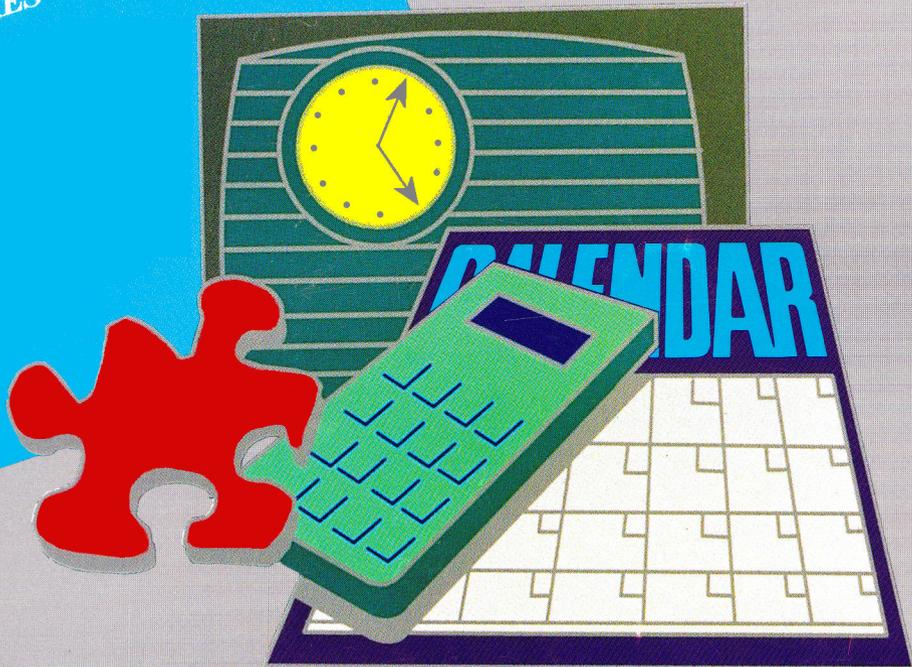


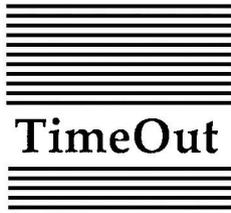
TIMEOUT DESKTOOLS™

MAKES THE BEST DESKTOP TOOLS AVAILABLE INSIDE APPLEWORKS™!



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TimeOut DeskTools™

Power Tools for AppleWorks™
by
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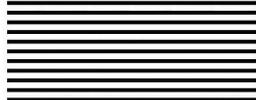
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Chapter 1



Welcome to TimeOut DeskTools

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

Because the DeskTools are integrated with AppleWorks, you can use them without leaving AppleWorks. This makes TimeOut DeskTools quick and easy compared to other AppleWorks enhancements.

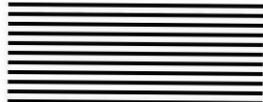
About this manual

The remainder of this manual is divided into two main sections. Chapter 2 describes installing TimeOut and chapters 3 through 14 describe each of the DeskTools.

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 7.

If you're not familiar with AppleWorks, 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, then refer to the appropriate sections of your AppleWorks manuals.



Chapter 2



Installing TimeOut

TimeOut DeskTools is provided on both 5.25-inch and 3.5-inch disks. Before using your *TimeOut DeskTools* disk, please take a moment to make a backup copy of the disk you will be using. Since the disks are not copy-protected, you may use any standard disk duplication program such as *Filer*, *System Utilities*, *Copy II Plus*, or Beagle Bros' *TimeOut FileMaster*. Be sure to write-protect and safely store your original disk so you don't accidentally overwrite it. (Use the backup copy when using TimeOut DeskTools). Please do this now.

Beagle Bros software isn't copy-protected. That makes it easier for you to use and easier to make backup copies. Please support us in our commitment to supply friendly, easy-to-use software by not giving away copies to your friends.

TimeOut Compatibility

TimeOut is the controlling program that modifies AppleWorks and makes it possible for you to use applications like TimeOut DeskTools from *inside* AppleWorks. TimeOut applications are actually integrated into the AppleWorks environment, unlike other AppleWorks enhancements you may be familiar with. This revolutionary advancement makes them more powerful, faster and easier-to-use.

TimeOut is compatible with AppleWorks versions 2.0 and later. If you have an earlier version, contact your dealer about getting an update from Apple. You must also have the USA version. TimeOut does not work with foreign language versions of AppleWorks.

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

If you are installing TimeOut with other AppleWorks enhancements, we recommend that you install TimeOut last. The only exception is if you are also using the Pinpoint desktop accessories. Always install Pinpoint last.

Installation

Once your backup copy has been made, boot your *TimeOut DeskTools* disk by placing it in your boot drive and turning your computer off and back on or by pressing Control-Open-Apple-Reset.

Soon the title screen will appear. The menu contains three options:

1. Update AppleWorks
2. Read NOTES
3. Quit

Select Read NOTES. This will inform you of any changes to TimeOut DeskTools that have been made since this instruction manual was printed.

After you have read the NOTES, you will return back to the TimeOut startup screen. This time select Update AppleWorks.

Sorting the TimeOut Menu

You must now specify whether or not you would like TimeOut to sort the list of TimeOut applications in the TimeOut menu. The names will be sorted alphabetically if you specify Yes. Otherwise, they will appear in the same order as they do in the disk catalog. By specifying No, you decide the order of the names in the TimeOut menu by placing them on your TimeOut applications disk in the order that you want.

Location of TimeOut Applications

The next step is to indicate where TimeOut should look for the TimeOut applications. All of the TimeOut applications must be placed on the same disk. This can be a hard disk, a RAM disk, a floppy disk, or any ProDOS disk device. (See *Copying Applications to the TimeOut Applications disk* on page 7.) The choices you have are:

1. AppleWorks STARTUP disk
2. Slot and Drive
3. ProDOS directory

The simplest approach is to place the TimeOut applications on your *AppleWorks STARTUP* disk. By doing that, you never have to search for a separate TimeOut applications disk. If you have a hard disk or a 3.5-inch disk, you can place them in the same directory or subdirectory with your AppleWorks STARTUP program (APLWORKS.SYSTEM).

If you have more than one disk drive, you may want to dedicate one drive to your TimeOut applications. You may specify either *Slot and Drive* or *ProDOS directory* to indicate where the TimeOut applications disk will be. For more information on ProDOS directories, see the section in your AppleWorks manual called *ProDOS, prefix for filenames*.

Location of AppleWorks

The next step is to indicate where your AppleWorks STARTUP program is so TimeOut can be installed. You may specify either *Slot and Drive* or *ProDOS directory*. After indicating the location of AppleWorks, press a key and your AppleWorks STARTUP program will be updated with TimeOut.

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

Re-installing TimeOut

After you have already installed TimeOut, if you need to change the applications disk location or the order of the menu, you can re-install TimeOut by following the same steps for initial installation. This will only work if you have not installed any other AppleWorks enhancement programs since you installed TimeOut. If you have, then you may need to completely reconfigure AppleWorks.

Copying Applications to the TimeOut Applications disk

If you are using other TimeOut applications, you will need to copy DeskTools to your TimeOut applications disk. Otherwise, you have the option of using the TimeOut DeskTools disk as your TimeOut applications disk or any other disk (i.e. the AppleWorks Startup disk, a RAM disk, or a hard disk).

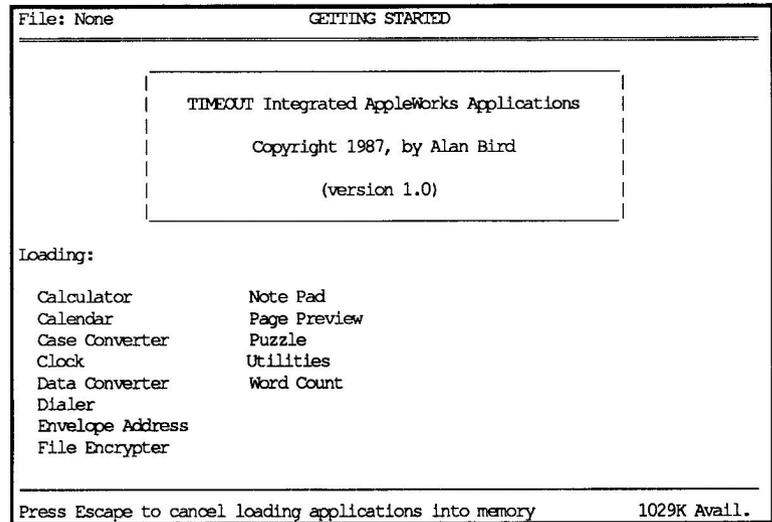
If you need to copy the applications to another disk, you can use any standard file copy program such as the *Filer*, *System Utilities*, *Copy II Plus*, or *File Master*. You will need to copy the following files:

TO.CALCULATOR	TO.ENVELOPE.ADR
TO.CALENDAR	TO.NOTE.PAD
TO.CASE.CONVERT	TO.PAGE.PREVIEW
TO.CLIPBOARD	TO.PUZZLE
TO.CLOCK	TO.UTILITIES
TO.DIALER	TO.WORD.COUNT
TO.ENCRYPTER	

Note: You may not need to copy the file TO.UTILITIES if it's already on your TimeOut applications disk.

Starting up AppleWorks with TimeOut

When you start up AppleWorks with TimeOut installed, you should see the TimeOut title screen before you reach the AppleWorks main menu. TimeOut will scan your TimeOut applications disk looking for TimeOut applications.



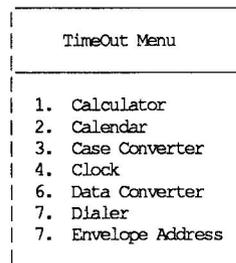
Note: If you receive a message indicating that TimeOut is getting errors trying to load the TimeOut applications, it means that TimeOut is unable to find the applications. At this point you must insert your applications disk if you have not already done so. If you have inserted your applications disk and are still getting errors, you either do not have any applications on the disk or your disk has been damaged. You will need to create a new applications disk.

If you do not see a TimeOut title screen, you have not installed TimeOut correctly. Go back to page 5 and start over.

As TimeOut identifies each TimeOut application, they are listed on the screen. An asterisk ("*") before the application name indicates that it is memory-based. You may press Escape at any time to prevent memory-based applications from loading into memory (see page 87 for an explanation of memory-based applications). This doesn't affect your ability to use them, it just makes them disk-based.

Accessing TimeOut Applications

While you are using AppleWorks, you may call up the TimeOut menu at any time by holding down the Open-Apple key and simultaneously pressing the Escape key. A menu similar to the following will appear (you may have fewer or more applications than this):



Use the Up and Down Arrow keys or type a number to select an application, then press Return (press Escape if you don't want to make a selection). If your applications are not memory-based, be sure your TimeOut applications disk is in the drive when you press Return. Otherwise, you will be prompted to insert your TimeOut applications disk.

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. Graphics applications and memory hungry applications will take up an additional 8K of memory.

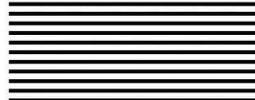
Memory-resident TimeOut applications also take up desktop memory. If you are short on desktop memory, reconfigure your applications so they are disk-based.

However, for maximum speed, make your TimeOut applications memory-based or run them from a RAM disk.

Control-Reset Patch

When you install TimeOut on your AppleWorks Startup disk, TimeOut makes a patch to AppleWorks so that Control-Reset will take you to the Main Menu instead of the machine-language monitor.

This is only added for use in the event that AppleWorks hangs or crashes. We do not recommend using it as a means of getting to the Main Menu!



Chapter 3



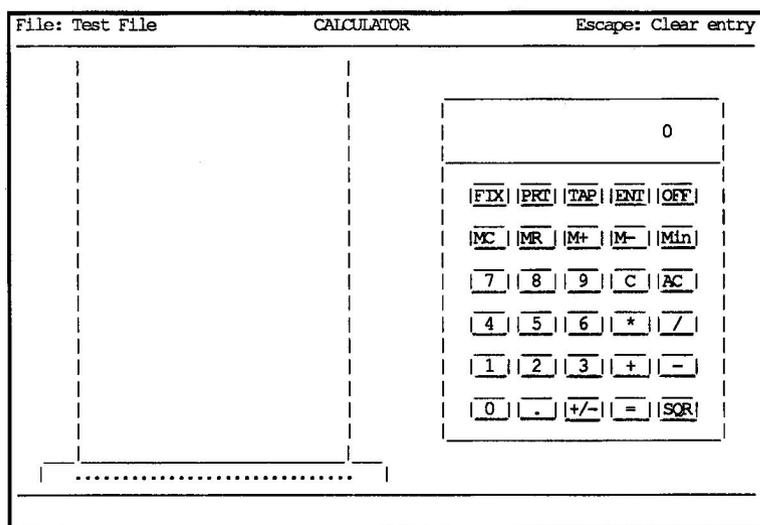
Calculator

by Alan Bird

TimeOut Calculator is a full-function desktop, printing calculator that features the 4 basic math functions and square root, 20-digit display, one memory, tape printout (including tape editing), and the ability to return an answer to an AppleWorks application.

Using the Calculator

To use the calculator, press Open-Apple-Escape to call up the TimeOut menu and select Calculator. You will see the following:



If your screen does not look like this but is a real mess of inverse characters, you have an unenhanced IIe. You will need to get a IIe enhancement kit from your dealer to be able to see the calculator correctly.

Simple Calculations

Find out what 128 plus 64 is by entering:

$$1\ 2\ 8\ +\ 6\ 4\ =$$

You should see the answer 192.

Try decimal numbers by entering the following:

$$1\ 2\ .\ 3\ *\ 7\ 5\ .\ 6\ =$$

You should see the answer 929.88.

Use the Arrow keys to move the cursor to the button marked Min (memory in) and press Return. The value 929.88 is stored in the calculator memory. Press A to clear the calculator and enter:

$$1\ 2\ 3\ .\ 4\ 5\ +$$

then use the Arrow keys to move the cursor to the MR (memory recall) button and press Return. The value 929.88 should appear in the display. Press = to see the answer.

Press P to turn on the tape printer. You should see a small apple appear on the right side of the printer indicating that printing is turned on. Enter some calculations and notice that they appear in the tape on the left half of the screen. Press P again to turn the printing off.

Press O or select OFF with the Arrow keys to leave the calculator and return to AppleWorks.

Calculator Commands and Features

The TimeOut Calculator consists of the calculator itself on the right half of the screen and a tape printout on the left half. The top portion of the calculator is the display area. This indicates the current value that has been entered or the result of a calculation. The maximum number of digits that you can enter or that can be displayed as a result is 20. If a calculation is too big or cannot be properly calculated (such as divide by zero) the display will indicate ERROR.

Entering Numbers and Selecting Functions

To enter numbers, just press any of the digits 0-9 on your keyboard. Press the period key to enter a decimal point.

All calculator keys except the digits can be entered by using the Arrow keys to move the cursor to the desired calculator key and pressing Return (see *Selecting Digits with Return* under *Configuring the Calculator* on page 19).

You can select the functions **FIX**, **PRT**, **TAP**, **ENT**, **OFF**, **C**, and **AC** by entering the first character of the function name. For example, to select **TAP**, enter **T**.

Enter **+**, **-**, *****, **/**, and **=** to select the appropriate math functions. Pressing Return while the cursor is on a digit also selects the = key. This makes the Return key a convenient replacement for = while doing calculations.

The **+/-** (sign) key may be selected by pressing **S**. **SQR** (square root) is selected by pressing **R**.

The **C** (clear) key is selected by pressing **C**, **Escape**, **Control-X**, or the **Clear** key on a numeric keypad.

The **Delete** key may be used while entering a number to delete digits from the right.

Calculator Function Key Descriptions

AC (All Clear)

The All Clear key is used to clear the calculator of any numbers or functions that you have already entered. Use this key if you need to start a new calculation and you did not select = on the previous calculation.

C (Clear)

Use the Clear key to erase the entered number from the display without affecting the current math operation.

+, -, *, /, and SQR (Square Root)

The TimeOut Calculator uses standard algebraic notation to process calculations. The square root function has the highest precedence followed by multiplication and division and then addition and subtraction. This means that a calculation of the following form:

$$2 + 3 * 5$$

is actually treated as:

$$2 + (3 * 5)$$

because multiplication has a higher precedence than addition. The correct answer in this case is 17, not 25.

= (Equals)

The equals key is used to get the result of a calculation. It also clears the calculator to start a new calculation. You can select equals by pressing = or by pressing Return while the cursor is on a digit.

+/- (Sign)

Use this key to change the sign of a number you are entering from positive to negative or vice versa.

MC (Memory Clear)

Use this key to clear the calculator's memory before using M+ or M-.

MR (Memory Recall)

Use this key to recall the value in memory to the display.

M+ (Memory Add)

This key adds the current display value to the value in memory and leaves the new value in memory.

M- (Memory Subtract)

This key subtracts the current display value from the value in memory and leaves the result in memory.

Min (Memory In)

This key stores the current display value in the calculator's memory.

FIX

Use **FIX** to change the number display format. Selecting **FIX** gives you the following menu:

Select decimal type:

1. Floating
2. Fixed
3. Commas

Floating is the default mode. It prints all answers with the maximum number of decimal places that will fit in the display.

Fixed allows you to specify the number of digits to the right of the decimal place. If, for example, you would like your answers to appear in dollars and cents format, select **Fixed** and specify 2 decimal places.

Commas is similar to **Fixed** but it also prints out commas between every three digits to the left of the decimal point.

PRT (Print)

Select **PRT** to turn the calculator printer on and off. When the printer is on, all calculations will be "printed" on the "tape" to the left of the calculator. A small apple symbol on the right side of the printer indicates that the printer is turned on.

There is a limit to the number of lines you can print on the "tape". The row of dots across the front of the printer is a tape meter which indicates how much tape is remaining. When the last dot is gone, you are out of tape and the printer will automatically shut itself off.

When you leave the TimeOut Calculator to return to AppleWorks, the tape is safely stored so that when you return to the calculator within the same AppleWorks session, the tape values will not be lost.

TAP (Tape)

Selecting the **TAP** key allows you to do the following:

1. Browse through the tape
2. Make changes to the tape
3. Print the tape

Use the following tape commands after selecting the Tape key:

Key	Function
Up Arrow	Move up one line
Down Arrow	Move down one line
Open-Apple-Up	Move up one screen
Open-Apple-Down	Move down one screen
Open-Apple-1 thru 9	Move to the top, bottom or middle of the tape
Escape	Leave the tape mode and return to the calculator
Return	Select a line for editing. Make any changes to the line and press Return again to finish editing. Press Escape to cancel editing.
Open-Apple-I	Insert a blank line
Open-Apple-D	Delete a line
Open-Apple-C	Clear the entire tape
Open-Apple-P	Print the tape on a real printer

When you press Open-Apple-P to print, you will need to specify whether you want to print from the very beginning of the tape, from the top of the current screen, or from the line that the cursor is on. Next you will need to specify how many columns you want to print. You can specify 1, 2, or 3 columns. The first column on a page is always filled up before starting on columns 2 or 3.

Printing is always done to the printer that you specified as your "Open-Apple-H" printer. If you have more than one printer, you can change printers by changing your "Open-Apple-H" printer.

To exit from the tape and return back to the calculator, press Escape.

ENT (Enter Value)

Select this key to enter the current display value into the word processor, data base, or spreadsheet document you were working on before you called up the TimeOut Calculator. The value will not be entered until you select the OFF key.

Using this feature, you won't have to write down the answer and type it into your document once you have finished using the calculator.

OFF (Off)

Select **OFF** to exit from the calculator and return back to AppleWorks.

Configuring the Calculator

The following three items can be configured by using TimeOut Utilities:

1. Select digits with Return
2. Printing sound
3. Printer lines per page

Exit from the calculator by selecting **OFF**. Press Open-Apple-Escape to call up the TimeOut menu and select **Utilities**. Select **Configure** and then select **Calculator**. Then select one of the items listed above.

Select Digits with Return

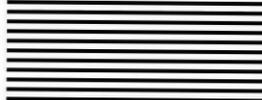
Select **Yes** for this option if you would like Return to select a digit instead of selecting = when the cursor is on a digit. The main reason for changing this option is when using the calculator with a program that adds mouse control to AppleWorks. Pressing the mouse button can then be used to select all keys on the calculator keyboard including the digits 0-9.

Printing Sound

This option allows you to enable or disable the simulated printing sound when the calculator printer is printing to the tape.

Printer Lines per Page

This option allows you to specify the maximum number of lines per page that will be printed when you print the tape on your printer. The default is 54.



Chapter 4



Calendar

by Howard Bangerter

TimeOut Calendar lets you view any day from 1910 to 1999. You can see two months at a time. It includes a powerful appointment scheduler. You can view your appointments a day or week at a time. Calendar also includes a prioritized task list that you can check off.

Using Calendar

Before you can use Calendar, you need to load the file *Calendar.Data* from the TimeOut DeskTools disk. This file must be on the desktop whenever you want to use Calendar.

From AppleWorks, bring up the TimeOut menu by pressing Open-Apple-Escape and select Calendar. Calendar will immediately display a screen similar to this:

File: Calendar.Data							CALENDAR			Escape: Main Menu			
10	OCTOBER					1987	SATURDAY	APPOINTMENTS	PRIORITIZED TASKS				
	S	M	T	W	T	F	S	No data for this day.					
					1	2	3						
	4	5	6	7	8	9	10						
	11	12	13	14	15	16	17						
	18	19	20	21	22	23	24						
	25	26	27	28	29	30	31						
	NOVEMBER					1987							
	S	M	T	W	T	F	S						
	1	2	3	4	5	6	7						
	8	9	10	11	12	13	14						
	15	16	17	18	19	20	21						
	22	23	24	25	26	27	28						
	29	30											

Use arrows to select a day, then press Return 689K Avail.

The day highlighted in the top calendar should be today's date, and the related information, such as the day-of-week, month, and year should also match today's date. (If you don't have a clock and you forgot to initialize the date when AppleWorks was started, then you may see a strange looking date. Be sure that AppleWorks knows what today's date is!) If there are any appointments for today, they will be displayed in the center section, and tasks, if any, are on the right.

Selecting A Day

You can see what appointments you have on other days by moving the cursor with the Up Arrow, Down Arrow, Right Arrow, and Left Arrow keys. Left Arrow moves you back one day at a time, Right Arrow moves you forward one day at a time, Up Arrow moves you back one week at a time, and Down Arrow moves you forward one week at a time. By pressing the Open-Apple-Down Arrow, you can move forward one month, and the Open-Apple-Up Arrow lets you move back one month. It is also possible to jump forward one year by pressing the Tab key, or to jump backward one year by pressing the Open-Apple-TAB keys. From any date, you can always jump back to today's date by pressing Open-Apple-T.

Just for kicks, find out which day of the week you were born on. Use the Open-Apple-Tab key to set the year to the year of your birth. Now use the Open-Apple-Up Arrow or Open-Apple-Down Arrow to get to the month of your birth, then use the Up, Down, Left, or Right Arrow keys to highlight your birthday. The day-of-week displayed above the appointments is the day-of-week on which you were born.

Entering Appointments

Schedule a lunch appointment with Mr. Smith at 11:45 am, today. To start entering appointments, press Return or Open-Apple-Right Arrow. At the prompt, Use arrows, or enter an appointment time:, type 1145 or 1145a or 11:45am. Press Return, then type in the appointment, Lunch - Mr. Smith. The appointment will appear as the first line under Appointments. If

Deleting Appointments

To delete an appointment, position the highlighted bar over the appointment to delete and press Open-Apple-D. Answer Y to the question, Do you really want to delete this appointment?. The appointment will be deleted.

Copying Appointments

Press Open-Apple-C to copy an appointment to a different day. After pressing Open-Apple-C, select the date to which the appointment will be copied by using the Arrow keys, and press Return. If you want to copy the appointment to another day, select the day and press Return. Press Escape after you've made all the copies you want.

Exiting Appointments Mode

To return to Day Selection mode, press Escape or to go to Task mode, press Open-Apple-Right Arrow.

Entering Daily Tasks

The task window has three columns. The first column has room for a one-character "Status" code. The second is a two-character "Priority", and the third and largest is an 18-character task description.

To enter task mode, press Open-Apple-Return from Day Selection mode or from Appointment mode press Open-Apple-Right Arrow. You will see the prompt Use arrows, or enter a task:. Enter the task, Buy Roses, and press Return. Now enter another task, Call Mr. Smith.

File: Calendar.Data							TASKS		Escape: Appointments	
10	OCTOBER 1987			SATURDAY	APPOINTMENTS	PRIORITIZED TASKS				
	S	M	T	W	T	F	S			
					1	2	3			
	4	5	6	7	8	9	10			
	11	12	13	14	15	16	17			
	18	19	20	21	22	23	24			
	25	26	27	28	29	30	31			
	NOVEMBER						1987			
	S	M	T	W	T	F	S			
	1	2	3	4	5	6	7			
	8	9	10	11	12	13	14			
	15	16	17	18	19	20	21			
	22	23	24	25	26	27	28			
	29	30								
Use arrows, or enter a task:										

Modifying Tasks

Using the Arrows, position the highlighted bar over Buy Roses and press Open-Apple-U. Select Update Task then change Buy Roses to Buy Carnations and press Return. You may continue modifying tasks or press Escape.

Prioritizing Tasks

Using the Arrows, highlight Buy Carnations and press Open-Apple-U. Select Update Priority. The prompt at the bottom of the screen will say Enter a new priority for the task, and press Return. Enter A1 for this priority, then press the Down Arrow and give a priority to Call Mr. Smith. Press Escape to quit assigning priorities. The tasks will then be sorted and re-displayed in order of priority.

Task Status

After pressing Open-Apple-U, select Update Status, and enter a status of your own choosing. ("/" could mean "task completed", ">" could mean "task forwarded to another day", and "D" could mean "task done", whatever you want.)

Deleting Tasks

Press Open-Apple-D to delete the highlighted task. Answer the prompt with a Y or N.

Copying Tasks

Press Open-Apple-C to copy a task to a different day. After pressing Open-Apple-C, select the date to which the task will be copied by using the Arrow keys, and press Return. If you want to copy the task to another day, select the day and press Return. Press Escape after you've made all the copies you want.

Exiting Task Mode

To exit Task mode, press Escape. You will return to either Day Selection mode or Appointment mode, depending on which one you were using before Task mode.

Seeing A Week-At-A-Time

To see an abbreviated list of your appointments (you must be in Day Select mode), press Open-Apple-W. This will display the appointment times that you have scheduled during the current week.

File: Calendar.Data		PEEK-AT-A-WEEK			Escape: Calendar	
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
OCT 4	OCT 5	OCT 6	OCT 7	OCT 8	OCT 9	OCT 10
8:00 AM		9:00 AM	9:00 AM		3:00 PM	10:53 AM
11:00 AM		10:30 AM	3:45 PM		5:00 PM	
6:00 PM		12:00 PM	7:30 PM		7:00 PM	
		2:45 PM				
		8:00 PM				

Use the Open-Apple Left and Up Arrow keys to see previous weeks or Open-Apple Right and Down to see subsequent weeks.

Finding An Appointment Or Task String

To find a particular appointment or task, press Open-Apple-F and enter the information you would like to find. If found, that day will appear on the screen. Select Yes to find the next occurrence.

Printing Calendar Information

To print the calendar screen, press Open-Apple-H.

Calendar Commands and Features

About Desktools Calendar

Desktools Calendar can be a powerful tool in helping you to organize both your schedule and your other daily needs.

The appointment scheduler helps by putting all appointments in order, for easy reference. They can be easily changed, deleted, or forwarded.

The prioritized task list helps you decide what tasks are more important than others, and allows you to see what needs to be done first. And you can check off items as they are accomplished or forwarded to another day.

If you want an overview of this weeks appointments, you can easily get a summary by typing one command.

This reference guide should prove helpful in installing and using Calendar.

Configuring Calendar Database Locations

Before you use Calendar, you will need to be sure that the Calendar Database is installed. Calendar comes with a database file, *Calendar.Data*, which is in a special format (a must for Calendar to function properly). You can copy this file and give the new file the name of your choice. You can even have a number of different calendar database files, in case you have different categories of activities that you are trying to schedule. Only one file can be used at a time, and the default is "Calendar.Data". You can change the name of the file that Calendar looks for by following the steps outlined below:

1. Make sure you have installed TimeOut on your AppleWorks STARTUP disk and copied TO.CALENDAR and Calendar.Data (or a copy of Calendar.Data with a different name) to your TimeOut applications disk.
2. Start up AppleWorks. Be sure that AppleWorks is initialized with the correct date!
3. When you get to the AppleWorks main menu, press Open-Apple-Escape for the TimeOut menu. Select Utilities.
4. Select Configure.
5. Select Calendar.
6. Select Name of Calendar Database File. You can change the name of the file that Calendar uses for storing appointments and tasks. The default file is "Calendar.Data". Whatever the name of the file, this file must be on the desktop before calendar will work.
7. Press Escape 3 times to exit the Utilities application.

Calendar Main Screen

From AppleWorks, bring up the TimeOut menu by pressing Open-Apple-Escape and select Calendar.

Calendar will immediately display a screen similar to this:

File: Calendar.Data			CALENDAR		Escape:Main Menu				
10	OCTOBER	1987	SATURDAY	APPOINTMENTS	PRIORITIZED TASKS				
S	M	T	W	T	F	S	No data for this day.		
					1	2	3		
4	5	6	7	8	9	10			
11	12	13	14	15	16	17			
18	19	20	21	22	23	24			
25	26	27	28	29	30	31			
NOVEMBER					1987				
S	M	T	W	T	F	S			
1	2	3	4	5	6	7			
8	9	10	11	12	13	14			
15	16	17	18	19	20	21			
22	23	24	25	26	27	28			
29	30								

Use arrows to select a day, then press Return 689K Avail.

Calendar starts by displaying the current day's information. The current day is defined as the date that AppleWorks thinks is today's date. If there are any appointments or tasks in the database for the current day, they will be shown on the screen.

Day Select Mode

You can see what appointments you have for other days by using the following keys:

Key	Function
Left Arrow	Backup one day
Right Arrow	Forward one day
Up Arrow	Backup one week
Down Arrow	Forward one week
Open-Apple-Down Arrow	Forward one month
Open-Apple-Up Arrow	Backup one month
Open-Apple-F	Find an appointment or task
TAB	Forward one year
Open-Apple-TAB	Backup one Year
Open-Apple-T	Jump to today's date
Open-Apple-Right Arrow	Enter Appointment mode (press this twice to skip Appointment mode and go to Task mode)
Return	Enter Appointment mode
Open-Apple-Return	Enter Task mode
Open-Apple-H	Print screen
Open-Apple-W	See one week of appointments (brief)
Escape	Exit Calendar, return to AppleWorks

The dates for which Calendar will work are from Jan 1, 1910, through December 31, 1999. If you try to advance past December 31, 1999, Calendar will go to January 1, 1910. Likewise, if you go back from January 1, 1910, Calendar will go to December 31, 1999.

If you would like to see a brief over-view of the appointments scheduled for this week, press Open-Apple-W. This is a display-only screen, but you can use the Open-Apple-Left and Right Arrow keys to see preceding and succeeding weeks.

Once you have selected the day on which you would like to schedule an appointment, press Open-Apple-Right Arrow to enter appointments.

Appointment Mode

From appointment mode, you can add, delete, modify, search for, and copy appointments. The following keys are functional:

Key	Function
Up Arrow	Up one line
Down Arrow	Down one line
Open-Apple-C	Copy an appointment
Open-Apple-D	Delete an appointment
Open-Apple-F	Find an appointment or task
Open-Apple-U	Modify an appointment
Open-Apple-Right Arrow	Enter Task Mode
Open-Apple-H	Print screen
Escape	Exit Appointments Mode, Enter Day Select Mode

Task Mode

From task mode, you can add, delete, modify, search for, copy, check off, and prioritize tasks. The following keys are functional:

Key	Function
Up Arrow	Move up one task
Down Arrow	Move down one task
Open-Apple-C	Copy a task
Open-Apple-D	Delete a task
Open-Apple-F	Find a task or appointment
Open-Apple-U	Modify (Update) a task/status/priority
Open-Apple-H	Print screen
Escape	Exit Task Mode

One Week's Appointments

Pressing Open-Apple-W will display a screen showing all the appointments you have scheduled for the current week. If you press the Open-Apple Arrow keys, you can see preceding and succeeding weeks of appointments.

The Calendar Database File

As you may have already discovered, the calendar database file is an AppleWorks database file. Although you may be tempted to go into it and make some modifications on your own, we strongly discourage directly modifying the file. Calendar makes a few basic assumptions about the contents of the file. If you modify the contents or the format of the database file (using AppleWorks), you might change something about the file which could impact the way Calendar works! So, with the one exception explained below, Don't change the calendar database file!

If you must change the file, you need to know the following:

1. Category 1 is always a date field. Never put anything but a valid date in Category 1. If there is ever anything besides a valid date (including a day, a month, and a year) in this category, then Calendar will not treat that record properly. The results will be unpredictable!
2. You can have as many records for one day as you want. Each record except the last (Time15) must be full. Time15 must never contain anything.

3. Even numbered categories (i.e., 2, 4, 6...) are named "Time1", "Time2", "Time3"... These categories always have either a time or a priority in them. If it's a time, then the category immediately following it (an odd one) will contain an appointment string. If the even numbered category is not a time, Calendar assumes that it is a priority, and the next (odd) category contains a task string. Remember, Even Category = Time or Priority String, Odd Category = Appointment or Task String.
4. Calendar sorts (or arranges) the database records based on the Date field in category one, in chronological order.
5. Calendar sorts the category data for each day so that earlier times occur before later times, and tasks with higher priorities occur before tasks with lower priorities. When calendar finds a Time or Priority category that is blank or empty (except for the last category of each record, Time15), it assumes that it has come to the end of the data for that day! So never leave a blank time or appointment category followed by more data. It will cause unpredictable results for that day!
6. Rule of thumb: Don't mess with the calendar database! Let Calendar do it. This will help avoid confusing situations where strange things appear on the screen.

Other Considerations

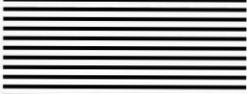
There's an old saying that goes "There are two kinds of people in this world: Keepers, and Throwers-away...". At a certain point, you may schedule so many appointments that the calendar database file is larger than you would like to have on the desktop. You may find it desirable to reduce the size of this file.

If you are a Keeper, you probably won't want to simply discard all that recorded information. So you will want to save your data in a safe place, probably on a backup disk, which will eventually be archived in an air-conditioned, lead-lined vault in a granite mountain. These backups will come in handy when you write your memoirs. You can save your data in some organized fashion: by year, quarter, month, or some other way that is meaningful to you.

This could be done by copying the records you want to keep to the clip board, and then by pasting them into a backup file, which you could then keep in a safe place.

If you are a Thrower-away, you probably will never want to look at what you were doing at 3:15 pm on last September 1st. You can simply delete the unwanted records and never see them again.

Whether you are a Keeper or a Thrower-away, we recommend that you make a backup of the Calendar database file before you do anything to it yourself. Just to be safe.



Chapter 5



Case Converter

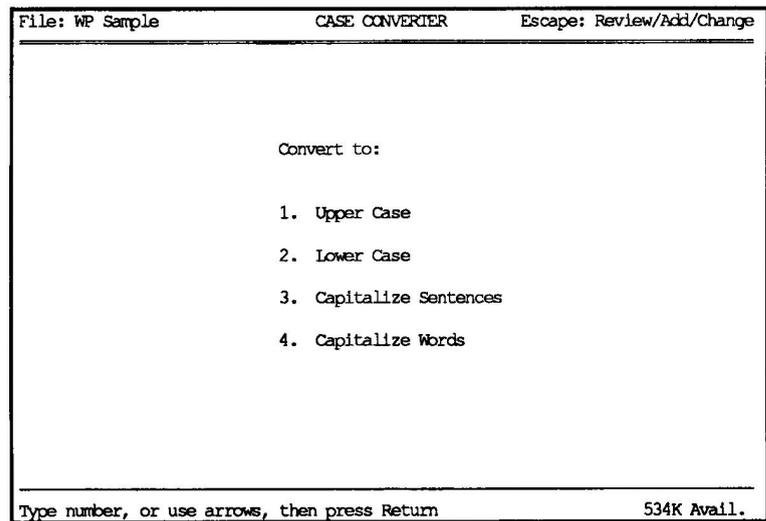
by Glenn Clawson

TimeOut Case Converter is a great time saver for converting entire documents to upper or lower case or for capitalizing words or sentences.

Using Case Converter

Converting A Document To Upper Case

1. Load the word processor file *WP Sample* from the TimeOut DeskTools disk onto the desktop. *WP Sample* should be the current desktop file before proceeding to step 2.
2. Press Open-Apple-Escape to bring up the TimeOut Menu and select *Case Converter*.
3. Select the first option on the Case Converter menu to convert the current desktop file to upper case.



The entire file is converted to upper case.

To convert the file to lower case, repeat the above procedure except this time choose `Lower Case` instead of `Upper Case`.

Capitalizing Words

1. Load the database file *DB Sample* from the TimeOut DeskTools disk onto the desktop. *DB Sample* should be the current desktop file before proceeding to the step 2.
2. Type Open-Apple-Escape to bring up the TimeOut Menu and select `Case Converter`.
3. Select `Capitalize Words` to capitalize each of the words in the current desktop file.

For more practice, try the `Case Converter` functions on *SS Sample*.

Case Converter Commands and Features

Files Affected by Case Converter

Case Converter only changes the current Appleworks desktop file. The file may be a word processor, database, or spreadsheet file.

Case Converter Main Menu

Case Converter consists of only one menu with four options described below. Pressing Escape at the menu will return with no change to the current desktop file.

Upper Case

Converts every lower case letter in the current desktop file to upper case. No other characters are affected.

Lower Case

Converts every upper case letter in the current desktop file to lower case. No other characters are affected.

Capitalize Sentences

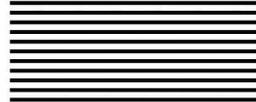
Converts the first letter of the first word of each sentence to uppercase. No letters within a sentence are forced to lower case.

The first letter of a sentence is defined as the first letter in a file and the first letter following each '.', '!', '?' or Carriage Return within a file. (In the Data Base, the first letter of a sentence is defined as the first letter of a category. In the Spreadsheet, the first letter of a sentence is defined as the first letter of a row.)

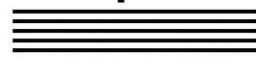
Capitalize Words

Converts the first letter of each word to upper case and converts the rest of each word to lower case.

The beginning of a word is defined as the first letter in a file and the first letter found after each non-alphabetic character within a file.



Chapter 6



Clock

by Glenn Clawson

TimeOut Clock lets you know instantly what time it is. It also displays the month, day and year.

Using Clock

Displaying The Current Time

1. Press Open-Apple-Escape to bring up the TimeOut Menu and select `Clock`.
2. The current time is displayed and updated.

```
| November 19, 1863 9:31 am |
```

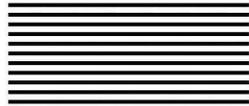
3. Press any key to erase the time and return to your previous task.

Files Affected by Clock

Clock has no effect on any Appleworks files.

System Time and Date

If your computer has no clock (i.e. standard IIe, IIc), the date displayed by Clock will be the date initialized upon entering Appleworks, and the time will be 0:00.



Chapter 7



Data Converter

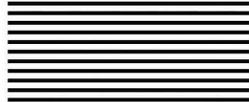
by Alan Bird

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

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.



Chapter 8



Dialer

by Mark de Jong

TimeOut Dialer allows you to use the dialing capabilities of your modem to place calls for you. You can dial the number that the cursor is on or select one from the Quick Phone list. You can even re-dial the last number you called!

Configuring the Dialer

Before you can dial any numbers, you must tell the Dialer some information about your system. First, call up the TimeOut menu by pressing Open-Apple-Escape, then select the Utilities application. After pressing the Return key, a list of options will appear. Select Configure and press Return and then select Dialer and press Return. You will be presented with a screen similar to the following:

File: None	DIALER CONFIGURATION	Escape: Utilities
1. Your area code [619]		
2. Modem Slot Number [2]		
3. Access prefix [9,]		
4. Tone dialing [Yes]		
5. Accelerator card [Yes]		
NAMES	Quick Phone list	PHONE NUMBERS
6. Name #1 [Beagle Bros]	7. Phone #1 [296-6400]	
8. Name #2 []	9. Phone #2 []	
10. Name #3 []	11. Phone #3 []	
12. Name #4 []	13. Phone #4 []	
14. Name #5 []	15. Phone #5 []	
16. Name #6 []	17. Phone #6 []	
18. Name #7 []	19. Phone #7 []	
20. Name #8 []	21. Phone #8 []	
22. Name #9 []	23. Phone #9 []	
24. Name #10 []	25. Phone #10 []	
Type number, or use arrows, then press Return		251K Avail.

Your area code, Modem slot number and Accelerator must be filled in by you in order to ensure a working Dialer. The following is a more detailed description of each selection.

Your area code

By placing your area code here, the Dialer will skip over the area code portion of any phone number it dials that matches your area code. For example, in the above setup, your area code is 619. If you choose the number (619) 296-6490 to dial, the Dialer will skip over (619) and only dial 296-6490. This simplifies manipulating and maintaining data base files that contain phone numbers that you may wish to dial with the Dialer.

Modem slot number

The Dialer needs to know which slot in your Apple the modem is connected to (usually slot 2). Type in the correct slot number (1 - 7) at the prompt.

Access prefix

Some offices require that you dial 9 and then pause to get to an outside line. Or you may have other prefixes that must always be dialed first. This option lets you set up a code that will automatically be dialed before any other number is dialed. The example shown above has the number 9 followed by a comma. The comma was added to pause for approximately two seconds. More commas may be added if a longer pause is needed.

The `Access prefix` will only be dialed if there are 7 or more digits in the phone number.

If there are 10 digits, a "1" will be added after the `Access prefix` and before the phone number.

Tone dialing

Set this to **Yes** to dial using tone dialing mode. By setting this to **No** the Dialer will instruct the modem to dial in pulse mode.

Accelerator card

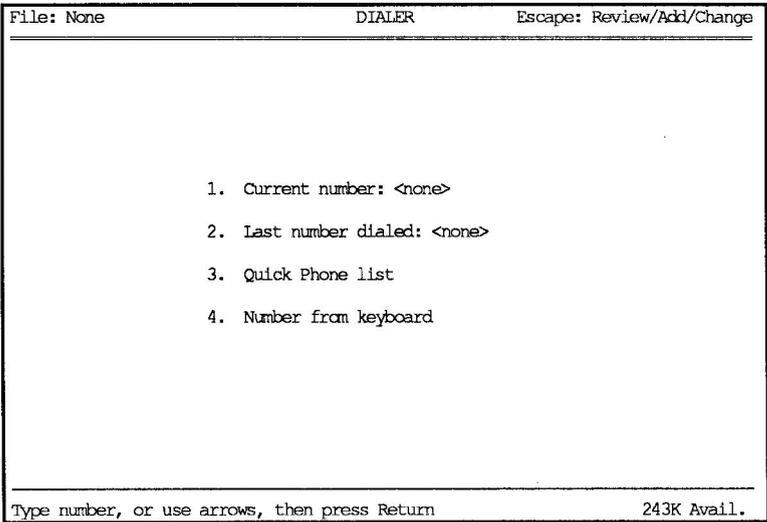
If you have an accelerator card in your system, or an Apple IIGS (with the system speed set to Fast), answer **Yes** to this question. Otherwise answer **No**.

Quick Phone List

TimeOut Dialer has a handy feature called a Quick Phone list. This contains a list of pre-configured names and phone numbers that you call frequently. You may have up to 10 Quick Phone numbers. In the example configuration above, there is only one Quick Phone number.

Using the Dialer

After the Dialer has been configured, leave the TimeOut Utilities application (by pressing **Escape** three times) and press **Open-Apple-Escape** to bring up the TimeOut menu. This time select **Dialer** and press **Return**. A screen similar to the following will appear:



This is the main Dialer menu. `Current number:` contains the number that the cursor was on, if it was a valid phone number. `Last number dialed:` contains the last number that was dialed while in this AppleWorks session.

Current number

If the cursor is on a valid phone number when the Dialer is selected, either in the Word Processor, Data Base, or Spreadsheet, that number will appear after `Current number:`. In the Word Processor, the cursor must be on the first character of the number to be dialed. In the Data Base, the cursor can be on any part of the number. In the Spreadsheet, the cursor must be on the cell that contains the number.

A valid number consists of the digits 0 through 9, spaces, and the following special characters (`#*-/`), including the parentheses.

To dial the `Current number`, press Return.

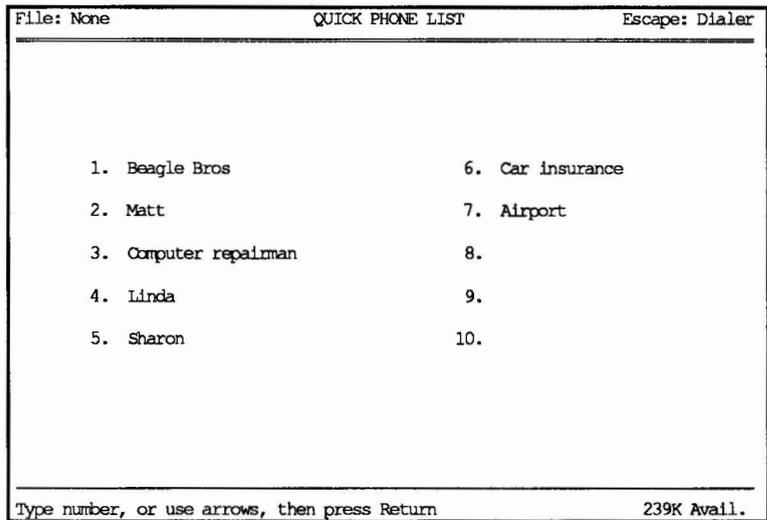
Last number dialed

Each time a number is dialed by the Dialer it saves that number for future use. This is handy if you call a number and it is busy. You can go back to work for a while and try again later, only when you try again, the Dialer will have remembered the number and all you will need to do is select 2 and press Return.

The Dialer will remember the last number you dialed until you quit AppleWorks.

Quick Phone List

By selecting number 3, or Quick phone list, a menu of names will appear that looks something like this:



Now you can simply select a name, press Return, and the number corresponding to the name will be dialed. See *Configuring the Dialer* (page 46) for more information.

Number from keyboard

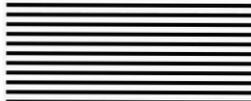
Finally, if you just have to make a one-time phone call, you can type it in by selecting number 4. When you press the Return key the number will be dialed.

Hang up and Talk

After using Dialer to dial a number, you'll need to pick up the hand set and then press any key to hang up the modem. On some modems you can't talk until the modem hangs up.

Aborting a Call

Pressing any key except Open-Apple-O (On-line) at any time during the dialing process will hangup the modem. Pressing Open-Apple-O allows you to leave the Dialer without hanging up the modem. This may be useful if the Dialer is used to dial the number of a bulletin board system before switching to a terminal program.



Chapter 9



Envelope Addresser

by Dan Verkade

TimeOut Envelope Addresser is an easy to use enhancement to Appleworks designed for use with the TimeOut series.

It will allow for quick formatting and printing of envelopes, both business size and letter size, using information already present on your Appleworks screen.

You can type extra lines onto an envelope, for example, to direct it to some person's attention. And, any line on the envelope may instantly be converted into all capital letters. Return addresses can also be placed on the envelope.

Using Envelope Addresser

The first step is to make sure the outgoing address is present on the AppleWorks screen, and, if you plan to use a return address, it must also be present on the screen. After selecting *Envelope Addresser*, there is no opportunity to scroll the AppleWorks screen until the envelope is completed or aborted.

Having scrolled your AppleWorks screen to the proper position, invoke *Envelope Addresser* by pressing the Open-Apple Escape sequence to call up the TimeOut menu. Select *Envelope Addresser* from the TimeOut menu.

The bottom line of your screen will contain the words *Place cursor at beginning of outgoing address and press Return*. Using the cursor keys, place the cursor on the first letter of the first line of the lines you wish to use for the outgoing address on the envelope. This position will be the upper left corner of the outgoing address lines.

Press the Return key. *Envelope Addresser* will attempt to automatically find the lower right corner of the outgoing address. You will know what *Envelope Addresser* found because it will be highlighted.

If the whole outgoing address was correctly found you may press the Return key again to move on to the next step. If the whole outgoing address was not found, use the cursor movement keys to move the lower right corner of highlighting until the whole outgoing address is highlighted. Then press the Return key.

You will then see a picture of an envelope with the address you previously selected placed with its upper left corner in nearly the center of the envelope. This is the standard position for a three line or four line address on a business envelope.

If you would like to reposition the outgoing address, use the cursor movement keys to place it where you want it. For instance, for a personal letter sized envelope, you would want to move the address several positions to the left. When you are satisfied with the placement of the outgoing address, press the Return key to move on to the next step.

Before continuing with the next step, you need to understand the relationship between the envelope pictured on the screen and the envelope as it will actually be printed on your printer. Due to the height of the screen, we cannot represent all 24 vertical spaces (at six lines per inch) on a standard business envelope. So, it works as follows. Your outgoing address is actually positioned on your printer in actual screen positions from the bottom of the envelope, not from the top. The address will then appear to be higher on the screen than it will actually be printed on the envelope.

If you optionally use a return address (described below), it will be placed counting from the top of the screen envelope, for the first five lines. This in effect limits you to a five line return address. As a result of this you must never place your outgoing address less than six spaces from the top of the screen envelope.

After placing the outgoing address on the envelope and pressing Return to continue, a menu will appear at the bottom of your screen. Options may be selected from this menu either by using the cursor movement keys to highlight a selection and pressing Return or by typing in the first letter of the option you wish to invoke. The options are described below:

Print

`Print` will print the envelope on your printer. It will use the printer you have defined as the Open-Apple-H printer. Make sure your printer is turned on and selected (on-line) before you print.

You may print the same envelope as many times as you wish by re-selecting the `Print` option. After printing is complete you will return to the previous prompt at the bottom of your screen.

Type A Line

This allows you to type any number of lines any place on the envelope. A good example of a need for this option is if you wish to specifically route the envelope to someone's attention. After selecting this option, you may place the cursor anywhere on the envelope by using the cursor movement keys; this will mark the beginning of the line you are about to type.

Using Open-Apple along with the cursor movement keys will move the cursor to any of the four corners of the envelope. After positioning the cursor to the starting point for the line, press `Return` before you begin typing. If you do not press `Return` you will not be allowed to type, all keystrokes will be ignored except cursor movement keys.

After selecting a starting point and pressing `Return`, type in any information you wish. Using the `Delete` key to back up and make corrections. The `Left` and `Right Arrow` keys will move the cursor. Use `Open-Apple-E` to toggle between the insert and overstrike cursor; for more information on this feature, see your `AppleWorks` reference manual. When you have completed a line, press `Return` to get back to the original prompt.

Return Address

This feature allows the selection of a return address from your AppleWorks document. The return address must be on the screen when you start up Envelope Addresser. After selecting this option, the picture of the envelope will disappear and your document will reappear. Use the cursor movement keys to select the upper left corner of the return address and press Return. Envelope Addresser will attempt to find the end of the return address block by highlighting it. If you need to adjust the highlighted portion of the return address, use the cursor movement keys and press Return to complete the action.

After pressing Return, the picture of the envelope will reappear, just as you left it, except that the return address you just selected will appear in the upper left corner of the envelope. You will not be able to move the return address around the envelope; it must remain in the upper left corner. However, you can move it left and right using the `Type A Line` option, or type in a completely new return address anywhere you want using the `Type A Line` option.

Upper Case

This option will allow you to choose any line of the envelope and change it to all upper case. After selecting the `Upper Case` option, a highlighted bar will appear over the first line of the envelope containing lower case letters. Use the Up or Down Arrows to select the lines you wish to change. To change the case, press the space bar. While you are still on the highlighted line, repeated pressing of the space bar will toggle between all upper case and lower case.

Note: Once you convert a line to upper case and move the highlighted bar off of it, you can't re-convert it back to lower case. The highlighted bar will not stop again on that line. If you decide you want lower case for a line that you converted to all upper case, you use the `Type A Line` option to type over it or press `Escape` to get out of the Envelope Addresser and start over again.



Chapter 10



File Encrypter

by Glenn Clawson

TimeOut File Encrypter protects your confidential information. It instantly encrypts any kind of AppleWorks data. There are billions and billions of possible encryption keys making it nearly impossible to crack.

Using File Encrypter

Encrypting An Appleworks Document

1. Load the word processor file *WP Sample* from the TimeOut DeskTools disk onto the desktop. *WP Sample* should be the current desktop file before proceeding to Step 2.
2. Press Open-Apple-Escape to bring up the TimeOut Menu and select *File Encrypter*.
3. Select the first option on the File Encrypter menu to initiate the encryption sequence.

```
File: WP Sample          FILE ENCRYPTER          Escape: Review/Add/Change

!%*(T@h)e-B?eAa;t6l8e1sgaIr5exglr (e7aftH>?
!@                      (0
uJ                      YY
^% 1. Encrypt current desktop file  E5
};                      c@
eD 2. Decrypt current desktop file  (8
Qw                      [P
*y                      LL
H87$@!I5Lub{v+ekTlojnyl&drcxD#$YiyOUY67&=

Type number, or use arrows, then press Return          519K Avail.
```


The file is encrypted and you are returned to the Word Processor.

WARNING: DO NOT MODIFY THE ENCRYPTED TEXT!!!

The decryption program relies upon the encrypted file remaining unchanged until it is decrypted.

In practice, after you encrypt a document, you should immediately save it to avoid making changes to it. However, for the purposes of this tutorial don't try saving the encrypted file until the next portion of the tutorial has been completed.

Decrypting An Appleworks Document

1. If you are continuing on from the previous portion of this tutorial, the file to be decrypted should already be the current desktop file. Otherwise, load the document encrypted above onto the desktop.
2. Type Open-Apple-Escape to bring up the TimeOut Menu and select `File Encrypter`.
3. Select `Decrypt current desktop file` to initiate the decryption sequence.
4. For the decryption key, type the UPPERCASE letters `BEAGLE` at the prompt, and press `Return`.

Note: The same key must be used to decrypt a file that was used to encrypt it.

5. Re-enter the decryption key `BEAGLE` as required.
6. The file is decrypted.

If the sample file was not properly decrypted, re-do the complete tutorial taking special care to enter the same encryption and decryption keys. Also make sure you haven't edit the file.

For more practice, try encrypting and decrypting the Database file *DB Sample* and the Spreadsheet file *SS Sample*.

File Encrypter Commands and Features

Files Affected by File Encrypter

File Encrypter can only encrypt or decrypt the current AppleWorks desktop file. The file may be a word processor, database, or spreadsheet file.

File Encrypter Main Menu

File Encrypter consists of only one menu with two options. Option one will initiate the file encryption sequence, and option two will initiate the file decryption sequence. Escape will quit with no change to the current desktop file.

File Encryption Sequence

After selecting option one from the menu, File Encrypter requires you to supply an encryption key. This is done by entering a sequence of characters from the keyboard. The sequence should be easy to recall since you will be required to use the same sequence of characters to decrypt the file.

As the sequence of characters is entered, File Encrypter displays an "*" character for each character actually typed. Press Return to accept the character sequence.

After pressing Return, File Encrypter requires that the encryption key be re-entered for verification against the first encryption key entered. If the two encryption keys match then File Encrypter proceeds to encrypt the current desktop file using your key as the encrypter. Otherwise the encryption sequence is automatically aborted.

File Decryption Sequence

The file decryption sequence is similar to the file encryption sequence described previously, except that File Encrypter simply uses the decryption key to reverse the effects of the encryption. The file produced will be readable text.

Encryption/Decryption Key Characteristics

Length: 1-10 characters.

Method of entry: Password style (actual characters not shown).

Accepted Characters: Any Appleworks printable character.

Errors: A beep means the last keystroke was not accepted.

Editable: Delete key rubs out previous character.

Escape: Escape aborts to File Encrypter Main Menu.

Possible Keys: Over 60,000,000,000,000,000.

Your Responsibilities

File Encrypter does not know whether the file on the desktop is already encrypted or decrypted. It cannot stop you from encrypting an already encrypted file or decrypting an already decrypted file.

You need to remember what encryption keys were used to encrypt what files. It is suggested that only one or two different encryption keys be used over any period of time that files are maintained in an encrypted state.

Files that are encrypted must not be modified. They should be saved immediately after the encryption sequence is completed, and locked, if possible (e.g. with TimeOut FileMaster), until the time that they are loaded onto the desktop and decrypted.

Fatal Mistakes

There is only one mistake that may lead to the permanent loss of files. That is saving an encrypted file that has been improperly modified since it was encrypted. It may have been modified either by hand in Appleworks or by a decryption operation that failed. In either case, do not save the bad file over an existing good one.

Solving Common Problems

Problem 1: Decryption doesn't work.

Solution: Re-load the encrypted file and enter the correct decryption key.

Problem 2: Can't remember encryption/decryption key.

Solution: Re-load the encrypted file trying other possible decryption keys. If the key has been forgotten the key can be extracted from the file by sending a disk containing the file to Beagle Bros with a file restoration fee.

Problem 3: Encrypting an already encrypted file.

Solution: Re-load the file onto the desktop from disk. Do one decrypt.

Problem 4: Decrypting a normal (unencrypted) file.

Solution: Reverse by encrypting with the same encryption key or re-load the file onto the desktop.

Other Useful Facts About File Encrypter

It produces encrypted files whose text is within the range of printable characters making them browseable within Appleworks.

It does not encrypt appleworks control characters, leaving the document's original format intact.

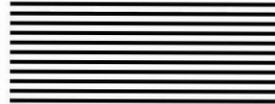
It does not deny access to or lock an encrypted file. It simply makes a file unreadable. Use TimeOut FileMaster for locking encrypted files.

A Word On Data Security

Although file encryption is a good way to protect files from unwanted browsing, keeping your disks out of reach is still the best measure of protection.

Forgotten Encryption Key Recovery

For a \$10.00 fee Beagle Bros will recover an encrypted file's encryption key.



Chapter 11



Note Pad

by Dan Verkade

TimeOut Note Pad is an easy-to-use enhancement for Appleworks designed for use with the TimeOut series.

It will allow you to quickly jot down a thought or a note while in the middle of any AppleWorks application. You can type up to 32 pages of notes.

The Note Pad is instantly available from the AppleWorks desktop. Notes can be printed and a "find" feature allows you to search through your notes.

Using Note Pad

Upon selecting *Note Pad* from the TimeOut main menu, you can start entering notes on the first page. To enter your note simply type it in from the keyboard and it will appear on the Note Pad. All of the printable keys are available to you as well as the editing keys, explained below, and certain special functions (also explained below).

Editing the Note Pad

Up, Down, Left and Right Arrows

Use these to move the cursor around the Note Pad. You may type information in at any cursor position. Open-Apple Left Arrow will move the cursor to the left margin. Open-Apple Right Arrow will move the cursor to the right margin, Open-Apple Down Arrow will move to the next page, and Open-Apple Up Arrow will go to the previous page.

Tab

Moves the cursor five spaces to the right.

Return

When not at the left margin, Return will move the cursor to the beginning of the next line. If the cursor is on the last line, Return will move it to the beginning of the last line. If the cursor is at the left margin, and there are lines available (i.e. the last line is blank), then pressing the Return key will insert one line above the line the cursor is currently on. If the last line is not blank, no new lines will be inserted. Using Return will not force the last line into the next page of notes.

Delete

The Delete key will remove the character immediately to the left of the cursor. If you wish to move left without removing characters, use the Left Arrow key. While at the left margin, if the cursor is on a blank line, the Delete key will delete that line. Otherwise, pressing Delete moves the cursor up one line.

Open-Apple-Y or Control-Y

These will erase from the cursor to the end of the line.

Open-Apple-B

This will erase (blank) everything on the current page and restore the cursor to the upper left corner of the Note Pad.

Open-Apple-1 thru 9

Use these keys to quickly move through the Note Pad. Open-Apple-1 takes you to page 1 and Open-Apple-9 takes you to page 32. Numbers in between 1 and 9 take you to the pages in between.

Summary of Edit Keys

Function	Key
Moving Cursor	Use Up, Down Left, and Right Arrows. Use Open-Apple Left and Right to move to the respective margin. Use the Tab key to move five spaces to the right.
Changing Pages	Use Open-Apple-Up or Open-Apple-Down Arrows. Use Open-Apple 1-9 to move proportionally through file.
Insert Line	Press Return while at the left margin. Only works if a line is available on the current page.
Delete Line	Use the Delete key. While the cursor is at the left margin and on a blank line, Delete will erase that line.
Delete Character	Use the Delete key. The character to the left of the cursor will be deleted.
Erase to End of Line	Use Open-Apple-Y or Control-Y. Will erase starting from the immediate right of the cursor.
Erase (Blank) Page	Use Open-Apple-B. The cursor will be returned to the upper left corner and the blanked page.

Other Features

Several features or options are available to you at any time while editing the Note Pad. These include saving files to disk or memory, printing, finding the occurrence of a user-specified word, and repositioning the Note Pad.

Saving Files (or Notes)

Use **Open-Apple-N** to invoke the note file handling menu. You will be given two choices, **Save** and **Retrieve**.

If you select the **Save** option you can save your file to the disk of your choice for later recall. The whole pad will be saved. Before saving, you will see the message **PathName?**. This gives you the opportunity to change the name of the Note Pad or the drive where the file will be saved. The drive is changed by changing the appropriate portion of the pathname. Use the cursor keys or type in your changes. If you need more help please refer to the appropriate section on pathnames in your **ProDOS** or **AppleWorks** manual. The pathname shown here will have been constructed from the choices you made in the configuration option, discussed above.

If you accept the provided pathname or after you have made the changes you want, press the **Return** key. Note Pad will save your file at the disk location you specified. If the file does not exist, you will be given the option to create it.

Retrieving Files (or Notes)

Use Open-Apple-N to invoke the note file handling menu. You will be given two choices, *Save* and *Retrieve*. If you select the *Retrieve* option, you will then be given the opportunity to change the file and/or drive being retrieved from by changing the pathname given on the screen. This will be either the last file you saved to or retrieved from; if you have not done either yet, the pathname will be constructed from the information given to Note Pad in the Configuration options, discussed below. Please refer to your ProDOS or AppleWorks manual for more information on selecting a pathname. After editing the pathname, press the Return key and Note Pad will attempt to get this file off of the disk for you.

Printing the Note Pad

Your Note Pad may be printed; either the currently displayed page or all 32 pages. They will be printed to the Open-Apple-H printer; see your AppleWorks manual for a information on choosing and configuring this printer. From the Note Pad, press Open-Apple-P to invoke the print option. At the bottom of the screen a choice will be presented as follows: *Print which pages? Current All.*

If at this point you decide not to print, press *Escape*. Otherwise, choosing *Current* will immediately print the page currently shown on your screen. Choosing *All* will print all 32 pages, starting with page one. A two line break will be printed between pages.

Note Pad will print the pages exactly as they are shown on your screen, there is no way to change the margins. If you wish to change margins or "stretch" several pages into one page, first import the Note Pad file into the AppleWorks Word Processor, make your changes in AppleWorks and then print it from AppleWorks. See the discussion below regarding importing a Note Pad file into the Word Processor.

Lastly, before printing, ensure that your printer is turned on and selected (on-line).

Finding a Key Word

If Note Pad is used extensively, it may be easy to lose track of which of your 32 pages of notes relates to what subject. If you can remember a word or phrase within one of the pages, you can ask Note Pad to search for that word or phrase, it will show you every page that contains that word or phrase.

To invoke this "find" function, press Open-Apple-F. You then have the option of finding `text` or the next `blank` page (handy if your Note Pad is getting full). If you choose `text`, you will be presented with the question at the bottom of the screen, `Find what text?` At this point, type in the word or phrase you wish to search for, and press Return. If Note Pad finds this word or phrase, it will display the first page on which it is found. You will be asked at the bottom of the screen, `Find next occurrence?`. If you answer `Yes`, Note Pad will then attempt to find the next occurrence of this word or phrase. If it finds another, the above process will be repeated, otherwise, you will be presented with the message `Not found`.

Repositioning Note Pad

You may optionally choose to relocate Note Pad on the AppleWorks screen. Repositioning or "dragging" is accomplished by pressing Open-Apple-D. Having called the drag function, use the Up, Down, Left, and Right Arrows to move the Note Pad to your choice of location. Note that you cannot cover the bottom screen line with the Note Pad; this is to ensure that this bottom line is always clearly visible as important messages will be presented there. The next time you invoke Note Pad from the TimeOut menu if you have not re-booted the system, it will appear in the new location. Re-booting the system will cause the Note Pad to be placed at the coordinates defined in the Configuration option, discussed below.

Escape Key

Pressing the Escape key at any time while using the Note Pad will take you back to your previous operation. Most of the time, this will mean taking you out of the Note Pad and back into AppleWorks. (Don't worry, your notes are automatically saved on the desktop.)

Version

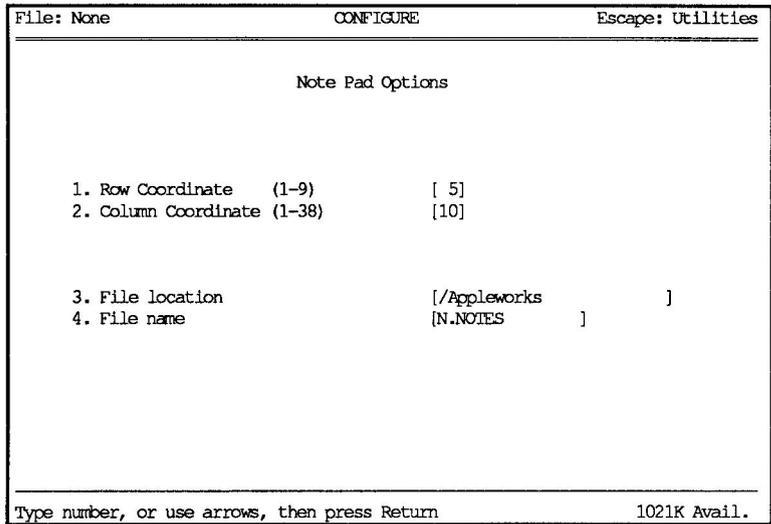
The version number of Note Pad can be found by pressing Open-Apple-V. Press any key to return to the Note Pad.

Command Summary (Help)

A summary of the Note Pad commands and edit keys is available by pressing Open-Apple-?. The available keys are displayed along with a brief summary of the function of each.

Configuring Note Pad

The Note Pad may be configured so certain options are always available upon entering the Note Pad, such things as screen position, which disk drive to use and which filename to use. To view or change the configuration options, select *Utilities* from the *TimeOut* main menu. Choose *Configure*, then finally choose *Note Pad*. The following screen will come up:



Coordinates

The Note Pad may be placed wherever you want on the AppleWorks screen. The only stipulation regarding where the Note Pad may be placed is it may never be placed partially off of the screen. The whole Note Pad must be displayed, hence the numerical restrictions noted on the Configure screen. The coordinates you specify in the Configure options are the upper left row and column. The Note Pad may be moved later. These coordinates simply specify where the Note Pad will be placed when first used.

File Location

Specifies where Note Pad should look to find your file. There are four choices:

1. ProDOS pathname
2. Slot and Drive
3. AppleWorks data disk
4. TimeOut applications disk

For more information about pathnames, see your ProDOS or AppleWorks manual. For more information about these selections, see the Appendix *TimeOut Utilities*.

File Name

This is the name of the file you wish to contain your notes upon boot up. It may be changed later at any time. If you don't make a selection, Note Pad will attempt to use the name "N.NOTES". Whatever name you choose must be a valid ProDOS filename. Though it does not have to, you might consider beginning all of your Note Pad files with an "N.". This way it will be easy to keep them all together and you will always recognize them when you see them in a file list.

About Note Pad Files

Note Pad files are ASCII text files. Every line ends with a Carriage Return. You can load any ASCII (text) file into Note Pad, however, it will only load as many lines as will fit into the Note Pad (32 pages x 10 lines/page = 320 lines) and will truncate lines longer than forty (40) characters. Note Pad files may be read by any application that can read ASCII files (including AppleWorks).

Importing a Note Pad File Into the Word Processor

From the AppleWorks Main Menu, select Add files to the Desktop. Select Make a new file for the: Word Processor. Select From a text (ASCII) file. Type in the ProDOS pathname of the Note Pad file you wish to work with. AppleWorks will then import the file, and ask you for a name for the AppleWorks version of this file. Type in the filename of your choice. AppleWorks will display the Note Pad file for you on the screen. If you wish to then save it to a disk, either use the Open-Apple-S option from the Word Processor or select Save Desktop files to disk from the Main Menu. Refer to the AppleWorks manual for more information about saving AppleWorks files.



Chapter 12



Page Preview

by Alan Bird

TimeOut Page Preview is an AppleWorks enhancement that allows you to see the page format of your AppleWorks word processor files before you print them out on your printer. Page Preview can save you a lot of time by allowing you to see how the text will appear on each page before spending several minutes or hours printing it out on your printer.

Using Page Preview

Load a word processor document into AppleWorks by selecting **Add files to the Desktop** from the AppleWorks Main Menu. Make sure it is a word processor document. Page Preview does not work with data base or spreadsheet files. To truly understand how page preview works, be sure to load in a very long file that is several pages when printed out.

Press **Open-Apple-Escape** to call up the TimeOut menu and select **Page Preview**.

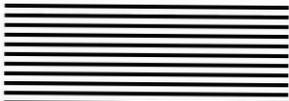
Press **Return** to select **Print** from beginning. Press **Return** again to select the default printer. Press **Return** once more to select one copy.

After a delay, you will see a graphics screen showing some of the first pages in your document. An average of three pages will fit on the screen. Each character in your document is represented by one dot on the screen.

If you have a color monitor, you will see a lot of color patterns. Switch your monitor to monochrome mode if you can to obtain a better view.

Use either the **Left and Right** or **Up and Down Arrow** keys to see the remaining pages in your document. The bottom of your screen indicates which pages you are looking at.

Press **Escape** to exit from Page Preview.



Chapter 13



Puzzle

by Mark de Jong

TimeOut Puzzle is a classic diversion. See how quickly you can solve it. How many moves will it take you?

Using Puzzle

Select `Puzzle` from the TimeOut Menu. (Remember: to get to the TimeOut menu, press Open-Apple-ESC).

Once `Puzzle` has been selected, a solved puzzle will appear on the screen. This is just to let you see the original position of each puzzle piece (or tile). To move on, press any key.

Scrambling the Tiles

Whoops! Now you did it! Actually, that's part of the game, your objective is to restore all the puzzle pieces to their original position. You can only move a piece into the empty spot. No two tiles can occupy the same spot.

The Cursor

Notice that the upper-left tile is highlighted. That's where the cursor is. When you press the Arrow keys, the cursor moves.

Cursor Movement

Try it now, press the Right Arrow key. Now press the Down Arrow key ... Aha! ... and the Left Arrow ... and finally the Up Arrow.

Tile Movement

Now place the cursor on a tile that is next to the empty spot and press the Return key. Voila! You moved the tile!

A whole row of tiles or a whole column of tiles can also be moved. Simply place the cursor on a tile in a row or column that includes the empty spot and press Return. The whole row or column will move!

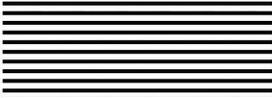
Sound

The puzzle makes a slight noise whenever you place a tile in its correct place. If this noise becomes annoying to your neighbors, simply press Open-Apple-S to toggle the sound on and off. Also note that an inverse S appears in the bottom right corner of the screen whenever sound is turned on.

Quitting

If frustration hits before the puzzle is solved (or the boss walks in!) pressing the Escape key will quickly restore AppleWorks to whatever you were doing before you started up the puzzle.

Once the puzzle is solved, it will let you know how many moves it took you to solve the puzzle and then it will wait for the Return key to be pressed before returning to AppleWorks.



Chapter 14



Word Count

by Alan Bird

TimeOut Word Count is an AppleWorks enhancement that quickly scans through an AppleWorks word processor document and indicates how many words and characters are in the document and the average length of each word.

Using Word Count

Load a word processor document into AppleWorks by selecting *Add files to the Desktop* from the AppleWorks main menu. Make sure it is a word processor document. Word Count does not work with data base or spreadsheet files.

Press *Open-Apple-Escape* to call up the TimeOut menu and select *Word Count*.

Immediately, Word Count will begin counting words and display the results when it is finished. Press any key to exit from Word Count.

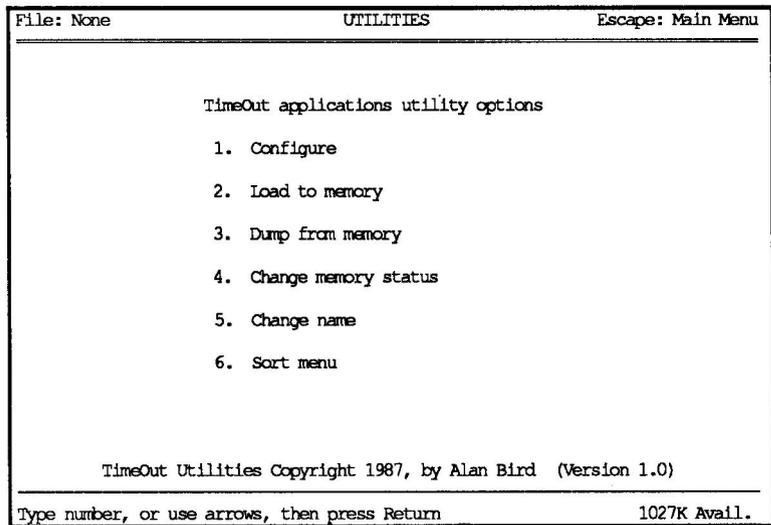


TimeOut Utilities

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.

Using the Utilities

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:



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 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.



Customer Support Information

If you have questions or problems, 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 AppleWorks enhancement programs you're using.

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

Technical Support:

(619) 296-6400 8 am to 5 pm, weekdays (pacific time)

Modem Tech Support:

(619) 296-6490 24 hours, everyday

Or, you can write to:

Beagle Bros, Inc.
6215 Ferris Square, Suite 100
San Diego, CA 92121

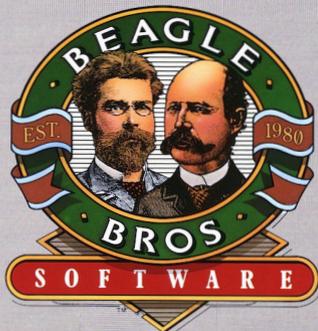


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