AppleWorks® 4
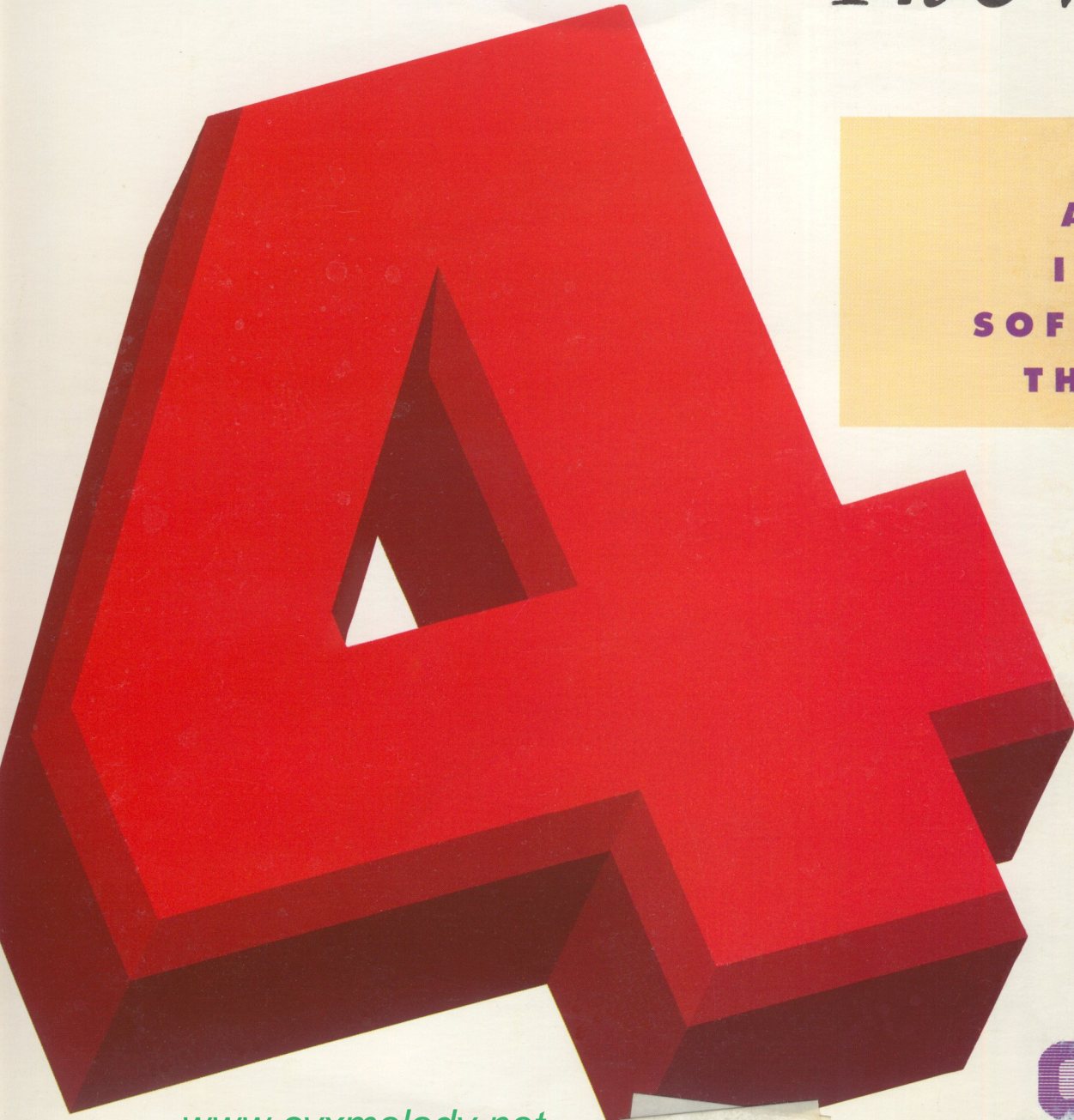
The Works

POWERFUL AUTOMATED INTEGRATED SOFTWARE FOR THE APPLE II

Quality Computers™

Look what's new with AppleWorks!

DESKTOP

- **Three desktops allow up to 36 files**
  Each desktop can contain twelve files. While the desktops allow you to organize your AppleWorks files into logical "work groups," AppleWorks 4.0's powerful new integration features can link files even if they're on separate desktops.

- **"Add Files" lists text files and automatically converts them to word processor files**
  No more "Create new file from a text file" hassles. Optionally, AppleWorks 4.0 can even remember that the original file was a text file and intelligently convert the document back to ASCII format when saving.

- **Independent clipboards for Word Processor, Database, and Spreadsheet**
  Lets you move files between word processor documents without worrying about the data base records on the clipboard. Yet it's still easy to move data between the different modules, because AppleWorks 4.0 remembers the last clipboard you moved data to and makes it the default source when pasting. You can also tell AppleWorks to use the contents of a specific clipboard when necessary. You can add new data to the clipboard (appending instead of replacing the current contents), and all three clipboards are fully editable.

- **Built-in Disk and File maintenance**
  Backups have never been easier! AppleWorks 4.0 lets you copy disks, files, and subdirectories (using the Desktop memory to reduce disk swapping). Delete, rename, and lock/unlock files, too, all from inside AppleWorks. It's like having the Apple System Utilities built-in!

- **Auto-save feature saves files after a preset number of minutes**
  Another work-saving feature for people who suffer from frequent power-outages—or plain old mistakes. AppleWorks 4.0 can even keep the last version of your file when you save, so you can go back to the earlier version if you change your mind.

- **High-resolution HP DeskJet printing**
  These inexpensive, quiet, high-resolution inkjet printers have been gaining a lot of fans in the Apple kingdom. AppleWorks 4.0 supports them right out of the box!

- **QuickPath eases subdirectory navigation**
  Do you find yourself jumping back and forth between folders on your hard drive? Then QuickPath can help. Any time AppleWorks asks you to select a disk, one keypress instantly displays a list of your most frequently-used pathnames for rapid selection. Other useful shortcuts let you painlessly add and drop subdirectories, sort your file list, and eject 3.5" disks.

- **Mouse support**
  AppleWorks 4.0 now supports a mouse! Use it to scroll rapidly in the Word Processor, to quickly arrange single-record layouts in the Data Base, and to zoom through your spreadsheets at warp speed.

- **Screen blanker saves your monitor**
  Prevent screen burn-in! Automatically blanks your screen after a specified interval to keep your phosphors alive. An optional module, AfterWork, includes animated effects that will keep you entertained for hours.

- **Built-in TimeOut and UltraMacros Player**
  Adding new features to AppleWorks has never been easier. AppleWorks 4.0 will even install TimeOut programs and inits for you automatically!

DATABASE

- **Import selection rules from report formats**
  Set up your most frequently-used sets of selection rules (for example, all sophomores in Mr. Smith's Chemistry I class) and save them in a report. AppleWorks can recall these selection rules later—instantly! And you can now save 30 reports in a data base file, so you can take full advantage of this new flexibility!

- **Faster display on large files with selection rules**
  Speed speaks for itself! One of the slowest areas of the program is now significantly faster.

- **Lightning-fast finds in sorted categories**
  When you're looking for something in a category that's already in alphabetical or numeric order, AppleWorks 4.0 can take a shortcut when you ask it to find a record. It's called a binary search, and it lets you find records in any size file virtually instantaneously. If you were looking for "Zachary" in the phone book, you wouldn't start looking in the A's, would you? Now, neither does AppleWorks!

- **Export/import character-delimited text files**
  New file exchange features make it easier than ever to transfer data to and from other, non-AppleWorks, database software.

- **Formulas and calculated categories for smarter data**
  Now AppleWorks can do math—using spreadsheet-style formulas—in your database. Imagine changing a student's test score and seeing their average change instantly! Even date math is included, making it possible to calculate the number of days between two dates, or to calculate the date a certain number of days into the future from a given date.

- **Glossary, import, and export capabilities link data base files**
  Imagine entering a state abbreviation and having the state's full name imported into the database from a separate data base file containing state names. Imagine getting a pop-up menu of all the students in your class and having their student ID entered automatically. Imagine posting a student's final grade in one class to a master grade database containing all final grades for all students. You can do all this and more with one of the most powerful new integration features in AppleWorks 4.0!

- **Data masking feature makes data entry foolproof**
  Want to ensure that all phone numbers are entered the same way? AppleWorks 4.0 makes it easy! You can set up a mask (a kind of template) for entry of any kind of formatted data. AppleWorks will reject invalid keystrokes and automatically enter any spacing characters for readability!
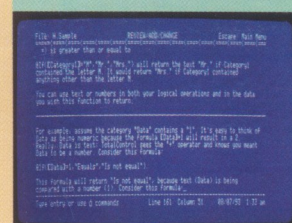
- **Word Processor window**
  Set up a help file for your data base file, using the word processor, and call it up any time. Each category of the data base can have a separate section inside the help file for context-specific tips. You can even link individual records to sections of a word processor document to store free-form data that doesn't fit easily inside a rigid data base structure.

- **More categories and bigger capacity**
  AppleWorks 4.0 doubles your data base storage space—to 60 categories per record, and 2,500 characters per record.

WORD PROCESSOR

- **Split-screen lets you view one part of a file while working elsewhere**
  Just the thing for reviewing a long document for internal consistency!

- **New Glossary allows easy entry of information from data bases**
  Link a data base file to a word processor file, then hit a single key to get a pop-up menu of the records in the data base. Select one, and it's automatically formatted to your specifications and inserted into the word processor—fast! Great for addresses!

- **Better mail-merge**
  AppleWorks 4.0 now mail-merges directly from data base files, instead of making you "print" a data base to the clipboard for the merge. Best of all, it respects your record-selection rules, making it easy to print form letters to all the people on your list who live in Michigan, for instance. You can also tell AppleWorks to print all merged data with a fixed length, making it a snap to fill out forms without having to worry about word wrap.

SPREADSHEET

- **Spreadsheet formulas can refer to cells in other spreadsheets**
  Yes—the spreadsheet also gets relational capabilities! Import summary data from a group of spreadsheets into one master spreadsheet for a fresh look at your numbers. Even works indirectly—the name of the linked spreadsheet can determined by a cell in the spreadsheet itself!

- **Date math features make time-based calculations easy**
  Like the data base, the spreadsheet now supports Julian dates, making spreadsheets like an accounts-receivable aging a snap.

- **New formatting options**
  Format your cells in scientific notation (for extremely large or small numbers) or in date format to convert Julian dates to an easily-readable format.

- **Pop-up list allows easy selection of functions**
  You'll never forget a function again! AppleWorks 4.0 lets you choose a function from a pop-up menu, then automatically enters it for you and provides an on-screen summary of the function's parameters.

- **New functions for error handling, date math, and string manipulation**
  ALERT, DATE, FIND, JOIN, LOWER, LEN, MID, TEXT, UPPER, and VAL join the team.

ONE-TOUCH COMPUTING

Macros are a series of keystrokes and program instructions that you can "play back" by pressing one key. AppleWorks 4.0 comes with a powerful macro player that lets you use macros created with UltraMacros 4.3 (sold separately), giving you instant access to literally hundreds of new AppleWorks features created by AppleWorks users everywhere. We've included dozens of useful macros to get you started.

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**Hard Drive Installer
Sample Files**

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