **CONDITION** or click it again to de-select it, and the **LIST** will be re-displayed accordingly.

The "AND" CONDITION

The "AND" CONDITION stands for "also" or "include the following". The way it works is that **A FOLDER MUST MATCH EVERY CONDITION SPECIFIED** in order for that Folder to appear on the **LIST**. This is like saying "I just want this Folder and this one and this one..." with each "and" being another **CONDITION**. But, this also states which Folders you don't want by eliminating the ones that do not match the **CONDITIONS**. The final **LIST** will therefore be comprised of the resulting **SUM OF FOLDERS** agreeing with **EACH AND EVERY CONDITION**.

The "OR" CONDITION

The "OR" CONDITION stands for "either or" or "choose from the following". This is different than the "AND" CONDITION because **EACH FIELD** is considered separately and uniquely. **A FOLDER WILL BE CHOSEN IF ANY ONE OF THE CONDITIONS ARE MET**.

This is like saying "I want this folder or that one or that one..." with each "or" being a different **CONDITION**. For example, if you specify an **Exact Match** in one **FIELD**, and use a **Greater Than** in another, then the **FOLDER** might be "skipped" from the first **FORMULA**, but be **TRUE** for the second and therefore added to the **LIST**.

ALL CONDITIONS must be met for "AND", but **ANY CONDITION** can be true for "OR". Of course, if you leave the **CONDITIONS** completely **EMPTY** (by not entering any **FORMULAS**), you will obtain a **LIST OF ALL FOLDERS!**

Printing using Conditions

At this time it should be pointed out that you will be using these same **CONDITIONS** to selectively choose which Folders you wish to use for printing **MAILING LABELS** and **FORM LETTERS** as well as for **LISTS** both on the screen and on paper. Keep this in mind so you can plan ahead.

6.4 Conditions Formulas

Below is a list of the possible **CONDITIONS FORMULAS** you can use, where "XXX" represents the **VALUES** you will enter:

<u>FORMULA</u>	<u>MEANING</u>
=XXX	Exact Match
=(XXX)	Any Occurrence
=XXX...	Equals up to given values
<XXX	Lesser Than
>XXX	Greater Than
<=XXX	Lesser Than or Equal To
>=XXX	Greater Than or Equal To
<>XXX	Not Equal To
<>(XXX)	Not Equal To Any Occurrence

Exact Match

The **Exact Match FORMULA** will select only those **FOLDERS** that have the same exact "string" in the same **FIELD** as on the **CONDITIONS** window. For example, to obtain a **LIST** of everyone in **Los Angeles** you could use:

City =Los Angeles

(Upper and lower case letters are always treated as being **EQUAL**).

IMPORTANT NOTE: You cannot use **COMMAS** within the statement or else you will be setting **MULTIPLE CONDITIONS** (as explained shortly).

Any Occurrence

The **Any Occurrence FORMULA** will select all Folders having the entered value anywhere in the given **FIELD**. As an example using "**Smith**", you could create a **LIST** containing "**Smith**", "**Smithsonian**", "**Longsmithson**", and "**Blacksmith**" since they all in fact contain the letters "**S-M-I-T-H**":

Name =(Smith)

Equals Up To...

The "Equals up to..." **FORMULA** chooses Folders that at least match the "string" up to the amount of characters entered. If you use "**=Smith...**" then you would still have "**Smith**" and "**Smithsonian**", but not "**Longsmithson**" nor "**Blacksmith**" because they do not begin with "**SMITH**".

Lesser Than

The **Lesser Than FORMULA** allows you to select Folders which have a **VALUE** that is **Lesser Than** the one entered on the corresponding **FIELD** of the **CONDITIONS** window. The following example will generate a **LIST** of all Folders that have a "**Zip Code**" below **20000**:

Zip Code <20000

You don't have to use numbers. You can also say "**<K**" to obtain a **LIST** of all names coming before "**K**". This yields a **LIST** having a range of "**A**" through "**J**".

Greater Than

You could use the **Greater Than FORMULA** to obtain **ALL ZIP CODES ABOVE 90000**:

Zip Code >90000

The result will be a **LIST** of just those Folders that have a number above **90000** in their "**Zip Code**" **FIELDS**. However, **90000** itself will not be included, so in order to also have **90000** on the **LIST** you would need to modify the **FORMULA** to "**>89999**".

Lesser (or Greater) Than or Equal To

With the addition of an "**=**" **Equals** sign in the **FORMULA** you can use the "**Lesser Than**" or "**Greater Than**" **FORMULAS** to also **INCLUDE THE ENTERED VALUE** as well as the ones below or above it.

Not Equal To

The **Not Equal To FORMULA** will select a Folder if in fact the data in the given **FOLDER FIELD** does not match the entered **VALUE**. The **Not Equal To Any Occurrence** is the same but with the additional function of examining a **FIELD** for **Any Occurrence** of the entered **VALUE**.

Combining Formulas

You may **COMBINE FORMULAS** into the same **FIELD** by separating each one with a **COMMA**. In this way a **RANGE** can be obtained:

Zip Code >20000,<30000

All **FOLDERS** that have a number in the "Zip Code" **FIELD** **Greater Than 20000 and Less Than 30000** will be added to the **LIST**. Using the "**AND**" **CONDITIONS**, any "Zip Codes" falling outside this **RANGE** will not appear on the **LIST**. However, the "**OR**" **CONDITIONS** will select a Folder if **EITHER VALUE** is true (therefore **ALL FOLDERS** would essentially be chosen!).

Multiple Conditions

You can use multiple **CONDITIONS** by putting **FORMULAS** into more than one **FIELD**. In the next example we are asking for "all Smiths that work at Acme Parts Co":

Name =(SMITH)
Company =Acme Parts Co

Using the "**AND**" **CONDITIONS**, a **FOLDER** will be chosen only if the "**Name**" **FIELD** contains "**S-M-I-T-H**" and the "**Company**" **FIELD** has "**ACME PARTS CO**" **Exactly**, otherwise the Folder will be ignored. However, using the "**OR**" **CONDITIONS**, **EITHER ONE** can be true for a Folder to be **LISTED** (and you will obviously get everyone else from "**Acme Parts Co**" as well as every "**Smith**" Folder no matter what is in their "**Company**" **FIELDS**).

6.5 The Indexes

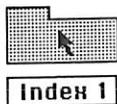
The **MASTER LIST** can be broken down into 2 more **LISTS** that are called **INDEXES**. You can think of an **INDEX** as being just like those found at a library. There is usually a box containing **index cards** where each card represents a book and is filed in alphabetical order according to its title. To find the book you want you would look through these **index cards** until you locate its title (which is just like "thumbing" through your Drawer or using "**Find Folder**").

But, a library often offers other **INDEXES** comprised of cards representing certain **SUBJECTS**. For example, one type of **INDEX** might have cards for all books under the category of "**AUTO REPAIR**". You can find books either by going to the "**master**" index box containing a card for each and every book, or go to the "**category**" box containing just those books within a specific subject.

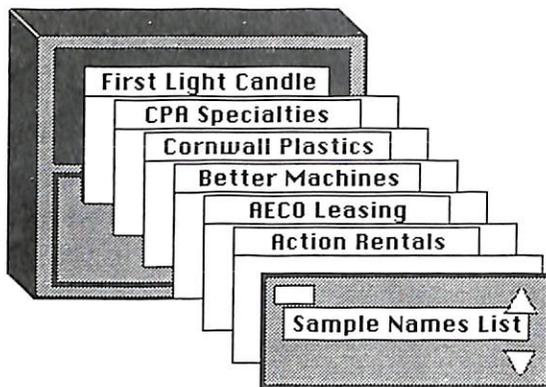
Notes •n• Files allows you to create 2 different types of "**categories**" that can be customized in order to obtain a special **LIST OF FOLDERS**. Whereas the **MASTER LIST** will display **ALL FOLDERS** in a Drawer, an **INDEX** can be setup to show you only certain ones and display them in assorted ways.

Selecting an Index

Put away the **LIST** window, open the top Drawer and click on the "**Index 1**" **ICON** at the bottom of the desktop:



Upon doing so the "**Index 1**" **ICON** will become **HIGHLIGHTED** (meaning it is the current selection) and the Folders will be shown in the Drawer a different way, as dictated by this **INDEX**. In the following example we see that the Folders are displayed by "**Company**" rather than by "**Name**":



This particular **INDEX** was setup as a **sample** to show just those Folders that have something in their "**Company**" **FIELDS**. If you now click on the "**Master List**" **ICON**, the **FOLDERS** will revert to being displayed by "**Name**".

The Index List Window

Once you have selected an **INDEX** you can then view its **LIST** window. Do this now by **DOUBLE-CLICKING** on the "**Index 1**" **ICON** and it will open up into the "**Index 1**" window:

Company	Name	
Action Rentals	Lewis, Rob	
RECO Leasing	Parker, Peter	
Better Machines	Richardson, Arthur	
Cornwall Plastics	Frampton, Tina	
CPA Specialties	Tanner, Luke	
First Light Candles	Imogene, Harris	
First National	Kendall, Mary	
Front Office Supplie..	Baker, Thomas	
Gilden's Furniture	Carlson, Fred	
Green's Chemicals	Green, Howard	

Notice how the "**Company**" **FIELD** is shown in the first column (on the left) and that it is in **ALPHABETICAL ORDER**. The "**Name**" is now the second column and the third column isn't used at all. This is because we configured the **INDEX 1 LIST** that way, but you can change this at any time to your own liking.

Creating an Index

Unlike the **MASTER LIST**, the **Index** window has an extra button at the bottom right corner called "**Setup**":



Clicking on this "**Setup**" button will bring up a new window on the screen:

Index 1 Setup

Column Selection:

Company	Name	(none)	(none)
----------------	------	--------	--------

Field Selection:

Field Sort Type:

<input checked="" type="radio"/> A to Z	<input type="radio"/> 0 to 9	<input type="radio"/> Jan to Dec
<input type="radio"/> Z to A	<input type="radio"/> 9 to 0	<input type="radio"/> Dec to Jan

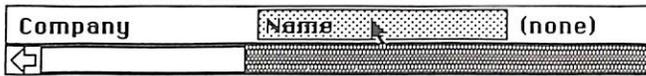
Selecting a Field

The **SETUP** window allows you to choose which **COLUMNS** you wish to use to show the **FOLDER FIELDS**. You select the **COLUMN** you want to set and then select a **FIELD** for that particular **COLUMN**.

IMPORTANT NOTE: The very first **COLUMN** will be used to determine how the **LIST** will be **SORTED** in the Drawer (and how a **FOLDER** will be filed when **Saved**, as we shall soon learn).

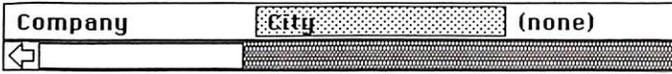
In the next example we are selecting the second **COLUMN** (by clicking on it) which is currently using the "**Name**" **FIELD**:

Column Selection:

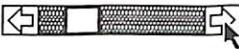


This **FIELD** can be changed by using the "FIELD SELECTION" ARROWS:

Column Selection:



Field Selection:



For example, by clicking **3 times** on the **RIGHT ARROW** you will see the **COLUMN TITLE** change to "**City**". Or, you can continue to click either the **RIGHT** or **LEFT ARROWS** (or drag the white "thumb") in order to "fly" through the **FIELDS** until you see the **NAME** of the **FIELD** you want to use for this particular **COLUMN**.

The other **COLUMNS** are chosen in a similar manner. Click on the **COLUMN** (header) and then select the desired **FIELD** using the **ARROWS**.

The (none) Column

A **COLUMN** titled "(none)" means **NO FIELD** has been chosen for it yet. However, this also means that **THIS COLUMN AND ALL COLUMNS THEREAFTER** to the right of it will be ignored and not included in the **INDEX** generation. In fact, if the very first **COLUMN** of an **INDEX** is set to "(none)", then the **INDEX** will become, of course, completely **EMPTY**.

Field Sort Types

The "radio" buttons near the bottom of the **Index Setup** window allow you to **SORT** the **COLUMNS** of an **INDEX** in various ways. A "Field Sort Type" button is chosen by simply clicking in it. You can choose any one of these buttons for **EACH COLUMN**, thereby allowing you to obtain different kinds of **SORTS**.

Whenever you click on a **FIELD COLUMN**, the corresponding **SORT** button chosen for that particular **FIELD** will be shown "filled in". The **DEFAULT SORT TYPE** for every **COLUMN** is "A to Z", but you can change this to a different **TYPE** by first clicking on the **COLUMN**, then clicking on the button.

Field Sort Buttons

The buttons "**A to Z**" and "**Z to A**" allow you to create an **INDEX** that will be displayed in either **ASCENDING ALPHABETICAL ORDER** of "A", then "B", then "C", etc., or in **DESCENDING ORDER** of "Z", then "Y", then "X", etc. This is most often and best used on the very **FIRST COLUMN** (which is how we obtained our "**Companies**" in alphabetical order).

The buttons "**0 to 9**" and "**9 to 0**" work the same way but will result in an **INDEX LIST** displayed in **NUMERICAL ORDER**. This is ideal for creating **ZIP CODE SORTS** for printing **MAILING LABELS**. In this case, always ensure the "**Zip Code**" is the **FIRST COLUMN** of the **INDEX LIST**. (Note that to correctly sort an "**Address**" **COLUMN** you should use "**A to Z**" because an **ADDRESS** contains **LETTERS** in the **STREET NAME**).

"**Jan to Dec**" and "**Dec to Jan**" allow you to **SORT BY DATE**. This will display the **FOLDERS** in the order of **JANUARY THROUGH DECEMBER** for each year, or in the reverse order of **DECEMBER TO JANUARY**.

Date Format

If you intend to use a **DATE** then it must be entered in a **FOLDER FIELD** using the specific **FORMAT** of 1/1/87 or 01/01/87 (for January 1, 1987). Otherwise, the display **SORT** may not come out correctly. The order of the **MONTH/DAY/YEAR** depends entirely upon your **CONTROL PANEL SETTING**. **FOREIGN DATE FORMATS** can be obtained by reversing the **MONTH** and **DAY** on the **CONTROL PANEL CLOCK** (press the 3 keys **OPEN-APPLE**, **CONTROL** and **ESCAPE** simultaneously).

Generating an Index

The **COLUMNS, FIELDS** and **SORT TYPES** are automatically **Saved** when you click the "OK" button (bottom left corner of the **Index Setup** window). Clicking "**Cancel**" will ignore any changes you might have made and will return you back to the unaltered **INDEX LIST** window.

When you click "OK", the **FOLDER DATA** from the **ENTIRE MASTER LIST** will be scanned and a **NEW INDEX WILL BE GENERATED** according to the **COLUMNS, FIELDS** and **SORT TYPES** selected. This could take several moments for a Cabinet containing many **FOLDERS**. You will then be shown the new **LIST** on the **INDEX** window (and according to any **CONDITIONS** you may have set), or if you **CLOSE** the window you will then see the Folders in the Drawer **ACCORDING TO THIS INDEX**.

Adding New Folders

Whenever you make a **NEW FOLDER** and **Save** it, not only will it be entered into the **MASTER LIST** as usual, but it will also be **FILED INTO THE OTHER 2 INDEXES!** The Folder will be automatically placed in **ALPHABETICAL ORDER** according to the very **FIRST COLUMN** of the **INDEX**. However, the Folder **MUST HAVE DATA IN THE FIELD** selected as the **FIRST COLUMN** or else it will not be included in an **INDEX**.

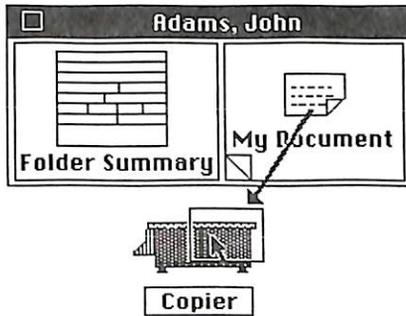
Index Conditions

When you have an **INDEX LIST** window up on the screen and you select the "**AND**" or "**OR**" **CONDITIONS**, you will notice that only the chosen **FIELDS** for the **INDEX** will be active on the **CONDITIONS** window. But, you enter your **FORMULAS** into these **FIELDS** in the usual way.

Since both "custom" **INDEXES** can make use of their own **CONDITIONS**, a great variety of **LISTS** can be generated both on the screen as well as on paper and changed at will at any time.

7.0 PRINTING

You can **PRINT** a **DOCUMENT** by simply **DRAGGING IT FROM A FOLDER** down to the **COPIER** and "dropping" it in:



You may also drag a **DOCUMENT** from the **Stationery** window, or right off the desktop. Upon releasing the mouse button, the **COPIER** window will appear:

Printer:	Quality:
<input type="radio"/> ImageWriter	<input type="radio"/> Draft
<input checked="" type="radio"/> ImageWriter II	<input checked="" type="radio"/> Standard
<input type="radio"/> LaserWriter	<input type="radio"/> High
<input type="radio"/> DaisyWheel	
<input type="checkbox"/> Page Numbers	<input type="checkbox"/> Single Sheet
Margin: <input type="text" value="0.5"/>	Copies: <input type="text" value="1"/> Range: <input type="text" value="1-END"/>
<input type="button" value="OK"/>	<input type="button" value="Cancel"/>

Copier Panel

This window is like the "panel" on a copier machine. You can select various options concerning the printing, such as the type of quality, number of copies, etc. The **COPIER** window will be presented to you every time you want to print something, just prior to the actual printing activity.

Printing Options

Select the **PRINTER** you will be using by clicking in its "radio" button. Let's take a moment here to examine the differences in printers. The **ImageWriter™** and **ImageWriter II™** are **dot-matrix** printers and this means they can print characters in the form of tiny individual "dots" and therefore can reproduce all of the fancy **FONTS** and **STYLES** you typed with on your **DOCUMENT**. The **LaserWriter™** prints using many times more "dots" for each character resulting in an ultra-fine resolution suitable for book or magazine quality print. A **Daisy-wheel** printer is most commonly used for **letter quality** printing. It is different than **dot-matrix** printers because it uses a **wheel** comprised of a "molded" character set that strikes the ribbon in order to print each character, just like a typewriter. Therefore, the **Daisy-wheel** is incapable of printing the different **FONTS** and **STYLES** and can only print using the **DRAFT** mode quality. However, you can obtain and use different types of **wheels** and manually switch them in order to print characters of different sizes and styles.

You also select the **QUALITY** by clicking in one of the buttons. **STANDARD** is the most common choice as it prints your **DOCUMENT** just as it appeared on the screen, with all your **FONT SIZES** and **STYLES**. **HIGH QUALITY** prints in a similar fashion but uses a "double-pass" printing resulting in a much sharper print-out (but takes somewhat longer to accomplish). **DRAFT** is very different than **STANDARD** or **HIGH**. Even though you may have typed your **DOCUMENT** using different **FONT SIZES** and **STYLES**, the **DRAFT** printing mode cannot reproduce any of them. The printing will always result in the same size characters.

The **PAGE NUMBERS** "box" will show an "**X**" check-mark when clicked and will represent the fact that it has been selected. This will print the **PAGE NUMBER** centered at the bottom of **EACH PAGE** of the **DOCUMENT**. Clicking the "box" a second time will remove the "**X**" and de-select this option so that the **PAGE NUMBERS** will not be added during printing.

The **SINGLE SHEET** button is likewise chosen by clicking in it. This is for manually feeding each piece of **PAPER** during printing (when asked to do so). Normally you would use "**form-feed**" paper, but by choosing **SINGLE SHEET** you can use your own pre-printed letterhead stationery.

The **LEFT MARGIN** can be entered by editing the "**Margin**" box. This is "**how far from the left edge of the paper**" (expressed in **INCHES** up to 3 decimals) you want the printing to begin. This value is in addition to the **LEFT MARGIN** your **DOCUMENT** is using. Of course, you can manually adjust the physical position of the paper in the printer to obtain a different **LEFT MARGIN**.

You can then either **TAB** over to the "**Copies**" or "**Range**" boxes, or you can click within these boxes to edit them. The number of **COPIES** you wish to print of your **DOCUMENT** can be changed by entering the amount into the "**Copies**" box. This will be the number of **SETS** (as opposed to individual multiple pages).

The **RANGE** "box" allows you to print specific **PAGES** of your **DOCUMENT**. For example, typing in "**3-5**" will print a **RANGE** of **PAGES 3 THROUGH 5**. Entering "**3-END**" will start the printing at **PAGE 3** and continue on through all the rest of the **PAGES** of the **DOCUMENT** until its end. (If more than one **COPY** has been chosen, the next "round" will then begin printing).

Start Printing

Once the **COPIER** window has appeared on the screen and you have selected the desired parameters, clicking "**OK**" or pressing **RETURN** will accept and save these settings and then the actual **PRINTING** will begin. Clicking "**Cancel**" instead will put away the **COPIER** window and, of course, no printing will occur.

You can **ABORT** the printing process at any time by pressing the **ESCAPE** key (upper left corner on your keyboard).

Printing Technical Info

It should be pointed out that what you see on the **GS SCREEN** is not always **equal** to what you will get on your printed paper. The reason for this is that the vertical screen dimension and the **ImageWriter's** vertical printing distance are not the same.

However, **Notes ·n· Files** uses a unique "scheme" to compensate for their differences. This is accomplished by "blowing up" a **DOCUMENT** on the screen so that its vertical length is **DOUBLED**. Then, upon printing, **Notes ·n· Files** "shrinks" each page down to its correct size. Even though the **FONTs** you use may seem somewhat large on the screen, they will be reduced during printing which will result in a far superior print than if the **FONTs** were printed according to their "screen size".

Control Panel

If you are having any printing trouble then you should verify the **CONTROL PANEL SETTINGS**. Press the 3 keys **OPEN-APPLE**, **CONTROL** and **ESCAPE** simultaneously and then go into the "**Printer Port**" section. Every item except "**Add LF after CR:**" should be check-marked for these are the recommended **PRINTING DEFAULTS** that should be used.

IMPORTANT NOTE: The "**Add LF after CR:**" must be set to "**NO**". This setting is for whether or not to send a **LINE-FEED** to your printer after a **CARRIAGE RETURN**. If set to "**YES**" the paper will advance in your printer a little bit at the end of each printed line and this will add, of course, a **BLANK LINE** between every line. You could also have some "trouble" printing in the **HIGH** quality mode since the "second pass" might be printed on the next line. Therefore, if "**Add LF after CR:**" is checked then you must un-check it (by using the **ARROW** keys). After doing so, press **RETURN** to "save" this change and then you should **RE-BOOT** the computer (by turning it completely off, then on) and re-enter **Notes ·n· Files** to resume printing.

7.1 Printing Documents

Printing an Open Document

When you have a **DOCUMENT** open on the screen you can print it by selecting "**Print Document**" from the **Print** menu (or press OPEN-APPLE P):



Upon doing so you will be presented with the **COPIER** window and you can proceed to print the **DOCUMENT** by selecting the desired parameters and clicking the "**OK**" button or pressing **RETURN**.

In this way you can print the **DOCUMENT** you are currently working on at any time. You could also take an older **DOCUMENT** and open it up, make some changes to it, if you wish, then print this altered **DOCUMENT** and put it away without even **Saving** the changes (as the original remains intact).

Printing a Window

The currently active **WINDOW** (the one in front of all others) can be printed by selecting "**Print Window**" from the **Print** menu (OPEN-APPLE W). You will then reach the **COPIER** and you can proceed as usual. You can use "**Print Window**" to print a **FOLDER SUMMARY** screen or a single **DOCUMENT PAGE** or even the **INDEX LIST** or **CONDITIONS WINDOWS**. However, this will not print the entire **LOG** of the **SUMMARY**, nor all the pages of your **DOCUMENT**, nor the complete **INDEX LIST**. It will merely print the current window **JUST AS YOU SEE IT** on the screen.

NOTE: Because the **WINDOW** cannot be printed in the **DRAFT** mode you cannot use a **Daisy-Wheel** printer for this feature.

7.2 Mailing Labels

In order to print **LABELS**, first make sure you 1) **CLOSE ALL OPEN WINDOWS** (so the screen is virtually empty), then 2) **OPEN THE DRAWER** you want to print from, or **CLOSE THEM BOTH** to print the entire Cabinet.

Select "**Mailing Labels**" from the **Print** menu and this window will appear:

Use Index: <input checked="" type="radio"/> Master List <input type="radio"/> Index 1 <input type="radio"/> Index 2			<input type="button" value="Start"/>
Use Conditions: <input type="checkbox"/> "AND" <input type="checkbox"/> "OR"			<input type="button" value="Cancel"/>
Flag Folder: <input type="checkbox"/> Yes			
Label Format:			
Name Address City, State Zip Code	Company Address City, State Zip Code	Company Name Address City, State Zip Code	
Label Row: <input checked="" type="radio"/> One Label <input type="radio"/> Two Across <input type="radio"/> Three Across			
Dimensions: <input type="text" value="2.5"/> Inches Across <input type="text" value="1.0"/> Inches Down			<input type="button" value="Trial Print"/>

Selecting Folders

You will need to tell **Notes -n- Files** which **FOLDERS** you want to use for printing your **LABELS**. Using the **MASTER LIST** you can print all of the Folders from the **ENTIRE CABINET IF BOTH DRAWERS ARE CLOSED**, or you can print just the Folders from the **CURRENTLY OPENED DRAWER**.

Of course, choosing one of the "custom" **INDEXES** will limit the printing to just those **FOLDERS** generated by the **INDEX**.

You may also choose to **FILTER** which Folders will be selected for printing by clicking either the "**AND**" **CONDITIONS** or the "**OR**" **CONDITIONS**, or you can use both of them. *Notes -n- Files* will then use the same Folders as the ones generated by their **FORMULAS**. Needless to say, the **CONDITIONS FORMULAS** must be entered and executed **PRIOR** to bringing up the **LABELS** window.

Label Format

The middle section of the **LABELS** window allows you choose which type of printing **FORMAT** you would like to use for a **LABEL**. The desired **FORMAT** is chosen by simply clicking in its "rectangle", as shown below:

Name Address City, State Zip Code	Company Address City, State Zip Code	Name Company Address City, State Zip Code
---	--	--

The chosen **FORMAT** will print each **LABEL** using the exact **FOLDER FIELDS** that you see on this window. It won't matter if you have **RE-NAMED** these **FIELDS** because a **LABEL** will always be printed using the first 6 **FIELDS** of a **FOLDER SUMMARY**.

Note that if the "**Name**" **FIELD** (the **FIRST FIELD** of a **FOLDER SUMMARY**) contains a **COMMA**, then the data will be **REVERSED**. For example, "**Adams, John**" will be turned into "**John Adams**". For this reason, the **FIRST FIELD** of a **FOLDER SUMMARY** should always be reserved for **NAMES** only.

Label Row

You can choose the **NUMBER OF LABELS ACROSS** the page for your Label paper. This is done by simply clicking in the appropriate button. Various kinds of Label paper are available at your local Stationery store and it is entirely up to you which type of paper you will want to use.

Label Dimensions

The physical **DIMENSIONS** of a **LABEL** can be entered by editing the 2 "boxes" at the bottom of the window. You will be typing in the exact distance from one **LABEL** to the next which will basically tell **Notes •n• Files WHERE** to print each **LABEL** on your paper.

The first "box" is for the **DISTANCE ACROSS** the page from **LABEL TO LABEL**. The entered value must be expressed in **INCHES** (up to 3 decimals). This is meaningless, of course, if you are choosing only "**One Label**" across. The second "box" (which can be edited by either **TABBING** over to it or by clicking within the "box") is for the **DISTANCE DOWN** the page from one **ROW OF LABELS** to the **NEXT ROW**, again expressed in **INCHES**.

NOTE: LABELS are always printed using the **DRAFT QUALITY**. This will print **15 characters per inch** horizontally and **6 lines per inch** vertically.

Trial Print

"**Trial Print**" is for running a **TEST** printing of your **LABELS** that will print 2 "dummy" sets with lines of "**XXX's**". This allows you to see how they will turn out (so you won't waste too much paper if the parameters are incorrect). Clicking the button will first present the familiar **COPIER** window and then you can **START** the **TEST** by clicking "**OK**" or pressing **RETURN**. You can continue making any needed adjustments and running the **TEST** until satisfied. It is a common practice to use "regular" paper for the **TESTS** and your "good" **LABEL STOCK** for the final printouts.

The Copier

To begin the actual printing of your **MAILING LABELS** you click on the "**START**" button at the top right corner of the **LABELS** window. Clicking the "**Cancel**" button instead will return you back to your Cabinet (without **Saving** any of the **LABEL** parameters you may have changed).

When you either **START** the printing, or run the **TEST**, you will always be given the **COPIER** window, as shown on page 71, before the actual printing occurs. You can choose the **PRINTER** you will be using, but only the **DRAFT** mode will be **ACTIVE** at this time. The **PAGE NUMBERS** and **RANGE** buttons will also become **INACTIVE** since they do not apply to **LABEL** printing.

Left Margin

The **MARGIN** is very important to you because this is the distance of **HOW FAR FROM THE LEFT EDGE OF THE PAPER THE FIRST LABEL WILL BE PRINTED**. As usual, this is expressed in **INCHES** (up to 3 decimals). *Notes ·n· Files* needs to know this value in order to position and print the **LABELS** correctly on your paper. Of course, you may also adjust the **LEFT MARGIN** by manually shifting the paper in the printer.

Copies

The number of **COPIES** can be chosen by editing its "box". This will be the **NUMBER OF SETS OF LABELS** you wish to print. A "SET" is defined as the "complete list" generated by the chosen **INDEX**. If, for example, you enter "3", then *Notes ·n· Files* will print **ONE COMPLETE SET OF LABELS**, then print the second **SET** and then the third, as opposed to printing 3 of the first **LABEL**, then 3 of the second **LABEL**, and so forth.

The Final Labels Printout

When the printing process begins, *Notes ·n· Files* finds and selects a Folder for printing (according to the **INDEX** and **CONDITIONS** you have chosen), gets the data from its **FOLDER FIELDS** and forms a printable **LABEL**, positions it on the paper (depending on the dimensions you entered) and then the **LABEL** is finally printed. The next Folder is obtained and the above procedure is repeated.

You can **ABORT** the printing at any time by pressing the **ESCAPE** key.

7.3 Form Letters

Notes ·n· Files has a built-in **MAIL MERGE** capability. This means it can take the names and addresses from your **Folders** and insert them into your **LETTERS** to create a personalized "heading" for each one printed.

Creating a Form Letter

A **FORM LETTER** is a "master" **DOCUMENT** that can be used to print consecutive copies. It is a special type of **DOCUMENT** because it uses a unique way of telling **Notes ·n· Files** to insert **FOLDER FIELD DATA INTO THE LETTER** during printing.

You create a **FORM LETTER** by bringing up a new **DOCUMENT** (or a previously created one) and then typing out your **LETTER**. Wherever you would like the **MERGE** to take place on the **DOCUMENT** you will type in the **FOLDER FIELD TITLE SURROUNDED BY BRACES**. For example, to create a **HEADING** of name and address you would use the following notation:

{Name}
{Address}
{City}, {State} {Zip Code}

You put **BRACES** around the **FOLDER FIELD TITLE**, spelling it exactly as shown on the **SUMMARY** window. In the above example, notice how we typed a **COMMA** after {City}. The **COMMA**, being outside the **BRACES**, will be printed right after the **CITY**, followed by a **SPACE**, then the **STATE**, another **SPACE** and then the **ZIP CODE**.

When you print this **DOCUMENT**, the **FOLDER DATA** will be taken from the corresponding **FIELDS** and "merged" into the **LETTER** as follows:

Adams, John
123 Main St.
Los Angeles, CA 90028

Reversing the Name

You can **REVERSE** the first and last name by **INCLUDING A COMMA** within the **BRACES**. The above example would then become:

{,Name} {Name,}

This means "**print the Name from the comma on, then print the Name to the comma**". Note that there is a **SPACE** between the 2 expressions. The name "**Adams, John**" will be examined and then re-formed by using "**John**" for the expression "{,Name}" and "**Adams**" for "{Name,}". This example will then print as:

John Adams

It is important to keep this in mind when entering a **NAME** into a Folder. For example, if you use "**John Adams, III**" then the above notation would result in "**III John Adams**". You see, the correct entry should be "**Adams III, John**".

Salutations

Another common usage for the above notation is to create a **SALUTATION**. For example, you could use the "**FROM THE COMMA ON**" notation and type a **COMMA** after the second **BRACE**:

Dear {,Name},

The above notation would then be printed as:

Dear John,

Merging Folder Data

Not only can you use any of the **FOLDER FIELDS**, but you may also place them at any point within your **DOCUMENT**. This leads to some interesting effects. For example, you could say "So, how is the weather in {City}?" (Notice that the "?" is typed outside the **BRACES**). When printed this would become:

So, how's the weather in Los Angeles?

Custom Fields

You could **RE-NAME** a "Misc." **FIELD** to something like "Amount Owed" and dedicate this **FIELD** for holding **dollar amounts**. Then in your **LETTER** you can say:

Seems like you still owe us {Amount Owed}.

When the above is printed, the data from the "Amount Owed" **FIELD** will be inserted into the **DOCUMENT**. However, should the merged **DATA** be fairly long in length, the sentence will be adjusted by "**wrapping**" to the next line, if necessary, and will appear just as if you typed the data in by hand.

Saving the Form Letter

When you have completed your **FORM LETTER MASTER**, you would then **Save** it as a **DOCUMENT** in the usual manner. However, in order to file it properly you should always bring a Folder out of the Drawer before making and **Saving** the **LETTER**.

You might even want to create a new **FOLDER** just to hold all of your **FORM LETTER MASTERS** so that you can find them quickly when needed. In this case, if you plan on printing a **LETTER** to every Folder, then this particular **FOLDER** will need to be **FILTERED OUT** (by using the **Does Not Equal FORMULA**) or else it will be included in the actual printing!

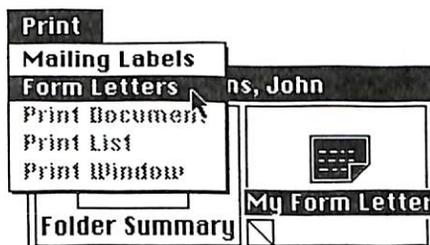
One-Shot Form Letter

You can **DRAG** a **FORM LETTER** through the **COPIER** and it will use the **FOLDER** it is coming from for the **MERGE**. Or, if the **DOCUMENT** is coming from the **Stationery** window then it will use the **FRONTMOST FOLDER** on the desktop. If there is no Folder at all, then **NO MERGE** will take place and the **BRACES** will be literally printed!

Selecting the Form Letter

The best way to print a **FORM LETTER** is to 1) **CLOSE ALL WINDOWS** and 2) **OPEN THE DRAWER** you wish to print from, or close them both to use the **ENTIRE CABINET**. 3) **SELECT** the **DOCUMENT** by clicking once on it in order to **HIGHLIGHT** it and then 4) select "**Form Letters**" from the **Print** menu. If you don't select a **FORM LETTER**, *Notes ·n· Files* will tell you that it cannot continue until you do so.

In the following example, we have **SELECTED** a **FORM LETTER** that is inside a Folder, and then we pull down the **Print** menu:



This will bring up the following window:

Use Index: <input checked="" type="radio"/> Master List <input type="radio"/> Index 1 <input type="radio"/> Index 2	Start
Use Conditions: <input type="checkbox"/> "AND" <input type="checkbox"/> "OR"	Cancel
Flag Folder: <input type="checkbox"/> Yes	
Mail Merge Document: My Form Letter	

You can select the **INDEX** you will be using as well any **CONDITIONS** in order to print certain **FOLDERS**. Needless to say, the **CONDITIONS** must be set up **PRIOR** to starting the **FORM LETTER** process.

Start Printing

After setting the desired parameters on the **FORM LETTERS** window you can then begin printing by clicking on the "**START**" button, or you can choose to "**Cancel**" which will **Close** the window and return you back to your Cabinet.

Upon **STARTING**, you will be presented with the familiar **COPIER** window. As usual, you choose which **PRINTER** you will be using, but this time the **QUALITY** buttons will become fully active. Choosing "**DRAFT**" will print the **DOCUMENT** just like a typewriter would, that is, without using any **FONTs**. "**STANDARD**" or "**HIGH QUALITY**" will print the **DOCUMENT** with all of the different **FONTs** and **STYLES** you typed with. "**HIGH QUALITY**" will yield a finer printed **DOCUMENT** than with "**STANDARD**", but it does take a few moments longer to accomplish this "double-pass" printing method.

You can include **PAGE NUMBERS** if you desire. Selecting **SINGLE SHEET** allows you to use your pre-printed **LETTERHEAD** stationery. The **LEFT MARGIN** can also be set at this time, along with the number of **COPIES (SETS)** as well as the **RANGE**. These are all explained earlier in this chapter.

Printing the Form Letter

Clicking "**OK**" will begin the printing process. Clicking "**Cancel**" will take you back to the **FORM LETTERS** window. Upon **STARTING** the printer, **Notes •n• Files** will scan your **MASTER FORM LETTER** and insert the **FOLDER FIELD DATA** from each **FOLDER** for every **LETTER** printed, according to the **BRACES NOTATIONS** you have chosen.

You can **ABORT** the printing at any time by pressing the **ESCAPE** key.

7.4 Flagging a Folder

Notes •n• Files allows you to "flag" a FOLDER when it has been used for printing MAILING LABELS or FORM LETTERS. This is done by literally RECORDING the fact that printing has occurred by writing today's data back to each Folder. Through the use of these "flags" you can always know "what's been printed when".

Setting a Flag

FLAGGING is set for either LABELS or FORM LETTERS by clicking the "Flag Folder" button:

Use Index:	
<input checked="" type="radio"/> Master List	<input type="radio"/> Inde
Use Conditions:	<input type="checkbox"/> "AND"
Flag Folder:	<input checked="" type="checkbox"/> Yes

An "X" check-mark will always mean "YES, FLAG THE FOLDER" while an "empty" box will mean "NO, DON'T DO IT".

Updating a Folder

When the printing process begins, every FOLDER printed will have TODAY'S DATE WRITTEN BACK to its Folder Summary. This FLAG DATE will always be placed in SPECIFIC FIELDS on the Summary. The "Labels" FIELD will be used for LABELS and the "Letters" FIELD will be used for FORM LETTERS:

Misc. 1		Misc. 2	
Misc. 3	Misc. 4	Labels 01/01/87	Letters 01/01/87

↑
Label write-back

↑
Form Letter write-back

IMPORTANT NOTE: The **DATE** will **REPLACE** any data currently in these **FIELDS** so if you intend to use this **FLAGGING** feature, then you must reserve these **2 FIELDS** accordingly. Furthermore, you should not enter important data into them by hand, but let **Notes ·n· Files FLAG** them for you.

You may **RE-NAME** these **FLAG FIELDS** as desired.

Using Flagged Folders

The reason for **FLAGGING FOLDERS** is so you can always know which Folders have been used for printing. Once your Folders have been **FLAGGED** you can thereafter do many special things with them.

For example, you can print part of a Drawer this week and **FLAG** the **DATE** for these Folders. Then, next week you can select the remaining Folders yet to be printed by specifying a **CONDITION** relating to the **DATE** of the **FLAG FIELD**. Let's say you did the first printing on **March 4, 1987**. You could then enter the **FORMULA**:

Labels ◁03/04/87

which would, of course, select all Folders **Not Equal To** the entered **DATE**, thus coming up with all of the **unprinted** Folders!

As another example, let's say you print and send a **LETTER** to certain people and **FLAG TODAY'S DATE** on each Folder to indicate the fact that they have been mailed something. Then, if you receive a response, such as a phone call or a return letter, you can go into their Folders and **erase** the **DATE** that was written-back to the **FLAG FIELD**. Then next month you can mail a second letter to those Folders still having the **DATE** (meaning these people haven't responded yet) by entering an **Exact Match FORMULA** such as "**=03/04/87**". This would select just those Folders having **March 4, 1987** in the **FLAG FIELD**.

7.5 Printing Lists

Whenever you have an **INDEX LIST** window open on the screen you can print a "line by line" **LISTING** of these Folders by selecting "**Print List**" from the **Print** menu:



Upon doing so you will be shown the **COPIER** window. As usual, clicking "**OK**" will begin printing the **LISTING** (and pressing **ESCAPE** will **ABORT** the process at any time). Note that **DRAFT** is the only allowable printing mode. The ImageWriter will print in the condensed mode of **15 characters per inch**.

Using an Index

The printing will be the same **LIST OF FOLDERS** as that generated on the **LIST** window. You can print the full **MASTER LIST** or use an **INDEX** (in which case you will need to set up your **INDEX FIELDS** prior to printing). The **CONDITIONS** can also be used to generate various combinations of Folders for your **LISTINGS**. You enter your **FORMULAS** in order to obtain a **LISTING** on the screen and then, when ready, you select "**Print List**" and proceed to print the **LIST** on paper.

About the Listing

A **HEADER** will be printed on each page that will be formed using the **TITLES** of the **FOLDER FIELDS** being used. This will be followed by **3 COLUMNS** of data on each line until **ALL FIELDS** have been printed. These **COLUMNS** will have fixed **POSITIONS** on the paper. However, you can "customize" your **LISTING** by preparing an **INDEX** either by adding or removing **FIELDS**, or by switching the **FIELDS** around prior to printing.

8.0 Special Applications

The number of ways to use **Notes •n• Files** is almost endless. By creating individual Cabinets and using the **INDEX CONDITIONS** you can come up with very imaginative ways for manipulating your data.

The following examples are only just a few of the things you can do with **Notes •n• Files**. There are many other ways to use **Notes •n• Files** and the following suggestions are given here merely to get you thinking as to how you can apply **Notes •n• Files** to your own particular system. By all means you should sit down and think about what you really want to do, develop a plan, then after studying the manual and trying a few things with the program you can take your creative ideas and begin putting them to practical use.

Mail House

Perhaps the most common usage of **Notes •n• Files** will be for what we call a "**Mail House**". This is nothing more than a data base used for generating **MAILING LABELS**. It is a very simple **SYSTEM**. You create a Cabinet and call it something like "**Addresso**" or "**Clients** " or even "**LABELS DATA**". Nothing really fancy, you see, a plain Cabinet that contains **NAMES & ADDRESSES**.

You create a **FOLDER** for each and every person for whom you have an address. Because the **FOLDER SUMMARY** will contain only the name and address you can have a few thousand **FOLDERS** in the Cabinet because the size of each **RECORD** will be consequently "trimmed down".

You can then use this Cabinet once a week or so to **ADD NEW NAMES** or to make address corrections, or to dump out the **LABELS** to your printer, but that's about it. No complex **DOCUMENTS** or **LISTS**. A "bare minimum" Cabinet used strictly for **LABELS**.

Folder Creation Dates

Many people like to use *Notes -n- Files* by entering the **DATE** into a **FIELD** when creating the Folder. This records the time the Folder was entered into the Cabinet and from there you can use the **DATE** as a **CONDITION** in order to selectively choose just these Folders for new mailings.

Target Mailing

An advanced version of the **MAILING HOUSE** example would take into account your needs for printing **CERTAIN LABELS** instead of all of them at once. You can create a "Target Mailing" by generating an **INDEX** that will give you a **LIST OF JUST THOSE FOLDERS FROM A SPECIFIC CITY, STATE OR ZIP CODE RANGE.**

Here's where you need to start thinking. Suppose you want to print **LABELS** for everyone in **CALIFORNIA**. This is very easy to do. You create an **INDEX** and use the "**AND**" **CONDITION** by entering the **FORMULA** "**=CA**" in the "**State**" **FIELD**. This will generate a **LIST OF ALL FOLDERS HAVING "CA" IN THAT FIELD.**

Or, if you wanted **CALIFORNIA** AND **NEW YORK** you could use the "**OR**" **CONDITIONS** by entering the **FORMULA** "**=CA,=NY**" (the **COMMA** separating multiple conditions). By using these **CONDITIONS** you can obtain partial, specialized **LISTS** from your Cabinet and then print a "Target Mailing".

As another example, let's say you want to print **LABELS** for all the **PRESIDENTS** of companies. But, how would you know if a person is the **PRESIDENT**? Well, you can do this a few different ways. One example is to take a "**Misc.**" **FIELD** and rename it to "**Position**" and when you create a **NEW FOLDER** you simply type a "**P**" into the "**Position**" **FIELD** which will stand for "**PRESIDENT**".

You would then create an **INDEX** by setting the "**AND**" **CONDITION** with an **Exact Match "=P" FORMULA** in the "**Position**" **FIELD**. This will scan your Drawer and build a **LIST OF JUST THOSE FOLDERS** having the letter "P" in that **FIELD**. You can then print your **LABELS** only for these **PRESIDENTS**.

Form Letters

Besides printing **LABELS** you may also wish to use *Notes ·n· Files* to produce your **FORM LETTERS**. You can then employ the **INDEX CONDITIONS** to generate the desired "**Target Mailing**". Furthermore, you can **FLAG A FOLDER** to always know who was mailed a **LETTER** and when.

Dateline Tracking

When printing **LABELS** or **LETTERS** you can set the "**Flag Folder**" option to record the fact. Then next week you can perform another mailing by printing some of the remaining **FOLDERS NOT YET FLAGGED**. This is done by entering the **DATE** you printed as a **Does Not Equal CONDITION**, you see, and **ALL FOLDERS NOT HAVING THAT DATE** will be selected for printing. In this way, you will eventually get around to printing every Folder, turning it around every month or so. Thus, you can keep track of your mailings and always know when to print the next batch.

Call Back Example

Let's look at what a **salesperson** might do in real life. He or she gets on the phone and talks to various clients and when a client is not in or says to "**call back next week**", then it's *Notes ·n· Files* to the rescue!

When you call someone you open their **FOLDER** while on the phone. This allows you to enter any **COMMENTS** or to enter a "**CALL BACK DATE**" into one of the **FIELDS**. Then, next week you can generate an **INDEX** by coming up with a **LIST** of people you need to **CALL BACK**. You either enter a **DATE** or a **CODE** and then set the **CONDITIONS** accordingly to generate the **LIST**.

Using Subjects

"Business" type things are not the only things you can do with *Notes ·n· Files*. You can dedicate your Cabinets entirely to certain subjects. For example, you can create a Cabinet called "**Poetry**" and then create a **FOLDER** for each **TOPIC** you use in your **POEMS**. You could **RE-NAME** the "**Name**" **FIELD** to something like "**Topic**" and then instead of using a **PERSON'S NAME** you would type the actual **SUBJECT TITLE** into that **FIELD**. Your Folders will then be filed alphabetically **BY THE ENTERED SUBJECT**.

Then, when you type and **Save** a **DOCUMENT** containing your lyrical prose, you **FILE IT INTO ITS PROPER FOLDER**, thereby "**grouping**" similar **POEMS** together. You could even open up a Folder to its **FOLDER LOG** to see the **LIST** of your **POEMS** and from there either choose a **POEM** to work with, or print the **LOG** (as a **WINDOW**) to obtain a **LIST** on paper.

Using GraphicWriter™

By far the most fun application is to use another DataPak product called "**GraphicWriter™**" along with *Notes ·n· Files*. As you may know, **GraphicWriter™** is a program for your **GS** that allows you to type and draw pictures right on the same page.

You can use **GraphicWriter™** to create your **LETTERHEAD** stationery by drawing your **LOGO** at the top of a Document and **PRINTING** the Document out on a few sheets of paper. Then, you can feed the paper back into the printer, go into *Notes ·n· Files* and crank out your fancy **FORM LETTERS**.

Or, you can design your **PROMOTIONAL FLYERS** and other page layouts inside **GraphicWriter™** and use *Notes ·n· Files* for your **MAILING LABELS** and **FORM LETTERS** as well as employing the **INDEX CONDITIONS** for **FLAGGED TARGET MAILINGS**.

Notes •n• Files will also accept a **TEXT FILE** from **GraphicWriter™** so you can actually transfer over the **BODY** of your **GraphicWriter™ DOCUMENTS** directly into **Notes •n• Files FOLDERS!**

Or, if you want, you can also send **GraphicWriter™** the **TEXT CONTENTS** of your **Notes •n• Files DOCUMENTS**. Then, while inside **GraphicWriter™** you could change the **COLOR** of the text or add **DRAWINGS** right on the pages, and so forth.

For more information concerning **GraphicWriter™**, visit your local Apple Dealer and ask to see a demo, or better yet, give DataPak a call and ask about our latest products for your **Apple][GS**. We'd love to hear from you!

Appendix A: Problems & Solutions

There may be times when you experience some "trouble" without readily coming up with the proper solution. Of course, when you tell **Notes •n• Files** to do something for you it can only obey your exact instructions. For example, if you order it to show you a **LIST**, but you mistakingly use the **WRONG FIELD** for a **CONDITION**, then **Notes •n• Files** has **no choice** but attempt to display your **LIST** anyway. This **LIST**, of course, isn't what you want, so you would have to go back and **TRACE** through all of the **SETUP** steps in order to locate the actual error and handle it.

Below are some examples of the most common "problems" and their possible solutions:

AREA: FOLDERS

PROBLEM: Folders are filed in the Drawer incorrectly.

SOLUTION: The data entered in the "**Name**" **FIELD** begins with an odd character (such as a **SPACE**) so a Folder is naturally filed before the "**A**'s".

PROBLEM: Folders appear as "blank cards" in the Drawer.

SOLUTION: The Folders are probably correctly filed, but you are currently displaying one of the **2 CUSTOM INDEXES** that have **NO DATA** in the **FIRST FIELD COLUMN** (which is the one used for determining the filing).

PROBLEM: No Folders appear at all!

SOLUTION: You are either using something like "**ZZZ**" for a "**Find Folder**" search string, or you are using an **INDEX** that naturally shows no Folders.

PROBLEM: A Folder is filed in the wrong Drawer.

SOLUTION: Bring out the Folder, open the other Drawer and open the Folder to its **SUMMARY**, then **Save** it to perform the transfer.

AREA: DOCUMENTS

PROBLEM: A Document appears in the wrong Folder.

SOLUTION: Since a Document is always **Saved** to the **FRONTMOST FOLDER**, the "wrong" Folder was "in front" at the time of saving. The remedy is to bring out the desired Folder and simply **DRAG** the Document over to this Folder and "drop" it in to perform the transfer.

PROBLEM: Can't change **FONTS** on existing **TEXT**.

SOLUTION: Simply **HIGHLIGHT** the desired selection of **TEXT** (press the mouse button and drag the pointer over it) and choose a different **FONT**, **SIZE** or **STYLE** from the menus.

PROBLEM: "**UnDo**" never seems to be active.

SOLUTION: "**Undo**" becomes active when you **HIGHLIGHT** some text and accidentally type a character or hit the backspace key or . Selecting "**Undo**" at this time will re-insert the **TEXT** that was removed. Note that if you have "**Cut**" out some text you can always "**Paste**" it back into the Document to "**Undo**" the "**Cut**"!

PROBLEM: Changing a **TAB** doesn't change all the **TEXT** of the Document.

SOLUTION: This is correct. Each **PARAGRAPH** is unique and a **TAB** always corresponds to the currently shown **RULER**. To change the rest of the **TEXT** you simply **HIGHLIGHT** the desired **PARAGRAPHS** so that changing the **TAB** will affect all of them (but not the **PARAGRAPHS** that aren't **HIGHLIGHTED**).

AREA: INDEX LISTS

PROBLEM: The wrong Folders (or no Folders) appear on the List window.

SOLUTION: You are setting **CONDITIONS** that obviously can't select the desired Folders, or you are choosing a combination of "**ANDs**" and "**ORs**" that prevents Folders from being selected.

AREA: PRINTING

PROBLEM: No **FONTS** appear when printing a Document.

SOLUTION: You are printing in the **DRAFT** mode which works like a typewriter and cannot print any **FONTS** or **STYLES**.

PROBLEM: The wrong Folders print during Labels or Letters.

SOLUTION: The wrong **INDEX** has been chosen or the specified **CONDITIONS** cannot select any Folders at all. Also, only the **CURRENTLY OPENED DRAWER** will be used for printing, unless **BOTH DRAWERS ARE CLOSED** in which case the **ENTIRE CABINET** will be used.

PROBLEM: No **MERGE** takes place, and "{Name}" literally prints instead.

SOLUTION: The **FIELD TITLE** is incorrectly spelled, or there is an added **SPACE** after the first **BRACE** and before the **FIELD TITLE**.

PROBLEM: Just want to print **one** Letter, not 100's.

SOLUTION: Simply create the **DOCUMENT** and **DRAG** it "through" the **COPIER**. (If you want a single **FORM LETTER** then you must first bring out the desired Folder from the Drawer).

AREA: DISKS

PROBLEM: Disk is running out of space for my Cabinet.

SOLUTION: You need to obtain a second disk drive and use another disk dedicated to **data only**.

PROBLEM: How do I make a copy of my Cabinet (or delete or rename it)?

SOLUTION: By using your **System Utilities Disk**. However, note that a Cabinet consists of **3 FILES** (as explained earlier in the "**New Cabinet**" section of the manual) and all of them must be used for a proper copy.

INDEX

- 0 to 9 69
- 9 to 0 69
- A to Z 69
- ABBREVIATIONS 24
- ABORT PRINTING 73
- ACROSS, LABELS DISTANCE 78
- ACROSS, NUMBER OF LABELS 77
- ACTIVATING FORMULAS 60
- ACTIVE FOLDER 37
- ADD LF AFTER CR 74
- ADDING FOLDERS TO INDEX 70
- ALIGNMENTS 47
- ALPHABETICAL ORDER 10,27,70
- "AND" & "OR" CONDITIONS 60,89
- "AND" CONDITIONS (LABELS) 77
- ANY OCCURRENCE 62
- AppleWorks™ 32,41
- APPLICATIONS 88
- ARROW KEYS 21
- ARROWS, DRAWER 55
- ARROWS, FIELD SELECTION 68
- BACKSPACE KEY 21,45
- BLANK LINE 48,74
- BOOT-UP 4,5
- BRACES 80
- BREAK, PAGE 48
- CABINET, CLOSE 12
- CABINET, COPYING 17
- CABINET, NEW 12
- CABINET, NAMING A 17
- CABINET, OPENING A 16
- CABINET, PRINTING ENTIRE 76
- CALL BACK EXAMPLE 90
- CAN, TRASH 53
- CATEGORIES 65
- CENTER JUSTIFY 47
- CHANGES, SAVE 22
- CHANGING COLUMN WIDTHS 58
- CHANGING FIELDS 21
- CHARACTERS PER INCH 78
- CLICK, SHIFT (WORDS) 44
- CLIPBOARD 46
- CLOSE CABINET 12
- CLOSING A DOCUMENT 36
- CLOSING A DRAWER 10
- CLOSING FOLDER 30
- CLOSING FOLDER SUMMARY 22
- CLOSING STATIONERY WINDOW 19
- CODE, RANGE OF ZIP 64,89
- CODE, SORTING ZIP 69
- CODE, ZIP 64
- CODES, KEY 26
- COLOR TEXT (GraphicWriter™) 92
- COLUMN, ADDRESS SORT 69
- COLUMN, FIRST 67,70
- COLUMN, (none) 68
- COLUMN WIDTHS 58
- COMBINING FORMULAS 64
- COMMA, FROM & TO 81
- CONDITIONS 70,87
- CONDITIONS, ACTIVATING 60
- CONDITIONS, "AND" & "OR" 60
- CONDITIONS, COMBINING 64
- CONDITIONS, ENTERING 60
- CONDITIONS FORMULAS 62
- CONDITIONS, FORM LETTERS 84
- CONDITIONS, INDEX 70,87
- CONDITIONS, LABELS 77
- CONDITIONS, PRINTING 61
- CONDITIONS, USING DATE 85,88
- CONTROL PANEL 4,69,74
- COPIER 71,78
- COPIES, PRINTING 73
- COPIES (FORM LETTERS) 84
- COPIES (LABELS) 79
- COPYING A CABINET 17
- COPYING DOCUMENTS 36,46
- COPYING TEXT 46
- CR, ADDING LF AFTER 74
- CREATING A DOCUMENT 34
- CREATING A FORM LETTER 80
- CREATING AN INDEX 67
- CREATING A NEW CABINET 12
- CREATING A NEW FOLDER 19
- CREATING MULTIPLE FOLDERS 27
- CREATION DATE 40,89
- CURRENTLY ACTIVE FOLDER 37
- CURSOR 21,42
- CUSTOM FIELDS 31,82
- CUSTOM LIST 60
- CUT 45
- CUT/COPY/PASTE 45
- CUTTING TEXT 45
- DAISY-WHEEL 3,72
- DATA BASES 32
- DATA DISK 2

DATA ENTRY 21,24
DATE (FLAG) 85-86
DATE AS A CONDITION 88
DATE FORMAT 69
DATE, CALL BACK EXAMPLE 90
DATE, FOLDER CREATION 89
DATE, WRITING BACK 85
DATELINE TRACKING 90
DEC TO JAN 69
DEFAULTS, PRINTING 74
DIFFERENT DISK 14
DIMENSIONS, LABEL 78
DISK 2,24
DISK DRIVE 2,4,14
DISK FOLDERS 13
DISK, HARD 3,4
DISK, STARTUP 4
DISK, USING DIFFERENT 14
DISKETTE, MASTER 5
DISPLAY POSITION, FOLDER 56
DISPLAY, SELECTING FOLDER 59
DISPLAY, START AT 59
DISTANCE ACROSS LABELS 78
DISTANCE DOWN LABELS 78
DOCUMENTS 34
DOCUMENT, CLOSING 36
DOCUMENT, COPY OF 36
DOCUMENTS, COPY & PASTE 46
DOCUMENT, CREATING A 34
DOCUMENT DATE 40
DOCUMENT, DOUBLE-SIZE 74
DOCUMENT, FILING RULE 37
DOCUMENT, FORM LETTER 80,90
DOCUMENT FORMATTING 47
DOCUMENT ICON 39
DOCUMENT MARGINS 51
DOCUMENT, MOVING 38
DOCUMENT, NAMING 35
DOCUMENT, ONE-SHOT LETTER 83
DOCUMENT, OPENING 39,59
DOCUMENT PRINTING 71,75,84
DOCUMENT, PRINTING OPEN 75
DOCUMENT, RECOVERING 53
DOCUMENT, SAVE 35
DOCUMENT, SAVE AS 36
DOCUMENT, SAVE AS TEXT 41
DOCUMENT, SAVE CHANGES 36
DOCUMENT, SAVE TO STATIONERY 38
DOCUMENT, SAVING FORM LETTER 82
DOCUMENT, SHREDDING 53
DOCUMENT THUMB 49
DOCUMENTS, THUMBING FOR 39
DOCUMENT, TRANSFERRING 38
DOCUMENT, TRASHING 53
DOCUMENT IN THE TRASH 54
DOCUMENT, "Untitled" 34
DOCUMENTS, SALUTATIONS IN 81
DOG EARS 39
DOUBLE SPACING 48
DOUBLE-CLICK WORDS 44
DOUBLE-SIZE DOCUMENTS 74
DRAFT LABELS 78
DRAFT QUALITY 72
DRAWER ARROWS 55
DRAWER, CLOSING A 10
DRAWER, MOVING FOLDER TO 30
DRAWER, OPENING A 9
DRAWER, PRINT 76
DRAWER, RENAMING A 10
EDITING A FIELD 21
EDITOR 42
EMPTY FOLDER 19
EMPTY INDEX 68
EMPTY TRASH 53
-END 73
ENTERING DATA 21,24
ENTERING FORMULAS 60
ENTIRE CABINET PRINTING 76
EQUALS UP TO 63
EXACT MATCH 62
EXAMPLE, CALL BACK 90
EXAMPLE, "POSITION" 89
EXAMPLE, PRESIDENTS 89
EXPORTING TEXT 41,92
FIELDS, CHANGING 21
FIELDS, CUSTOM 82
FIELDS, EDITING 21
FIELDS, ENTERING DATA 21
FIELDS, FLAG 85
FIELDS, FOLDER 20
FIELD, "LABELS" 85
FIELD, "LETTERS" 85
FIELDS, "MISC." 26
FIELD, POSITION (EXAMPLE) 89
FIELDS, RENAME 31
FIELD SELECTION ARROWS 68
FIELD SORT TYPES 68
FIELD TITLES 31
FILE CABINET 9
FILE FOLDERS 18

FILE MANAGEMENT 53
FILE, TEXT 32,41,92
FILES, IMPORT TEXT 32,92
FILING DOCUMENTS 37
FILING FOLDERS RULE 27
FIND FOLDER 55
FIRST COLUMN 67
FIRST COLUMN OF INDEX 70
FLAG FIELDS 85
FLAG FOLDER 90
FLAGGING A FOLDER 85,90
FOLDERS 29
FOLDERS, ADDING TO INDEX 70
FOLDER, CREATING NEW 19
FOLDERS, CREATING MULTIPLE 27
FOLDER CREATION DATES 89
FOLDER, CURRENTLY ACTIVE 37
FOLDER TO DIFFERENT DRAWER 30
FOLDERS (DISK) 13
FOLDER DISPLAY POSITION 56
FOLDER, EMPTY 19
FOLDER FIELDS 20
FOLDER FIELDS, CHANGING 21
FOLDER FIELD, EDITING 21
FOLDER FIELDS, ENTERING DATA 21
FOLDER FIELDS (FORM LETTERS) 80
FOLDER FIELDS, MERGING 82
FOLDER FIELDS, MISC. 26
FOLDER FIELD TITLES 31,80
FOLDER, FINDING 55
FOLDER FLAGS 90
FOLDER, FLAGGING A 85
FOLDER, FRONTMOST 37
FOLDER, GETTING A 29
FOLDER, LAST USED 37
FOLDER LOG 20,40
FOLDER, MOVING 29
FOLDER, NEW 23
FOLDER, OPENING 30,59
FOLDER, POSITION EXAMPLE 89
FOLDER, PUTTING AWAY 30
FOLDERS, QUANTITY OF 18,24
FOLDER, RENAME FIELDS 31
FOLDER, SAVE 22,30
FOLDERS, SAVE & NEW 27
FOLDER SAVE RULE 24
FOLDERS, SEARCHING 55
FOLDERS, SELECTING LABELS 76
FOLDER, SHIFT KEY 30
FOLDER SUMMARY 20
FOLDER SUMMARY, CLOSING 22
FOLDER, TRANSFERRING 30
FOLDER, TRASHING 54
FONTS 43,74
FONTS, PRINTING 3,72
FONTS, REDUCING 74
FORM LETTERS 25,80,90
FORM LETTERS, FLAG FOLDER 85
FORM LETTER, FOLDER FIELDS 80
FORM LETTERS INDEX 84
FORM LETTER, ONE-SHOT 83
FORM LETTERS, PRINTING 84
FORM LETTER, REVERSE NAME 81
FORM LETTERS, SALUTATIONS 81
FORM LETTER, SAVING 82
FORMAT, DATE 69
FORMAT, LABEL 77
FORMATTING A DOCUMENT 47
FORMULAS, ACTIVATING 60
FORMULAS, COMBINING 64
FORMULAS, CONDITIONS 62
FORMULAS, ENTERING 60
FROM COMMA ON 81
FRONTMOST FOLDER 37
FULL JUSTIFY 48
GENERATING AN INDEX 70
GETTING A FOLDER 29
GraphicWriter™ 91
GREATER OR LESSER THAN 63
HIGH QUALITY 72
HIGHLIGHTING TEXT 43
I-BEAM POINTER 42
ICON (DEFINITION) 18
ICON, DOCUMENT 39
IMAGEWRITER 3,72,74
IMPORTING AppleWorks™ 32,41
IMPORTING DATA BASES 32
IMPORTING TEXT 32,41,92
INDENTATION, PARAGRAPH 51
INDEXES 65
INDEX, ADDING FOLDERS TO 70
INDEX, ALPHABETICAL ORDER 70
INDEX, COLUMN WIDTHS 58
INDEX, COMBINING FORMULAS 64
INDEX CONDITIONS 70,88
INDEX, CREATING AN 67
INDEX, CUSTOM 60
INDEX, EMPTY 68
INDEX, ENTERING FORMULAS 60
INDEX, FIRST COLUMN 67,70

INDEX (FORM LETTERS) 84
INDEX, FORMULAS 62
INDEX, GENERATING AN 70
INDEX LIST 66,87
INDEX, PRINTING 87
INDEX, SELECTING A FIELD 67
INDEX, SELECTING AN 65
INDEX, SELECTING FOLDER FROM 59
INDEX SETUP 67,87
INDEX, START DISPLAY AT 59
INSTALL HARD DISK 4
JAN TO DEC, DEC TO JAN 69
JUSTIFY 47
KEY CODES 26
KEY, ARROW 21
KEY, BACKSPACE 21,45
KEY, SHIFT (FOLDER) 30
KEY, TAB 21
LABELS 3,25,76,88,91
LABELS ACROSS 77
LABELS CONDITIONS 77
LABEL DIMENSIONS 78
LABELS, DISTANCE ACROSS 78
LABELS, DISTANCE DOWN 78
LABELS, DRAFT PRINTING 78
"LABELS" FIELD 85
LABELS, FLAGGING FOLDER 85
LABEL FORMAT 77
LABELS, LEFT MARGIN 79
LABELS PRINTOUT 79
LABELS, REVERSING NAME 77
LABEL ROW 77
LABELS, SELECTING FOLDERS 76
LABEL STOCK 78
LABELS, TRIAL PRINT 78
LASERWRITER 3,72
LAST NAME 28
LAST USED FOLDER 37
LAUNCHER, PROGRAM 4,5
LEFT JUSTIFY 47
LEFT & RIGHT MARGINS 51
LEFT MARGIN (FORM LETTERS) 84
LEFT MARGIN (LABELS) 79
LEFT MARGIN (PRINTING) 73
LEFT TAB 52
LESS OR GREATER THAN 63
LETTERHEAD (GraphicWriter™) 91
LETTERS 25,80,90
"LETTERS" FIELD 85
LETTERS, FORM 80,90
LETTERS, LEFT MARGIN 84
LETTER, ONE-SHOT 83
LETTERS, PRINTING 84
LETTERS, REVERSE NAME ON 81
LETTERS, SAVING 82
LETTERS, SALUTATIONS ON 81
LIMITATIONS, PAGE 48
LINE, BLANK 48,74
LINE-FEED, ADDING 74
LINES PER INCH 78
LIST WINDOW, INDEX 66
LIST, CUSTOM 60
LIST, GENERATING A 70
LIST, MASTER 57
LISTS, PRINTING 87
LIST, SCROLLING 58
LIST, SELECTING A FIELD 67
LIST, SELECTING FOLDER ON 59
LIST, START DISPLAY AT 59
LOG 20,40
MAIL HOUSE 88
MAIL MERGE 25,80
MAILING LABELS 3,25,76,88,91
MAILING, TARGET 89,90
MAIN SCREEN 3,4,7
MANAGEMENT, FILE 53
MARGINS (DOCUMENT) 51
MARGIN (LABELS) 79
MARGIN (PRINTING) 73
MARK, INDENTATION 52
MARKS, TAB 52
MASTER FORM LETTER 80
MASTER LIST 57
MATCH, EXACT 62
MEMORY 2,4
MENUS 8
MERGE 25
MERGING FOLDER DATA 80,82
MISC. FIELDS 26
MOVING A FOLDER 29
MOVING DOCUMENTS 38
MOVING STATIONERY WINDOW 19
MULTIPLE CONDITIONS 64
MULTIPLE FOLDERS 27
NAME, LAST 28
NAME, REVERSING 28,77,81
NAME, REVERSE (LETTERS) 81
NAME, REVERSE (LABELS) 77
NAMING A CABINET 15,17
NAMING A DOCUMENT 35

NAMING A DRAWER 10
 NAMING FOLDER FIELDS 31
 NAMES, FIELD 31
 NEW CABINET 12
 NEW FOLDER 19,23,27
 (none) COLUMN 68
 NOT EQUAL 64
 NUMBER OF LABELS ACROSS 77
 NUMBERS, PAGE 48,72,84
 OCCURRENCE, ANY 62
 ONE-SHOT FORM LETTER 83
 OPEN DOCUMENT PRINTING 75
 OPENING A CABINET 16
 OPENING A DOCUMENT 39,59
 OPENING A DRAWER 9
 OPENING A FOLDER 30,59
 "OR" CONDITIONS 60,77,89
 "OR" CONDITIONS (LABELS) 77
 ORDER, ALPHABETICAL 10,27,70
 PAGES 48
 PAGE BREAK 48
 PAGE LIMITATIONS 48
 PAGE NUMBERS 48,72,84
 PAGE RANGE 73
 PAPER, PRINTER 3
 PARAGRAPH INDENTATION 51
 PARAGRAPHS 50
 PASTING TEXT 46
 PICTURES (GRAPHICWRITER™) 91
 PLAIN TEXT 44
 POINT SIZE 43
 POINTER 5
 POINTER, I-BEAM 42
 PORT, PRINTER 74
 "POSITION" FIELD EXAMPLE 89
 POSITION, FOLDER DISPLAY 56
 PRESIDENTS EXAMPLE 89
 PRINTER PAPER 3
 PRINTER PORT 74
 PRINTERS 3,72
 PRINTING 71
 PRINTING DEFAULTS 74
 PRINTING DOCUMENTS 71,75
 PRINTING, DRAFT LABELS 78
 PRINTING A DRAWER 76
 PRINTING ENTIRE CABINET 76
 PRINTING FORM LETTERS 84
 PRINTING LISTS 87
 PRINTING OPEN DOCUMENT 75
 PRINTING QUALITY 72
 PRINT RANGE 73
 PRINTING REDUCTION 74
 PRINTING, START 73
 PRINTING, STOP 73
 PRINTING TECH INFO 74
 PRINTING, TEST 78
 PRINTING USING CONDITIONS 61
 PRINTING WINDOWS 75
 PROGRAM LAUNCHER 4,5
 PROGRAM, QUITTING 17
 PUTTING FOLDER AWAY 30
 QUALITY 72
 QUANTITY OF FOLDERS 18,24
 QUITTING PROGRAM 17
 RAM 4
 RANGE, PAGE 73
 RANGE (FORM LETTERS) 84
 RANGE, ZIP CODE 64,89
 RECORDS 24,88
 RECOVERING DOCUMENTS 53
 REDUCING FONTS 74
 REMOVING TABS 52
 REMOVING TEXT 45
 RENAME DRAWER 10
 RENAME FOLDER FIELDS 31
 REOPENING DOCUMENT 39
 REVERSING NAME 28
 REVERSE NAME (LETTERS) 81
 REVERSE NAME (LABELS) 77
 RIGHT JUSTIFY 47
 RULE, FOLDER FILING 24,27
 RULER SETTINGS 50
 SALUTATIONS 81
 SAMPLE.FILES 9
 SAVE & NEW 27
 SAVE AS TEXT 41
 SAVE CHANGES (DOCUMENT) 36
 SAVE CHANGES (FOLDER) 22
 SAVE DOCUMENT 35
 SAVE DOCUMENT AS.. 36
 SAVE FOLDER 22,30
 SAVE FOLDER RULE 24
 SAVING A FORM LETTER 82
 SAVING TO STATIONERY 38
 SCREEN (PRINTING vs) 74
 SCROLL BARS 49
 SCROLLING A LIST 58
 SCROLL BAR (LOG) 40
 SCROLL BAR (TRASH) 54
 SEARCHING FOR FOLDERS 55

SELECTING A FIELD 67
SELECTING FOLDERS FOR LABELS 76
SELECTING AN INDEX 65
SET LEFT TAB 52
SETTING A FLAG 85
SETTINGS, RULER 50
SETUP BUTTON 67
SETUP INDEX 67,87
SHIFT KEY (FOLDER) 30
SHIFT-CLICK 44
SHIFT-TAB 21
SHREDDING DOCUMENTS 53
SINGLE & DOUBLE SPACING 48
SINGLE SHEET 73,84
SIZES, POINT 43
SORT ADDRESS COLUMN 69
SORT FIELD TYPES 68
SORT BY ZIP CODES 69
SPACING, SINGE & DOUBLE 48
SPECIAL APPLICATIONS 88
STANDARD QUALITY 72
START DISPLAY AT 59
START PRINTING 73
STARTUP DISK 4
STATIONERY WINDOW 18
STATIONERY WINDOW, CLOSING 19
STATIONERY WINDOW, MOVING 19
STATIONERY, SAVE DOCUMENT TO 38
STOCK (LABELS) 78
STOP PRINTING 73
STYLE 44
STYLES, PRINTING 72
SUBJECTS, USING 28,91
SUMMARY, CLOSING 22
SUMMARY, FOLDER 20
TAB KEY 21
TAB, SET LEFT 52
TAB, SHIFT 21
TABS, REMOVING 52
TARGET MAILING 89,90
TEXT FILES 32,92
TEXT, COLOR (GraphicWriter™) 92
TEXT, COPYING 46
TEXT, CUTTING 45
TEXT, HIGHLIGHTING 43,44
TEXT, IMPORTING & EXPORTING 41
TEXT, JUSTIFYING 47
TEXT, PASTING 46
TEXT, PLAIN 44
TEXT, REMOVING 45
TEXT, SAVE AS 41
TEXT, STYLES 44
THROWING AWAY DOCUMENT 53
THROWING AWAY FOLDERS 54
THUMB (DOCUMENTS) 49
THUMBING FOR DOCUMENTS 39
TITLE, DOCUMENT 35
TITLE, DRAWER 10
TITLES, FOLDER FIELD 31,80
TO THE COMMA 81
TRACKING DATE 90
TRANSFERRING A DOCUMENT 38
TRASH CAN 53
TRASH SCROLL BAR 54
TRASH, DOCUMENT IN 54
TRASHING A FOLDER 54
TRASHING DOCUMENT 53
TRIAL PRINT 78
TYPES, FIELD SORT 68
"Untitled" DOCUMENT 34
UPDATING A FOLDER 85
VERSION NUMBER 8
WIDTHS, COLUMN 58
WINDOW, COLUMN WIDTHS 58
WINDOW, FOLDERS ON 59
WINDOW, MOVING 19
WINDOW, PRINTING 75
WINDOW, STATIONERY 18
WINDOW THUMB 49
WORD WRAP 51,82
WORDS, DOUBLE-CLICK 44
WRITING BACK DATE 85
Z TO A 69
ZIP CODE RANGE 64,89
ZIP CODE SORT 69

Notes • n• Files™ Keyboard Chart

File:

 S	Save Folder
 N	Save & New Folder
 S	Save Document
 F	Find Folder
 Q	Quit

Edit:

 Z	Undo
 X	Cut
 C	Copy
 V	Paste
 R	Rename Folder Fields
 D	Rename Drawer

Style:

 T	Plain Text
 B	Bold
 I	Italic
 U	Underline
 1	9 Point
 2	12 Point
 3	18 Point

Format:

 J	Left Justify
 H	Full Justify
 L	Set Left Tab

Print:

 P	Print Document
 W	Print Window

