



TimeOut SideSpread

by Mark Simonsen



TimeOut SideSpread™

Sideways Spreadsheets for AppleWorks®
by Mark Simonsen

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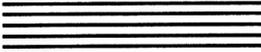
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Chapter 1



Welcome to TimeOut SideSpread

TimeOut SideSpread™ is part of the TimeOut AppleWorks® enhancements series. All of the products in this series work *inside* AppleWorks and are quickly and easily accessed.

Because TimeOut SideSpread is integrated with AppleWorks, you can print your spreadsheets sideways without leaving AppleWorks. This makes TimeOut SideSpread quick and easy compared to other programs that require you to save your files, quit AppleWorks, then transfer your files to another program to print.

You can choose from two different font styles and a wide variety of sizes from very small (6 point) characters to large (28 point) ones.

TimeOut SideSpread works with most dot-matrix printers and interface cards. (See the Notes file on the SideSpread disk for a list of printers and interfaces. We're always adding to the list so we put it where we can easily update it.)

About this manual

The remainder of this manual is divided into three main sections:

Chapter 2: Installing TimeOut

Chapter 3: SideSpread Tutorial

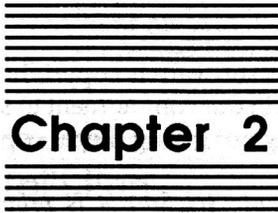
Chapter 4: SideSpread Reference

If you haven't already installed TimeOut on your AppleWorks Startup disk, you will need to read all of chapter 2, *Installing TimeOut*. If TimeOut is already installed on your copy of AppleWorks, read only the section *Copying Applications to the TimeOut Applications disk* on page 9.

After installing TimeOut, you can read the Tutorial section which leads you through the process of printing a sample file, or you can go directly to the Reference section which describes each TimeOut SideSpread feature in detail.

If you're not already familiar with the AppleWorks Spreadsheet, you may want to refer to your AppleWorks manuals before starting.

Note: This manual assumes that you are familiar with AppleWorks and the AppleWorks method of doing things (e.g. selecting menu options, answering questions, loading files, escaping, etc.) If you're not, please refer to the appropriate sections of your AppleWorks manuals.



Chapter 2

Installing TimeOut

Beagle Bros software is copyrighted but not copy-protected. Please support us in our commitment to supply friendly, easy-to-use software by not giving illegal copies to others. Thanks.

Important: SideSpread is provided on both 5.25-inch and 3.5-inch disks. The TimeOut Installer allows you to back up your disks. Please do so. This includes your AppleWorks disk—do not install TimeOut on your master copy of AppleWorks.

The Big Picture

AppleWorks is an integrated application program that includes a word processor, data base and spreadsheet. TimeOut is a modification that allows more applications to be added to AppleWorks.

Important: TimeOut itself is not an application. The disk includes applications like SideSpread and Data Converter that become part of AppleWorks, thanks to TimeOut.

The disk that contains the TimeOut applications is called your applications disk. If you copy your application files onto your AppleWorks disk, that becomes your applications disk.

Important: If you are using 5.25-inch disks, your applications will not fit on your AppleWorks disk. There isn't enough space.

TimeOut is compatible with the USA version of AppleWorks v2.0 and later. If you have an earlier version, contact your dealer about getting an update.

TimeOut is compatible with most enhancements to AppleWorks, including Super MacroWorks, AutoWorks, Applied Engineering's Desktop expander, and the Pinpoint accessories.

If you are installing TimeOut along with other AppleWorks enhancements, we recommend that you install TimeOut last. The

only exceptions are AutoWorks and the Pinpoint accessories. Install them after installing TimeOut.

Installation

You must install TimeOut on a copy of your AppleWorks disk to use TimeOut SideSpread. To get started, boot your TimeOut SideSpread disk by placing it in the boot drive and pressing Control-Open-Apple-Reset.

Automatic Installation

There are two ways you can install TimeOut: Manual or Automatic. Automatic Installation is recommended for new TimeOut owners. The Automatic Installation program will set up TimeOut for your system. You don't need to be a hacker to use it!

The Automatic Installation Menu contains three options:

1. **Read manual updates.** Select this option to see what changes or additions have been made to your instruction manual.
2. **Install TimeOut.** Select this option and simply follow the prompts on the screen.

Important: Have several blank disks on hand. You will need to use them to make backup disks and applications disks.

3. **Quit.** Choose this option if you just booted up the wrong disk!

If you already have TimeOut installed on your copy of AppleWorks, it is not necessary to do the Automatic Installation. Installing TimeOut is required only one time. Just use Manual Installation to copy your new applications to your applications disk.

After you have finished the Automatic installation, see Start up AppleWorks on page 10 for how to use TimeOut when you boot up AppleWorks.

Manual Installation

Manual installation gives you the freedom to configure TimeOut to your own special needs. One advantage of Manual installation is that you don't have to install TimeOut again if you have done it previously. You can simply use it to copy your new applications to your applications disk.

The following menu options are available in Manual Installation. Let's take a detailed look at each one.

Read Manual Updates

Select **Read manual updates**. You will see a file containing any changes or additions to the TimeOut SideSpread instruction manual since it was printed.

This file is an AppleWorks file called **Notes**. You can also see it any time in AppleWorks by adding it to the Desktop.

Make a Backup Disk

Use this option to make backup copies of your AppleWorks and TimeOut disks. You can back up 5.25 and 3.5 inch disks. You should backup both your AppleWorks disk and TimeOut SideSpread disk. Use the backups for the installation process.

You will see a list of disk drives you can use to make your backup disk. If you have only one disk drive, select the same drive for your master and backup disks.

Format a Disk

You may need to format a blank disk to hold your applications. If you are using 5.25-inch disks, your applications will not fit on your AppleWorks disk. Use this option to create an applications disk.

You will be asked to enter a name for the disk. This name can be anything you like, but there are certain rules concerning disk names. The name must start with a letter, and contain only letters, numbers and periods. The maximum length of the name is 15 characters. The name you give the disk will become the default location of your applications when you install TimeOut.

Be careful. Any files on the disk will be erased when you format it. You can use the `Catalog a disk` option to see what files are on a disk before formatting it.

Catalog a Disk

This option works like the `List all files` feature in AppleWorks. Use it to see the files you have on your disks. You can choose to catalog the files in the main directory of a disk, or enter the pathname of a subdirectory.

Create a Subdirectory

Your TimeOut applications can be copied into a subdirectory. If you want to create a new subdirectory for your applications, choose this option before copying the application files.

Enter the complete pathname of the subdirectory. If you wanted to create a subdirectory called `TIMEOUT` on a disk named `/APPLEWORKS`, you would need to enter:

```
/APPLEWORKS/TIMEOUT
```

Important: TimeOut applications do not have to be in subdirectories! If you don't understand what a subdirectory is, don't worry.

Install TimeOut

This is the step in which you actually modify AppleWorks. There are several steps to the process. Make sure you are using a backup copy!

Sorting the TimeOut Menu

When you have TimeOut installed in AppleWorks, you select applications from a menu. If you would like the menu items alphabetized, answer *Yes* to sorting. Otherwise, they will appear in the same order as they do in the disk directory.

Multiple TimeOut Applications Disks

If you have more applications than will fit on one disk, you can answer *Yes* to multiple applications disks. This is most likely to happen if you are using 5.25-inch disks. This allows you to load your applications from different disks and have TimeOut display them in the same menu.

If all of your applications fit on one disk, or in the same subdirectory, answer *No*.

There is another option available if you have more than one applications disk. You can use the *Add applications* feature in TimeOut Utilities to create multiple TimeOut menus. Using this feature, each applications disk will have its own menu (see page 32 for more information).

Location of TimeOut Applications

The next step is to tell TimeOut the location of your applications disk. Remember that TimeOut and your applications are different. In order for TimeOut to communicate with your applications, it needs to know where to look for them.

Your applications (like SideSpread), can be located anywhere you like: a hard disk, a RAM disk, a floppy disk, or any other ProDOS device. You will probably want to put them on your AppleWorks disk.

Important: If you are using 5.25-inch disks, your applications will not fit on your AppleWorks disk. There isn't enough space.

You are given two ways to tell TimeOut the location of your applications, Slot and Drive, or ProDOS pathname.

Important: For 5.25 inch disk users—if you have one drive only, tell TimeOut your applications are located in Slot 6, Drive 1. If you have two drives, Slot 6, Drive 2 is recommended.

Location of AppleWorks

The next step is to indicate where your AppleWorks STARTUP program is located. You may specify either Slot and Drive or ProDOS directory. After indicating the location of AppleWorks, put your AppleWorks disk (the STARTUP side if you are using 5.25-inch disks) in the drive you selected and press Return. TimeOut will be installed.

Note: This is a one time modification. If you add more TimeOut applications later, you don't need to modify AppleWorks again.

Copy Applications

If SideSpread is your only TimeOut disk, you can use your backup copy of the TimeOut SideSpread disk as your applications disk. You will want to create an applications disk in the future if you get more TimeOut applications. This will help cut down on the number of disks you need to use AppleWorks.

To copy the SideSpread files to your TimeOut applications disk, select Copy applications from the Main Menu.

You will need to select the location of your applications disk either by Slot and Drive or ProDOS pathname. The default location will be the same one you gave TimeOut to look for your applications. Choose the default if you just finished installing TimeOut.

Important: If you are using 5.25-inch disks, your applications will not fit on your AppleWorks disk. There isn't enough space.

Quit

Select this option when you have completed the installation.

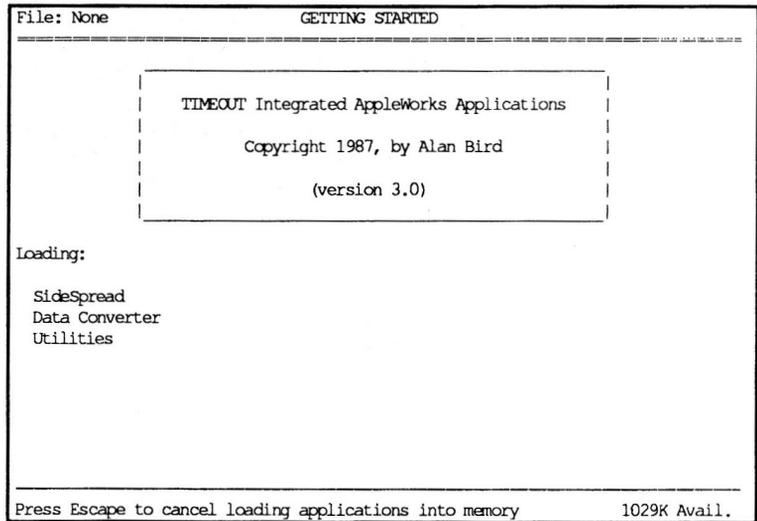
Re-installing TimeOut

If you need to change the location of your applications disk, or you want to have more than one TimeOut applications disk, you will have to install TimeOut again. Just follow the same steps you went through the first time, making the needed changes.

Start up AppleWorks

Now that you have installed TimeOut on your copy of AppleWorks and created a TimeOut applications disk, you are ready to use it. Boot up your AppleWorks disk the same way you usually do.

When you start up AppleWorks with TimeOut installed, you will see the TimeOut title screen before you reach the AppleWorks Main Menu.



The first thing TimeOut will do is search for your applications disk.

Important: If TimeOut cannot find your applications, it will ask you to insert your applications disk. Put it in the drive (if you have not already done so) and choose Try again, or Try a different location. If you still get the same message, you either do not have any applications on the disk or your disk has been damaged. Try creating a new applications disk.

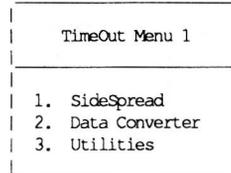
If you do not see a TimeOut title screen, TimeOut has not been installed. Go back and try installing it again on a new backup copy.

As TimeOut finds each TimeOut application, they are listed on the screen. An asterisk (*) before the application name indicates that it is memory-based. If you press Escape while TimeOut loads your applications, the memory-based applications will not load into memory.

If you have specified that you are using multiple TimeOut applications disks, insert each disk and answer Yes when asked Read another TimeOut applications disk? Answer No when the last applications disk has been read.

Accessing TimeOut Applications

You can call up the TimeOut menu from inside AppleWorks by holding down the Open-Apple key and pressing the Escape key. A menu similar to the following will appear:



Use the Up and Down arrow keys or type a number to highlight an application. Press Return to select it, or Escape if you don't want to choose any items in the menu.

Memory Usage

You will notice with TimeOut installed that you have less Desktop memory for your AppleWorks documents. TimeOut itself takes up some of the memory.

If you are short on Desktop memory, reconfigure your applications so they are disk-based. For maximum speed, make your TimeOut applications memory-based or use them from a RAM disk. The only price you pay is reduced Desktop memory.

Control-Reset Patch

TimeOut includes a patch to AppleWorks so that Control-Reset will take you to the Main Menu. This patch is for emergency use only—in the event that AppleWorks hangs or crashes. Don't use it as a way of getting to the Main Menu!



Chapter 3



SideSpread Tutorial

The following section is a short step-by-step tutorial that helps you quickly become familiar with TimeOut SideSpread.

Configuring Printer and Interface

Before you use SideSpread, you will need to specify a few things about your printer and interface.

1. Make sure you have installed TimeOut on your AppleWorks Startup disk. Also, if you are not using the SideSpread disk as your TimeOut applications disk, make sure you have copied the files TO.SIDESPREAD, TO.UTILITIES and TO.CLIPBOARD to your TimeOut applications disk.

NOTE: For purposes of this tutorial, 5.25 inch disk drive owners can use the TimeOut SideSpread disk as the TimeOut applications disk. This will save you from having to transfer any files.

2. Start up AppleWorks.
3. When you get to the AppleWorks main menu, press Open-Apple-Escape to bring up the TimeOut menu.
4. Select Utilities and you'll see this screen.

```
File: None                UTILITIES                Escape: Review/Add/Change
-----
                                TimeOut applications utility options
                                1. Configure
                                2. Load to memory
                                3. Dump from memory
                                4. Change memory status
                                5. Change name
                                6. Sort menu
                                7. Add applications
                                8. List version numbers

                                TimeOut Utilities Copyright 1987,1989 by Alan Bird (Version 3.01)
-----
Type number, or use arrows, then press Return                742K Avail.
```

5. Select Configure.

```
File: None                CONFIGURE                Escape: Utilities
-----
                                Select an application to
                                Configure:
                                1. SideSpread
                                2. Data Converter
                                3. Utilities

-----
Type number, or use arrows, then press Return                1016K Avail.
```

6. Select SideSpread.

```
File: None                CONFIGURE                Escape: Utilities
-----
                               SideSpread Configuration Menu
                               -----
1. Font                    [Monaco 9      ]
2. Printer                 [Apple ImageWriter
3. Interface               [Apple IIGS Serial Port
4. Slot                    [ 1]
5. Needs line feed after Return [Yes]
6. Data bits               [ 8]

Type number, or use arrows, then press Return                1021K Avail.
```

7. Leave the `Font` option at its default setting of `Monaco 9` for this tutorial.
8. Select `Printer`, then choose your printer from the list of printers. (Use the Up and Down Arrows to move the highlighted bar to your printer and then press Return.) If your printer is not listed, check your printer manual to see if it's compatible with one of the listed printers, or try a few of the more common printers, such as Epson MX or Apple ImageWriter. If none of these work, see page 39 about contacting Beagle Bros Technical Support for assistance.
9. Select `Interface`, then choose your interface from the list of interfaces. (Use the Up and Down Arrows to move the highlighted bar to your interface and then press Return.) If your interface is not listed, check your interface manual to see if it's compatible with one of the listed interfaces, or try a few of the more common ones, such as Firmware, Epson APL, or Apple Super Serial.

10. Select `Slot` to specify the slot number of your printer interface card, usually slot 1. If you're using an Apple IIc or the Apple II GS serial port, set the slot to 1.
11. Select `Needs line feed after Return` and specify the appropriate answer for your printer. This should be set to `Yes` for most printers, however, you may want to refer to your printer manual.
12. Select `Data bits` and specify whether your interface card handles information 7 or 8 bits at a time. This should normally be set to 8 unless you have a parallel printer and interface card. Consult your interface manual for the appropriate settings.
13. Press `Escape` three times to exit the Utilities application.

Using SideSpread

To use SideSpread, load the file *Sample 1* from the SideSpread disk by selecting Add files to the Desktop from the AppleWorks main menu.

Printing a File

After *Sample 1* has been loaded:

1. Bring up the TimeOut menu by pressing Open-Apple-Escape. If you are zoomed in on the spreadsheet formulas before you bring up the TimeOut menu, the formulas will print. Otherwise, SideSpread will print the spreadsheet values.
2. Select SideSpread.

File: Sample 1		SIDESPREAD		Escape: Review/Add/Change	
	A	B	C	D	E
1	*****		I N C O M E		S T A T E M
2					
3		Jan	Feb	Mar	Apr
4					
5	Income				
6	Resale Sales	1,114,582	1,262,403	805,723	903,953
7	Taxable Sales	35,317	66,067	66,367	85,477
8	License Fees	21,824	18,924	15,134	86,734
9					
10		1,171,723	1,347,394	887,224	1,076,164
11					
12	Cost of Goods Sold				
13	Purchases	538,551	407,451	185,351	219,641
14	Merchant Card	8,189	6,479	6,769	98,301
15	Royalties	87,112	53,422	29,632	86,452
16					
17		633,852	467,352	221,752	404,394
18					

TIMEOUT SIDESPREAD v3.0 Copyright (c) 1987-89, Mark Simonsen

Print? All Rows Columns Block

3. Press Return to print All of the file. If you make a mistake, you can press Escape any time to back up and start again.

```
File: Sample 1          SIDESPREAD          Escape: Review/Add/Change
-----A-----B-----C-----D-----E-----

          Page Setup
T: Tall Adjusted      No
R: Reduce 50%        No

          Print Quality
H: High
S: Standard          <---
D: Draft

-----
TIMEOUT SIDESPREAD v3.0          Copyright (c) 1987-89, Mark Simonsen
Type a one letter option code or press Return          1082K Avail.
```

4. Press Return to accept the default page setup and print quality.

```
File: Sample 1          SIDESPREAD          Escape: Review/Add/Change
-----A-----B-----C-----D-----E-----

The information that you identified
is 41 lines.

The Printer Options values allow
58 lines per page.

Printer:  Apple ImageWriter
Interface: Apple IIGS Serial Port

-----
TIMEOUT SIDESPREAD v3.0          Copyright (c) 1987-89, Mark Simonsen
Type report date or press Return:          1079K Avail.
```

5. Press Return when asked to Type report date.

```
File: Sample 1                SIDESPREAD                Escape: Review/Add/Change
=====A=====B=====C=====D=====E=====

TIMEOUT SIDESPREAD v3.0                Copyright (c) 1987-89, Mark Simonsen
How many copies? 1                                1077K Avail.
```

6. Press Return to print one copy. Make sure your printer is turned on and ready to print.

You will then see this screen:

```
File: Sample 1                SIDESPREAD                Escape: Review/Add/Change
=====A=====B=====C=====D=====E=====

While the printer is running
you can use these keys:

Escape      to stop printing and
            return to Review/Add/Change

Space Bar   to pause
            to continue printing

TIMEOUT SIDESPREAD v3.0                Copyright (c) 1987-89, Mark Simonsen
How many copies? 1                                1077K Avail.
```

SideSpread will start printing the file. If the file doesn't print properly, see *Printer Problems* in Appendix B on page 36.

The output from your printer will be turned 90 degrees and printed down the page instead of across. This enables you to print extremely large spreadsheets. In fact, there's no limit to the size of the spreadsheet you can print. If you can load it into AppleWorks, you can print it.

Load the files *Sample 2* and *Sample 3* from the SideSpread disk and print them.

You've now learned the basics of printing a file with TimeOut SideSpread. To learn more about SideSpread, refer to the Reference section.

Item	Jan	Feb	Mar	Apr	May	Jun
Income						
Retail Sales	1,114,882	1,262,403	805,729	903,953	900,753	914,852
Taxable Sales	26,817	46,027	45,194	46,477	56,587	52,128
License Fees	1,171,723	1,317,394	857,924	1,076,154	988,514	1,060,936
Cost of Goods Sold						
Purchase Card	529,551	407,451	185,754	219,841	627,861	571,181
Retailer	87,112	59,422	66,789	80,202	120,852	87,182
Retailer	593,852	467,352	251,762	404,394	670,014	700,394
Overhead						
Supplies	8,949	48,001	92,504	89,211	97,211	70,911
Utilities	9,021	22,424	28,921	29,993	21,073	44,133
Interest	119,632	119,730	124,995	111,441	86,741	7,251
Operating Expenses						
Advertising	24,261	40,361	10,361	69,001	99,861	65,061
Depreciation	80,406	69,054	47,324	69,244	89,244	70,864
Office Expenses	4,107	2,226	9,856	3,466	5,986	7,947
Insurance	4,203	3,603	7,033	3,776	3,286	2,873
Gross Income	1,171,723	1,19,941	78,601	147,190	144,770	149,121
Total Expenses	1,171,723	1,317,394	887,224	1,076,154	988,514	1,060,936
Net Pre-Tax Income	0	78,601	425,286	629,869	938,769	971,760
Tax Provision	0	26,145	140,194	146,245	19,898	89,076
Net Income	179,903	384,216	277,162	267,777	29,847	53,445



Chapter 4



SideSpread Reference

This section contains reference information that describes every feature of TimeOut SideSpread in detail.

Remember, before you can use SideSpread, you need to configure it. Refer to Appendix B for detailed information on configuring SideSpread.

SideSpread Menu Selections

When you select SideSpread from the TimeOut menu, you are asked a few questions about how you want to print your file.

Print

The first prompt is:

```
Print? All Rows Columns Block
```

Select All to print the whole spreadsheet.

Select Rows to print a range of rows. You will be prompted to use cursor moves to highlight the rows you want to print.

Select Columns to print a range of columns. You will be prompted to use cursor moves to highlight the columns you want to print.

Select Block to print a rectangular portion of the spreadsheet file. You will be prompted to use cursor moves to highlight the area you want to print.

Note: If you are zoomed in when SideSpread is selected from the TimeOut menu, SideSpread will print formulas. When zoomed out, values will be printed. What you see on the screen is what SideSpread will print.

Page Setup and Print Quality

The second prompt is:

```
-----Page Setup-----  
T: Tall Adjusted      No  
R: Reduce 50%        No  
  
-----Print Quality-----  
H: High  
S: Standard          <---  
D: Draft
```

Selecting Tall Adjusted (by pressing T) will select an alternate print density. For some printers, like the Apple ImageWriter, choosing Tall Adjusted will cause the printout to be printed with a 1 to 1 aspect ratio.

Selecting Reduce 50% (by pressing R) will shrink your printout 50% vertically and horizontally. Turning on Reduce 50% disables the Print Quality selections.

Tip: You can use Reduce 50% to get exceptionally good looking output. For example, if you normally use a 12 point font for printing your spreadsheet, select a 24 point one and turn on Reduce 50%.

High, Standard and Draft are the three print qualities that are available in SideSpread. (Select them by pressing H, S or D.) Draft is the quickest. Standard is almost as fast, and offers better looking output. High is a little slower (it does 2-pass printing for increased resolution), however, it offers the best looking output. High quality printing uses the Macintosh trick of scaling up the font to twice its normal size and then doubling the resolution when printing. For even higher quality, see the tip above concerning Reduce 50%.

Note: All of the above features are not supported by every printer. The printers that cannot access these features are indicated in the Notes file.

Report Date

The third prompt is:

Type report date or press Return:

You can enter the date, the time or anything else up to 20 characters. It will be printed at the top of the page.

AppleWorks v3.0 users: you can also enter "@" and press Return as a fast way to enter today's date. It's easier than doing all the typing.

You will also notice on the screen something similar to:

The information that you identified
is 43 lines.

The Printer Options values allow
58 lines per page.

Printer: Apple ImageWriter

Interface: Apple IIGS Serial Port

If the number of lines (spreadsheet rows) that you have selected is greater than the number that the Printer Options values allow, SideSpread will still print the entire file. After printing all of the columns for the indicated lines, SideSpread will go back and print another section of lines. SideSpread will continue until all of the spreadsheet lines have been printed.

If you want to get all of the lines on the same page, you can try selecting smaller margins and use single spacing. You change these values with the Open-Apple-O (Printer Options).

You can also try configuring SideSpread to use a smaller font. See Appendix B for more information on configuring.

If the Printer and Interface shown do not match your setup, you need to press Escape and configure SideSpread (see Appendix B).

Number of Copies

The last question is:

How many copies?

The default answer is 1. If you want one copy, just press Return. For more copies, enter the desired number (up to 255) and press Return.

AppleWorks Commands

The following is a list of the AppleWorks Spreadsheet Printer Options commands that can be used with SideSpread. Use Open-Apple-O to change them *before* going to print with SideSpread.

PW: Platen Width	PH: Print report Header
LM: Left Margin	SS: Single Space
TM: Top Margin	DS: Double Space
BM: Bottom Margin	TS: Triple Space

Note: When printing sideways, the margins are relative to the printout and not the physical paper. For example, the Top Margin is at the top of the text that is printed, but is physically along the right side of the paper. Confused? Change the setting and do a printout. You'll see what we mean.

*Note: Even though you are printing sideways, the Platen Width still applies to the actual width of the paper you are using. **Don't set the Platen Width greater than 8 inches.** SideSpread will not print properly.*

Below is a list of AppleWorks Spreadsheet Printer Options commands that SideSpread ignores. They don't apply when printing sideways and allowing different font sizes.

RM: Right Margin
CI: Chars per Inch
PL: Paper Length
LI: Lines per Inch
SC: Send special Codes

Printing a Data Base File

With AppleWorks v3.0, you can copy records from the data base to the clipboard, and from the clipboard to the spreadsheet. The information is automatically converted to spreadsheet format.

If you have an earlier version of AppleWorks, you can still print a data base file sideways by first converting it to a spreadsheet file. It's easy with the TimeOut Data Converter application that comes with SideSpread. See Appendix C for more information on the Data Converter.

SideSpread Fonts

Here's a list of the fonts that you can use to print your spreadsheets.

Monaco 6	Courier 9
Monaco 9	Courier 10
Monaco 10	Courier 12
Monaco 12	Courier 14
Monaco 14	Courier 18
Monaco 18	Courier 20
Monaco 20	Courier 24
Monaco 24	Courier 28

(See page 43 for a sample print out of each font.)

Appendix A

TimeOut Utilities

Using the Utilities

The TimeOut Utilities application is provided with all TimeOut products. It has several functions that give you a lot more flexibility in using your TimeOut applications. To use the TimeOut Utilities, make sure that the file *TO.UTILITIES* has been copied to your TimeOut applications disk. Start up AppleWorks and press Open-Apple-Escape to call up the TimeOut menu. Select Utilities. You will see the following screen:

```
File: None                UTILITIES                Escape: Review/Add/Change
-----
TimeOut applications utility options
1. Configure
2. Load to memory
3. Dump from memory
4. Change memory status
5. Change name
6. Sort menu
7. Add applications
8. List version numbers

TimeOut Utilities Copyright 1987,1989 by Alan Bird (Version 3.01)
Type number, or use arrows, then press Return                742K Avail.
```

Configure

The `Configure` option allows you to set new defaults for your TimeOut applications. Configurable options might include printer type, default font, location of files needed by the application, etc. Not all TimeOut applications have configurable options.

To configure an application, select `Configure` from the Utilities menu. Then select the application you want to configure. You will then see a menu indicating what options may be configured for that particular application. You should also see the current value for each option in brackets [].

Select an option that you would like to change. Enter or select the new value for that option. Make sure that the TimeOut applications disk is in a drive so that the application can be updated with the new value. The next time you use the application, it will use the new value that you have supplied.

After you are finished updating configurable options, press `Escape` to return to the Utilities main menu.

Load to memory

TimeOut applications are either disk-resident or memory-resident. If an application was configured as disk-resident when you started up AppleWorks, you can load it into memory using the `Load to memory` option. Just select the option from the Utilities menu and select which application you would like to load.

Dump from memory

If you receive a message from AppleWorks indicating that it was unable to complete an option because of insufficient desktop memory, you may need to dump one or more TimeOut applications that are memory-resident. Select `Dump from memory` from the Utilities menu and select which application you would like to

dump. Notice that the amount of free memory indicated in the lower right hand portion of the screen increases with each application you dump. Applications that are *dumped* are returned to disk-resident status for the remainder of the AppleWorks session.

Change memory status

This option allows you to indicate whether a TimeOut application is disk- or memory-resident. Note that this only indicates how the application will be treated when you start up AppleWorks. To load an application into memory or to return it to the disk for the current AppleWorks session, you will need to use the `Load to memory` option or the `Dump from memory` option.

Change name

This option allows you to change the name of the application as it appears in the TimeOut menu. The Beagle Bros staff carefully selects a good name for each application. However, you have the flexibility of renaming it if you wish.

If the new name you enter is longer than the old name, the name change will not be reflected in the TimeOut menu until the next time you start up AppleWorks.

Sort Menu

When you apply TimeOut to your *AppleWorks STARTUP* disk, you are given the option of indicating whether or not you want the TimeOut menu automatically sorted by application name. If you choose not to have the menu sorted, you can still sort it after starting up AppleWorks by selecting `Sort` menu from the Utilities menu.

Add Applications

This selection allows you to add TimeOut applications to AppleWorks at any time while you are running AppleWorks. A new TimeOut menu is created for the new applications.

TimeOut allows you to keep all of your applications together. If your system has a limited amount of memory, you may not want to use all your applications at once. You can keep your applications on separate disks or in different subdirectories, and add them after starting up AppleWorks. Every time you add applications, a new TimeOut menu is created. Each menu can contain no more than 30 applications. If the disk has more than 30 applications, you will need to move some to a different disk or subdirectory to access them.

Note: The limit of 30 applications applies only to the Add applications feature. You can have as many applications as you want on the first applications disk you use when AppleWorks is started. After that, there is a limit of 30.

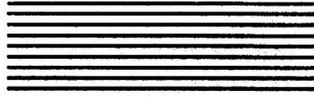
To add applications, select `Add applications` from the `Utilities` main menu, insert the disk containing the applications to be added, then specify the location of the disk.

There is no limit to the number of new TimeOut menus you can create. To switch from one TimeOut menu to another, press `Open-Apple-Escape` to bring up the current TimeOut menu, and press `Tab`. If you continue to press `Tab`, you will cycle through all of the available TimeOut menus and return back to your original menu.

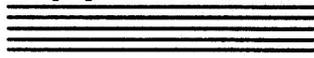
Use the `Tab` key to switch between TimeOut menus while using options 1-4 from the `Utilities` main menu. For example, if you select `Configure` and get the wrong TimeOut menu, press `Tab` until the correct one appears.

List Version Numbers

Use this option to find the version numbers of your TimeOut applications. If you need assistance, you should check the version numbers before calling Beagle Bros Technical Support.



Appendix B



Configuration Options

The TimeOut Utilities application which comes with SideSpread and most other TimeOut applications allows you to change some of the default characteristics of an application. This is called *configuring* an application.

Configuring SideSpread

Use the TimeOut Utilities application (see Appendix A, page 29), to select Configure, then SideSpread.

File: None	CONFIGURE	Escape: Utilities
<u>SideSpread Configuration Menu</u>		
1. Font	[Monaco 9	
2. Printer	[Apple ImageWriter	
3. Interface	[Apple IIGS Serial Port	
4. Slot	[1]	
5. Needs line feed after Return	[Yes]	
6. Data bits	[8]	
Type number, or use arrows, then press Return		1021K Avail.

Font

The Font option, when selected, will display a list of fonts that you can use when printing your spreadsheets with TimeOut SideSpread. To select a font, move the cursor to it (using the Up and Down Arrow keys) and press Return.

Printer

The `Printer` option, when selected, will display a list of printers supported by TimeOut SideSpread. To select a printer, move the cursor to it (using the Up and Down Arrow keys) and press Return.

If your printer is not listed, check your printer manual to see if it's compatible with one of the listed printers, or try a few of the more common printers, such as Epson MX or Apple ImageWriter. If none of these work, see page 39 about contacting Beagle Bros Technical Support for assistance.

Interface

The `Interface` option, when selected, will display a list of the interface cards supported by TimeOut SideSpread. To select an interface, move the cursor to it (using the Up and Down Arrow keys) and press Return.

If your interface is not listed, check your interface manual to see if it's compatible with one of the listed interfaces, or try a few of the more common ones, such as Firmware, Epson APL, or Apple Super Serial. If none of these work, see page 39 about contacting Beagle Bros Technical Support for assistance.

Slot

This is the slot number of your printer interface card, usually slot 1. If you're using an Apple IIc or the Apple IIGS serial port, set the slot to 1.

Needs Line Feed after Return

This option indicates whether or not your printer needs a line feed after every carriage return. This should be set to *Yes* for most printers, however, you may want to refer to your printer manual.

Data Bits

This option indicates whether your interface card handles information 7 or 8 bits at a time (per byte). This should normally be set to 8, unless you have parallel printer and interface card. Consult your interface manual for the appropriate setting.

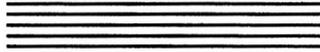
Printer Problems

If you are unable to print with SideSpread, make sure that you have configured SideSpread for the correct printer, interface, slot and data bits. If nothing happens when you print, make sure the printer is powered-on (turned on) and selected (on-line). If you are still unable to print, see page 39 about contacting Beagle Bros Technical Support for assistance.

Note: The Spreadsheet Printer Option for Platen Width shouldn't be set to more than 8 inches. Setting the Platen Width larger than 8 inches will result in unpredictable printouts.



Appendix C



Data Converter

The TimeOut Data Converter (TO.CLIPBOARD) allows you to quickly and easily transfer data between spreadsheet and data base files.

If you are using AppleWorks v3.0, you do not need this application to convert data. Earlier versions of AppleWorks will get a real power boost from Data Converter.

To transfer data from a spreadsheet to a data base file, use the Open-Apple-C command to copy some spreadsheet rows to the clipboard. Press Open-Apple-Escape and select Data Converter from the TimeOut menu. The data on the clipboard will instantly be converted into data base data.

Create a new data base file or load one in from disk. Place the cursor where you would like to insert the spreadsheet data, press Open-Apple-C and select From clipboard. Each spreadsheet row will now be inserted into your data base file. Each column from the spreadsheet will become a data base category.

To transfer from a data base file to a spreadsheet file, copy from the data base file to the clipboard, call up the TimeOut menu, select Data Converter, and copy from the clipboard to the spreadsheet file. Each category from the data base will become a spreadsheet column.

If you're using the Applied Engineering expanded clipboard, you must use the TimeOut Utilities to properly configure the Data Converter.



Technical Support Information

If you have questions or problems that your dealer can't answer, you can contact the Beagle Bros Technical Support Staff for expert assistance.

Before calling, check the instruction manual to see if it contains the information you need. Write down a complete description of the problem, the version number of the software, and the names and version numbers of any other programs you're using in connection with our software.

If you have a modem, you may also receive Technical Support on our 24-hour Technical Support System. The system provides an electronic mail and conferencing system, along with the latest information about product updates and changes.

Technical Support:

(619) 452-5502 8 am to 5 pm, weekdays (Pacific time)

Modem Technical Support:

(619) 558-6151 24 hours, every day

Fax:

(619) 452-6374 24 hours, every day

Or, you can write to:

Beagle Bros, Inc.
6215 Ferris Square, Suite 100
San Diego, CA 92121
Attn: Technical Support



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Monaco.6 - The quick brown fox jumps over the lazy dog.

Monaco.9 - The quick brown fox jumps over the lazy dog.

Monaco.10 - The quick brown fox jumps over the lazy dog.

Monaco.12 - The quick brown fox jumps over the lazy dog.

Monaco.14 - The quick brown fox jumps over the lazy
dog.

Monaco.18 - The quick brown fox jumps
over the lazy dog.

Monaco.20 - The quick brown fox
jumps over the lazy
dog.

Monaco.24 - The quick brown
fox jumps over
the lazy dog.

Courier.9 - The quick brown fox jumps over the lazy dog.

Courier.10 - The quick brown fox jumps over the lazy dog.

Courier.12 - The quick brown fox jumps over the lazy dog.

Courier.14 - The quick brown fox jumps over the lazy dog.

Courier.18 - The quick brown fox jumps
over the lazy dog.

Courier.20 - The quick brown fox jumps
over the lazy dog.

Courier.24 - The quick brown fox
jumps over the lazy
dog.

Courier.28 - The quick brown
fox jumps over
the lazy dog.

