AutoWorks™

AUTOMATE APPLEWORKS WITH MAIL MERGE, MACROS, MOUSE CONTROL, AND FILE ORGANIZING

BY ALAN BIRD

THE SOFTWARE TOUCH™

AUTOMATE APPLEWORKS WITH MAIL MERGE, MACROS, MOUSE CONTROL, AND FILE ORGANIZING

AutoWorks automates AppleWorks by adding to it several important time-saving features including mail merge, macros, new AppleWorks commands, mouse control, and file organizing.

MAIL MERGE allows you to automatically print form letters and fill out forms from your AppleWorks data base files. Each form letter is automatically reformatted to accommodate varying lengths of names, addresses, etc. Since **AutoWorks** is built-in, there is never any need to leave AppleWorks to do a mail merge.

With **AutoWorks'** powerful MACROS, you can automatically enter hundreds of keys including AppleWorks commands with a single keystroke. You can, for example, print out one or several reports by entering one key. The macros are easily updated instantly using the AppleWorks word processor. New AppleWorks commands are also included with macros such as forward delete, word delete, jump to beginning or end of line, etc. With macros, you can even create your own AppleWorks commands.

The FILE LIBRARIAN helps you keep track of all your disk files. It reads ProDOS file information directly from your disks into an AppleWorks data base file where you may search for certain files and disks, sort on various file characteristics, find disks with free space, etc.

AutoWorks allows you to use your MOUSE to make menu selections and to quickly scroll through and position the cursor in your document, data base file or spreadsheet. This feature alone is worth the price of **AutoWorks.**

AutoWorks is compatible with AppleWorks versions 1.0, 1.1, 1.2 and 1.3

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THE SOFTWARE TOUCH™

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AutoWorks™

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Reference Manual

THE SOFTWARE TOUCH™

AutoWorks™

AppleWorks Enhancement Program
by Alan Bird
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1. Introduction

AutoWorks is the AppleWorks enhancement program that adds to your AppleWorks the following features:

Mail Merge: Use mail merge to print out form letters, print out reports or fill out forms from an AppleWorks data base file. Form letters are automatically reformatted for each letter and since AutoWorks is built-in, you don't need to exit AppleWorks to do a mail merge.

Macros: AutoWorks' powerful macro capabilities allow you to enter hundreds of keystrokes into AppleWorks by pressing a single key. With Macros you can program AppleWorks to do what you want it to do. You can even create your own AppleWorks commands.

Disk Organizing: AutoWorks reads your ProDOS disk directories into an AppleWorks data base file so you can quickly locate a specific file and determine what disk it is on, print out sorted reports of the contents of your disks, locate disks with room to store more files, find the most recently updated files, etc. If you own a hard disk, this feature is great for obtaining information on every file on the entire disk.

Mouse Control: With AutoWorks you can use a mouse to make menu selections, quickly scroll through documents, and to position the cursor to make updates to your documents.

Updating AppleWorks with AutoWorks

Since AutoWorks is built in to AppleWorks, it must be added to the AppleWorks program. Do the following to update your Appleworks startup program:

1. First, make a copy of your AppleWorks startup disk. _Do not update your original AppleWorks disk with AutoWorks!_ Use a standard copy program such as SYSTEM UTILITIES, FILER, or COPYA to make the copy. While you are at it, make a backup copy of AutoWorks for protection against disk failure. Do that right now. We will wait right here until you get back.

2. Insert the AutoWorks disk in drive 1 (or the internal drive for a IIc) and boot the system by turning on the power or by holding down the open-apple key and simultaneously pressing the CONTROL key and the RESET key.

The program will ask you to specify where your AppleWorks STARTUP program will be. If you have only 1 drive, specify drive 1. If you have 2 drives, you will want to use drive 2. If your AppleWorks STARTUP program is on a hard disk or 3.5 UniDisk or some other ProDOS device, you will need to specify the ProDOS pathname. See Appendix A if this applies to you.

After selecting the location of your AppleWorks STARTUP program, press RETURN. If you have only one drive, the program will prompt you at the appropriate time to insert the AppleWorks STARTUP disk.

3. Once you have updated your AppleWorks disk, you will not need to do it again. Each time you boot your AppleWorks disk, it will automatically contain the AutoWorks features.

Using AutoWorks

After starting up AppleWorks with the AutoWorks enhancements, you may press open-apple-X at any time to bring up the AutoWorks menu. It looks like this:

```
┌─────────────────────────┐
│                         │
│     AutoWorks Menu      │
│                         │
│                         │
│   1. Mail Merge         │
│   2. Read Disk          │
│   3. Update Macros      │
│   4. Record Macro       │
│   5. Disable Macros     │
│   6. List Macros        │
│                         │
└─────────────────────────┘
```

Use the up and down arrow keys or the numbers 1 thru 6 to select an item, then press RETURN. If you do not want to make any selections, you may press ESC to return to AppleWorks.

Options 1, 3, and 6 can only be selected from the AppleWorks word processor. Option 2 may be selected from the data base program or the word processor. Options 4 and 5 may be selected at any time.

2. MAIL MERGE

Mail Merge allows you to print personalized form letters or fill out forms using information from a data base file. It does this by taking information from a data base file and inserting it directly into a word processor document and printing the document. You may print form letters for every record in the data base or select only certain records. One copy of the form letter is printed for every selected record in the data base file.

There are two different methods of merging. The first method, which is used for printing most form letters, will actually reformat the text in the word processor file. If, for example, you are printing a letter that contains the name of a person in the middle of a paragraph, the paragraph will automatically be adjusted to allow for varying lengths in the name that will be inserted into the paragraph. The second method of merging is for filling out printed forms where the data must be printed in exact locations and reformatting is not desired.

After reading through the following instructions, you may wish to try printing the sample files on the AutoWorks disk called *Letter* and *Form*. Their data base files are called *Letter Data* and *Form Data.*

Using Mail Merge for Form Letters

The first step in creating a personalized form letter is to create a data base file that contains the information you will be merging into the form letter such as name, address, city, etc. You can, of course, use an existing data base file that you or someone else has already created.

After you have created the data base file or have loaded an existing file, you will need to assign a number to each of the categories in the file. Use the open-apple-N command to show the CHANGE NAME/CATEGORY display, then use the open-apple-H command to print the screen. Then press ESC to return to the file. Use a pencil or pen to number the data base categories on the printout as in the example in Figure 1. If there are two columns of categories, number the left one first, then continue with the one on the right.

```
File: Merge Data 1   CHANGE NAME/CATEGORY     Escape: Review/Add/Change


  Category names
  ============================================================================
 1 First                                    :
 2 Last                                      : Options:
 3 Address                                   :
 4 City                                      : Change filename
 5 ST                                        : Return     Go to first category
 6 Zip                                       :
 7 Date                                      :
 8 Company                                   :
 9 Product                                   :
10 Rep                                       :
11 Telephone                                 :
                                             :
                                             :
                                             :
                                             :
  --------------------------------------------------------------------------
  Type filename:  Merge Data 1                              18K Avail.
```

Figure 1 - Numbering Categories

Now, create a word processor file and substitute a merge label for every item to be merged from the data base. A merge label is in the following form (including angle brackets) where X is the number of the category that was obtained from the data base category printout as in Figure 1.

<#X>

For example, if we want to merge in the address which is the third category in the data base file, we would use the following merge label:

<#3>

Figure 2 is a sample form letter created for use with the sample data base file in Figure 1.

After you have written the form letter, be sure to save the file to disk before merging.

```
                              July 4, 1986

<#1> <#2>
<#8>
<#3>
<#4>, <#5>  <#6>

Dear <#1>,

     I will be in <#4> on <#7> demonstrating our new product
to businesses in your area.  I would like to discuss with
you how it could help <#8> generate more sales of <#9>.

     Please contact our representative in your area, <#10> at
<#11> if you would like more information.

                    Sincerely,

                    George P. Black
                    Sales Representative
```

Figure 2 - Sample Mail Merge Letter

Do the following to actually perform the merge:

1. Make sure the correct data base file has been loaded from disk onto the AppleWorks desktop. You can merge the entire data base file or select only certain records. If you do not wish to use the entire file, use open-apple-R to change the record selection rules.

2. Make sure the correct printer has been selected by entering the open-apple-P command from the word processor file. When it asks you how many copies, enter ESC to return to your file. AutoWorks will print to the last-selected printer.

3. From the word processor file, use the open-apple-X command and select the **Mail Merge** option. You will then be prompted to select the data base file to merge into the word processor file. Once the selection has been made, AppleWorks will momentarily enter the data base file and then return to the word processor file. Each selected record in the data base will be entered into the word processor file and the file will be printed. This continues until every record in the data base file has been used to print a copy of the word processor file.

If at any time you would like to stop printing, press ESC. AutoWorks

Figure 3 is a sample data base file used for a mail merge.

First	Last	City	ST	Zip	Date	Company	Product	Address
John	Hill	San Jose	CA	95134	Mar 10	Joes Bar	used cars	2501 Gaines
Gary	Magnussen	Dearborn	MI	48126	Sep 29	Sparkling Cleaners	pizza	512 Solana Hills Dr.
Michael	Bryan	Santa Barbara	CA	93102	Jun 13	Surplus Items, Inc.	office equipment	610 N. Broadway
James	Saunders	Chicago	IL	60601	Aug 17	Performance Data	tires	2700 W. 30th St.
Arthur	Morris	Atlanta	GA	30338	Jun 23	Midtown Jewelers	doughnuts	51 N. Washington St.

Figure 3 - Sample Mail Merge Data Base File

If it is used with the sample form letter in Figure 2, the first letter it prints will be like the one in Figure 4.

```
                              July 4, 1986

John Hill
Joes Bar
2501 Gaines
San Jose, CA  95134

Dear John,

     I will be in San Jose on Mar 10 demonstrating our new
product to businesses in your area.  I would like to discuss
with you how it could help Joes Bar generate more sales of
used cars.

     Please contact our representative in your area, Charles
Cullimore at (415) 555-3762 if you would like more
information.

                    Sincerely,

                    George P. Black
                    Sales Representative
```

Figure 4 - Sample Mail Merge Printout

Both the data base file and the word processor file are included on the AutoWorks disk (*Letter* and *Letter Data*). You may want to try merging them for practice.

Using Mail Merge to Fill Out Forms

When you print out form letters using the Mail Merge feature, AutoWorks automatically reformats lines and paragraphs in the form letter to accommodate varying lengths in the data that is merged into the letter. It is also possible to use the Mail Merge feature without reformatting. This is desirable when filling in blanks in printed forms that require the data to appear in exact locations. Reformatting might cause categories from the data base to print in the wrong column, the wrong line, or even on the wrong page!

To merge without reformatting, use a merge label with the following format, where X is the data base category number:

<*X>..........

Notice that a form merge label uses a "*" instead of a "#" and that it may include one or more periods at the end (do not insert any spaces anywhere in the merge label). The periods indicate the maximum number of characters that the indicated category may use. If, for example, our form has space for a maximum of 15 characters for the address and the address category is the third category in the data base, we would use the following merge label:

<*3>..........

Notice that although there is space for 15 characters, there are only 11 periods at the end of the label because the <*3> takes up 4 spaces. Any address that is merged using this merge label will not take up more than 15 spaces. An address that is longer than 15 characters will be truncated (all characters after the 15th will not be printed). Any address that is shorter will have spaces at the end.

The minimum length of a form merge label is 4 (the angle brackets, the "*", and the category number).

Figures 5, 6, and 7 show a sample data base and word processor file and a sample printout from a mail merge. These sample files are included on the AutoWorks disk (*Form* and *Form Data*). You may want to try using them for mail merge practice.

```
Category names
==================================================================
1 Name                    16 Tax
2 Address                 17 Total          : Options:
3 City                                      :
4 St                                        : Change filename
5 Zip                                       : Return     Go to first category
6 Bill to Name                              :
7 Bill Adr                                  :
8 Bill City                                 :
9 Bill St                                   :
10 Bill Zip                                 :
11 Inv #                                    :
12 PO #                                     :
13 Shipped                                  :
14 Fontworks                                :
15 Prog Writer                             :
------------------------------------------------------------------
  Type filename:  Merge Data 2                        17K Avail.
```

Figure 5 - Sample Form Data Base

```
                          INVOICE

                                          Invoice Number:  <*11>

THE SOFTWARE TOUCH
9842 Hibert Street, Suite 192
San Diego, CA  92131
(619) 549-3091


    Bill to:                              Ship to:

    <*6>...................................   <*1>................
    <*7>...................................   <*2>................
    <*8>...........  <*9><*10>                <*3>.........  <*4><*5>...

PO # <*12>..........   Net 30   <*13>...   U.S. Mail     Dest   <*13>..



                       <*14>..............................
                       <*15>..............................

                              Tax: <*16>....
                                   --------

                            Total: <*17>....
```

Figure 6 - Sample Form

```
                             INVOICE

                                 Invoice Number:  1023

THE SOFTWARE TOUCH
9842 Hibert Street, Suite 192
San Diego, CA  92131
(619) 549-3091


    Bill to:                         Ship to:

    Univ. of MN, Duluth: Business Office    Univ. Of MN, Duluth
    10 University Dr                        10 University Dr
    Duluth        MN  55812                 Duluth        MN  55812


PO # 1234          Net 30   2/4/86   U.S. Mail        Dest    2/4/86




        1 Fontworks        $49.95


              Tax:
              --------
          Total: $49.95
```

Figure 7 - Sample Form Printout

3. ORGANIZING FILES

The AutoWorks **Read Disk** option reads disk directories and enters the file information into an AppleWorks data base or word processor file. Once you have read some or all of your disks into the file, you can save the file onto a data disk so that you have an index of all of your files that will be available anytime you use AppleWorks.

If you are using AppleWorks and need to find which disk a particular file is on, you can load the data base file and do an open-apple-F (find) command to search for it. You may also print out an entire listing of all your disks and files sorted by file name, file type, disk name or in combinations. You can print out just the spreadsheet files, list those modified after a certain date, print out disk labels containing a list of all the files on the disk, or you can search for a disk that has enough free space to save your files. It's up to you what you would like to do with the file information.

The Disk Organizer will read ProDOS formatted disks only. It will not read DOS 3.3, Pascal, or CP/M disks. It will also not read certain copy-protected ProDOS disks. The file information for these other types of disks can be manually entered from the keyboard if you would like to add them to the data base file.

The first thing you will need to do is load a data base file or word processor file to read the file information into. We recommend that you use the data base file on the AutoWorks disk called *Files*. There is also a word processor file called *Files Word* you may use, but the data base file is much better because of its greater flexibility.

After you have loaded the file you will read the disk information into, use the open-apple-X command and select **Read Disk**. AutoWorks will catalog the current data disk and transfer the file information into the data base or word processor file. If you have only one disk drive, you will be prompted when to insert the disk to be read. If you would like to read a disk that is not in drive 1 or drive 2 (for example, a hard disk), return to the AppleWorks main menu, select 5 for **Other Activities**, then 1 for **Change current disk drive or ProDOS prefix**. Select the **ProDOS prefix** option and enter the prefix for the disk you would like to read.

If your disk directory contains subdirectories, the files they contain will be read also. Be sure not to remove your data disk before all

subdirectories have been read since these are all read separately.

If you cannot fit all of your disks into a single data base file, you may want to delete all unnecessary or trivial file entries or read the remainder of your disks into one or more other files. On a 128K Apple, you should be able to read approximately 1,000 files.

The **Description** category is an extra category in the data base file that you may optionally use to enter additional information about each file, such as GAME, TAX INFORMATION, GRAPHIC PICTURE, etc. The first **Description** category for each disk contains the amount of free space available on the disk.

Both the **Date** and **Time** categories indicate the last time the file was modified. The **Date** category may be renamed to anything not containing the word "date" if you would like the date to appear in the form "12/25/86" instead of "Dec 25 86". Use the open-apple-N command to rename the category.

4. USING THE MOUSE

With AutoWorks installed you may use a mouse to control the cursor. This allows you to quickly position the cursor in your word processor, data base or spreadsheet file. With data base files you may even move between categories without having to use the TAB key.

Pressing the mouse button causes the cursor to continue moving in the direction it last moved. If, for example, you would like to scroll to the end of a long word processor document, move the mouse toward you to move the cursor down, then press the mouse button and the cursor will continue to move down.

Pressing the mouse button may also be used to repeat very quickly any character typed in from the keyboard. This works much faster than simply holding the key down.

You may also use the mouse to make selections from AppleWorks menus. Move the cursor up and down with the mouse and press the button to select the appropriate menu item. While you are using menus, you can push the mouse button twice in a row (double-click) instead of pressing ESC to return to a previous menu. It you double-click too fast or too slow, AutoWorks will mistake it for a single click and will make a menu selection. Click the mouse about as fast as you would normally count out loud, "One-Two".

5. MACROS

Macros are sequences of characters that you can automatically enter into AppleWorks using one keystroke. A macro may consist of one to thousands of characters (the maximum total number of macro keys is approximately 5,000). Macros can execute AppleWorks commands and access AppleWorks menus. Macros can even access other macros.

With macros you can program AppleWorks to automatically print out one or several reports, copy information between files, load and save files, and hundreds of other activities that normally require a lot of repetitious keystrokes. You can program simple macros to change spreadsheet column widths, enter print options into word processor documents, or enter often-used or frequently-misspelled words into AppleWorks with one keystroke.

Using Macros

Unless you are using a turnkey macro file (see Turnkey AppleWorks), there are no macros when you first start up AppleWorks. Therefore, the first step in using macros is to update or record the macros.

Macros are updated from an AppleWorks word processor file called a macro file. This file contains definitions for all of the macros that will be used by AutoWorks. You may update the macros at any time as often as you wish. Each time you update the macros (using the **Update Macros** menu command), all previous macros are deleted, including ones you have recorded. Once you have updated the macros, you no longer need the macro file on the AppleWorks desktop. You may remove it if you need more desktop space. Don't forget to save it on disk if you have made changes to it.

You may write your own macros or you may use the sample macros in the macro file on the AutoWorks disk called *Macros*. Try using the sample macros by adding the *Macros* file to the AppleWorks desktop, selecting the *Macros* file to work with, entering open-apple-X, and selecting **Update Macros** from the AutoWorks menu. A list of all the sample macros along with their functions is contained in Appendix B.

If you do not want to enter into a word processor file all the keys

necessary to define a macro, you can record one. To record a macro, select **Record Macro** from the AutoWorks menu (use open-apple-X). You must then enter the name of the macro. The name can be any single key on the keyboard. Then type from the keyboard the keys you would like the macro to contain. Using this method of specifying macros, you can see what AppleWorks does each step of the way. When you are finished recording the macro, enter open-apple-X. This will not give you the AutoWorks menu but will turn off macro recording.

Once the macros have been updated or recorded, you call a macro by holding down the solid-apple key (to the right of the space bar) and pressing the macro key. For example, to call macro A, hold down the solid-apple key and press A. You may call macro A with either an upper case or lower case A. If you attempt to call a macro that hasn't been defined (either by updating from a macro file or by recording), you will hear the AutoWorks error beep.

If you need to interrupt a macro before it comes to its normal end, press ESC. If a macro causes an AppleWorks error (for example, trying to scroll up in the data base when you are already at the top of the file), the macro will automatically be terminated.

Listing the Macros

The **List Macros** item on the AutoWorks menu prints all of the currently defined macros into an AppleWorks word processor file. This item can **only** be selected from a word processor file.

The main reason for using this feature is to list macros that have been recorded from the keyboard into a macro file, so the next time you use AppleWorks, it will not be necessary to record them again.

AppleWorks Commands and the Solid-Apple Key

If you have become accustomed to using the solid-apple key for AppleWorks commands and you have no use for macros, you may disable macros by selecting **Disable Macros** from the AutoWorks menu (press open-apple-X). If you later decide you want to use macros, select **Enable Macros** from the AutoWorks menu.

Writing Macros

You may write your own macros or modify macros that have already been written. They may be entered into any AppleWorks word processor file. Macros must be in the following form:

Macro name: Macro definition RETURN

Example (changes the indentation to 5 in the word processor):

A:<A-O>IN<RETURN>5<RETURN><ESC>

The macro name may be any of the keys on the keyboard. Even the arrow keys, RETURN, DELETE and control characters may be defined as macros (see Macro Keywords). The name may be entered in either upper or lower case. For example, both 'a' and 'A' refer to macro A.

Any line in the word processor document that does not start with a valid macro name followed by a colon will be ignored and thus may be used to add comments to the macro file.

The macro definition begins immediately after the colon (:) and continues until you press RETURN. A macro may be from a single character to several lines long. Do not put extra spaces after the colon or before the RETURN and do not enter RETURN until the very end of the macro. If you would like to insert a RETURN (or ESC, DELETE, TAB or arrow key) into the macro, you will need to use a keyword (see Macro Keywords).

The macro definition contains the actual characters that will be entered into AppleWorks when the macro is called. For example, the following macro automatically enters "Dear John" when we press solid-apple-A:

A:Dear John

Macros can contain open-apple AppleWorks commands. The format for putting the commands into a macro is:

<A-*key*>

where *key* is the name of the AppleWorks command. The following are some examples of how to do AppleWorks commands from a macro:

<A-F>	(Find command)
<A-S>	(Save the current file)
<A-Y>	(Clear to the end of the line)
<A-LEFT>	(Jump to previous word)

A macro may call any other macro or it may even call itself. The name of the macro to be called is put in angle brackets (< >).

Examples:

A:<B><C>	(macro A calls macros B and C)
B:The Software	
C:Touch	
D:Again <D>	(macro D calls itself)

Calling macro A above will print "The Software Touch". Calling macro D will print "Again" forever (or until you press ESC) because it calls itself.

You can create additional macros by assigning control characters as macros. Calling a control character macro is done by pressing the solid-apple key, the CONTROL key, and the corresponding letter. To indicate a control character in a macro file, enter a tilde (~, it's next to the CAPS LOCK key) followed by the letter name of the control character.

Examples:

~A:Apple   (defines macro control-A)
~Z:Zebra   (defines macro control-Z)
B:~BThis is bold~B   (enters control-B for boldface type)
C:<~A><~Z>   (calls macros control-A and control-Z)

Be aware that the following control characters are the same as certain
other special keys:

Control character: Same as:
        ~H   Left arrow
        ~I   TAB
        ~J   Down arrow
        ~K   Up arrow
        ~M   RETURN
        ~U   Right arrow
        ~[ESC

Macro Keywords

Macro keywords allow you to enter special characters into your
macro such as RETURN, ESC, and the arrow keys. Some keywords do
specialized AppleWorks functions such as converting characters to
upper/lower case, jumping to the end of a line, defining lists, etc.

Keywords are enclosed using the "< >" symbols and may be in upper or
lower case. Any extra spaces you have inserted in a keyword will be
ignored.

The following is an example of a macro containing keywords:

   X:<LEFT><RETURN> Line #<LIST>1,2,3,4,5,6,7,8,9,10,<RESET>

Definition of Keywords

<LEFT>
   Moves the cursor to the left one space. This is the same as
   entering the left arrow key.

<RIGHT>
   Moves the cursor to the right one space. This is the same as
   entering the right arrow key.

<UP>
   Moves the cursor up one line. This is the same as entering the up
   arrow key.

<DOWN>
   Moves the cursor down one line. This is the same as entering the
   down arrow key.

<RETURN>
   Enters the RETURN character. This is the same as pressing
   RETURN.

<TAB>
   Enters the TAB character. This is the same as pressing the TAB
   key.

<DELETE>
   Deletes the previous character. This is the same as entering the
   DELETE key.

<ESC>
   Enters the ESC character. This is the same as pressing the ESC
   key.

<LOWER>
   Changes the character at the cursor to lower case.

<UPPER>
   Changes the character at the cursor to upper case.

<INSERT>

If the AppleWorks cursor is not in insert mode, it is changed to insert mode (blinking underscore).

<REPLACE>

If the AppleWorks cursor is not in replace mode, it is changed to replace mode (blinking white box).

<BEGIN>

In the word processor, the cursor is moved to the beginning of the line the cursor is on. In the data base program, the cursor is moved to the beginning of the category the cursor is on.

<END>

In the word processor, the cursor is moved to the end of the line the cursor is on. In the data base program, the cursor is moved to the end of the category the cursor is on.

<MAIN>

Causes AppleWorks to return to the main menu. This keyword should be used to select items from the AppleWorks menus.

<RESUME>

This command may be used after the keyword <MAIN> is used to return to the desktop file that was active before the <MAIN> keyword was used. Use this command after selecting one or more items from the AppleWorks menus.

<LIST>item1, item2, etc.

This command is used to specify a list of items that will be entered into AppleWorks one at a time. Each time the macro is called that contains the <LIST> keyword, the next item up to a comma or the end of the list will be entered into AppleWorks. The following macro indicates an example of a list that contains all the days of the week:

A:<LIST>Sunday,Monday,Tuesday,Wednesday,Thursday,
Friday,Saturday

The first time macro A is entered, the word *Sunday* will be entered into AppleWorks. The next time macro A is entered, *Monday* will be entered, and so on until *Saturday*.

Be sure not to put any unnecessary spaces in the list before or after the commas.

<RESET>

If this keyword appears at the end of a list, the list will start at the beginning again when the end is reached. In the example below, after the word *Saturday* is used, if you enter macro A again, the word *Sunday* will be entered.

A:<LIST>Sunday,Monday,Tuesday,Wednesday,Thursday,
Friday,Saturday,<RESET>

<KEY>

This keyword allows you to enter a key from the keyboard in the middle of a macro. In the following example:

B:The answer to number <KEY> is <KEY><KEY>.

when you enter solid-apple-B, the following will be entered into AppleWorks: *The answer to number* , then you must enter any key from the keyboard. The word *is* will then be entered and then you must enter 2 keys from the keyboard. If, for example you entered the following keys:

Solid-Apple-B 2 7 6

it would print:

The answer to number 2 is 76.

<KEYTO>

This keyword is similar to <KEY> but it allows you to input several keys from the keyboard. AutoWorks will continue to accept characters from the keyboard until you enter the character that appears immediately following the keyword <KEYTO>. It will then

continue entering characters from the macro into AppleWorks. In the following example:

C:My name is <KEYTO>. <RETURN>What is yours?

when solid-apple-C is pressed, it will enter *My name is* and will allow you to type in anything until a period is entered. It will then enter the rest of the macro.

<REPEAT>NN,X
The <REPEAT> command automatically repeats a character or macro the specified number of times. The number can be from 1 to 99. You must put a comma between the number and the character or macro to be repeated. You may wish to use this keyword instead of entering a specific character or macro several times.

Examples:

<REPEAT>25,.   (Prints 25 periods)
<REPEAT>5,<A>   (Calls macro A five times)

D:Another line<RETURN>
E:<REPEAT>10,<D>   (Prints *Another line* ten times)

<IFDB>X
<IFSS>X
<IFWP>X
These commands are used to write macros that function differently depending on whether you are working with the word processor, the data base program, or the spreadsheet. For example, you may want to write a macro that deletes the line the cursor is on. You will need to specify different keys for the macro depending on what type of file you are working with.

The <IFDB> command will only enter the following character into AppleWorks or call the following macro if you are working with a data base file. The <IFSS> command will only enter the following character into AppleWorks or call the following macro if you are working with a spreadsheet. The <IFWP> command will only enter the following character into AppleWorks or call the following macro if you are working with the word processor.

Examples:

Only prints *G* if in spreadsheet:
A:ABCDEF<IFSS>G

Only does a TAB if in data base:
B:<LEFT><IF DB><TAB><RETURN>

If in the data base, calls macro X. If in the spreadsheet, calls macro Y. If in the word processor, calls macro Z:
C:<IF DB><X><IF SS><Y><IF WP><Z>

<SUB>key1newchr1,key2newchr2, ...
The SUBSTITUTE macro keyword is used for redefining the value of keys on the keyboard. It may be used, for example, to redefine the characters *UIOJKLM* as *4561230* so as to produce a virtual numeric keypad on the Apple keyboard. If you have an Apple numeric keypad, you could rename the *?* as a down-arrow to easily enter columnar data into an AppleWorks spreadsheet. You can even redefine AppleWorks command characters (commands that use the open-apple key).

To redefine one or more keys, create a macro and use the <SUB> macro keyword. The character immediately following the keyword should be the key on the keyboard to rename. The next character should be the character to rename it to. Be sure not to enter any extra spaces between the characters. If you would like to rename more than one key, enter a comma and then enter the next key/new character combination. You may rename as many keys as you would like in one macro.

After you have entered the macro with the <SUB> keyword into the macro file, use the open-apple-X command to get the AutoWorks menu and select **Update Macros**. You will then need to call the macro containing the <SUB> keyword to rename the keys.

For example, if you enter the following into a macro file, it will redefine *X* as an asterisk (*), upper and lower case *Q* as the open-apple-C command, and the space as a RETURN when you call the *A* macro with solid-apple-A:

    A:<SUB>X*,Q<A-C>,q<A-C>, <RETURN>

<NOSUB>

This keyword turns off all of the character substitutions and returns the keyboard to its normal state. <u>Be sure to define a macro with <NOSUB> when you define any macro with the <SUB> keyword so you can turn off character substitutions.</u> Otherwise you may not be able to enter the keys required to produce a <NOSUB> macro.

The following macro will turn off character substitutions when you enter open-apple-Z:

    Z:<NOSUB>

6. DELETE AND UNDELETE

Two new commands have been added to AppleWorks to aid in deleting characters.

The control-D and open-apple-DELETE commands delete the character at the cursor instead of the character to the left of the cursor. Use these commands to delete several characters to the right of the cursor instead of using the right arrow to move to the end of the range of characters and using the DELETE key. Control-D is entered by holding down the CONTROL key and pressing the *D* key.

Undeleting a Block of Deleted Text

The sample *Macros* file contains macros that delete words and blocks of text by moving them to the AppleWorks clipboard. The advantage of moving them to the clipboard is that they have not been permanently deleted, but may be restored by copying them back from the clipboard.

Macro *DELETE* in the *Macros* file deletes a word by moving it to the clipboard. Macro *D* allows you to delete a block of text by moving it to the clipboard. Macro *ESC* copies the text from the clipboard back into the document you are working on. You may also use macro ESC to paste several copies of the text from the clipboard into the document.

IMPORTANT: Do not use these macros if you have something on the clipboard that you need to keep since these macros overwrite anything that is already on the clipboard.

7. Turnkey AppleWorks

A turnkey file is a macro file that automatically updates the AutoWorks macros when you start up AppleWorks. This saves you from having to load the macro file onto the AppleWorks desktop and updating the macros every time you start up AppleWorks. In addition, the first macro in the turnkey macro file will automatically be called. You could define this macro to automatically load in the files you will be working with, make changes to the files, print the files, and even resave the files--all without ever lifting a finger.

To create a turnkey file, add a new word processor document to the desktop and name it *TURNKEY*. Then enter the macros you would like to automatically load into AppleWorks when it starts up. If you would like to convert an existing macro file to a turnkey file, use the open-apple-N command to rename the file to *TURNKEY*.

The first macro in the file will immediately begin to execute after AppleWorks reaches the main menu. Before reaching the main menu, you will be required to enter the current date or verify that the default date is correct. If you don't want the turnkey file to do anything except update the macros, leave the first macro blank as in the following example:

        X:

If the following macro was the first one in a turnkey file, AppleWorks would automatically load in the first and third files from the data disk and select the first file as the one to work with:

    T:<RETURN><RETURN><RIGHT><DOWN><DOWN><DOWN><RIGHT>
        <RETURN><A-Q><RETURN>

Once you have created the turnkey file, save it on your AppleWorks STARTUP disk. If you have AppleWorks in a ProDOS subdirectory, make sure the *TURNKEY* file is in the same subdirectory as *APLWORKS.SYSTEM*.

APPENDIX A

ProDOS Pathnames

A ProDOS pathname consists of a volume name (disk name), zero or more subdirectory names, and a file name. A forward slash (/) precedes the volume name, each subdirectory name, and the file name. A pathname may contain only letters, numbers, and periods (no spaces). The following are valid ProDOS pathnames:

    /APPLEWORKS/APLWORKS.SYSTEM
    /VOLUME1/SUBDIR3/TEST.FILE
    /RAM/BASIC.SYSTEM
    /CARS/DOMESTIC/COMPACT/FORD

If you have installed AppleWorks on a hard disk or some other large mass storage device besides the standard floppy drives, you will need to provide the pathname so the AutoWorks STARTUP program can find your AppleWorks.

If you have not installed AppleWorks in a subdirectory, just enter the name of the disk preceded by a forward slash. If, for example, the name of the disk is **TOOLS**, enter the following for the ProDOS pathname:

    /TOOLS

If you have installed AppleWorks in a subdirectory, you will have to enter that into the pathname also. If, for example, the name of the disk is **HARD1** and you have put AppleWorks in a subdirectory called **MISC**, you should enter the following for the ProDOS pathname:

    /HARD1/MISC

APPENDIX B

Sample Macros

The following macros are contained in the word processor file, *Macros*, which is on the AutoWorks disk. To use them, simply load *Macros* into AppleWorks, press open-apple-X, enter 3 and press RETURN. To call a macro, hold down the solid-apple key and enter the key in the **Macro** column.

Macro	Type	Function
A	All	Add files to the desktop.
B	WP	AutoWorks title. Shows how to do text.
C	WP	Center one line of text.
D	WP	Block delete. Moves text to clipboard so you may use solid-apple-ESC to undelete.
E	WP	Envelope addresser. Insert an envelope into the printer. Place the cursor on the first character of the mailing address in your letter (in the word processor). Press solid-apple-E. Use the arrow keys to highlight the address. Press RETURN. (This macro submitted by Jack Rowe of San Diego, CA)
F	WP	Set up to do a Find. Goes to beginning of file.
G	WP	Go to marker 1. Use macro M to set the marker. Marker 1 may be used several times in the same file.
H	All	Home to first cell in spreadsheet or upper left in word processor.
I	WP	Indent 5 spaces.
J	WP	Justify both margins (printing only).
K	WP	Calculate page breaks and search for specified page.
L	WP	Convert 99 characters to lower case. Press ESC to stop.
M	WP	Set marker 1 (for macro G).
N	WP	Enter your name and address.
O	WP	Create an outline with roman numerals.
P	WP	Print the current word processor, spreadsheet, or data base file.
R	All	Return to file after using macro A or macro ~C.
S	All	Save the current file then remove it from the desktop. Use when you are finished editing a file.
T	All	Create a numeric keypad in the middle of the keyboard. Use macro ~T to turn it off.
U	All	Convert to upper case. Press ESC to stop.
Y	WP	Delete the line that the cursor is on. Moves the line to the clipboard. Use solid-apple-ESC to undelete.
Z	WP	Zap (delete) to the end of the file. Moves it to the clipboard. Use solid-apple-ESC to undelete.
>	WP	Set wider margins for indented material.
<	WP	Restore margins.
0	All	Print the digits from 0 to 9 then restart.
1	All	Uses macro 0 to number items.
|	WP	Cancel indent.
RETURN	WP	Go to the beginning of the next line.
DELETE	WP	Word delete. Moves it to the clipboard so you can use solid-apple-ESC to undelete.
ESC	All	Use after macros D, Y, Z, and DELETE to undelete. Can also be used for pasting.
LEFT	All	Move to the beginning of the line.
RIGHT	All	Move to the end of the line.
Period	SS	Make column wider.
Comma	SS	Make column narrower.
~A	SS	Home to first cell. Used by macro H.
~B	WP	Home to upper left. Used by macro H.
~C	All	Catalog the current data disk from anywhere (use macro R to return).
~O	All	Print Roman numerals.
~P	WP	Print a word processor file. Used by macro P.
~Q	SS	Print a spreadsheet file. Used by macro P.
~R	DB	Print a data base file. Used by macro P.
~T	All	Remove numeric keypad. Turns off character substitution.

The tilde (~) means hold down the CONTROL key and press the following character.

SEND US YOUR IDEAS

If you have written a macro that you would like to share with others, please send it to us at *THE SOFTWARE TOUCH*. Those submitted may be used in future releases of AutoWorks or in a newsletter for owners of AutoWorks. We will give you credit for the macro.

INDEX

~I   _____

~J   _____

~K   _____

~L   _____

~M   _____

~N   _____

~O   _____

~P   _____

~Q   _____

~R   _____

~S   _____

~T   _____

~U   _____

~V   _____

~W   _____

~X   _____

~Y   _____

~Z   _____

~[_____

~\   _____

~]   _____

~^   _____

~_   _____

AutoWorks Macro List

Macro	Function
A	_____
B	_____
C	_____
D	_____
E	_____
F	_____
G	_____
H	_____
I	_____
J	_____
K	_____
L	_____
M	_____
N	_____
O	_____
P	_____
Q	_____
R	_____
S	_____
T	_____
U	_____
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X	_____
Y	_____
Z	_____
1	_____

2	_____
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9	_____
0	_____
!	_____
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\	_____
		_____
`	_____
~	_____
RETURN	_____
TAB	_____
DELETE	_____
UP	_____
DOWN	_____
LEFT	_____
RIGHT	_____
~A	_____
~B	_____
~C	_____
~D	_____
~E	_____
~F	_____
~G	_____
~H	_____