



*The Apple II*

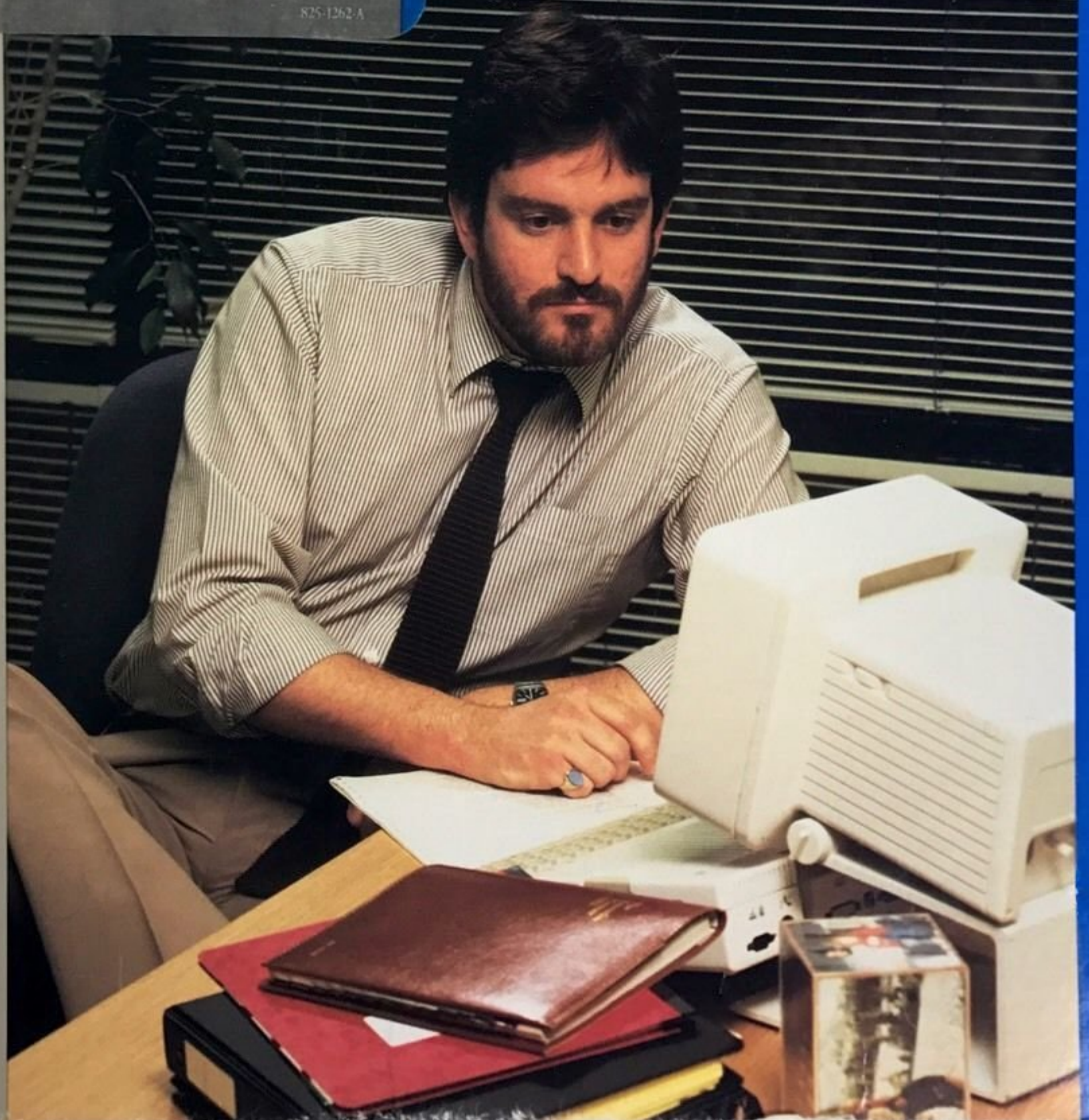
*Compatible With  
Ile, IIC*

*AppleWorks*

*Software on  
3 1/2" and 5 1/4"  
Disks Inside*

Supports New Apple II  
Memory Expansion Card.

825-1262-A



Packing List

AppleWorks™

This package contains the following items:

1	Disk (5¼-Inch): <i>AppleWorks Startup and Program</i>	691-0007
1	Disk (5¼-Inch): <i>Apple Presents AppleWorks, Sides I and II</i>	691-0006
1	Disk (5¼-Inch): <i>AppleWorks Sample Files</i>	680-3240
1	Disk (3½-Inch): <i>AppleWorks Startup, Program, and Sample Files</i>	680-5006
1	Disk (3½-Inch): <i>Apple Presents AppleWorks</i>	680-5007
1	Manual: <i>AppleWorks Tutorial</i>	030-0842
1	Manual: <i>AppleWorks Reference</i>	030-0843
1	Pamphlet: <i>AppleWorks New Features Update</i>	030-1282



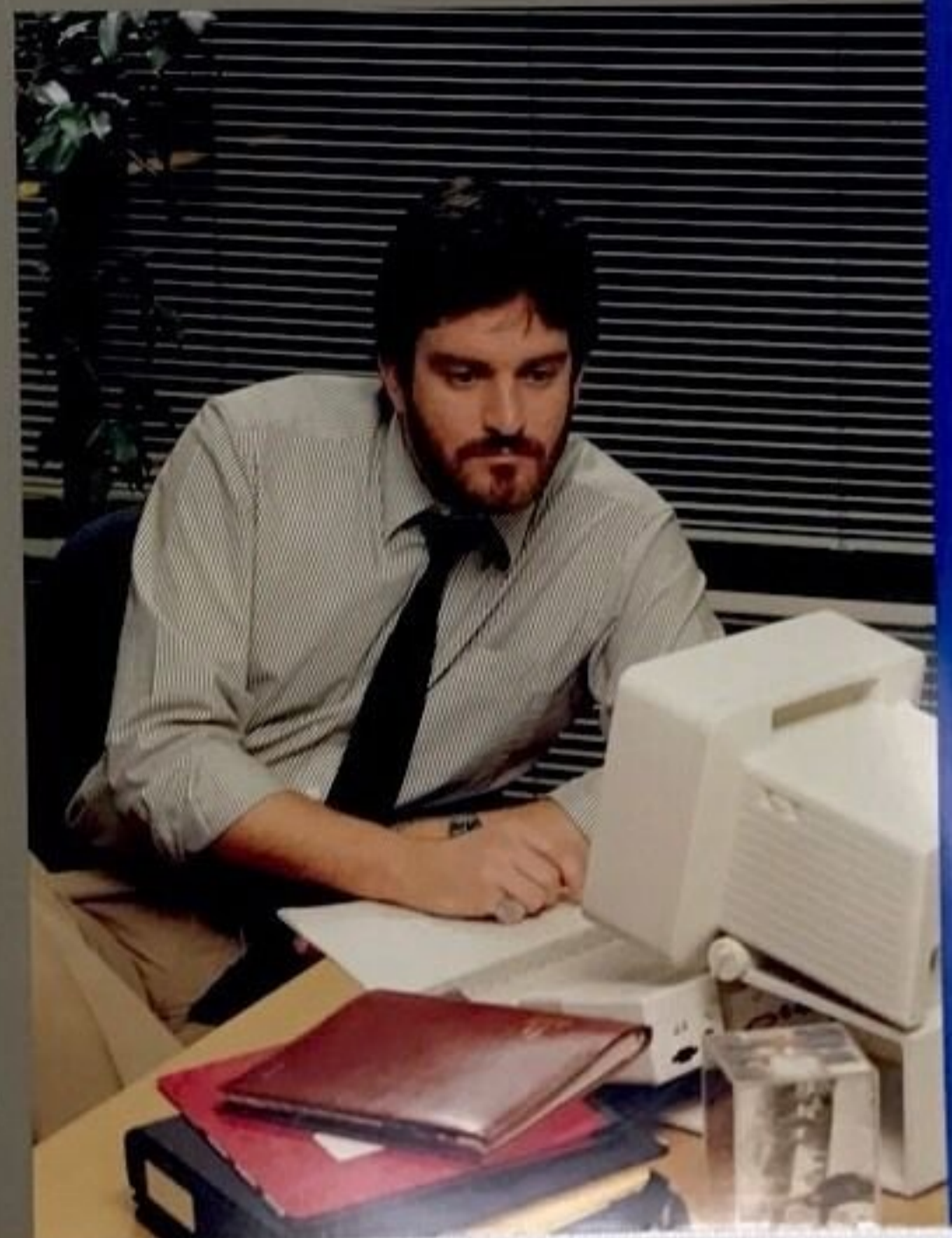
AppleWorks™  
New Features Update  
Read Before Using AppleWorks Version 1.3



*AppleWorks Tutorial*

*The Apple II*

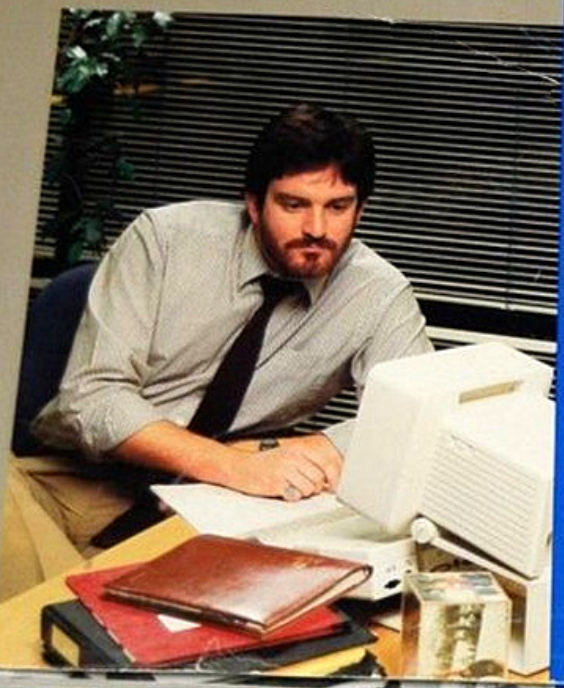
Compatible With  
Ile, IIC





AppleWorks Reference  
Manual

*The Apple II*



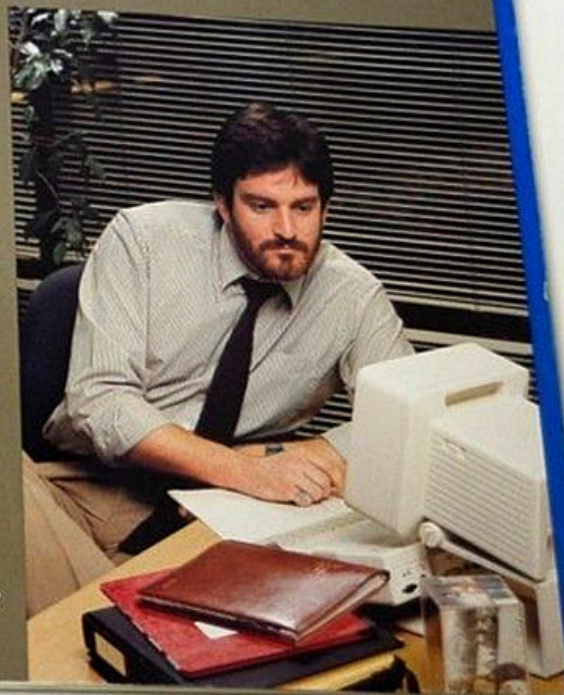
Compatible With  
Ile, Iic



AppleWorks Tutorial

*The Apple II*

*The Apple II*



Compatib  
Ile, Iic

Compatible With  
Ile, Iic





680-5007-C

NO.2

MADE IN JAPAN

W170575

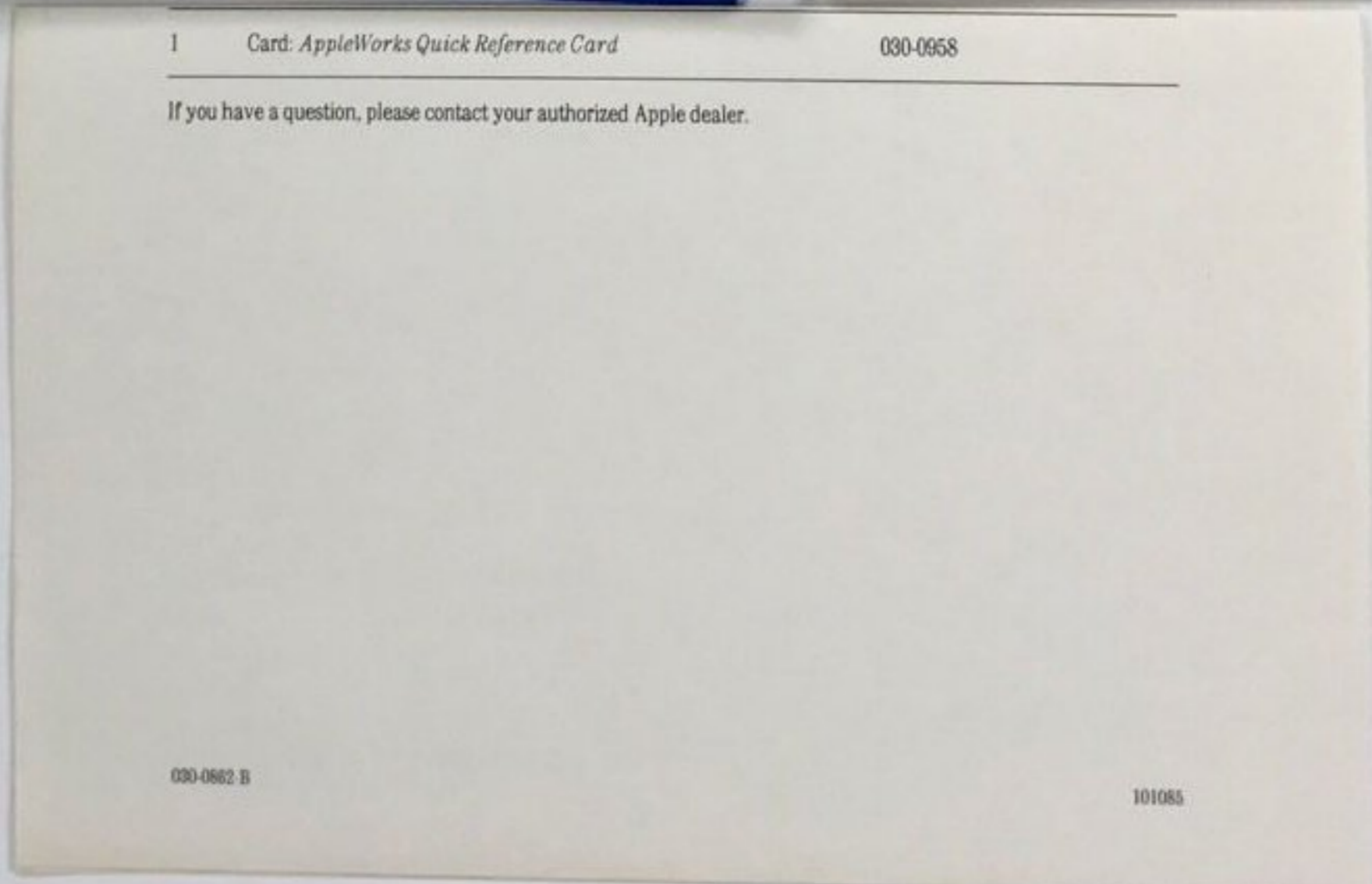
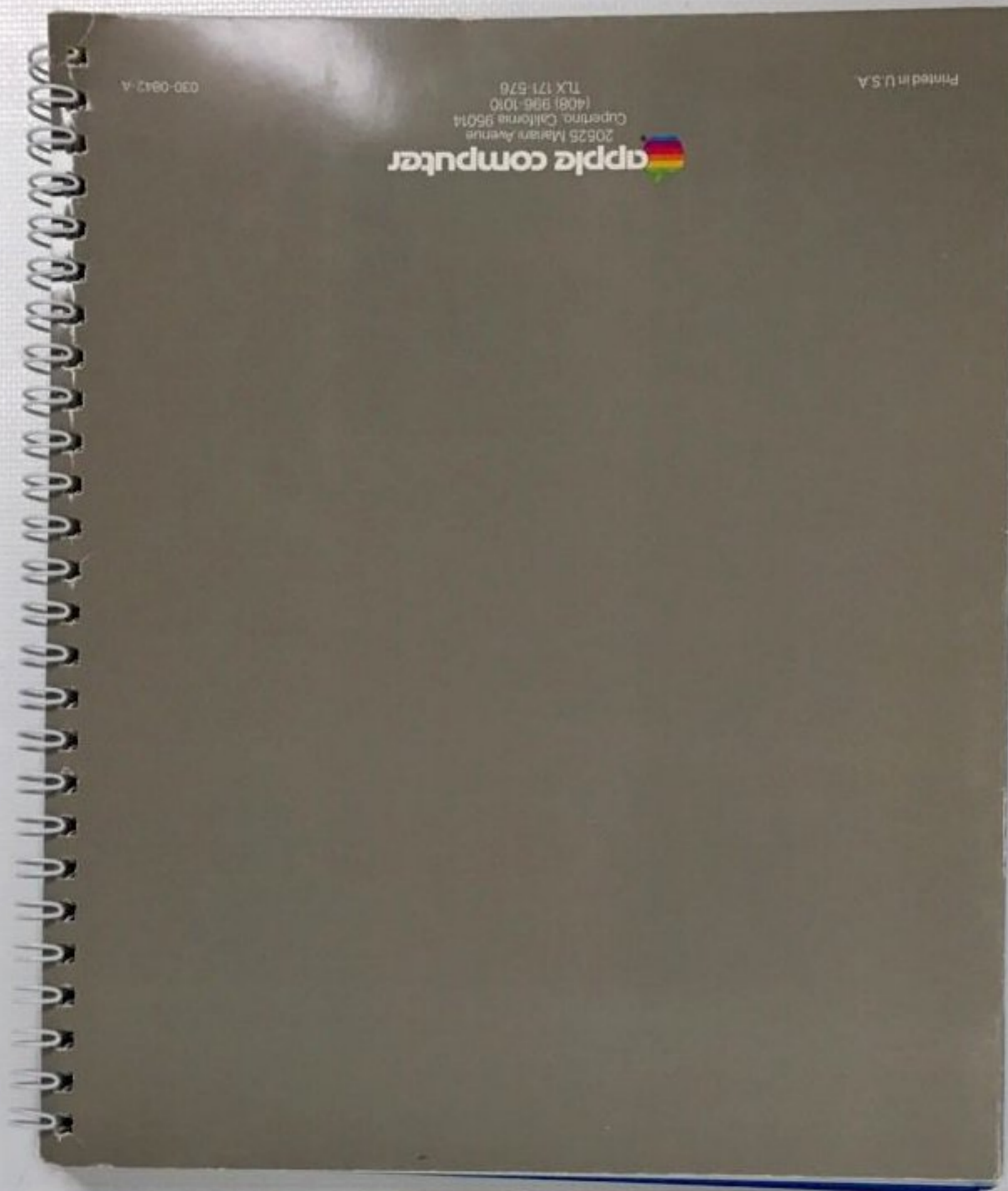
Double Sided

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Double Sided

680-5006-D



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# The Apple II

## AppleWorks Tutorial

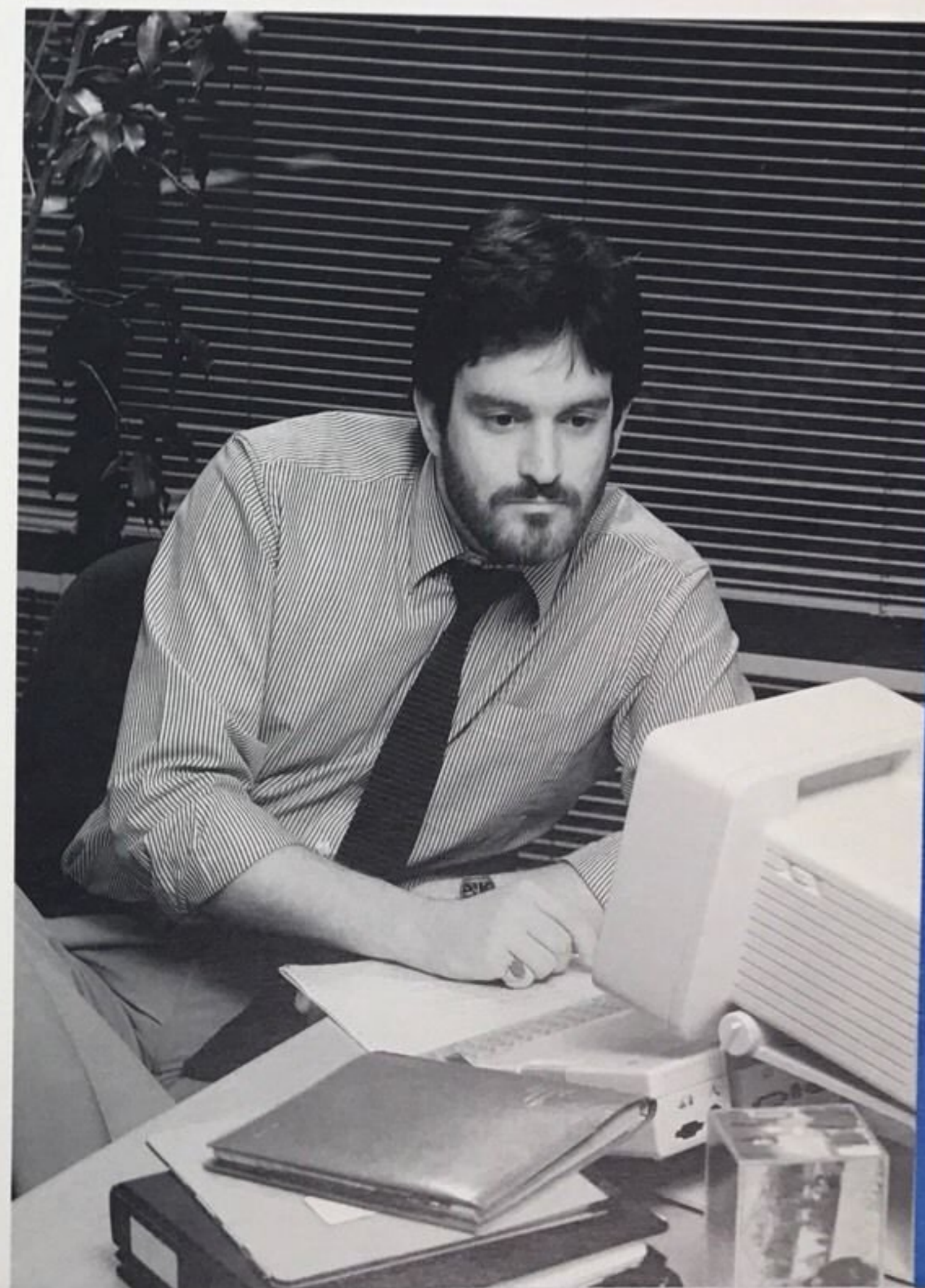


Figure 7-1. New Pies File

File: New Pies                      REVIEW/ADD/CHANGE                      Escape: Main Menu

Selection: Units Sold is greater than 300  
and Date Introduced is after May

Pie Name	Units Sold	Units/Month	Profit/Unit	Total Sales
Apple Light	4000	2000	\$1.20	\$16,000
Carob Crunch	3600	900	\$1.11	\$14,000
Coconut Custard	2800	700	\$1.07	\$12,000
Kumquat	600	150	\$2.00	\$3,600
Pure Peach	800	400	\$0.84	\$3,200
Ragamuffin	500	250	\$0.90	\$2,000
Rhubarb	400	200	\$1.00	\$1,600
Squash Blossom	400	200	\$1.00	\$1,600
Strawberry Strip	460	200	\$2.83	\$1,600
Very Berry	6000	1500	\$1.08	\$24,000
Yogurt Yummy	1250	300	\$0.58	\$3,675

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Type entry or use ⌘ commands                      ⌘-? for Help

With both files on the Desktop (but just one on the screen), you're ready to transfer information from one into the other.

## Copying From the Data Base Into the Word Processor

In order to transfer data base information into a word processor document, you have to print the report to the clipboard, and then copy it from the clipboard into the Word Processor.

### Preparing to Print

When you want to print a data base report—either on paper, or to the clipboard—you have to prepare to print it by getting a report format.

1. Press **⌘-P**.                      That's for Prepare to print. The Report Menu appears, with five options:

1. Get a report format
2. Create a new "tables" format
3. Create a new "labels" format
4. Duplicate an existing format
5. Erase a format

The option to get a report format is highlighted, because you've already set one up for New Pies.

2. Choose Get a report format.

Now AppleWorks offers a list of current report formats. There's only one format set up. It's called *Organic Pie Sales*, and it's highlighted.

3. Choose *Organic Pie Sales*.

The file appears on your screen in report format.

Figure 7-2. Report Format

File: New Pies                      REPORT FORMAT                      Escape: Report Menu

Report: Organic Pie Sales

Selection: Units Sold is greater than 300  
and Date Introduced is after May

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--> or <-- Move cursor	⌘-J Right justify this category
> ⌘ < Switch category positions	⌘-K Define a calculated category
--> ⌘ <-- Change column width	⌘-N Change report name and/or title
⌘-A Arrange (sort) on this category	⌘-O Printer options
⌘-D Delete this category	⌘-P Print the report
⌘-G Add/remove group totals	⌘-R Change record selection rules
⌘-I Insert a prev. deleted category	⌘-T Add/remove category totals

-----

Pie Name	Units	Units/Mo	Date	Total Sa	Total Pr	Profit/U	L
-A-	-B-	-C-	-D-	-E-	-F-	-G-	e
Apple Light	4000	2000	Jul	\$16,000	99999999	\$1.20	n
Carob Crunch	3600	900	May	\$14,000	99999999	\$1.11	6
Coconut Cust	2800	700	May	\$12,000	99999999	\$1.07	0

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Use options shown above to change report format                      30K Avail.



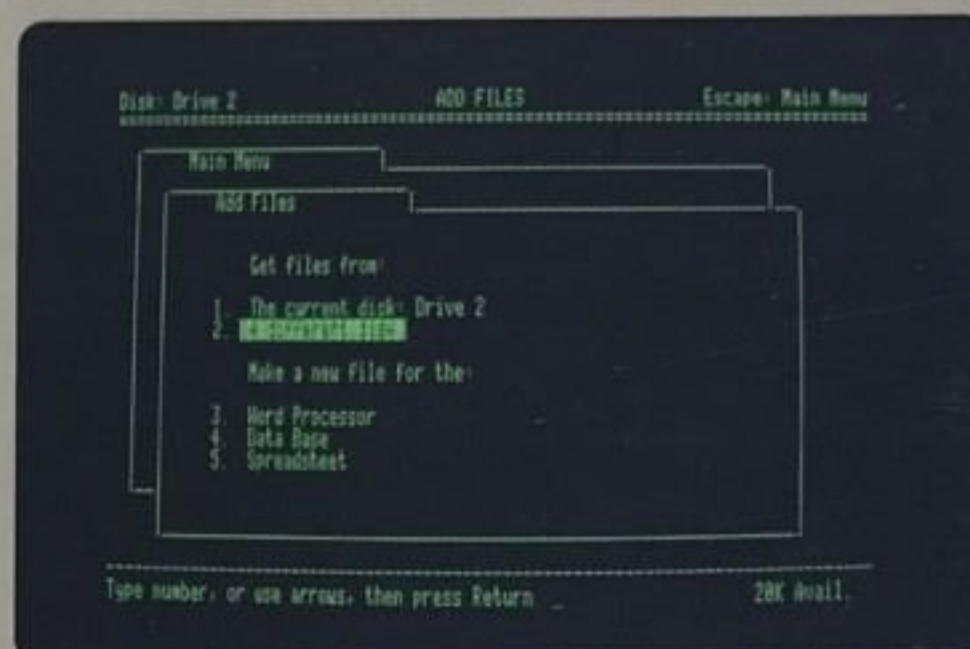


*AppleWorks combines the three most popular applications for personal computers into one powerful, integrated package.*

# The Apple II

## **AppleWorks contains:**

- the Word Processor for producing letters and reports.
- the Spreadsheet— for budgeting, forecasting, even handling your own personal finances.
- the Data Base for collecting and organizing personal and business data and for creating mailing labels.



## **AppleWorks saves you time and effort:**

- commands are consistent among applications, so when you know one application, you know them all.
- you can merge files easily from the three applications to produce your final document.

## **System Requirements**

- Apple IIc; or Apple IIe with 80-column card and disk drive
- three blank disks
- monitor

## **Recommended:**

- compatible printer
- second disk drive
- extended 80 column card on Apple IIe for 128K memory (standard on Apple IIc)



**AppleWorks**  
For Ile, IIC

***Congratulations! You have just purchased one of the most advanced productivity tools on the market. We are confident that you will find it powerful, easy to learn, and fun to use for your professional and home applications.***

***But even excellent products can be improved, and we want your suggestions! After you've spent some time with AppleWorks, please send in the Tell Apple card at the back of the AppleWorks Reference Manual. Thanks for your help.***

■ **Getting Started with AppleWorks**

1. Set up your Apple so it's ready to use. (If you haven't set it up, see your owner's guide for instructions.)
2. Read the AppleWorks Tutorial. It tells you:
  - Which disks to copy (this is important)
  - How to start up the training disks (Apple Presents AppleWorks, Sides 1 and 2)
  - How to use the major features of AppleWorks.
3. Use AppleWorks for your own applications. When you have questions, use the AppleWorks Quick Reference Card and the AppleWorks Reference Manual.



**AppleWorks**  
For IIe, IIc

Apple Computer, Inc.  
A2D4501

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5.25" original disks for an  
AppleWorks version predating 1.3

**The Apple II**

Apple Presents  
AppleWorks™  
Side 1

For IIe and IIc  
Pascal based  
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**The Apple II**

**The Apple II**

AppleWorks™  
Sample Files  
Data Disk

For IIe and IIc  
ProDOS® based  
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**The Apple II**



5.25" original disks for AppleWorks 1.0 (Apple IIc and IIe)

