



MacroWorks™

AppleWorks™ Enhancement

by Randy Brandt

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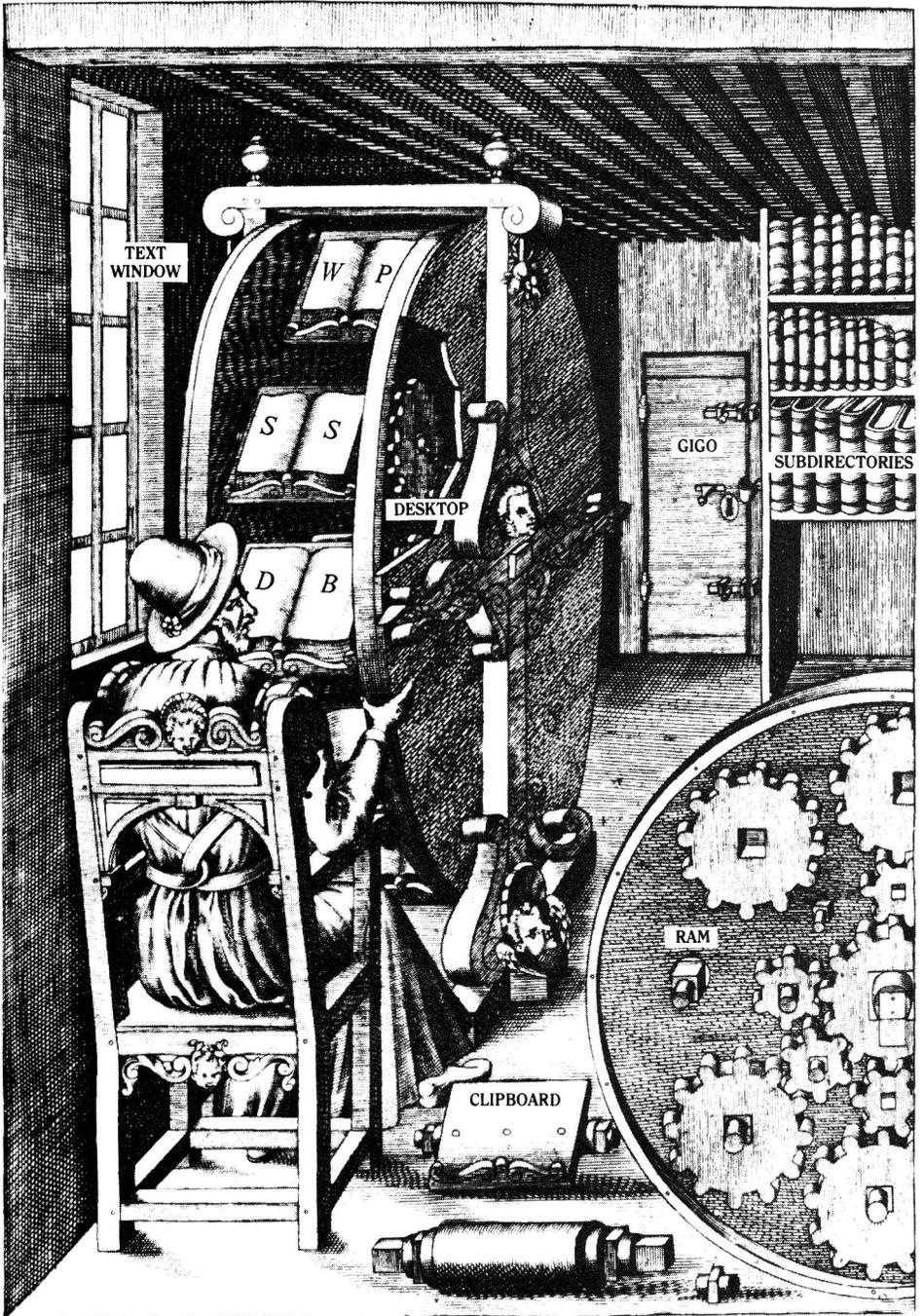
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Early Version of AppleWorks

MacroWorks Introduction

Welcome to MacroWorks, and thanks for purchasing a Beagle Bros product. Let's start with a quick rundown of what MacroWorks will let you do.

APPLEWORKS MACROS

"Macros" are single-keystroke solid-apple-key commands that save you time by accomplishing the work of many keystrokes. For example, you can set up an AppleWorks macro like *solid-apple-N* that types your name and address. Another keystroke like *solid-apple-I* can indent a paragraph three spaces (that's *one* keystroke instead of the usual *seven*).

Many built-in Word Processor macros are included on the MacroWorks disk. You will probably want to try them out first, and later replace some of them with your own custom macros.

Read "DO THIS FIRST" on page 5.

CUSTOMIZED APPLEWORKS HELP SCREENS

AppleWorks lets you press *open-apple-?* to see one of its Help screens. Once you've learned your way around, however, all of this "Help" pretty much goes to waste. So MacroWorks lets you replace one or all of the messages with whatever you want; a new list of commands, phone numbers, formulas, football scores... You name it!

ALPHABETIZED DISK CATALOGS

MacroWorks' "Alpha-Cat" program lets your printer print an alphabetized two-column list of all the files (or just the AppleWorks files) on a disk. This listing will fold up and fit nicely into the disk sleeve with your floppy disks.

FILE ANALYZER

MacroWorks' "File Analyzer" program scans your AppleWorks Word Processor files and tells you how many words it found, how many times each word occurred, and the average word length.

MULTI-COLUMN PRINTOUTS

MacroWorks' "Galley" program prints your AppleWorks Word Processor files in multiple columns, for fast newsletter-type layouts.

BACK IT UP

Like all Beagle Bros disks, MacroWorks is not copy-protected, just *copyrighted*. This means you can and should make a backup of the disk. Use the copy program that came with your Apple, and store the original or the copy in a safe place away from magnetic fields and peanut butter sandwiches.

Please make backup copies for your own use only; every illegal copy given to a friend is a vote for copy protection and against friendly software. You support us and we'll support you.

NEW FEATURES FOR MOUSERS!

To make MacroWorks' menus and AppleWorks itself work with your mouse, select the "Change Mouse" option when you boot MacroWorks. Then follow the procedure on page 5.

Dragging the mouse has the same effect as holding down one of the four arrow keys. Pressing the mouse button is usually like pressing Return (keep reading).

When using AppleWorks, pressing the mouse button will either (1) force a carriage return, or (2) scroll the screen in the direction of the last vertical cursor-move. (Hold the button down for a fast continuous scroll.)

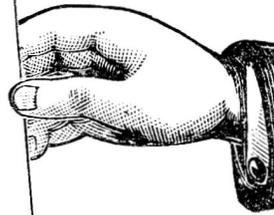
To alternate the button's function between the two options above, press *open-apple-X*, then Return.

IMPORTANT!

DESKTOP EXPANDER NOTE

If you intend to use the Applied Engineering or Checkmate "Desktop Expanders" with MacroWorks, you **MUST** update your AppleWorks disk with the Desktop Expander **BEFORE** you update it with MacroWorks.

If your Expander software is version 4.2 or smaller, you must have it updated before it will work with MacroWorks. Read the Notes (MacroWorks boot-up option N) for possible news of interest.





DO THIS FIRST!

Before you can use macros, you must update a copy of your AppleWorks "Startup" disk* with MacroWorks' built-in macros. Follow this procedure:

1. Make a backup copy of your AppleWorks Startup disk. Use the disk-copy program that was included with your Apple when you bought it. Write "Macro Master" on the backup disk's label.

[Attention: Desktop Expander users, see pg. 4.]

2. Boot the MacroWorks disk and select option M: *Main Menu*.
3. From the Main Menu, select option 1: *Enhance AppleWorks*.
4. From the next menu, select option 1: *Install Built-in MacroWorks Commands*
5. Remove the MacroWorks disk from your main drive and replace it with your Macro Master disk from step 1.
6. Press Return.
7. Select option 2: *Slot 6 Drive 1*. The cursor will return to option 1: *Current Directory*. The disk name following "Current Directory" will have changed--probably to "/APPLEWORKS".
8. Press Return to update your Macro Master disk.

If you intend to create custom macros, you will be updating one or more backup copies of your Macro Master disk. See page 13 for details.

****"STARTUP DISK" Note:** The floppy disk version of AppleWorks uses two disks: a Startup disk (the one you boot) and a Program disk. If you are using AppleWorks on a hard disk or UniDisk 3.5, there will be one disk, not two. For now, consider this one disk as your "Startup disk".

Using Macros

To use MacroWorks' macros, boot AppleWorks like you always do, only use your updated Macro Master disk (see page 5) in place of your AppleWorks Startup disk.

HOW TO TELL IF MACROS ARE INSTALLED

The lower-left of the AppleWorks Word Processor screen ordinarily looks like this:



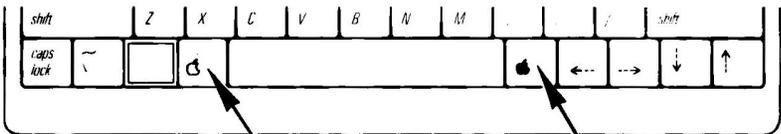
With macros installed, it looks like this:



(On unenhanced Apple IIe's the two Apple characters appear as an inverse "A" and inverse "@".)

HOW TO USE MACROS

MacroWorks' macros are available any time that AppleWorks expects you to type something. Macros can do anything AppleWorks can do, but only require one solid-apple keystroke. For example, press *solid-apple-N* to print our copyright message.



Use the OPEN-APPLE key for normal AppleWorks commands.

Use the SOLID-APPLE key for macros.

Macros will only save you keystrokes; they cannot do anything "illegal" that AppleWorks won't already do. Every macro is simply a series of normal AppleWorks keystrokes. For example, using the built-in *solid-apple-A* macro (Add files to Desktop) has the same effect as pressing Esc once and Return twice; only it's a lot faster.

DRAWBACKS TO USING MACROS

The biggest drawback is that macros specifically designed for one AppleWorks application (like the Word Processor) won't necessarily work properly in another (like the Data Base or Spreadsheet). The only real "penalty" for using a macro at the wrong time will usually be a few beeps and some unwanted text on the screen. You may want to make different boot-up disks with specialized sets of macros.

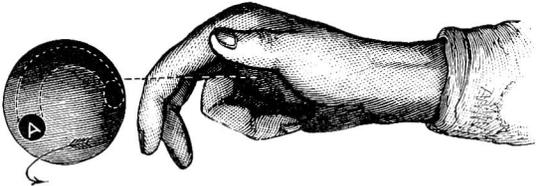
Another minor disadvantage is that with macros in effect, you may no longer use the open-apple and solid-apple keys interchangeably. If you're like us and never used to touch the solid-apple key at all, you won't have to break any old habits.

IF YOU HAVE ONLY ONE DISK DRIVE

Macros are fast and won't wait around for "disk swapping". If you only have one drive, don't use macros that require AppleWorks to get something from disk. The only built-in macros you need to stay away from are *closed-apple-A*, *P* and *S*. Although you may want to experiment...

STAY ZOOMED PLEASE

Although it's not mandatory, we highly recommend that you activate the Word Processor's *open-apple-Z* "Zoom" feature to expose all carriage returns and printer options. That way you will minimize text screen "flashing" while macros are being executed.



TECHNICAL NOTE: WHAT UPDATING DOES
MacroWorks' updating procedure (page 5) adds a new file called "Macro.System" to your Macro Master (AppleWorks Startup) disk. It also Renames the "Aplworks.System" file, "Aplworks.Sys". Then when you boot the updated disk, the first file executed is Macro.System.

MacroWorks' Built-in Macros

The AppleWorks Word Processor macros on pages 8-11 become active when you boot AppleWorks using your Macro Master disk. (See "Do This First" on page 5.)

To create custom Word Processor, Data Base or Spreadsheet macros, see pages 12 and 13.

solid-apple-0-9: TEMPORARY MACROS

The ten "temporary macros" *solid-apple-0* through *solid-apple-9* may be redefined "live" as you are using AppleWorks. They will remain in effect as long as you don't reboot or turn off your Apple. See page 12 for more details.

solid-apple-Delete: DELETE A CHARACTER

Just position the cursor on the character you want deleted, and press *solid-apple-Delete*. Continue pressing both keys to delete multiple characters. If you do a lot of word processing like we do, this macro alone is worth the price of MacroWorks.

Note 1: For this macro only, you may optionally use open-apple or *solid-apple*.

Note 2: This macro cannot be redefined.

Note 3: Use *solid-apple-D* to delete the word at the cursor.

solid-apple Left-arrow: BEGINNING OF LINE

solid-apple Right-arrow: END OF LINE

Instantly moves the cursor to the end of the text line that the cursor is on.

solid-apple Down-arrow: FIND PAGE BREAK

Moves the cursor to the next forced page break.

This command will not find a page break created by printing or by using the AppleWorks *open-apple-K* command.

<p>You can escape from any macro (if there's time) by pressing the Esc key. If AppleWorks' main menu appears, Esc usually gets you back to your file.</p>

solid-apple-Return: FORCE PAGE BREAK

Forces a page break at or near the cursor.

Note: AppleWorks only lets you force a page break in a position immediately following a forced carriage return (between paragraphs).

solid-apple-Tab: GO TO RIGHT MARGIN

Nice if you want to draw a vertical border of text characters over there. In the Spreadsheet and Data Base, this macro jumps 26 items to the right.

solid-apple-Space: INSERT A SPACE

Inserts a space while in strike-over mode (set by *open-apple-E*). If you are in Insert Mode (also set by *open-apple-E*), this command erases the character at the cursor without inserting.

solid-apple-A: ADD FILES TO DESKTOP (requires 2 drives)

Exits to the current disk drive or directory, and lets you select one or more files for loading.

solid-apple-C: CENTER

Selects "CN" from the printer options menu to center subsequent text.

solid-apple-D: DELETE WORD AT CURSOR

The cursor may be anywhere on a word. To "Undo" the deletion, press *solid-apple-U*.

In the Spreadsheet this macro deletes a row. In the Data Base (unzoomed) it deletes a record.

Note 1: *Solid-apple-D* will erase and replace anything on the Clipboard.

Note 2: Use *solid-apple-Delete* to delete the character at the cursor.

Built-in Macros (continued)

solid-apple-F: FIND NEW WORD

This command works like *open-apple-F*, but clears the previous search word for you. Press Esc if you want to restore the old search word. This macro works in the Word Processor and Spreadsheet, but not in the Data Base.

solid-apple-G: GO TO MARKER #1

Moves the cursor to the first Marker #1 (which may be set with *solid-apple-M*). Answer Yes to go to the next Marker #1.

solid-apple-I: INDENT 3 CHARACTERS

Selects printer option IN, 3 characters. You may cancel further indentation with *solid-apple-O*. If you like to indent more or less than 3 characters, redefine this macro accordingly.

solid-apple-J: JUSTIFY

Selects printer option JU for aligned left and right margins.

solid-apple-K: CALCULATE AND FIND

Works like *open-apple-K*, but uses the currently selected printer, then asks which page to find.

solid-apple-L: LEFT JUSTIFY

Selects printer option UJ.

solid-apple-M: SET MARKER #1

Selects printer option SM, number 1. You can find this marker with *solid-apple-F* (above).

solid-apple-N: NAME

Prints the MacroWorks copyright message. You may want to replace this macro with your own name and address. This is a nice long macro to delete if you're having a macro file space problem.

solid-apple-O: INDENT ZERO

Selects printer option IN, zero characters, thus cancelling indentation.

solid-apple-P: PRINT (requires 2 drives)

Prints the current file from the beginning, using the current printer. The "current printer" is Printer #1 unless you have changed it.

solid-apple-Q: QUICK SWITCH (requires 2 drives)

Switches to the next file on the Desktop.

solid-apple-S: SAVE AND REMOVE

Saves the current file and removes it from the Desktop. (If you don't want the file removed, use *open-apple-S*.)

solid-apple-U: UNDO LAST DELETE

This command "Undoes" the last *solid-apple-D*, *Y* or *Z* command by copying the contents of the Clipboard onto the screen. *Solid-apple-U* will not Undo an *open-apple-D*, *M* or *Y* command.

solid-apple-Y: DELETE A LINE

Deletes the entire text line that the cursor is on. You may instantly "Undo" this command with *solid-apple-U*, making it easy to move single text lines or make duplicates (hold down the solid-apple key and slowly type Y U U...).

Note: *Solid-apple-Y* will erase and replace anything on the Clipboard.

solid-apple-Z: ZAP TO END

Deletes all text from the cursor to the end of the file. You may "Undo" this command with *solid-apple-U*.

This macro works in the Word Processor, Spreadsheet and Data Base (zoom-out mode).

Note 1: *Solid-apple-Z* will erase and replace anything on the Clipboard.

Creating Temporary Macros

The ten "temporary macros" *solid-apple-0* through *solid-apple-9* may be redefined "live" as you are using AppleWorks. These temporary macros are limited to a maximum of 70 keystrokes each and will remain in effect only until you reboot.

To create a temporary macro, type *open-apple-X*, followed by a one-digit number, then up to 70 keystrokes. Finish with a control-@.

TRY THIS EXAMPLE

Here's what you do to make *solid-apple-5* center and type five asterisks:

1. Press OPEN-apple-X. Notice that the cursor quits blinking; this tells you that a temporary macro is being created.
2. Press the 5 key.
Even though nothing happens visibly, you have just specified which key you are defining. Only the keys 0-1-2-3-4-5-6-7-8-9 are eligible.
From here on, MacroWorks will be memorizing every keystroke you type, so type carefully. If you mess up, skip to step 8 and start over.
The limit is 70 keystrokes, starting now...
3. Type open-apple-O, followed by CN, and then Return (this used 4 of your 70 keystrokes).
4. Press Esc.
5. Type five asterisks: *****.
6. Type open-apple-O, UJ, and press Return.
7. Press Esc.
8. Press control-@ (hold down the Control key while you type an "@"). This signifies the end of your temporary macro.

Note: On some Apples you don't need to press the Shift key to type control-@. On some you do.

Now you can test your temporary macro by simply typing *solid-apple-5*.

Temporary macros longer than 70 keystrokes are made possible by using two consecutive macros.

Creating Custom Macros

Creating a "permanent" set of custom macros that is available every time you boot AppleWorks is a two-step process:

1. Create a Macro File

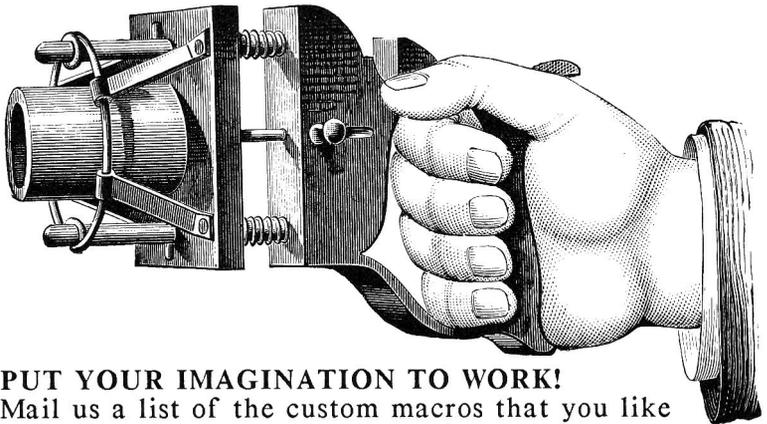
Use AppleWorks' Word Processor to test and write a custom "macro file". This procedure is explained starting on the next page.

2. Compile the Macro File

Boot the MacroWorks disk to "compile" (convert) your macro file, and update a copy of your Macro Master disk. This procedure is explained starting on page 20.

REBOOT TO USE

To put your custom macros into effect, simply boot the Macro Master disk you updated when you compiled your macro file. MacroWorks built-in macros will no longer be in effect.



PUT YOUR IMAGINATION TO WORK!

Mail us a list of the custom macros that you like to use. We'll pass the best ones along to other AppleWorkers in future newsletters.

Hey, be careful!

Writing macros is pretty easy, but if you violate any of the limitations on this page, your macro file will not compile successfully and you will have to reboot AppleWorks to make repairs.

FILE-SIZE LIMITATION

The macros in a macro file may use as many as 4,095 bytes (read about counting bytes on page 18). MACROS.AWP (the file you are changing) is nowhere near this limit. If you exceed the maximum bytes allowed, the compiler will fail to work, but will indicate the point at which the overflow occurred.

If you intend to write a very large macro file, keep your comments to a minimum. If the compiler will not load your macro file, you may have to delete or shorten some comments.

OFF-LIMITS MACROS

You cannot change the macros for *solid-apple-Delete* or *0-9*. These commands are included in the MACROS.AWP file after "END" just to illustrate how they were written. Of course you may temporarily redefine *solid-apple-0-9* from within AppleWorks--see page 12 for details.

With the exception of the macros just mentioned, you may define solid-apple macros for any keystroke, including control-keys.

SOME MORE DONT'S (details on following pages)

1. Don't forget to precede the macros in each macro file with the word "START", and end with "END". And be sure that "START" and "END" are immediately preceded and followed by carriage returns.
2. Don't define the same macro key twice. And don't define a lower case macro if you've already defined an upper case macro for the same key.
3. Don't let a macro contain another macro that hasn't been defined previously in the file.
4. Don't misspell a <bracketed> token name.

Custom Macros (continued)

MACRO FILE LAYOUT

The MACROS.AWP file begins with "Macro" and "Comment" column headings. These headings are optional and may be deleted or replaced with any comments you choose. The actual macros don't start until you see the word "START".



```
Macro                                     Comment
-----
START
<left>:<oa-tab><oa-tab><sa-left>|         jump to beginning of line
<right>:<sa-left><down><left>|           jump to end of line
```

The messages from "START" until the word "END" are the part of the macro file that counts.

Additional comments and suggestions for other macros follow "END".



```
Y:<sa-left><oa-ll>T<down><left><rtn>|     delete current line
Z:<oa-ll>T<oa-9><rtn><left>|             delete (zap) to end of file
END
-----
Type entry or use ⌘ or ⌘ cmds          Line 1 Column 1      ⌘-? for Help
```

THE MACROS

Each macro definition begins with the upper or lower case character (or token) representing the key used to activate it. Next comes a colon and the keystrokes of the command, followed by a "|" and, optionally, a comment. For example, the command *solid-apple-C*, which centers text, looks like this:

```
C:<oa-O>CN<rtn><esc>|           center text
```

Thanks to this macro, simply pressing *solid-apple-C* has the same effect as pressing *open-apple-O*, typing "CN", pressing Return, and then Esc.

ABOUT COMMENTS

Comments are optional; just be sure they are preceded by a "|". We like to align our comments vertically, but you don't have to.

TEST AS YOU GO

Since you are using AppleWorks to write your macro file, you can test each macro as you go, taking note of every keystroke. If a macro has 70 keystrokes or less, you may temporarily redefine *solid-apple-0-9* for a live test-run.

MACRO TOKENS

Keystrokes that don't print a character when you press the key are represented with the following <bracketed> "tokens":

 = Delete
<esc> = Esc
<rtm> = Return
<tab> = Tab
<left> = Left-arrow
<right> = Right-arrow
<up> = Up-arrow
<down> = Down-arrow
<spc> = Space (a typed Space also works)
<key> = Pause for a keystroke (see page 38).

IMPORTANT: WHEN DEFINING TEMPORARY MACROS (page 12), DO NOT USE TOKENS, USE THE ACTUAL KEYSTROKE INSTEAD (e.g. PRESS THE RETURN KEY; DON'T TYPE "<RTN>").
--

Open-apple and solid-apple keystrokes are represented similarly, followed by a hyphen and the appropriate key inside the <brackets>. For example:

<oa-A> = Open-Apple-A
<oa-B> = Open-Apple-B
<sa-A> = Solid-Apple-A
<sa-left> = Solid-Apple Left-arrow
etc.

Do not use an "sa" at the beginning of the macro you are defining; just use the command character itself. For example:

N:Harvey Doss<rtm>President<rtm>|

This macro makes *solid-apple-N* type Harvey's name and title on two lines. Notice that the command starts with a simple "N:", meaning *solid-apple-N*. (All changeable macros are solid-apple commands, never open-apple commands.)

Tokens may be typed in upper or lower case or mixed, but no extra spaces are allowed. Spaces outside of brackets are ok, but they will be "typed" just like any other character.

N:Harvey Doss <Ret>President<RET>|

The example above will work (the upper/lower-case Ret's are ok), but the space after Harvey's name wastes one byte (no problem if you can afford it).

MAKING ONE MACRO CALL ANOTHER

Macros often contain *open-apple* keystrokes. They may also contain *solid-apple* keystrokes as long as that keystroke was defined previously in the same macro file. For example, look at *solid-apple-Y*:

```
Y:<sa-left><oa-M>T<down><left><rtnt>|
```

This macro starts with a *Solid-apple Left-arrow* (<sa-left>) keystroke. This is ok because <sa-left> was defined earlier in the file.

Warning: When deleting an existing macro from a macro file, make sure it is not used by another macro (use AppleWorks' "Find" feature to check).

MAKING A MACRO CALL ITSELF

Macros may call themselves without going into an "infinite loop". If you don't believe us, look at the *solid-apple Left-arrow* macro:

```
<left>:<oa-tab><oa-tab><sa-left>|
```

When a macro calls itself, it will be repeated about 13 times. *Solid-apple Left-arrow* (above) actually executes about 26 *open-apple Tab* keystrokes to get to the left margin (even though one keystroke would sometimes be enough).

COUNTING BYTES (see warning, page 15)

A macro file may only use 4,095 bytes of actual macro space (not counting the space occupied by comments and the unchangeable macros; *Delete* and *0-9*). Each macro automatically uses two bytes of "overhead", plus one byte for each token, apple-command and text character. Comments use zero bytes. Here's an example:

```
N:<oa-O>CN<ret><esc>Hello<oa-O>UJ<ret><esc>|
```

The *solid-apple-N* macro above uses 2 bytes of overhead, plus 6 bytes for the six <bracketed> tokens, plus 9 bytes for the characters "CNHelloUJ". The total: 17 bytes used.

More Macro Ideas

The keystrokes for the macros on this page appear after "END" in the MACROS.AWP file. If you have enough free space, copy or move the ones you want into the actual table, above "END".

Word Processor:

solid-apple-H: CURSOR HOME

Jumps the cursor to the upper left of the screen. If already on the top line, it jumps up a page.

solid-apple-W: WORD SWAP

Swaps the words on either side of the cursor. Actually kind of useless, but fun to watch!

solid-apple-Plus: SUPERSCRIPT CODES

solid-apple-Minus: SUBSCRIPT CODES

Types start and end codes for super & subscript. You can then insert text between the two ^^'s.

Spreadsheet:

solid-apple-control-A: ALPHA-SORT A COLUMN

solid-apple-control-N: NUM-SORT A COLUMN

These two macros sort from the cursor down. Warning: Test for your particular application.

solid-apple-H: HOME

Sends the cursor to coordinate A1.

solid-apple-control-L: CHANGE ENTRY LAYOUT

General Purpose:

solid-apple-\$: SAVE & REMOVE EVERYTHING

Saves and removes all Desktop files. Use this command before you shut down.

Since you can't predict how many Desktop files there will be, this macro must remove each file after saving in order to work properly.

You may press Esc to exit this or any macro.

solid-apple-^: PRINT & SAVE EVERYTHING

Prints each Desktop file and then calls *solid-apple-\$* (above). Press Esc to escape.

solid-apple-X: EXTRA COPY

Makes a backup Desktop copy named "X" of the active Desktop file. Rename X to suit yourself.

Compiling a Macro File

After you create a custom macro file, you must compile (or "convert") it into a format that works with AppleWorks.

FIRST THINGS FIRST

Before you compile a macro file, you must have already:

1. Created an updated Macro Master disk, or a copy of a Macro Master disk (page 5).
2. Created a custom macro file with AppleWorks' Word Processor (page 13).
3. Saved the macro file on disk with a file name that begins with the word "MACROS."

HOW TO COMPILE A MACRO FILE

1. Boot the MacroWorks disk and select option M: *Main Menu*.
2. When the Main Menu appears on the screen, select option 1: *Enhance AppleWorks*.
3. Now select option 2: *Compile New Macros*.
4. Insert your disk containing the MACROS. file into a drive.
5. You will be asked "Where is your MACROS. file?" Choose the directory and press Return (see page 30 for instructions on choosing directories).
6. One or more file names will appear on the screen. Move the cursor to the name of the macro file you want compiled, and press Return.

Your macro file will quickly be compiled. If all goes well, you will be told so, along with the total bytes your macros used and the number of free bytes in the file. If an error occurs, you must reboot AppleWorks and make repairs.

7. Press Return to continue.
8. Insert a Macro Master disk into a drive.
9. You will be asked, "Where is your Macro Master disk?" Choose the directory and press Return to update the MACRO.SYSTEM file on the disk.

To update more disks, press Return; otherwise press Esc to quit.

Compiler Errors

If the compiler finds an error in your macro file, a message will appear on the screen. You must then reboot AppleWorks, load in your macro file and make corrections. Here are some possible errors:

BAD CALL

A macro attempted to use another macro which had not been defined previously in the macro file.

DUPLICATE NAME

You defined the same macro key twice. Don't try to define macros for upper and lower case versions of the same character ("a" and "A" are the same). And if you're using control-key macros, some keys like Tab and the Arrow-keys have control-character equivalents (Tab is control-I, Return is control-M, etc.; see the back of your Peeks & Pokes Chart).

ILLEGAL SYNTAX

You probably spelled one of the <bracketed> token names wrong (see page 17). Or you might have left out the colon after the macro name (see page 16).

NO START or NO END

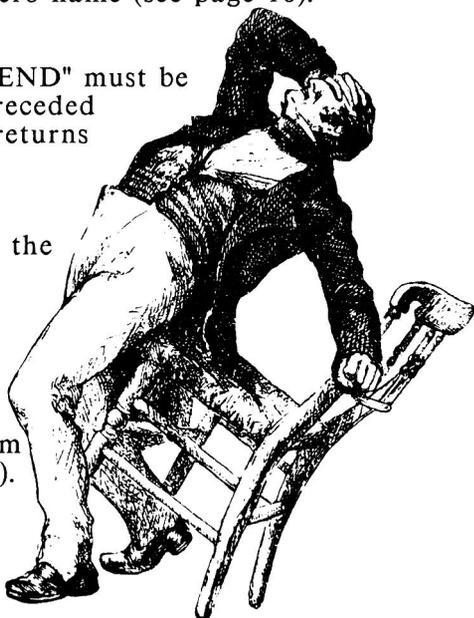
The words "START" and "END" must be on a line by themselves, preceded and followed by carriage returns (no spaces allowed).

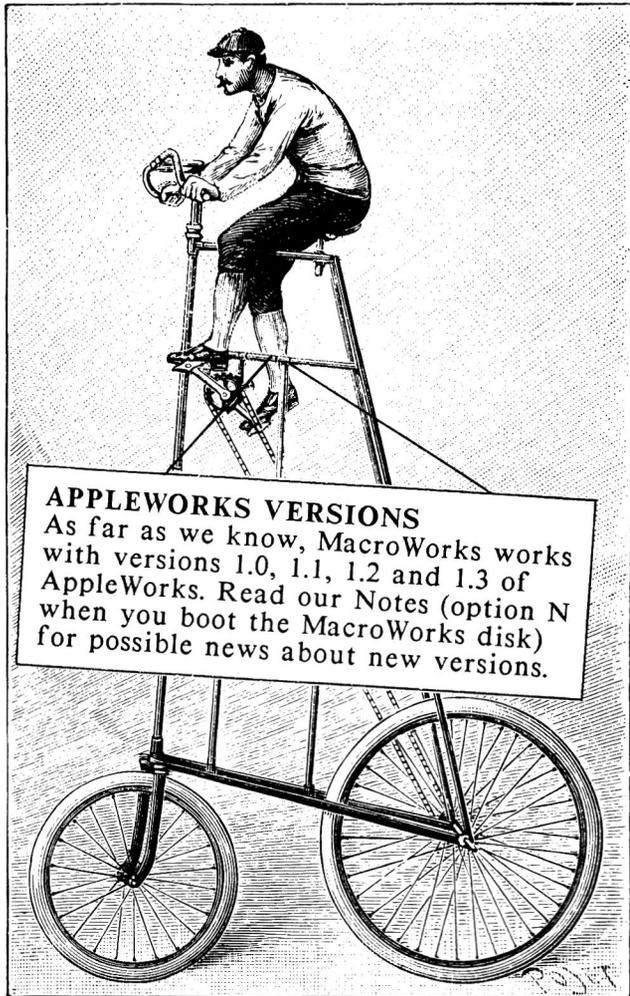
RESERVED NAME

You tried to define one of the unchangeable macros:
solid-apple-Delete
or 0-9.

TABLE FULL

You exceeded the maximum byte limit (see pages 15-16). The only solution is to eliminate or shorten one or more macros.





APPLEWORKS VERSIONS

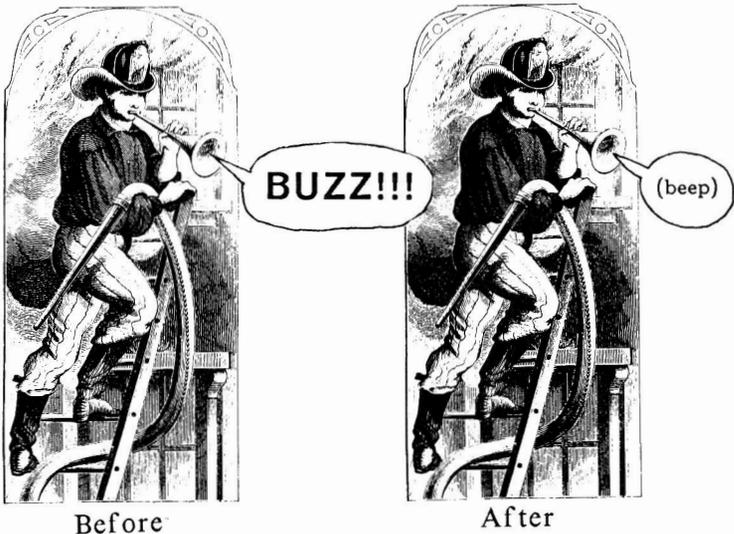
As far as we know, MacroWorks works with versions 1.0, 1.1, 1.2 and 1.3 of AppleWorks. Read our Notes (option N when you boot the MacroWorks disk) for possible news about new versions.

The different versions of AppleWorks that we've seen are practically identical at first glance. We're not sure what Apple's "official" AppleWorks update policy is, but if you take your original AppleWorks disks into the store where you bought it, they will probably give you a free update. (Don't tell them where you read this.)

Beep, don't buzz!

Here's how you can change AppleWorks' error buzz into a nice short friendly beep:

1. Boot the MacroWorks disk and select option M: *Main Menu*.
2. When the Main Menu appears on the screen, select option 1: *Enhance AppleWorks*.
3. Now select option 4: *Change Error Buzz to MacroWorks Beep*.
4. Press the Space Bar a couple of times to see how you like the beep. If you don't like it, quit by pressing Esc.
5. If you like the beep, press Return.
6. Insert one of your Macro Master disks into a drive. You will be asked "Where is your Macro Master disk?" Choose the directory (page 30) and press Return.



By the way, if you're really into buzzing and beeping, buy a copy of Beagle Bros' BIG U disk. It contains a "freebie" program that lets you design a wide variety of AppleWorks error sounds, from almost silent to downright obnoxious.

Making Custom Help Screens

If you never use AppleWorks' *open-apple?* help messages, you may replace them with anything you like; a list of new macros, phone numbers, or whatever. Here's what you do:

1. Make a copy of your AppleWorks Program disk (read the note at the bottom of the next page).
2. Boot the MacroWorks disk and select option M: *Main Menu*.
3. From the Main Menu, select option 1: *Enhance AppleWorks*.
4. From the next menu, select option 3: *Customize AppleWorks Help Screens*.
5. You will be asked "Where is the AppleWorks Program disk?" Choose the directory and press return (see page 30).
6. Choose the help screen you want to edit: Word Processor, Data Base or Spreadsheet. That screen will be loaded from disk and the first line will be shown near the bottom of the screen.
7. Edit as many lines as you want (see below).
8. Press Esc when you're finished.
9. Select option 4: *Save New Help Info* and update a copy of your AppleWorks Program disk. If you skip this step, your changes will be lost.

USING THE HELP EDITOR

Use the arrow keys to move from line to line. Press Return to begin editing; then just type in the new characters (no inserting or deleting allowed).

You are limited to the length of the original help line. For shorter lines, end with spaces. Press Return when finished, or press Esc to restore the entry and select another line.

TYPING MOUSETEXT

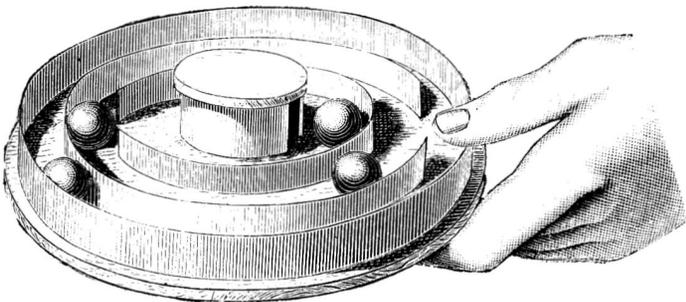
Each of the 32 MouseText characters may be typed by holding down the open-apple key while you press another key. Look at the Mouse Characters column of the "ASCII Values" chart that came with MacroWorks (reverse side of Peeks, Pokes & Pointers). You may also use open-apple with the control-characters from column 1 (Return, Tab, Arrows, etc.).

Apple has threatened to change its MouseText characters from time to time, so don't blame us if our ASCII Values chart is wrong.

Help Update

You may replace AppleWorks' Word Processor help screen with a list of MacroWorks' built-in closed-apple macros. Here's the procedure:

1. Make a backup copy of your AppleWorks Program disk.*
2. Boot the MacroWorks disk.
3. Press "Q" to quit.
4. Type "-HELP.UPDATE" (don't forget the hyphen).
5. Select option 1: *Install MacroWorks Help Screen*.
6. Insert the backup copy of your AppleWorks Program disk and press Return.
7. You will be asked "Where is the AppleWorks Program disk?". Choose the directory (page 30) and press Return.
8. That's it. Now when you use this AppleWorks Program disk and press *open-apple-?*, you will see descriptions of MacroWorks' built-in macros.



- * **"PROGRAM DISK"** Note: The floppy disk version of AppleWorks uses two disks: a Startup disk (the one you boot) and a Program disk. If you are using AppleWorks on a hard disk or UniDisk 3.5, there will be one disk, not two. For now, consider this one disk as your "Program disk".

Alpha-Cat

Boot the MacroWorks disk and select Alpha.Cat from the Main Menu. Or from Applesoft, type "-ALPHA.CAT".

Alpha.Cat will make a two-column printout of your unprotected ProDOS disk catalogs, alphabetized or not. You are given the options of including all of the files on the disk or just the AppleWorks files. The two-column printout will fold up and fit nicely into a floppy disk sleeve.

```
/MYDISK.86/  
BLOCKS FREE:  101    BLOCKS USED: 179  
-----  
awp:AUNTS.UNCLES    awp:OLD.NOTES  
asp:BALLOON.PMT     asp:ORANGE.RECPTS  
asp:BREAKDOWN       adb:PIANO.CLIENTS  
adb:DOWNTOWN.OFCRS  awp:PLASTIC.MONEY  
awp:FRED.LETTER     awp:RADIO.SPOT  
awp:GARBAGE         awp:RALPH.NOTE  
awp:LETTER.FORM     awp:SUNSHINE.NEWS  
awp:LETTER.GOLDIE   awp:TRADE.TALK  
awp:LETTER.SAM      awp:UNCLE.LOUIE.1  
awp:LETTER.SAM2     adb:WAIT.LIST  
awp:NEWSLETTER.87  awp:YES.NOTE  
awp:NEWSLETTER.88  awp:YES.NOTE.REV
```

FILE-TYPE CODES

Each file name is preceded by a three-letter code that tells you what type of file it is:

awp means AppleWorks Word Processor file.

adb means AppleWorks Data Base file.

asp means AppleWorks Spreadsheet file.

If your printout contains non-AppleWorks files, you may see other codes as well. Here are the most common non-AppleWorks file types:

bas means Applesoft BASIC file.

bin means Binary file.

txt means Text file.

sys means System file.



Analyst

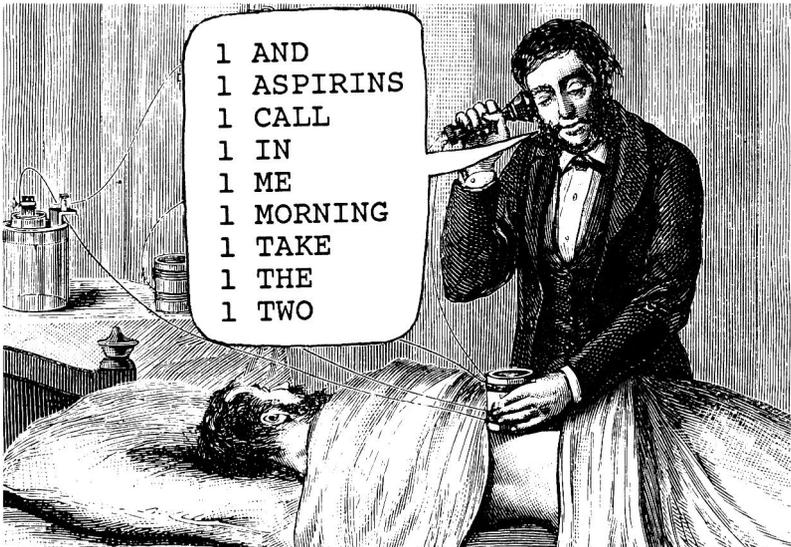
Boot the MacroWorks disk and select Analyst from the Main Menu. Or from Applesoft, type "-ANALYST".

Analyst analyzes your AppleWorks Word Processor files and lets you analyze your writing style or write an index or glossary. (You may even find a misspelled word or two!).

Analyst will only let you load AppleWorks Word Processing (AWP) files whose size is 15K (30 blocks) or smaller.

Analyst counts all of the words in a file and gives you a printout of all the words, alphabetized or not. At the end of the list, you get a report of the total number of words, the number of unique words (different from any other), the total characters and the average number of characters per word.

Analyst ignores case (all words are converted to upper case). "Definition A"; includes words starting with numbers; "Definition B" doesn't. Other than numbers, the only single-digit words counted are "A" and "I". Apostrophes are included only if followed by a legal character.



Galley

Boot the MacroWorks disk and select Galley from the Main Menu. Or, from Applesoft, type "-GALLEY".

Galley prints Word Processor documents in 2 or 3 columns. You must do all editing and specify column widths and page breaks from the Word Processor.

Due to the wide variety of printers in the world, Galley ignores all underscore, bold, subscript and superscript commands.

Galley will only let you load AppleWorks Word Processing (AWP) files that are 20K (40 blocks) or smaller. To print a larger file, use AppleWorks to break it into two or more smaller files.

1. SET YOUR MARGINS

To prepare a file for Galley to print, you must use the AppleWorks Word Processor and set up a right margin that creates one long narrow column. (You may set the margin after you have finished typing your document.) We have been successful with a standard left margin setting of 1.0 and:

For 2-column printouts: Right margin 3.5

For 3-column printouts: Right margin 4.8

To set your right margin, move the cursor to the top of the document. Press *open-apple-O*, then type RM (Return) and 3.5 (Return). Then press Esc.

Important: Look for other margin settings in your document; they might cause problems.

2. SET YOUR PAGE BREAKS

Galley starts a new column every time it finds a forced page break. Forced page breaks are created with the *open-apple-O NP* command. Or use the MacroWorks built-in *solid-apple-Return* macro.

A forced page break must occur immediately after a forced carriage return. To break a page in the middle of a paragraph, force a carriage return (just press Return) at the end of one of the lines.

3. SAVE AND TEST

Save your one-column Word Processor file in the usual manner, quit AppleWorks and try Galley.

If your printer gives you unaligned columns, turn proportional-spacing OFF (see your printer manual).



About
HEADLINES
 and Pictures

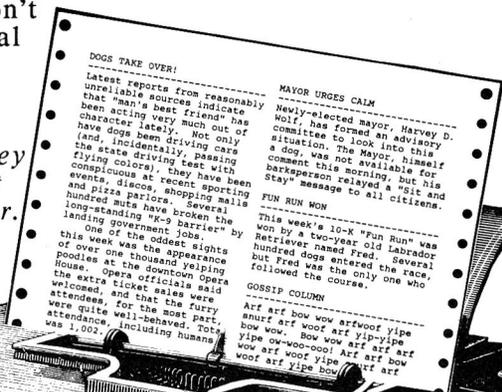


You can easily add headlines and pictures to your printouts by using materials from sources such as:

- Headlines lifted from magazines
- Rub-on letters
- Clipped printouts of words and pictures from The Print Shop or Beagle Bros' Shape Mechanic and Minipix disks (samples above).

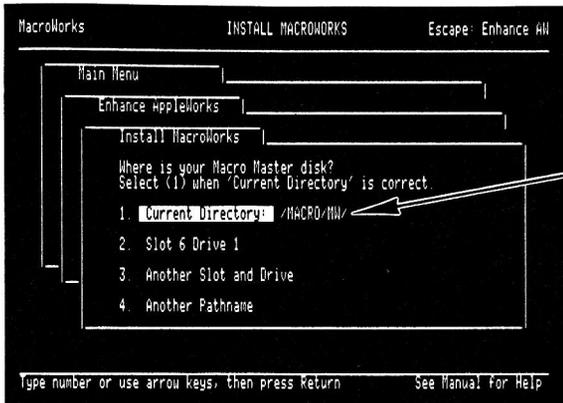
Attach with Scotch tape or spray glue. A photocopy machine makes a good printing press, and if the darkness is set properly, the edges of the pasted-on materials won't show in the final product.

*Shown here:
 A 2-column Galley
 printout, straight
 out of the printer.*



Directory Selection

Many of the programs on the MacroWorks disk use a "Where's Your Disk?" menu that looks like this:



Your job is to select option 1 when the directory name (preceded by a slash) corresponds to the name of the disk or directory that you want to access.

SELECTING DISKS BY DRIVE

If the directory you want to access is a main directory (not a subdirectory), you may select it by specifying a slot and drive. If you use floppy disks, this is probably the method you will use.

99% of all Apples have drives connected to Slot-6 Drive-1 and, if there's a second drive, Slot-6 Drive-2. On Apple IIc's, Drive-1 is the internal drive and Drive-2 is the external drive.

If option 2 shows you the slot and drive you want, move the cursor to option 2 and press Return. Or, to change the slot and drive, move the cursor to option 3 and press Return. Then type in the correct slot and drive.

When the directory name at option 1 reads correctly, move the cursor there and press Return.

SELECTING DISKS BY PATHNAME

If the directory you want to access is a subdirectory (common on hard disks and Unidisk 3.5's), you must specify the complete ProDOS "pathname". Move the cursor to option 4 and press Return. Then type in the pathname and press Return. Then move the cursor to option 1 and press Return.

Your Apple manuals explain about pathnames. Just be sure you use this format:

/DISKNAME/SUBDIR1/SUBDIR2

Bird's Better Bye

(by Alan Bird of The Software Touch)

FOR ADVANCED APPLERS ONLY

The MacroWorks disk includes a slightly-altered version of ProDOS containing an improved "Bye" program selector that lets you select System files from a menu. You may transfer MacroWorks' PRODOS file onto your AppleWorks Startup disk.

USING THE NEW SELECTOR

When you boot a disk that has this custom PRODOS file, the new Bye code is installed in memory. Then when you quit AppleWorks (or type "BYE" from Applesoft), a menu appears displaying the names of all the System (SYS) files and subdirectories on a disk. Something like this:

```
ESC: CHANGE VOLUME
RETURN: SELECT FILE
```

```
/APPLEWORKS
  PRODOS
  BASIC.SYSTEM
  APLWORKS.SYS
  SEG.00
  MACRO.SYSTEM
  /SUB1
```

In this example, "/APPLEWORKS" is the name of the current directory. Below that are the names of all that directory's System files and subdirectories. Each subdirectory name is preceded by a slash.

MAKING IT WORK

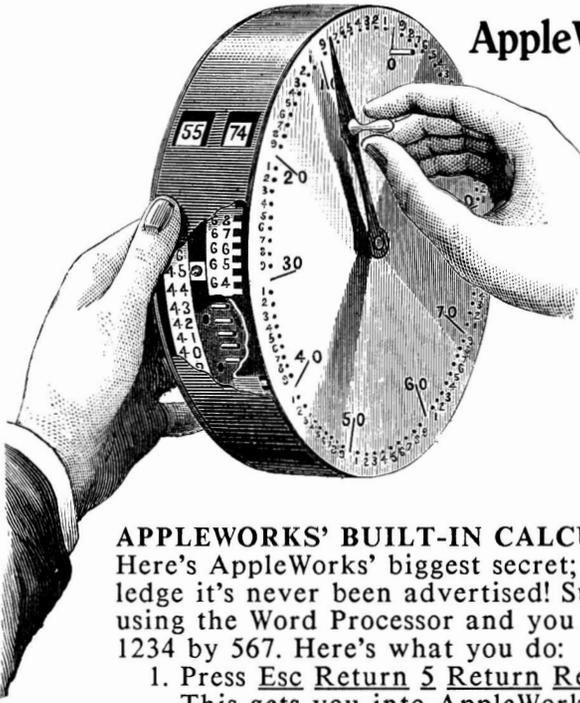
Use the Arrow keys to highlight a file name. Then press Return to activate a System file or look at a new menu from the selected subdirectory.

In the example above, you may select MACRO.SYSTEM to use AppleWorks with macros, or APLWORKS.SYS to use the original AppleWorks without macros. Select BASIC.SYSTEM, if available, to use Applesoft BASIC.

READING OTHER DISKS AND DEVICES

To read another disk drive or disk, press Esc. That's what "Esc: Change Volume" means in English.

AppleWorks Tips



APPLEWORKS' BUILT-IN CALCULATOR!

Here's AppleWorks' biggest secret; and to our knowledge it's never been advertised! Suppose you're using the Word Processor and you want to divide 1234 by 567. Here's what you do:

1. Press Esc Return 5 Return Return X Return. This gets you into AppleWorks' Spreadsheet.
2. Type 1234/567 and press Return. There's your answer on the screen! To get back to your Word Processor file, use *open-apple-Q*.
3. Getting back to your "calculator" again is easy--use *open-apple-Q* and select file X.

The Spreadsheet uses slash (/) for *divided by*, asterisk (*) for *times* and Return for *equals*.

RENAMING APPLEWORKS FILES

One way to rename an AppleWorks file is:

1. Load and rename it with *open-apple-N*.
2. Save it on disk.
3. Delete the old version from the disk.

Another way is:

1. Boot the MacroWorks disk and press Q to quit.
2. Insert an AppleWorks data disk in drive 1.
3. Type "PREFIX,D1" (return).
4. Type "CAT" (return) to see the file names.
5. Type "RENAME OLDNAME,NEWNAME" to change a file's name (15 characters max; letters, numbers and periods only).

TWO-SIDED DISK TIP

Copy your AppleWorks Startup disk onto one side of a floppy and your Program disk onto the back. Then you only have to grab one disk when you want to use AppleWorks. When you boot side one and are told to insert your Program disk, just flip the disk over and you're in business. If you choose a special color for this disk, like bright yellow, it will be that much easier to find on that messy desk.

To copy onto the back of a floppy, you need to punch a second write-protect notch in its side. To make a disk bright yellow... Never mind.

SEARCH AND REPLACE TIP

If you're word processing a document that uses the same word or phrase repeatedly, you can set up a macro that types the word for you. OR, use plain old Search & Replace. While you're typing, use a "\" (or any other weird character) instead of the word or phrase. Then occasionally go to the beginning of the document, press *open-apple-R*, and replace all of your \"'s with anything you want.



JUST FOOLING AROUND

Use AppleWorks' Search & Replace to change all occurrences of the word you to you-all. Or change all of the e's to ooo's. Or all of the the's to hotdog's. Then get back to work.

UNIDISK 3.5 AND APPLEWORKS

Apple's Unidisk 3.5 uses Macintosh-style 3.5-inch disks; we love 'em! They are less fragile than floppies and hold almost six times as much data (one disk may be all you'll ever need). And the Unidisk lets you access data in half the time.

Of course, hard disks are nice too and even faster than Uni's. But hard disks are sort of "intangible"; you can't hold one in your hand and stick a label on it. And if a disk problem occurs, you could lose *tons* of data. And hard disks are kind of noisy. And... well, we like the Unidisk.

<PAGE NUMBER> TIP

When writing a long document, we like to force page breaks and type in page numbers as we go. By using the format "<page 3>" we can jump from page to page by simply searching for the character "<".

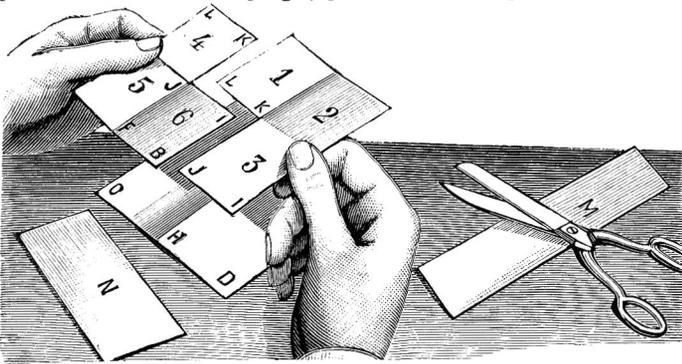
I THOUGHT I SAVED THAT FILE...

It's good practice to save a document before you print it, just in case something goes wrong. With AppleWorks, if you save before printing, you are told that you have made changes and should save the file again. Actually *you* didn't change the file; *AppleWorks* did, by installing page breaks. You really don't need to save again. Of course to play it safe, maybe you should...

One solution is to do an *open-apple-K* before saving (a new macro!). Then AppleWorks won't have to make changes before printing.

HOW TO PRINT JUST ONE PAGE

To print only one Word Processor page, move the cursor to the beginning of your document and do an *open-apple-O PE* (Pause Each page). Then put the cursor on the first line you want printed, and do an *open-apple-P C* (print from Cursor). When your printer finishes a page, press Esc to quit.



RE-SORT YOUR FILES

AppleWorks displays file names in an alphabetized list. You can set up subgroups within this list by starting each file name with an appropriate prefix. For example, all of your letters to people could start with the characters "LTR."

OPEN-APPLE-HARD COPY

Although you won't see it in your Word Processor help screen, remember that *open-apple-H* will print a copy of the screen. This is a handy way to print quick notes, a disk catalog, or anything else that you see on the screen. Press your printer's form-feed button when finished printing.

CARELESSLY SAVING A FILE...

AppleWorks' "Carefully saving this file" comment cracks us up, but we couldn't resist changing it on our private disks. We used Bytezap.Pro from Beagle Bros' Pro-Byter disk to change "Carefully" to "Carelessly". The same program lets you change any AppleWorks message; you can even put your name on the title screen right next to Rupert's!

SAVE DELETE RENAME

AppleWorks has a clever (careful!) way of saving files that lets you press Esc if you change your mind during a save. Here's what happens when you save a file called "Note" that's already on a disk.

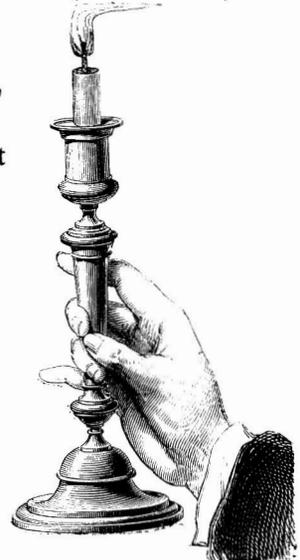
1. Your file is saved as "APPLEWORKS.TEMP".
2. If Esc isn't pressed, Note is deleted.
3. APPLEWORKS.TEMP is renamed "Note".

NEVER DO THIS!

Never save an Appleworks file that has any value under the name "APPLEWORKS.TEMP" (clue above).

OR THIS

If you use *open-apple-F* to search for a page number and you type "?" (maybe a couple of times) instead of the requested number, you might cause AppleWorks to hang, and you'll have to reboot.



Tips (continued)

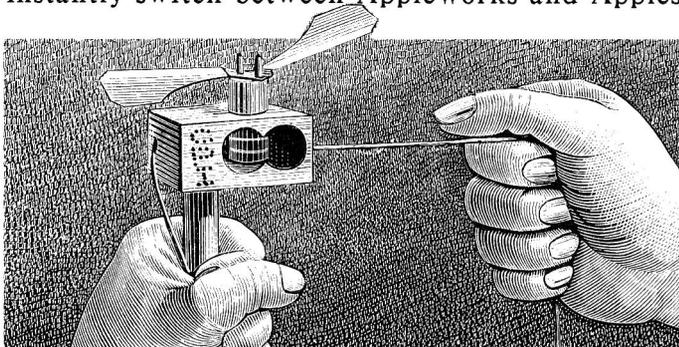
ZOOM

We said it before, but we'll say it again: When using macros, it's easier on the eyes if you keep those Word Processor carriage returns and printer codes "lit up" by activating *open-apple-Z*.

RAMSPEED!

If you have at least 320K total memory, you can use AppleWorks (pre-version 1.3) on a 192K RAM disk. Then you never have to wait for your drive when switching applications, printing, etc.

Use Big U's File-Mover program to copy all of the various AppleWorks program files onto the RAM disk. Put Basic.System there too and you can instantly switch between AppleWorks and Applesoft.



A USE FOR CHARACTERS-PER-INCH

To trick AppleWorks into accepting special printer codes, try setting up a Custom Printer and using the different "characters per inch" options. For example, 10 chrs/inch could send an *Esc ABC* to the printer, and 11 chrs/inch could send *Esc DEF*.

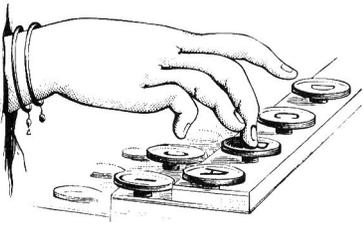
This manual was written with AppleWorks and typeset an HP LaserJet printer. The characters-per-inch trick was used to change fonts.

ATTN: QUARKERS

If you use a Quark hard disk--or even if you don't--boot the MacroWorks disk and select option N: *Notes*. There might be news that applies to you.

AND PINPOINTERS

Unless the boot-up notes say otherwise, MacroWorks will not work with Pinpoint. We suggest that you make two copies of AppleWorks, one with macros and one to be used with Pinpoint.



Macro Tips

MAX-WIDTH MACRO

Set up a Word Processor macro that sets the left and right margins to 0.0 inches:

```
W:<oa-O>LM<rtm>0<rtm>RM<rtm>0<rtm><esc>|
```

Now you can fit more words on the screen and do less scrolling. Fix the margins before printing.

Use maximum width settings when writing custom macro files and you'll have more room for comments.

GALLEY COLUMNIZER

Use this macro to start a new column by inserting a page break at the cursor.

```
<rtm>:<rtm><oa-O>NP<rtm><esc>|
```

This is similar to the built-in *solid-apple-Return* macro, with an extra `<rtm>` at the beginning.

SUPER UNDO-PER

Take advantage of *solid-apple-U* for making duplicate copies of whatever's on the Clipboard. And don't forget, you can put text on the Clipboard with *solid-apple-D*, *Y* and *Z*.

MAGIC MARKERS

Markers are great for setting vertical "tab stops" throughout a Word Processor document. They let you scroll to another section and quickly find your way back. We have found that using only Marker #1 (instead of many different numbers) prevents confusion. Use *solid-apple-M* to set Marker #1's wherever you want; at page breaks, paragraph headings, etc. Use *solid-apple-F* to find them.

Which reminds us, have you noticed that you can't search in the middle of a move? Sure you can:

1. Use *solid-apple-M* to set a marker at the point you're going to move to.
2. Go to the text you're going to move and use *open-apple-M* or *C* to transfer it to the Clipboard (a-ha!).
3. Use *solid-apple-F* to find your marker.
4. Use *solid-apple-U* to transfer the Clipboard onto the screen.
5. Use *solid-apple-D* to delete the marker.

A few more Tips:

GET A <KEY>

The <key> token (page 17) may be used when you want to be able to type something in the middle of a macro. The example below would let you specify a new right margin by typing *solid-apple-R*, then a 3-keystroke number (like "1.2" or "2.0"):

```
R:<oa-O>RM<rtn><key><key><key><rtn><esc>|
```

PRINTER CODE ZAPPERS

Use *solid-apple-D* to delete AppleWorks indents, page breaks, and so on. If you want, you can even move them to a new position with *solid-apple-U*.

MACRO KEYSTROKE SAVER

We just bet five bucks that you didn't know you could type a letter to select those AppleWorks options at the bottom of the screen. Did we win?

For example, when you press *open-apple-F* the bottom text line says:

Text Page Marker Case sensitive text Options...

Instead of moving the cursor with the Right-arrow, you can select by pressing T, P, M, C or O. Use this trick when creating custom macros, and save yourself a keystroke or three.

MULTI-MACRO DISKS

Since MacroWorks' macro files are limited in size, and since many macros for the Word Processor won't work in the Data Base and Spreadsheet, why not make separate boot-up disks for different applications?

KYAN PASCAL MACROS

The Kyan Pascal compiler converts Pascal source into 6502 code, making it faster than Apple Pascal. There is a macro file on the MacroWorks disk called *Macros.Pascal*; it can be compiled into macros that print Pascal commands with one keystroke. Use AppleWorks to read the comments in the file.

ALL MACRO'D OUT?

To use non-macro AppleWorks from one of your Macro Master disks, you need to execute the *Aplworks.Sys* file instead of the *Macro.System* file. You can do this from Applesoft (type "-APLWORKS.SYS") or from Bird's Better Bye (see page 31).

BIG U

ProDOS™ UTILITY DISK by Randy Brandt

\$34.95, Mostly compatible* with any Apple II (64K or 128K)* and ProDOS

**Compatibility Note: The Big U programs listed in this column require 128K minimum and/or 80-column hardware:*

NEW ProDOS UTILITIES

FILE MOVER (IIc or 80-column IIe)

File Mover replaces Apple's monstrous *Filer* and *IIc System Utilities* programs for ProDOS file manipulations (not 3.3). File Master is fast, friendly, GPLE-compatible (no need to reboot) and works with the Unidisk 3.5.

MENU-SELECTABLE OPTIONS: Copy or Move all kinds of ProDOS files from disk-to-disk or directory-to-directory. VIEW the contents of any file. TIME & DATE always appear on the screen and may be adjusted.

With 128K, File Master will format the RAM disk† and transfer files to or from floppies. Or disconnect the RAM disk to free auxiliary memory. Format floppies too, gaining up to 40 more blocks of disk space (depends on your drives).

CRT WRITER (IIc or 80-column IIe reqd.)

Use CRT Writer to create fancy 80-column title screens for your programs. Or write and print short notes without booting up your word processor. Includes advanced features like block-move and instant "undo" (repairs mistakes). Save screens on disk for later use.

KEY-CAT 80 (80-columns reqd.)

Press Control-Reset to *instantly* see a disk's catalog in 80-columns. One keystroke then Runs any program (no file names to type).

RAM-LOAD (IIc or 128K IIe reqd.)

Automatically transfers files to and from the RAM disk.† Loads fast—10 blocks per second! Make a custom floppy with your most-often used programs, and load them all into memory.



†With 128K, you can use the RAM disk like a ProDOS version of our DOS 3.3 DiskQuik disk

**Compatibility Note: The Big U features listed in this column require 64K minimum and will work on any Apple II:*

NEW ProDOS COMMANDS

Big U lets you add 18 new commands to your repertoire. Here are just a few:

COPY: One keyboard command will copy any type of ProDOS file from disk-to-disk or from directory-to-directory (or subdirectory).

XLIST: List the Applesoft program in memory at machine-language speed in improved format (each statement on a new line). Same format as on Utility City and Double-Take but "XLIST" becomes an in-memory alternative to Applesoft's LIST command.

ANYCAT: Catalog both DOS 3.3 and ProDOS disks with the same command.

MON & NOMON: Monitor ProDOS file handling so you know what is happening (works just like DOS 3.3's MON command).

SHOW: One command both loads and shows you any hi-res picture on a disk.

SEE: List any Applesoft disk program without disturbing the program in memory. You can "SEE" text files too.

BIG U BONUSES

ERROR EDITOR-PRO: Change ProDOS's error messages to anything you want. Just like DOS Boss—change "Path Not Found", etc.

INPUT-PRO: A smart Input routine! Accepts commas & colons, and rejects control-characters. Hit Esc to abort input, or hit Return with cursor anywhere on the line. Makes IIe/IIc Delete-key backspace & delete. Lets you pre-determine maximum string length.

REM ZAPPER: Lets you work two versions of the same Applesoft program—one with Rem's and one without. Switch instantly.

CUSTOM-CAT: Print multi-column ProDOS catalogs on the screen or on your printer.

DATE-CAT: Makes the current date appear at the top of your ProDOS disk catalogs.

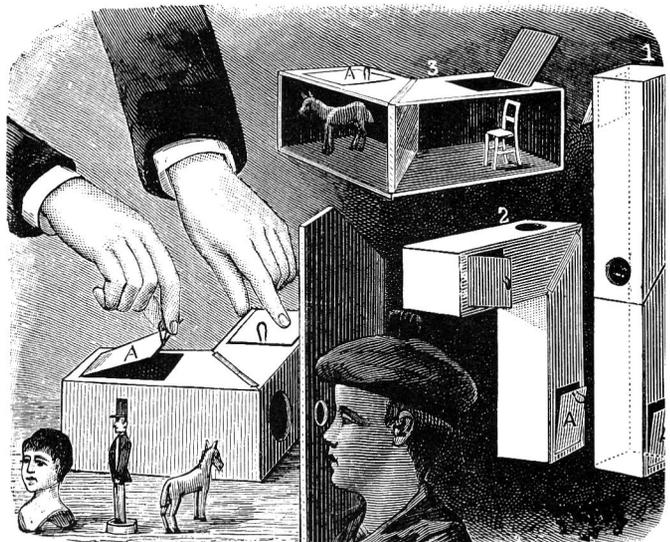
U-CITY CONVERSIONS: The Big U disk includes ProDOS versions of several Utility City programs (Bigliner, Append, Run-Counter, Date-Counter, etc.).

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