

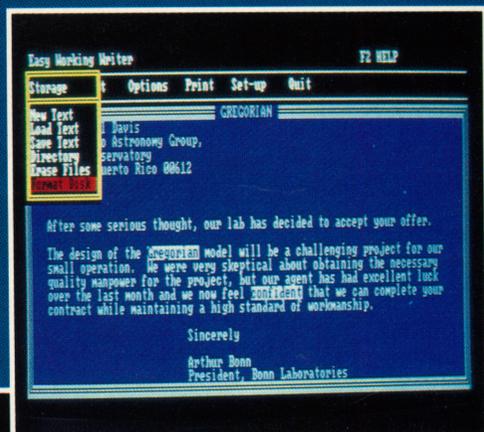
EASY WORKING™

From Spinnaker

TRI-PACK

THE WRITER

THE FILER



THE PLANNER

The Writer, Filer and Planner integrate with each other.

Apple IIe/IIc/Franklin ACE 500 and 2000 Series

Requires 128K and monitor
80 column width/laser 128K

**EASY
WORKING
WRITER™**

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Part 1: GETTING STARTED

1.A: Introduction

Welcome to Easy Working Writer! Word processing couldn't be easier, even for the first time user! If you *are* using a word processor for the first time, we suggest reading through this documentation before starting the program. Do read through Part 1, "GETTING STARTED," even if you're familiar with computers and word processors. To save time when you have a specific question about a command, check the Table of Contents to see if you can find where it's explained in the documentation.

This program runs on three types of computers - the IBM PC and compatibles, the Apple II series, and the Commodore-64. Instructions for all three are very similar; therefore the documentation for the three machines is combined. When machine specific instructions are required, it is noted clearly. For example, if the Apple requires that a special key be used for a command, there would be a note to Apple users in the appropriate location.

Generally, instructions that you should follow and keys that you should press to carry out commands appear in **boldface print**. On the Apple II Series and the Commodore 64 computers, there is an "L-shaped" key on the right side of the keyboard called the RETURN key. This key is pressed after typing most commands; it "enters" the command. This same key is called the ENTER key on the IBM PC and compatible machines. Throughout this documentation, it is referred to as the RETURN key, and it appears in boldface type whenever you should press it to enter a command. Function Keys are written as F1, F2, F3, and so on.

Finally, there are some additional keyboard keys that are different on the three machines, and even some which are unique to one machine. The following chart shows the keys which are different on each machine. The chart is followed by a brief explanation of the keys by machine.

<u>KEY</u>	<u>IBM</u>	<u>APPLE</u>	<u>COMMODORE</u>
Escape	Escape	Escape	STOP
RETURN	Enter	RETURN	RETURN
Page Down	PgDn	<A>5	F5
Page Up	PgUp	<A>6	F6
F1, F2, F3, etc.	F1, F2, F3, ...	<A>1, <A>2, <A>3, ...	F1, F2, F3, ...
Control	Ctrl	<A> or [A]	Ctrl

• IBM PC and Compatibles

Remember that each time you see "press RETURN" in the instructions, press the Enter key instead.

• Apple II Series

There are two "Apple" keys; one is to the left and the other is to the right of the Space Bar. The one to the left of the Space Bar is the "Open Apple" key and is written as <A>. The one to the right of the Space Bar is the "Closed Apple" key and is written as [A]. There is no PgDn (Page Down) or PgUp (Page Up) keys on the Apple. Use <A>5 and <A>6 respectively. There are no Function Keys on the Apple computers. Use the "Open Apple" key followed by the Function Key number when instructions ask for a Function Key. Example: F3 is <A>3 on the Apple II series computers.

There is also no Ctrl key (Control Key) on the Apple keyboards. Instead, use either the <A> (open Apple) or the [A] (closed Apple) keys. The instructions will tell you which to use at the appropriate time.

• Commodore

There is a "Commodore" key on the Commodore-64. It is located at the lower left corner of the keyboard, and has a "C" on it. It is referred to as the CMDR key. Also, there is no "Escape" key; whenever the documentation asks you to press Escape, press the STOP key instead. There is no PgDn (Page Down) or PgUp (Page Up) keys on the Commodore-64. Use F5 and F6 respectively. Finally, the Commodore is often referred to as the "C-64" in this documentation.

1.B: Backing Up the Program

The package you purchased contains a disk called the "program disk" because the program is stored on it. Make an additional copy of this disk so that you have two in case anything should ever happen to the original. This is called making a "back up" copy. Instructions for making backups should be in the manual which accompanies your computer.

You should also format some blank disks to use as "data disks," or disks on which you will store your files. Again, instructions for formatting disks can be found in your computer's documentation; and in fact, you can format disks from within the program. If you have a single disk drive system, it is possible to store some data files directly on the program disk. If you have two disk drives, it is recommended that you work with the program in Drive A (or Drive 1), and a formatted data disk in Drive B (or Drive 2). If you have a hard disk, it is best to copy the Easy Working Writer program into its own directory, and then work within that directory.

1.C: Loading the Program

The following are instructions for loading Easy Working Writer on the IBM PC and compatibles, the Apple II series, and the Commodore-64. For the IBM PC and compatibles, instructions for both floppy disk and hard disk systems are included.

1.C.1: Loading on an IBM PC or Compatible

• Floppy Disk Users

If you are using a floppy disk system, follow these steps. They include instructions for making a "self-booting" version of the program. After creating a self-booting program disk, you will be able to both start up your computer and load Easy Working Writer from the same disk. You will not have to use the "INSTALL FLOPPY" portion of these instructions each time you use the program; however, you *will* need to use "INSTALL FLOPPY" to create another self-booting program disk.

Start up the computer using your DOS disk (version 2.0 or higher). When A> appears on the screen, remove the DOS disk, and insert the Easy Working Writer program disk in Drive A. Then insert the DOS disk in Drive B. If using a single drive system, follow the screen prompts.

At the A>, type **INSTALL FLOPPY** and press **ENTER**. This procedure copies DOS onto your program disk to make it self-booting.

• To load the program:

Insert the self-booting program disk in Drive A and turn on the computer. Easy Working Writer will load automatically. If the computer is already booted and you want to use the program, with the A> on your screen, insert the program disk in Drive A and type **EW**. Then press **ENTER** and the program will load.

• Hard Disk Users

The following are instructions for installing and loading Easy Working Writer on a hard disk system. You only need to follow the **INSTALL** instructions once to install the program in your hard disk. To load the program once this is completed, you only need to boot your computer, change into the **EW** directory (Easy Working directory), and load the program.

Turn on your computer. When the C> appears on the screen, insert the Easy Working Writer program disk in Drive A. Type **A:INSTALL HARD** and press **ENTER**. This automatically copies the program files into a directory called **/EW**. (Before using the program to store

files, be sure to set the path name in the Set-Up Storage Menu to Drive C, and set the directory/path to /EW. (See Part 5, section 5.C for more information.)

- To load the program once it is installed on your hard disk:
Turn on your computer. At the C>, type CD /EW and press Enter to move into the Easy Working directory. Type EW and then press Enter to load the program.

1.C.2: Loading on an Apple II Series Computer

Insert the Easy Working Writer program disk in Drive #1 and close drive door. Turn on your computer, monitor and printer. The program loads automatically.

1.C.3: Loading on a Commodore-64

Insert the Easy Working Writer program disk in the disk drive and close the drive door. Turn on the computer, drive, monitor and printer. (On the Commodore 128, hold down Commodore Key and turn on computer.) Then type LOAD "*",8,1 and press RETURN.

1.D: The Main Menu

After you load the program, the Main Menu comes onto the screen. At the top left corner of your screen is the name of the program, "Easy Working Writer." In the upper right corner, it says "F2 HELP." This means press the F2 key to access Easy Working Writer's Help system. It gives on-screen explanations of the options that are available. You will not lose your document when you press F2; simply press the **Escape** key (the **STOP** key on the Commodore-64) to leave Help and return to your document.

<u>ACTION</u>	<u>IBM</u>	<u>APPLE</u>	<u>COMMODORE</u>
Get Help	F2	<A>2	F2
Leave Help	Escape	Escape	STOP

To move through the options on the Main Menu, use the Arrow keys (also referred to as the Cursor Keys). Press **Right Arrow** to move the cursor right; use the **Left Arrow** key to move the cursor to the left. Each of the Main Menu options have sub-menus. For example, with the cursor on "Print," press **RETURN** (**Enter** on IBM and compatibles). This produces the Print sub-menu. Use the **Up** and **Down Arrow** keys to move up and down the sub-menu options, and press **RETURN** to select the option of your choice.

You can also select a sub-menu option by pressing the first letter of the command desired. To leave a sub-menu and return to the Main Menu, press **Escape** (or **STOP** on the Commodore-64).

The following list shows the keys most often used when the Main Menu and other sub-menus are on your screen.

KEY	FUNCTION
Right/Left Arrow	Moves through Main Menu options
Down Arrow	Produces sub-menu for highlighted option when available
RETURN	Selects highlighted option
STOP (C64) Escape (IBM, Apple)	Cancels selection
F1	Accepts an input box
F2	Accesses Help system

Note that the F1 key "accepts an input box." An input box is when the program gives you a choice of what to do next by asking a question(s) on the screen. If it says to press the F1 key to accept what the screen currently says, check to make sure the correct selection is highlighted, and then press the F1 key to continue. Sometimes input boxes offer a "Y/N" (Yes/No) response. If you want to respond **Yes**, simply type **Y** directly over the **N** (No), or vice versa.

Each of the Main Menu options is briefly described below. The options are explained in greater detail in Parts 2 - 6 of this documentation.

• **Edit**

Select **Edit** to enter the editing mode to create a document, or to edit the document currently residing in memory.

• **Print**

Select **Print** when you're ready to print all or a portion of your document. You can send output to a printer, or to an ASCII file. Also use this command when you are merging two files, i.e. an Easy Working Planner file with an Easy Working Writer file, etc.

• **Option**

Use **Option** to access the advanced editing commands like **Search and Replace**, **Preview Text before printing**, **Merging**, and **Spell Check**.

• **Storage**

Use **Storage** to create new files, open existing files, save files, and to erase files. Also use **Storage** to review the names of files stored in the current directory. You can also format blank disks for data storage using this command.

- **Set-Up**

Use Set-Up to set up the software so that it works with your hardware. Use it to specify what kind of printer you have; to change the colors which appear on the screen (optional if you have a color monitor), and to specify the drive on which to store files (with correct path and directory instructions if you're using a hard disk system). You can save these specifications so that they will be in effect automatically each time you load the program.

- **Quit**

Select Quit to leave the program and return to the operating system. Be sure to save your document before selecting Quit.

Part 2: CREATING, EDITING, AND SAVING A DOCUMENT

If you are using an IBM PC or a compatible system, be sure to go to the Set-Up Menu to check that the pathname and directory are correct. For example, if your Easy Working Writer program is located in the \EW directory in Drive C, the drive should be set to C, and the directory/path should be set to \EW. If you are using a double disk drive Apple or Commodore 64, and you plan to save files on a disk in Drive B, be sure that the drive is set to B in the Set-Up Storage Menu. Detailed instructions about this menu can be found in Part 5, section 5.C.

2.A: Creating A Document

Once the correct drive (and pathname if relevant) are established, you can create your first document. With the Main Menu on the screen:

Move the cursor to Edit and press RETURN (or Enter). This brings you into the editing mode; the mode in which you can enter documents. You're ready to start entering text.

An alternative way to enter a document is to use the Storage option on the Main Menu. To do this:

Move the cursor to "Storage" and press RETURN. This produces the Storage sub-menu. To open a new document, move the cursor to "New Text," and press RETURN. (If you have been working on another document, be sure you save it before using the New Text command as it gets rid of whatever is currently on the editing screen.)

Or, if you have a document on the screen and you then need to return to the Main Menu, you can use the **Load Text** command to reload the current text. Both "Load Text" and "Edit" load the document currently in memory.

2.A.1: Cursor Movement Keys

The following is a chart which outlines the keys that will help you move the cursor around the screen for faster editing. **Apple users:** The "open Apple" key is written as <A> and the "closed Apple" key is written as [A].

<u>COMMAND</u>	<u>IBM</u>	<u>APPLE</u>	<u>COMMODORE</u>
Up one line	Up Arrow	Up Arrow	Up Arrow
Down one line	Down Arrow	Down Arrow	Down Arrow
Right one character	Right Arrow	Right Arrow	Right Arrow
Left one character	Left Arrow	Left Arrow	Left Arrow
Screen up	F6 or PgUp	<A> 6	F6
Screen down	F5 or PgDn	<A> 5	F5
End of line	F7	<A> 7	F7
Beginning of line	F8	<A> 8	F8
Forward one word	Ctrl F	<A> F	Ctrl F
Backward one word	Ctrl B	<A> B	Ctrl B
Top of screen	Home	<A>	Home
Top of document	Ctrl/Home	[A]	Shift/Home
Bottom of screen	End	<A>	Ctrl
Bottom of document	Ctrl/End	[A]	CMDR
Delete	Delete	Delete	Left Arrow
Delete word	Ctrl D	<A> D	Ctrl D

Practice using these keys to see how they affect the cursor in your document. Also take notice of the line of information which is at the top of your screen. When you are in the editing mode (i.e. entering a document), the row and column numbers which reflect the current cursor location are listed at the top of the screen. The row number tells you how many lines down the cursor is from the top of the page. The program is pre-set for 55 lines of text on an 8 1/2" x 11" sheet; this can be changed - see Part 3, section 3.C.5. The column number reflects how many characters in the cursor is from the left margin. The top line of the editing screen also indicates how much memory is available (in bytes) for the storage of data. Finally, in the right corner, you are reminded about the Help system which is accessible by pressing F2 (<A>2 on the Apple).

Some other keys used frequently when editing are as follows:

<u>COMMAND</u>	<u>IBM</u>	<u>APPLE</u>	<u>COMMODORE</u>
Backspace	Backspace	<A> Delete	Delete
Tab	Tab	Tab	Ctrl T
Page feed	Ctrl E	<A> E	Ctrl E

2.B: Saving and Re-loading Documents

When creating a document, you should "save" it every 10 minutes or so even if you haven't finished entering text. When you issue the Save command, it makes a copy of your text file on the disk. This prevents the accidental loss of data in case the power should go out, or someone inadvertently shuts off your computer. To save your document:

Press **Escape** (Stop on the C-64). This moves the cursor back to the Main Menu. Select "Storage" and press **RETURN** to produce the Storage sub-menu. Move the cursor to "Save text" and press **RETURN**. This produces a message which reminds you to insert a data disk in the drive on which you will save this file. Press **RETURN** when the data disk is in the correct drive (if it isn't already). You are then asked to enter the filename (with a path name if you're using a hard disk). It is recommended to use a maximum of 8 characters for a file name, and to keep them simple so you can recognize their content easily. Press **F1** to accept the file name when you're ready.

When you create a file in this program, it is automatically assigned the file extension **.LIS**. A *file extension* is a three character combination separated from the file name by a period. It helps to identify files. For example, some sample Easy Working Writer file names that you might find on a disk are **LETTER1.LIS**, **MEMOAUG8.LIS**, etc. If by chance there were also some imported Easy Working Filer (database program) data files also stored on this disk, they would have the file extension **.IED**. Some sample imported Easy Working Filer file names could be **NAMES824.IED**, **PHONE#S.IED**, etc. Notice how the file extensions of these sample file names can help to identify both the content and the types of files they represent.

Now to go back to the same Easy Working Writer document for additional work:

With the cursor still in the "Storage" sub-menu, select "Load Text."
This loads the text of the current document.

If you wanted to start a new document:

Select "New Text." This clears the screen of any old text, and loads a blank screen for a new document. Always make sure that the document currently on the screen has been saved before using "New Text" as this command erases data from the screen (and from the current memory).

2.C: How to Exit the Program

When you are ready to leave the program, always make sure that your most recent document has been saved. Then do the following:

Press **Escape** (**Stop** on the C-64) to return to the Main Menu. Move the cursor to "Quit" and press **RETURN**.

2.D: Storage Menu Utilities

The last three options on the Storage Menu are utilities which allow you to review the names of files currently stored on your disk, to erase files from the disk, and to format data disks without exiting the program.

2.D.1: Directory

Use this command to display a list of all the files stored on the current disk (and in the current directory if you are using a hard disk). Use the **Up** and **Down Arrow** keys to scroll through the filenames; many times all the filenames will not fit in the display window at one time. For a very large directory, use the following keys to scroll through the filenames:

<u>SCROLL</u>	<u>IBM</u>	<u>APPLE</u>	<u>COMMODORE</u>
One screen up	PgUp	<A> 6	F6
One screen down	PgDn	<A> 5	F5

To select a file to load, move the cursor to it and press **RETURN** (or **Enter**). You can recognize all the EWriter files because they have a .LIS file extension. To leave the directory without loading a file, press **Escape** (**STOP** on the C-64).

2.D.2: Erase File

Select this command to erase a file without leaving the program. You will be asked to supply the name of the file being erased. Once gone, an erased file cannot be retrieved. Be careful when erasing files!

2.D.3: Format Disk

Use this command to format disks so that you can use them for the storage of data. You will be asked to enter the the drive name (Drive A, or B, or 1, 2, etc.) where the disk is to be formatted. Be sure that you insert a blank disk to be formatted (or a disk that you want to erase and reuse) as formatting a disk erases all previous data that's stored on a disk. **Do not format your program disk!**

Part 3: **ADVANCED EDITING COMMANDS**

This chapter covers commands used to manipulate "blocks," to change the appearance of regular text to boldface, underline, etc., and finally to set tabs, margins, and center text. It's best to practice using these commands with two or three paragraphs of text to see how they affect it.

3.A. Marking Blocks

A "block" is an area of text which you specify by marking it. After you "mark" it, you can cut it out of the document temporarily, and then paste it back in at another location. You can also mark a block and delete it from your document, or copy a block to another location. To mark a block:

Move the cursor to the top left corner of the block to be marked (or to the first character of the block) and press **F3** (<A>3 on the Apple). Then move the cursor to the bottom right corner of the block (or the last character) and press **F4** (<A>4 on the Apple). This produces the F4 Menu.

If you decide not to operate on a marked block, press **Ctrl F3** (or [A]3 on the Apple).

The following chart shows the keys that are used when working with blocks.

<u>FUNCTION</u>	<u>IBM</u>	<u>APPLE</u>	<u>COMMODORE</u>
Mark block	F3	<A>3	F3
Produces the F4 Menu	F4	<A>4	F4
Clears marked block	Ctrl F3	[A] 3	Ctrl F3
Cut marked block; put in temporary storage area	Ctrl C	<A>C	Ctrl C
Paste block from temporary storage into document	Ctrl P	<A>P	Ctrl P

3.B: The F-4 Menu

Once you mark a block, press F4 (<A>4 on the Apple) to produce the F4 Menu which is used to manipulate blocks. Be sure that you have marked the block *before* using any of the following block commands. The first command on the F4 Menu is "Cut to Memory."

3.B.1: Cut to Memory

Select this command to cut the block out of the current document, and to store it in a temporary data storage area. You can then use the "Paste From Memory" command to paste the cut block back into the document at another location. As a shortcut, you can also use the Cut command by just marking the block and then pressing Ctrl C (<A>C on the Apple). This also puts the block in the temporary storage area.

3.B.2: Cut to File

Select this command to cut the block out of the current document, and to store the block in its own file on the disk. You are asked to enter a filename for the block being written to its own file.

3.B.3: Copy to Memory

This command copies the block into a temporary storage area. You can then move the cursor to another location in your document, and use the "Paste From Memory" command to insert the block. It will then appear in two locations in your document. Whenever you cut or copy to memory, the cut or copied block only exists in the memory within the current file. Once you save the file and open another one, the data stored in the temporary storage area is deleted.

3.B.4: Copy to File

This command copies the block to its own file on the disk. You are asked to enter a filename for the block being copied into its own file.

3.B.5: Paste from Memory

Use this command to paste or insert data into your document which you have cut or copied to memory. The data will be inserted at the cursor location. You can also use the shortcut command Ctrl P (<A>P on the Apple) to paste the block from the temporary storage area into your document.

3.B.6: Paste from File

Use this command to paste or insert a block which you have written to its own file. You will be asked to enter the filename of the incoming block, and the block will be inserted at the cursor location. This is also a quick way of combining two files.

3.B.7: Delete Block

This command deletes the block which is marked. It provides is a convenient way to get rid of a large amount of unwanted text; however, be careful that you don't delete data that you might need.

3.C: Print Controls

This section explains the commands available in the Print Control Menu which can only be accessed when you are in the editing mode (creating a document). To access the Print Control Menu, press F1 (<A>1 on the Apple). The first seven commands in the Print Control Menu actually control the "fonts" used when printing the document. The last seven commands on this menu are used for merging files, setting tabs and margins, turning on and off justification, centering text, entering headers and footers, and linking files.

3.C.1: The Printer Font Controls

A *font* is a special look to the type used for specified words. **Boldface** is a font, as is *italics*. In order to be able to use different fonts, your printer must be able to print them. Also, you need to set up your printer correctly in the Set-Up Menu (see Part 5, section 5A). Whenever you put a print control in a document, you will see a special character display. The special character must be placed directly before the first character to be affected, and again directly after the last character to be affected. You can tell what the special character stands for by placing the cursor over the special character and watching the second line at the top of the screen. An explanation of the special character appears there. Remember, whenever you insert a print control character to turn on a font (like boldface), it is necessary to insert another boldface print control character to turn off boldface.

- **Boldface**

Use **boldface** to highlight or emphasize certain word(s).

- **Underline**

Use underline to underline and emphasize word(s).

- **Compressed Print**

Use compressed print if you have large document that you want to fit on a small page, or if you simply want small type.

- **Expanded Print**

Use expanded print for emphasis.

• **Quality Print**

Use quality print to produce close to letter quality drafts of your documents, even if you have a dot matrix printer.

• **User Format #1 and #2**

You can enter one or two fonts that your printer may support, such as subscript or superscript. Remember, it's necessary to define these two formats in the Set-Up Menu if you plan to use them

3.C.2: Merge Mark

This refers to the mark which you insert in a document when you want to import a file from Easy Working Filer or Planner, a database and a spreadsheet program which are both compatible with Easy Working Writer. If you are importing a database file from EWFile, successive fields of data from the database file will be inserted at each merge mark. You will be asked to supply the name of the EWFile file being merged. Note that imported EWFile files have .IED file extensions; not .LIS like EWWriter. Be sure to check the change in file extension when importing an EWFile file.

It's also necessary to make sure that the database file being merged is set up properly. It needs to have only one field per line, and a forward slash / on a line by itself to indicate the end of the record. For example:

Mr. Brandon Smith
123 Newborn Street
Exton, PA. 19341
/

3.C.3: Set Tabs

Select this command to re-set the tabs for your document. They are pre-set at every five characters. To re-set them, select the "Set Tabs" command. Then enter the column numbers, separated by commas, where you want tab settings to be.

3.C.4: Justification

Select justification to turn on (and then off) justification. When a document is justified, the right margin is a straight vertical line. Justification is *off* unless you turn it *on*. If you turn it on, you need to place the command in column 1 of the first line that is to be justified.

3.C.5: Setting Margins (Page Format Command)

Use this command to set left, right and top margins, lines per page, and line spacing. These are pre-set at 10, 70, 5, 55 and 1 respectively. These

settings will produce an attractive document on a standard 8 1/2" x 11" sheet with ample margins all around the text. If you change these settings, please put the command in column 1 on a line by itself.

3.C.6: Centering

Select this option to center a line of text between the left and right margins. Please place the command in column 1 of the line to be centered.

3.C.7: Headers and Footers

A "Header" is a line of text (up to 80 characters) which will appear at the top of each page of your document when it's printed. You can include the page number in the header by placing a pound sign # in the header text. You will not see the header until you print the document.

A "Footer" is similar to a header except that it will appear at the *bottom* of every page of your document when it's printed. To include the current page number in your footer text, place a pound sign # in the footer text. You can have a maximum of 80 characters in a footer. Please place the commands for headers and footers in column 1 on a line by themselves.

3.C.8: Linking Files (Chain File command)

Use this command to link another file to the current file so that when the first file has finished printing, the linked file will print without issuing a separate print command. This provides a way of combining two files easily which might otherwise create a single file that is too large to work with. Please place the command in column 1 on a line by itself.

Part 4: THE OPTIONS MENU

The commands on this menu allow you to search for a string of characters and optionally replace them with other user specified text. The command "Preview Text" gives you a look at what your document will look like when it is printed, and the final command "Spell Check" runs a spelling check on all the words in your document to make sure that they're spelled correctly.

4.A: The Search and Replace Commands

The "Search" command finds occurrences of a string of up to 20 characters (a string is a group of characters - letters, numbers, etc.). The "Search and Replace" command finds a specified string of characters and then replaces the string with another specified character string. This can be helpful if you discover that you have misspelled a word throughout a document. You can search for the misspelled version and replace it with the correctly spelled version.

4.A.1: Search

Use this command to search your document for a string of up to 20 characters. The search begins at the location of the cursor in your document. You will be asked if you wish the search to be *case sensitive* or not. A case sensitive search will find only those occurrences of the words which are exactly the same as the characters you specify - including the case. For example, if you do a case sensitive search for the word **Day**, the cursor will not consider the word **day** to be a match. If you choose *not* to do a case sensitive search, the search will ignore the difference between upper and lower case letters, and both **day** and **Day** would be considered as a match.

4.A.2: Search and Replace

Use this command to search your document for a string of up to 20 characters and replace it with another character string. The search begins at the cursor location, and you will be asked if you wish the search to be case sensitive. If you reply **N** (No), the search ignores the difference between upper and lower case letters. You can specify whether or not you want to verify each replacement or not. If you respond **Y** (Yes), the cursor will stop at each occurrence of the search string and ask if you want it replaced with the replacement string. Generally, it's a good idea to verify all replacements.

4.B: Preview Text

Select this command to see your document as it will appear when printed. The only portion of your document which will *not* appear as it will when printed is the printer forms. They will not appear until the final document is sent to the printer. If the document is wider than the screen, use the **Arrow Keys** to see all of it. Use the **PgDn** key (**F3** on the C-64, or **<A>3** on the Apple) to see next screen of text.

4.C: Spell Check

Use the spelling checker to check the spelling of all the words in your document. This procedure checks from the cursor forward and leaves the cursor at the end of the last word checked. If you are using an Apple or a Commodore-64, you will be asked to insert the reverse side of the program disk into your drive. If no misspelled words are found, the message "No misspelled words found" displays, and you return to the Main Menu. A spell check can take time; especially if you have a long document.

If a misspelled word *is* found, the cursor moves to the location of the first misspelled word. The word will be highlighted, and a window appears at the bottom of the screen containing the word in question. To change the word, type the correct spelling and press **F1**. If you do not wish to change the word, simply press **F1**. This process will repeat until all misspelled words have been checked. When complete, you will be returned to the Main Menu. To abandon the spell check during the procedure, press **Escape** (**STOP** on the C-64).

Part 5: THE SET-UP MENU

Use this option to set up the program so that it works with your equipment. There are four options on this menu which have the following functions:

<u>OPTION</u>	<u>FUNCTION</u>
Set-Up Printer	Configures the software so that it works with your printer
Set-Up Screen	Allows you to change the colors used on your monitor (optional)
Set-Up Storage	Specifies on which disk drive you wish to store data
Save Set-Up	Saves all Set-Up data until you change it again

5.A: Set-Up Printer

Select this option to enter the information the program requires to work with your printer. You will probably need to refer to the manual which came with your printer. When you select "Set-Up Printer," it produces the Printer Set-Up screen. Before changing any of the printer set-ups, we recommend that you try printing a document. Include some boldface, italic, underlined, compressed and expanded text in your trial document to see if these fonts will work without making any alterations to the Set-Up Printer Menu.

If after this trial, you are unable to print, then go into the Set-Up Printer Menu and make the recommended changes. If you need to make specific changes to this menu for your printer, please note that printer set-ups for the IBM PC and compatibles, the Apple II series, and the C-64 are all just a little different. If you find that you need to make changes to the default printer set-ups for your printer, instructions for each follow.

5.A.1: IBM PC (and Compatible) Users

• Device Name

This refers to the printer device name. To display the list of possible choices, press **F3**. This produces the list of printer device names from which you can choose. Press **Escape** to leave the list. To change the current Device Name, press the **Space Bar** until your choice displays. Then press **F1** to accept your choice. The device is usually **LPT1** for the IBM PC and compatibles.

• Linefeed

Some printers require that a "linefeed" command be sent after each line has finished printing. Most do not, therefore the default for this is **N** (No) which means that no linefeed command will be sent after each line has finished printing - it is automatically built into the printer. If your printer *does* require that a separate linefeed command be sent, type **Y** (Yes) next to Linefeed. Please check your printer manual if you are not sure.

• **Printer Control Codes**

In order for your printer to print using different fonts like **Boldface**, *Italics*, etc., you need to enter the appropriate printer control codes. Again, you will need to refer to your printer manual for these codes. When you have found where they are listed, enter the "On" and "Off" codes in the space given on this menu. Enter the ASCII decimal character(s) in the allotted space, separating each two digit number with a comma (example: **27,36,1**).

Once you have completed all the above information, and you then issue the "Save Set-Up" command, you will not have to do this again unless you change printers. Remember to save all your set-up information once it has been entered.

5.A.2: Commodore-64 Users

The instructions for setting up your printer when using a Commodore are slightly different than those used for the IBM PC and compatibles.

• **Device #**

The Device/Slot should be 4.

• **Command Address**

This refers to the secondary address.

• **ASCII**

Next to "ASCII," type Y (Yes) if your printer is an ASCII printer, or N (No) if it isn't.

• **Linefeed**

(See "Linefeed" under the Set-Up Printer instructions for the IBM PC and compatibles.)

• **Printer Control Codes**

(See "Printer Control Codes" under the Set-Up Printer instructions for the IBM PC and compatibles.)

5.A.3: Apple II Series Users

• **Interface Type**

Type the appropriate number (1-5) of the type of printer interface being used. Refer to the list of 5 interface types below this option.

• **Slot**

The slot number should be 1 when using an Apple II series computer.

• **Linefeed**

(See "Linefeed" under the Set-Up Printer instructions for the IBM PC and compatibles.)

• **Serial Baud Rate**

If you are using a serial printer, enter the appropriate baud rate here. If you are unsure of what it is, please refer to your printer manual.

• **Printer Control Codes**

(See "Printer Control Codes" under the Set-Up Printer instructions for the IBM PC and compatibles.)

5.B: Set-Up Screen

This option only applies if you are using a color monitor. *Even if you do have a color monitor, this option is completely optional.* In fact, it is not advised to change the display colors used in the program unless you are absolutely sure that you want to do this. We have set up the program so that the optimum colors are used for all menus, and changing them can make many menus very difficult to read on the screen.

However, if you want to change the display colors used in the program, place the cursor on the color that you want to change. Then press the **Space Bar** to change the default color. (Use the **RETURN** key on the C-64 to do this.) When you have finished changing the colors, press **F1** (<A>1 on the Apple) to accept all the changes.

5.C: Set-Up Storage

This is where you specify on which disk drive you want to save your files. Instructions for the IBM PC (and compatibles), the Commodore-64 and the Apple II Series are all just a bit different.

5.C.1: IBM PC (and Compatible) Users

When you select "Set-Up Storage" from the Set-Up Menu, it produces the Set-Up Storage Menu.

• Program Files

This should reflect the address of the Drive and the Directory/Path where the program resides. If the program is in Drive A, type A next to "Drive." If the program is in a hard disk, type the address of the hard disk drive, and also type in the appropriate directory and path name. For example, if the program is in Drive C in the EW directory, type C next to "Drive," and type \EW next to "Directory/Path."

• Data Files

This should reflect the address of the Drive and the Directory/Path where your data files are to be stored. Type in the appropriate drive address next to "Drive," and the Directory/Path name if you are storing your files in a specific directory on a hard disk. (See "Program Files" above for an example.)

When you are finished entering the file storage information, press **F1** to accept it.

5.C.2: Commodore-64 Users

- **Program Files: Device**

Enter the appropriate device number for your disk drive. It is usually 8.

- **Program Files: Drive**

Enter the number of the drive in which the program is currently residing. If you are using a single disk drive Commodore, this should be 0 (zero).

- **Data Files: Device**

Enter the appropriate device number of the disk drive on which files are to be stored.

- **Data Files: Drive**

Enter the number of the drive on which data files are to be stored.

When you are finished entering the file storage information, press **F1** to accept it.

5.C.3: Apple II Series Users

- **Program Files: Drive**

Enter the number of the drive in which the program resides. This is usually Drive 1.

- **Program Files: ProDOS Prefix**

Enter the appropriate Directory/Path (if relevant) in which the program resides. For example, if the program is in Drive 1 in the EW directory, type 1 next to "Drive," and type \EW next to "ProDOS Prefix."

- **Data Files: Drive**

Enter the number of the drive in which data files are to be stored.

- **Data Files: ProDOS Prefix**

Enter the appropriate Directory/Path (if relevant) in which data files are to be stored.

When you have successfully entered all the information on the Set-Up Storage Menu, press **<A>1** to accept it.

5.D: Save Set-Up

Once you have entered all your set-up information, use the "Save Set-Up" command to save it. Then you will not have to re-enter the information each time you use the program; it will be automatically loaded each time you use the program. You can change printer controls, or drive/path settings temporarily by entering changes on this menu without saving them. That way, they will be in effect until you quit out of the program.

Part 6: PRINTING

Select this command when you are ready to print your document. When selected, the following options come on to the screen:

<u>OPTION</u>	<u>EFFECT</u>
To Printer	Send file to printer for a printed copy
To File	Send file to disk in ASCII format
To Printer/Merge	Merge with specified file and send to printer

6.A: To Printer

When you want to print a copy of your document, select "To Printer." When selected, a small sub-menu comes onto the screen with options which are explained in the following list. If you decide that you do not want to print your document after issuing the Print command, press **Escape** (STOP on the Commodore). Once printing has commenced, also press **Escape** to stop printing, or press **Ctrl S** (<A>S on the Apple) to pause the printer momentarily, and **Ctrl S** once again to re-start it.

Once you issue the "To Printer" command, the following questions are asked:

- **Paper Length**

Enter the length of the paper (in lines per page). The default for this option is 66, because there are 66 lines on a standard sheet of 8 1/2" x 11" paper (when printing 6 lines per inch). If you are unsure of what to do here, try printing with this option set at 66 before you change it.

- **Page Feed**

If you want the software to issue a page feed command (i.e. advance the paper to the next page) after printing a page, leave the default **Y** (Yes). If you do not want the printer to issue a page feed command after printing a page, type **N** (No).

- **Continuous Paper Feed**

If you are using continuous feed paper with a tractor-feed device in your printer, leave the default **Y** (Yes). If you are using a sheet fed printer, type **N** (No) here to indicate to indicate this. If you type **N** for a manual fed printer, printing will stop automatically at the end of a page and will restart when you insert a new sheet and issue the **Ctrl S** command.

NOTE: If the error message, "Printer Connection Failed" comes onto the screen when you issue the Print command, check to see that your printer is turned on, and that it is "on line."

6.B: To File

Use this option if you want to send an ASCII version of your file to disk. Sometimes, this is done so that you can use a certain file with another program. To send an ASCII version of a file to disk, select the To File option. This produces the message "Insert data disk in drive B" (or whatever drive is specified as your data disk drive). Press RETURN (or Enter) when ready, or Escape to abort this operation.

6.C: To Printer/Merge

Select this option when you are ready to print a file which includes a merge command. A merged file is one which combines files from two programs, usually one from Easy Working Writer and one from Easy Working Filer. Instructions for merging files can be found in Part 3, section 3.C.2, and in the documentation of the program whose files are being merged.

When you select this option, you are asked to insert the appropriate data disk in the data disk drive (i.e. the disk which contains the file being merged.) When ready, press RETURN. Press Escape (STOP on the Commodore) to abort this routine all together. You are then asked to enter the name of the file that is being merged (including its path name, if relevant). Press F1 (<A>1 on the Apple) when ready to print.

Note that the default file extension of files being merged is .IED which is the extension used in Easy Working Filer. If merging a file which has a *different* file extension, use the Down Arrow to move the cursor into this field, and change the extension name to whatever is appropriate.

NOTE: It is easiest to copy the file being merged onto the same disk as the file it is being merged with.

6.D: Leaving the Program (Exit Command)

When you are ready to leave the program, select "Exit" from the Main Menu. This produces a message which asks if you are sure that you want to leave the program and return to the operating system. Type Y (Yes) if you do want to exit, or N (No) if you want to abandon this command and continue using Easy Working Writer.

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**EASY
WORKING
FILERTM**

on one disk

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Part 1: GETTING STARTED

1.A: Introduction

Welcome to Easy Working Filer! Using a database couldn't be easier, even for the first time user!

This program runs on three types of computers - the IBM PC and compatibles, the Apple II series, and the Commodore-64. Instructions for all three are very similar; therefore the documentation for all three is combined. When machine specific instructions are required, it is noted clearly.

Generally, instructions you should follow and keys you should press to carry out commands appear in **boldface print**. On the Apple II Series and the Commodore-64 computers, there is an "L-shaped" key on the right side of the keyboard called the RETURN key. This key is pressed after typing most commands; it "enters" the command. This key is called the ENTER key on the IBM PC and compatible machines. Throughout this documentation, it is referred to as the RETURN key, and it appears in boldface type whenever you should press it to enter a command. Function Keys are written as F1, F2, F3, and so on.

Finally, there are some additional keyboard keys that are different on the three machines, and even some which are unique to one machine. The following chart shows the keys which are different on each machine.

<u>KEY</u>	<u>IBM</u>	<u>APPLE</u>	<u>COMMODORE</u>
Escape	Escape	Escape	STOP
RETURN	Enter	RETURN	RETURN
Page Down	PgDn	<A>5	F5
Page Up	PgUp	<A>6	F6
F1, F2, F3, etc.	F1, F2, F3, ...	<A>1, <A>2, <A>3, ...	F1, F2, F3, ...
Control	Ctrl	<A> or [A]	Ctrl

• Commodore

There is a CMDR or "Commodore" key on the Commodore-64. It is located at the lower left corner of the keyboard, and has a "C" on it. Since there is no "Escape" key on the Commodore; press the STOP key instead. There are also no PgDn (Page Down) or PgUp (Page Up) keys on the Commodore-64. Use F5 and F6 respectively.

• Apple II Series

There are two "Apple" keys; one to the left and the other to the right of the Space Bar. The one to the left of the Space Bar is the "Open Apple" key and is written as <A>. The one to the right of the Space Bar is the "Closed Apple" key and is written as [A]. There is no PgDn (Page Down) or PgUp

(Page Up) keys on the Apple. Use <A>5 and <A>6 respectively. There are no Function Keys on the Apple computers. Use the "Open Apple" key followed by the Function Key number when instructions ask for a Function Key. Example: F3 is <A>3 on the Apple computers.

• IBM PC and Compatibles

Remember that each time you see "press RETURN" in the instructions, press the Enter key instead.

1.B: Backing Up the Program

The disk with the program stored on it is referred to as the "program disk." Make an additional or "back up" copy of this disk so you have two in case anything should ever happen to the original. Instructions for making back ups should be in the manual which accompanies your computer.

You should also format some blank disks to use as "data disks," or disks on which you will store your files. Again, instructions for formatting disks can be found in your computer's documentation, and in fact, you can format disks from within the program. (See Part 2, section 2.D.2.) If you have a single disk drive system, you can store some data files directly on the program disk, but be careful because database files can get very large. If you have two disk drives, it is recommended that you work with the program in Drive A (or Drive 1), and a formatted data disk in Drive B (or Drive 2). If you have a hard disk, it is best to copy the Easy Working Filer program into its own directory, and then work within that directory. Instructions for doing this follow.

1.C: Loading the Program

The following are instructions for loading Easy Working Filer on the IBM PC and compatibles, the Apple II series, and the Commodore-64. For the IBM PC and compatibles, instructions for both floppy disk and hard disk systems are included.

1.C.1: Loading on an IBM PC or Compatible

If you are using a floppy disk system, follow these steps. After creating a self-booting program disk, you will be able to both start up your computer and load Easy Working Filer from the same disk. You will not have to use the "INSTALL FLOPPY" portion of these instructions each time you use the program - you *would* need to use "INSTALL FLOPPY" to create another self-booting program disk.

Start up the computer using your DOS disk (version 2.0 or higher).
When A> appears on the screen, remove the DOS disk, and insert the

Easy Working Filer program disk in Drive A. Then insert the DOS disk in Drive B. If using a single drive system, follow the screen prompts.

Right next to the A>, type **INSTALL FLOPPY** and press **ENTER**. This copies DOS onto your program disk to make it self-booting.

- **To load the program:**

Insert the self-booting program disk in Drive A and turn on the computer. Easy Working Filer loads automatically. If the computer is already booted and you want to use the program, with the A> on your screen, insert the program disk in Drive A and type **EF**. Then press **ENTER** and the program will load.

The following are instructions for installing and loading Easy Working Filer on a **hard disk system**. You only need to follow the **INSTALL** instructions once. To load the program once this is completed, boot your computer, change into the **EW** directory (Easy Working directory), and load the program.

Turn on your computer. When the C> appears on the screen, insert the Easy Working Filer program disk in Drive A. Type **A:INSTALL HARD** and press **ENTER**. This automatically copies the program files into a directory called **/EW**. (Before using the program to store files, be sure to set the path name in the Set-Up Storage Menu to Drive C, and set the directory/path to **/EW**. (See Part 4, section 4.C for more information.)

- **To load the program once it is installed on your hard disk:**

Turn on your computer. At the C>, type **CD /EW** and press **Enter** to move into the Easy Working directory. Type **EF** and then press **Enter** to load the program.

1.C.2: Loading on an Apple II Series Computer

Insert the Easy Working Filer program disk in Drive #1 and close drive door. Turn on your computer, monitor and printer. The program loads automatically.

1.C.3: Loading on a Commodore-64

Insert the program disk in the disk drive and close the drive door. Turn on the computer, drive, monitor and printer. (On the Commodore 128, hold down Commodore Key and turn on computer.) Then type **LOAD "*" ,8,1** and press **RETURN**.

1.D: The Main Menu

After you load the program, the Main Menu comes onto the screen. At the top left corner of your screen is the name of the program, "Easy Working Filer."

In the upper right corner, it says "F2 HELP." This means press the **F2** key to access Easy Working Filer's Help system. It gives on-screen explanations of the options that are available. You will not lose your file when you press **F2**; simply press the **Escape** key (the **STOP** key on the Commodore-64) to leave Help and return to your file.

To move through the options on the Main Menu, use the Arrow keys (also referred to as the Cursor Keys). Press **Right Arrow** to move the cursor right; use the **Left Arrow** key to move the cursor to the left. Each of the Main Menu options have sub-menus. For example, with the cursor on "Print," press **RETURN** (or **Enter**). This produces the Print sub-menu. Use the **Up** and **Down Arrow** keys to move up and down the sub-menu options, and press **RETURN** to select the option of your choice. You can also select a sub-menu option by pressing the first letter of the command desired. To leave a sub-menu and return to the Main Menu, press **Escape** (or **STOP** on the Commodore-64).

The following list shows the keys most often used when the Main Menu and other sub-menus are on your screen.

KEY

Right/Left Arrow

Down Arrow

RETURN

STOP (C-64) Escape (IBM, Apple)

F1

F2

FUNCTION

Moves through Main Menu options

Produces sub-menu for highlighted option when available

Selects highlighted option

Cancels selection

Accepts an input box

Accesses Help system

Note that the **F1** key "accepts an input box." An input box is when the program gives you a choice of what to do next by asking a question(s) on the screen. If it says to press the **F1** key to accept what the screen currently says, check to make sure the correct selection is highlighted, and then press the **F1** key to continue. Sometimes input boxes offer a "Y/N" (Yes/No) response. If you want to respond **Yes**, simply type **Y** directly over the **N** (No), or vice versa.

Each of the Main Menu options is briefly described below. The options are explained in greater detail in Parts 2 - 5 of this documentation.

• **Storage**

Select **Storage** to create a new database file or to open an existing one. You can also display the names of all files stored on the current disk (and in the current directory, if relevant). Finally, you can erase files and format disks using commands in the **Storage Menu**.

• Update

Select Update to work with records within an existing database file. You can add, edit, find, and remove records using commands in this menu. You can also import and export files from here.

• Print

Select Print when you're ready to print a report from a database file. You can send output to a printer, to an ASCII file, or to the screen.

• Set-Up

Use Set-Up to set up the software so it works with your hardware. Use it to specify what kind of printer you have; to change the colors which appear on the screen (optional if you have a color monitor), and to specify the drive on which to store files (with correct path and directory instructions if you're using a hard disk system). You can save these specifications so they will be in effect automatically each time you load the program.

• Quit

Select Quit to leave the program and return to the operating system. Be sure to save your document before selecting Quit.

Part 2: DEFINING AND CREATING A DATABASE FILE

A database is similar to a filing drawer full of manila file folders. Each folder contains unique information, can be identified by its name. When comparing this file drawer to a computerized database, you can draw parallels between the file drawer and an individual database file, and between the manila folders and the "records" in the database file. A database file can have few or many records. Each record is made up of "fields."

For example, you could create a database file for an address book called "ADDRESSES." The records in this file would contain the names, addresses and phone numbers of friends, business associates, etc. It would be organized alphabetically by last name. The following chart shows two sample records from such a file:

Database Filename: ADDRESSES

Last Name:	Corwin	Last Name:	Johnson
First Name:	Lucy	First Name:	Evan
Address:	44 Appleton St.	Address:	Sutters Pier, Apt. 5220
City:	Middleton	City:	New York
State:	OH	State:	NY
Zip:	38776	Zip:	20022
Phone:	(344)799-6634	Phone:	(212)336-4550

The field names in the previous chart appear in **boldface** type. For example, "Last Name" is a field name, and "Corwin" is that field's data.

When setting up a database file in this program, you have to indicate which field is to be the "Key" field. The Key field tells the program which field you are going to use to identify each record, or which field you plan to use most often for searching. In the ADDRESSES file, the Key field is the Last Name field. Therefore, when looking for a specific address, you would simply enter the Last Name of the person whose address was needed. This will be explained further in the next section.

2.A: Defining a New Database File

The first step in creating a new database file is to "define" it. Once a database file has been defined, you can add records to it, change existing records, search for specific records, etc. To define a new database, load Easy Working Filer. Be sure that you have indicated in the Set-Up Storage Menu which disk drive the program should save files to. (The Set-Up Storage Menu is described in detail in Chapter 4, section 4.C.) Then, with the Main Menu on the screen, do the following:

Move the cursor to "Storage" on the Main Menu, and press RETURN (or Enter). Select "New Database." This produces the "Database Definition Screen."

2.A.1: The Database Definition Screen

The Database Definition Screen is where you define the fields that will be in the database. You can have a maximum of 10 fields in each record. Move the cursor on this screen by using the Arrow Keys, and use the Delete and Back Space keys to erase characters.

The following chart outlines keys that move the cursor through the Database Definition Screen, and through the fields in records once the database has been defined. Apple users: The "open Apple" key is written as <A> and the "closed Apple" key is written as [A].

<u>COMMAND</u>	<u>IBM</u>	<u>APPLE</u>	<u>COMMODORE</u>
Up one record	Up Arrow	Up Arrow	Up Arrow
Down one record	Down Arrow	Down Arrow	Down Arrow
Right 1 character (in a field)	Right Arrow	Right Arrow	Right Arrow
Left 1 character (in a field)	Left Arrow	Left Arrow	Left Arrow
Beginning of first record	Home	<A>	Home
Delete cursor character	Delete	Delete	Delete
Delete previous character	Back Space		
Return to Main Menu	Escape	Escape	Stop

• Field Name

This is the column where you enter the names of the fields. To go back to the ADDRESSES example, the field names in that file are Last Name, First Name, Address, etc. After typing the first field name, press RETURN (or

Enter on the IBM). This advances the cursor to the "TYPE" column which is explained in the next paragraph. Before entering the *next* field name(s), it's best to enter the TYPE, SIZE, and FORMAT information for the field just entered. You can, however, move the cursor by using the **Arrow Keys**.

• **Type**

Each field you enter must have a *type*. There are four types of fields:

FIELD

TYPES

MEANING

- A **Alphanumeric** - The data which this field will contain can have both letters and numbers. For example, an alphanumeric field could contain the following data: **December 4, 1988**. If you don't enter a type for a field, it defaults to Alphanumeric after the first (Key) field has been entered.

- K **Key** - The field is the Key field, regardless of whether it is alphanumeric, numeric, or a date field. Each database file *must* have a *single* Key field, as you will use to find records in the database. It's a good idea to enter the Key field as the first field. (The Menu is set up to enter the Key field first, but it is not required.)

- N **Numeric** - The data in this field will consist of numbers only.

- D **Date** - The data in this field will be a date and must be entered in the following format: **MM/DD/YY**. (Example: **09/04/88**).

• **Size**

This refers to the "size" of the field. Enter the maximum number of characters for the field being defined. The following chart shows how many characters per field you can have depending on your monitor. It also shows the maximum number of characters allowable for all fields when added together.

Maximum Field Width	Type of Monitor	Maximum Total # Characters per record
60 characters	IBM PC and compatibles	512
25 characters	Apple and C-64 (80 column)	250
25 characters	C-64 (40 column)	250

Also, when you specify that a field has a "D" type (in other words the field will contain dates in MM/DD/YY format), the size must *always* be **8**. The default size for each field is **0** (zero); you must enter a field size of at least **1** for the program to accept the field.

• Format

Format refers to the way data is positioned within a field when printed or displayed on the screen. There are 5 different formats to choose from.

FORMAT

MEANING

- | | |
|-----------|---|
| L | Left - This means that all data in the field will appear "left justified," or the first letter will rest against the far left side of the field. If you do not change the format, it will default to L, the most commonly used format. |
| R | Right - This means that all data in the field will appear "right justified," or the last character in the field will rest against the right side of the field. |
| C | Center - This means that the data in the field will be centered between the left and right sides of the field. |
| \$ | Dollar format - The computer will automatically supply a dollar sign (\$), a decimal point before the last two digits, and will insert commas in the appropriate location(s). |

After entering the format specification, the cursor moves automatically to the next line so you can enter the next field name. When all the field names and specifications have been entered, press **F1** to accept them. At the prompt, insert a data disk in the drive you are saving to. (See Part 4, section C for instructions on setting up your disk drives for storage. Be sure to do this before actually defining and creating a database.)

Make sure the data disk is in the specified drive and then press **F1** again. This produces a screen which indicates the drive to which you are saving followed by a space for a "Path Name." If you are using a hard disk and path names, enter it here; if you are not, ignore the path name. You *must*, however, check the "MaximumRecords" which appears at the bottom of this screen.

• Maximum Records

Next to Maximum Records is a number which reflects the maximum number of records you can create on the current disk with the database definition you've just designed. The number of records displayed assumes you want to use the rest of the disk's storage space for *only that database file*. If not, (i.e. if you want to store other files on the current disk), move the cursor next to "Maximum Records," and change (decrease) the number of records indicated. Once the maximum number of records has been entered, it cannot be changed after the database is created. Be careful when accepting this number. Press **F1** to accept the Path Name and Maximum Records.

The program then creates your database. This can take a few seconds to several minutes, depending on the complexity of the database you defined. When it is done, a message says the database has been created, asks if you want to open the database now. To open it for data entry, type **Y** (Yes); to return to the Main Menu, type **N** (No).

2.B: Entering Data in a Database File

The database file must be "open" in order to enter data. If you opened it directly after creating it, the field names will already be on the screen ready for data entry. The cursor will be positioned next to the first field name. Simply type in the correct information. For example, if the first field name is LAST NAME, and the first last name to be entered is "Corwin," type CORWIN. Be sure to type it *exactly* as you want it to appear in your files; either Corwin, CORWIN, corwin, .etc.

When you finish typing the data in the first field, press RETURN (or Enter) which moves the cursor to the next field. You can also move the cursor using the Arrow Keys, and use the Backspace or the Delete keys to erase. Remember you have a limited number of characters you can enter in each field according to what you defined in the database.

When all the data has been entered for this record accurately, press F1 to accept it. The record will be written to disk, and a blank record comes on to the screen ready for new data. Continue entering data in this manner, and when you're done, press Escape (STOP on the C-64) to return to the Main Menu. You can always go back to the database to change and update it.

2.B.1: Adding Records to a File

Select "Add a Record" from the Update Menu which produces the data entry screen for the current database file. Enter new data, and press F1 to accept it.

2.B.2: Editing Existing Data in a File

Should you need to update certain records when data changes, use the "Edit a Record" command in the Update Menu. To do this:

Select "Update" from the Main Menu and press RETURN (or Enter). Then select "Edit a Record" and press RETURN (or Enter). A screen appears including the name of the "Key" field. Type in the Key field data for the record you want to change.

For example, if you want to change an address for a person named "CORWIN" in an address book file, you would type CORWIN next to "LAST NAME," the Key field for that file. Then press RETURN (or Enter). This would bring the CORWIN record to the screen so that you could edit it. You would then make changes to the record, and press F1 to file the revised record to disk.

If you make changes to the "Key" field, a prompt will say "Remove old record? Y". To keep the original version of the record in addition to filing the new version of the record, type N (No) and press RETURN (or Enter). To get rid of the old version while simultaneously filing the new edited version, type Y (Yes) and press RETURN. You can then optionally select another record for editing. To leave the editing screen and return to the Main Menu, press Escape (STOP on the C-64).

2.C: Opening Other Database Files on Disk

If you have more than one database file stored on a disk, there are two ways to open other files. The two commands used to do this can be found in the Storage Menu.

2.C.1: Using the "Directory" Command

To load another database file that's stored on the current disk, do the following:

Select "Storage" from the Main Menu, and then select "Directory." Press **RETURN** (or **Enter**). This produces a list of all the files on this disk. *Do not try to load one of the program files.*

Use the **Up** and **Down Arrow Keys** to move the cursor through the list of file names. When there are many files stored on the same disk, not all of them will appear on the screen at one time. Use the **PgUp** and **PgDn** keys (**F6** and **F5** respectively on the C-64; and **<A>6** and **<A>5** on the Apple) to scroll through long lists of filenames.

- **To load one of the file names in the list:**

Move the cursor to the filename to be loaded and press **RETURN** (or **Enter**). Depending on the size of the file, it may take a few seconds to load the file. You will know it's been loaded when the filename is displayed at the top of the screen next to "Database Open:".

2.C.2: Using the "Open Database" Command

Another way to load a file that's stored on the disk is to use the "Open Database" command. To do this:

Select "Open Database" from the Storage Menu and press **RETURN** (or **Enter**). A prompt appears which tells you to insert the correct data disk in the drive. If you haven't already done so, insert the correct data disk in the designated drive and press **RETURN** (or **Enter**).

You are then asked to type in the correct filename (and path name if relevant) of the file to be loaded and press **RETURN** (or **Enter**).

2.D: Storage Menu Utilities

The last two options on the Storage Menu are "Erase Files" and "Format Disk." These are actually *utilities* that allow you to perform tasks which usually require leaving a program. They are powerful options; please read through the instructions carefully for both.

2.D.1: Erase Files

Use "Erase Files" to erase a file(s) from the current disk. To do this:

Select "Erase Files" from the Storage Menu. You're asked to enter the name of the file to be erased including its path name (if relevant). If currently saving to Drive A, the cursor is positioned next to the "A:". Type the name of the file to be erased and press **RETURN** (or **Enter**).

If, however, the file to be erased is on the disk in Drive B, use the **Back Space** or **Delete** key to change the drive being saved to (to **B:**) in the Set-Up Storage Menu *before* entering the filename here.

The cursor then moves next to "Filename Extension:". Type in the extension of the file being erased.

A file extension refers to the three letters immediately following the period at the end of a filename which help identify the type of file being stored. In this program, three types of files are created for a single file. They are .DBF, .NDX, and .DEF. Therefore, when you want to completely erase a file that has been created with this program, be sure to erase all three. For example, an Easy Working Filer file called ADDRESSES would have three files:

ADDRESSES.DBF
ADDRESSES.DEF
ADDRESSES.NDX

Once all information has been entered, press **F1** to start erasing. Erase as many files as you want, remembering it is impossible to retrieve an erased file. Press **Escape** (**STOP** on the C-64) to return to the Main Menu.

2.D.2: Format Disk

Use this command to format disks for the storage of data. You will be asked to enter the drive name (Drive A, or B, or 1, 2, etc.) where the disk is to be formatted. Be sure you insert a blank disk to be formatted (or a disk that you want to erase and reuse) as formatting a disk erases all previous data that's stored on a disk. **Do not format your program disk!**

2.E: How to Exit the Program

Whenever you want to leave Easy Working Filer to return to the operating system, simply select "Quit" from the Main Menu, and press **RETURN** (or **Enter**).

Part 3: MANIPULATING DATA

Once you have multiple records in a database file, you can find and/or remove all or specific records quickly. First select the task, and then indicate which records are to be included in the task being performed. For example, to find all records with the zip code **02159**, use the "Find a Record" command in the Update Menu.

Easy Working Filer also lets you export and import files to and from other programs. The commands which do this are also on the Update Menu.

3.A: The Record Selection Screen

The following commands on the Update Menu, "Find a Record," "Remove Records," and "Export Records," all require use of the "Record Selection Screen." The Record Selection Screen allows you to specify criteria which the database uses to search the file and find only those records which match the specified criteria. To access the Record Selection Screen, select either "Find a Record" or "Remove Records" from the Update Menu.

When Finding or Removing records, you can opt to find or remove all records in a database file, or only specific ones. To select all records to be 'found' or 'removed,' simply press **F1** when the Record Selection Screen appears without entering any other information onto the screen.

To select a *range* of records, enter the first "Key" item in the range next to "From" and the last "Key" item in the range next to "To". For example, in the ADDRESSES file, the Key field is LAST NAME. Select only those whose last names begin with "A" through "M." Since the first name in the file is "Adams," and the only "M" name is "Mason", select all names from A - M (inclusive). Type **Adams** next to "From" and **Mason** next to "To." Enter the names *exactly* as they are entered in the file.

3.A.1: Operators and Criteria

After entering the first and last "Keys," you can enter more information or "criteria" to make the search even more selective. Note that the Record Selection Screen lists the remaining field names in the database after the Key field. Next to each field name is space to enter an "operator" and "criteria." The *operator* tells the computer what to do with the criteria.

For example, to select all records last names beginning with the letters A - M who live in Massachusetts, enter the first "A" name next to "From," and the last "M" name next to "To." Move the cursor down next to the field called "State" and enter = (equals sign) in the Operator column, and **MA** (Massachusetts) in the criteria column. This tells the computer to select all records which have **MA** in the State field.

The following list shows all the operators that can be used:

<u>OPERATOR</u>	<u>MEANING</u>
=	Equal to - Tells the computer to select records with data in the specified field <i>equal to</i> the data in the criteria column.

- < **Less than** - Tells the computer to select records with data in the specified field that is *less than* the data in the criteria column. It is used for numeric fields. For example, to select all zip codes less than 44444, enter < as the operator next to the Zip field, and 44444 in the criteria column.

- > **Greater than** - Tells the computer to select records with data in the specified field *greater than* the data in the criteria column. It is used for numeric fields. For example, to select all zip codes greater than 44444, enter > as the operator next to the Zip field, and 44444 in the criteria column.

- <= **Less than or equal to** - Tells the computer to select records with data in the specified field that is *less than or equal to* data in the criteria column. In the preceding example, all records with the zip 44444 would be included in the selection *in addition to* those with lower zip codes.

- >= **Greater than or equal to** - Finds all records with data in the specified field *greater than or equal to* the data in the criteria column. Again, this is used in numeric fields.

- <> **Not equal** - Finds all records with data in the specified field *not equal to* the data in the criteria column. For example, to exclude all zip codes that are 44444, enter <> in the operator column, and 44444 in the criteria column.

3.A.2: Exact Matches and Partial Matches

Exact Matches and Partial Matches refer to the data in the criteria column. If you enter the data in this column *exactly* as it appears in a record(s), it is called an "Exact Match." You can also enter data in this column which *partially* matches data in the file. In so doing, you must use one of two special characters: * (asterisk) and ? (question mark).

The * (asterisk) is referred to as a *wild character*. When used in the criteria column, it tells the computer to ignore all characters from the location of the asterisk to the end of the field. For example, type 4* as the Zip field's criteria, combined with the operator = (equal to). This tells the computer to select all zip codes starting with the number 4. Enter Pro* in the City field's criteria column, and with = (equal) as the operator, and the system would find all records with cities beginning with the letters Pro (i.e. Providence, Provo, etc...).

NOTE: You must use only the operators = (equal to) or <> (not equal) when using either * (asterisk) or ? (question mark).

The ?(question mark) is referred to as a *place holder*. When used in the criteria column, it tells the computer to ignore characters which appear in the location of the question mark. For example, eenter **???44** in the criteria column next to the Zip field. With an operator of = (equal), the computer selects all records whose zip codes end in 44. Conversely, if you enter **???44** as the zip criteria and <> (not equal) as the operator, the system would select all zip codes *except* for those ending in 44.

Once you enter all the selection criteria on the Record Selection Screen, press **F1** to accept it and to start the selection process.

3.B: Finding Record(s)

Use "Find a Record" to find the first record matching criteria entered in the Record Selection Screen. To find a specific record, enter its "Key" next to "From". If you are not sure of its Key, enter additional information about the record you want to find in the criteria column next to the appropriate field names.

For example, if you don't know the last name (which is the Key) of a person, but you know that the person lives in New York City, NY, enter **New York** in the criteria column next to the "City" field, and **NY** in the criteria column next to the "State" field. Then press **F1** to start selection. The first record to match the criteria entered comes onto the screen. To go to the next record which matches the criteria, press **PgDn** on the IBM and compatibles, **<A>5** on the Apple, and **F5** on the C-64. The following chart shows the keys used to move through records when using "Find a Record."

<u>ACTION</u>	<u>IBM</u>	<u>APPLE</u>	<u>COMMODORE</u>
Previous record	PgUp	<A>6	F6
Following record	PgDn	<A>5	F5
Return to Main Menu	Escape	Escape	STOP

3.C: Removing Record(s) From a Database

To remove a record(s) from a database file, use the Record Selection Screen to indicate which one(s) is to be removed. Enter the Key of the record o be removed and press **F1**. Or, enter the range (beginning Key and ending Key) of those records to be removed and press **F1**. You can enter any criteria/operator combination which will select the records to be removed. Press **F1**. There is no recall once the records are gone.

3.D: Exporting a Database File to an ASCII File

To convert a file to the ASCII file structure so that you can use the file with another program, you first must convert the EWFiler file to ASCII format.

Once this has been done, you would need to then import the converted file into EWWriter.

• **To export an EWFile to ASCII format:**

Select "Export File" from the Update Menu. When asked to insert a data disk containing the file to be converted into the current disk drive (if it's not already there), press RETURN (or Enter).

Next, enter the name of the file to be exported (with path name if relevant), and press F1. This produces the Record Selection Screen where you should enter the data indicating which records you want to export. Press F1 to export those records.

If you are preparing a file to export to Easy Working Writer, be sure it is in the proper format, i.e. one field per line, and create a last field consisting only of a forward slash (/). This will indicate to EWWriter the end of the record.

3.E: Importing an ASCII File

Use this command to import an ASCII file for use in this program. It will convert an ASCII file with the extension .IED to a file with a .DBF extension. Once the imported file is converted and has the new .DBF file extension, you can load the file as if it had been created using EWFile.

• **To import an ASCII file to Easy Working Filer:**

Select "Import File" from the Update Menu and press RETURN (or Enter). Insert the data disk containing the file to be imported into the current disk drive. Then press RETURN (or Enter). (Or press Escape to abandon the procedure.)

Enter the name of the file being imported (with path name if relevant) and press F1. Note that the file extension of the file being imported is .IED. Check to make sure the file you're importing has this file extension.

Part 4: THE SET-UP MENU

Use this option to set up the program so it works with your equipment. There are four options on this menu which have the following functions:

OPTION

Set-Up Printer
Set-Up Screen
Set-Up Storage
Save Set-Up

FUNCTION

Configures the software so it works with your printer
Allows change of colors used on your monitor (opt).
Specifies on which disk drive you wish to store data
Saves all Set-Up data until you change it again

4.A: Set-Up Printer

Select this option to enter information the program requires to work with your printer and the Printer Set-Up screen will appear. Before changing this screen, try printing a document to see if the default settings work with your printer.

If you are unable to print, go into the Set-Up Printer Menu and make the recommended changes. Note that printer set-ups for the IBM PC and compatibles, the Apple II series, and the C-64 are all a little different. Instructions for changing the default set ups for the three machines follow.

4.A.1: IBM PC (and Compatible) Users

- **Device Name**

This refers to the printer device name. To display the list of possible choices, press **F3**. You'll see a list of printer device names to choose from. Press **Escape** to leave the list. To change the current Device Name, press the **Space Bar** until your choice displays. Then press **F1** to accept your choice. The device is usually **LPT1** for the IBM PC and compatibles.

- **Linefeed**

Some printers require a "linefeed" command be sent after each line has finished printing. Most do not, therefore the default for this is **N** (No). If your printer *does* require that a separate linefeed command be sent, type **Y** (Yes) next to Linefeed. Please check your printer manual if you are not sure.

- **Printer Control Codes**

For your printer to use different fonts like expanded and condensed print, enter the appropriate printer control codes (refer to your printer manual for these codes). When you have found where they are listed, enter the "On" and "Off" codes in the allotted space on this menu. The "On" and "Off" codes are ASCII decimal character(s). Each is a two digit number and should be separated by a comma (example: **27,36**).

You will not have to re-enter these set-ups again unless you change printers. Remember to save all your set-up information once it has been entered.

4.A.2: Commodore-64 Users

The instructions for setting up your printer using a Commodore are slightly different than those used for the IBM PC and compatibles.

- **Device #**

The Device should be **4**.

- **Command Address**

This refers to the secondary address.

- **ASCII**

Next to "ASCII," type **Y** (Yes) if your printer is an ASCII printer, or **N** (No) if it isn't.

- **Linefeed**

(See "Linefeed" under "Set-Up Printer" for IBM PC and compatibles.)

- **Printer Control Codes**

(See "Printer Control Codes" under "Set-Up Printer" for IBM PC and compatibles.)

4.A.3: Apple II Series Users

- **Interface Type**

Type the appropriate number (1-5) of the type of printer interface being used. Refer to the list of 5 interface types below this option.

- **Slot**

The slot number should be 1 when using an Apple II series computer.

- **Linefeed**

(See "Linefeed" under "Set-Up Printer" for the IBM PC and compatibles.)

- **Serial Baud Rate**

If you are using a serial printer, enter the appropriate baud rate here. If you are unsure of what it is, please refer to your printer manual.

- **Printer Control Codes**

(See "Printer Control Codes" under "Set-Up Printer" for IBM PC and compatibles.)

4.B: Set-up Screen

This only applies if you are using a color monitor. *Even if you do have a color monitor, this option is completely optional.* In fact, it is not advised to change the display colors unless you are absolutely sure you want to. Optimum colors are used for all menus, and changing them can make many menus difficult to read on the screen.

However, to change the display colors, place the cursor on the color you want to change. Press the **Space Bar**. (Use the **RETURN** key on the C-64.) When you have finished changing the colors, press **F1 (<A>1** on the Apple) to accept all the changes.

4.C: Set-Up Storage

This is where you specify on which disk drive you want to save your files. Instructions for the IBM PC (and compatibles), the Commodore-64 and the Apple II Series are all just a bit different.

4.C.1: IBM PC (and Compatible) Users

- **Program Files**

This reflects the address of the Drive and Directory/Path where the program resides. If the program is in Drive A, type **A** next to "Drive." If the program is in a hard disk, type the address of the hard disk drive, with the appropriate directory and path name. For example, if the program is in Drive C in the EW directory, type **C** next to "Drive," and type **\EW** next to "Directory/Path."

• **Data Files**

This reflects the address of the Drive and Directory/Path where your data files are to be stored. Type in the appropriate drive address next to "Drive," and the Directory/Path name if you are storing files in a specific directory on a hard disk. (See "Program Files" above for an example.)

When finished entering the file storage information, press **F1** to accept it.

4.C.2: Commodore-64 Users

• **Program Files: Device**

Enter the appropriate device number for your disk drive. It is usually **8**.

• **Program Files: Drive**

Enter the drive number where the program is currently residing. If you are using a single disk drive Commodore, this should be **0** (zero).

• **Data Files: Device**

Enter the device number of the disk drive on which files are to be stored.

• **Data Files: Drive**

Enter the number of the drive on which data files are to be stored.

When finished entering the file storage information, press **F1** to accept it.

4.C.3: Apple II Series Users

• **Program Files: Drive**

Enter the drive number where the program resides. This is usually **Drive 1**.

• **Program Files: ProDOS Prefix**

Enter the appropriate Directory/Path (if relevant) where the program resides. For example, if the program is in Drive 1 in the EW directory, type **1** next to "Drive," and type **\EW** next to "ProDOS Prefix."

• **Data Files: Drive**

Enter the number of the drive in which data files are to be stored.

• **Data Files: ProDOS Prefix**

Enter the Directory/Path (if relevant) in which data files are to be stored.

When you have entered all the information on the Set-Up Storage Menu, press **<A>1** to accept it.

4.D: Save Set-Up

Once you have entered all set-up information, use the "Save Set-Up" command to save it. Then you will not have to re-enter the information each time you use the program. You can change printer controls, or drive/path settings temporarily by entering changes on this menu without saving them. That way, they will be in effect until you quit out of the program.

Part 5: THE PRINT MENU

Use this menu when you are ready to print a selection or all of your records, or to display them on the screen. If using an IBM PC, also use this menu to create .PRN files. When "Print" is selected from the Main Menu, the following options come on to the screen:

<u>OPTION</u>	<u>EFFECT</u>
To Printer	Sends selected records in user-specified format to the printer
To File*	Sends selected records in user-specified format to a .PRN file
To Screen	Sends selected records in user-specified format to the screen

* *NOTE: The option "To File" is included in the IBM PC version of the program only.*

5.A: Sending a File to the Printer

When working with a database program, you will often see and hear references to "reports." A *report* in a database program refers to printed output of data. In this case, the data can be printed either on a printer or on the screen. Let's first assume you want to create a printed report using your printer. (Please make sure that you've already set up your printer in the Set-Up Menu. See Part 4, section 4-A.)

When creating reports, you first need to instruct the computer how to set it up. This is done on the "Report Definition Screen."

5.A.1: The Report Definition Screen

When you select "To Printer" from the Print Menu, it produces the Report Definition Screen. The top half of the screen asks you to specify how many records across and down the page you want to print. This will depend on how many characters wide and how many fields (long) your records are. The following example explains these concepts, and it is followed by explanations of each option on the Report Definition Screen.

LAST NAME: Anson
FIRST NAME: Bethany
ADDRESS: 59 Siding Way
CITY: Hampton
ST: VA
ZIP: 37443

LAST NAME: Arendt
FIRST NAME: David
ADDRESS: Winchester Drive
CITY: Foxtown
ST: OH
ZIP: 48722

In the preceding example, the widest field is 25 characters wide, and each record contains six fields (long). When specifying the record width, take into account the length of the longest field name. In this example, the longest field name is "FIRST NAME," which has 11 characters including the space between words and the colon. The paper used to print the sample report is 8 1/2" x 11" (standard size). You can usually figure 80 characters across is the maximum number of characters (width) that will fit on this size paper (using a typical font and font size).

Therefore, if two records were printed across, it would require 72 characters (25 plus 11 plus 25 plus 11). This fits fine on 8 1/2 x 11 paper. Since this paper has 66 lines and there are 6 field names, 11 records could fit on one page (using a standard font which prints 6 lines per inch). However, this would not leave any space between records vertically on the report, so it would be better to specify only 10 records down in this example.

- **Number records across page**

Enter the number of records you want to print across each report page. Remember to consider the width of your longest field name, maximum record width, and width of your printer paper.

- **Record Width**

Specify here the maximum width that you want for each record. This number should include characters for field names if you plan to include them in your report.

- **Number of records down**

Indicate here how many records you want to print down the page. Remember to account for the number of fields you plan to print per record, and the length of the paper being printed on.

- **Record length**

Enter the number of lines each record will be. (In the preceding example, "Record length" would be 6 as there are 6 fields in each record being printed on the report.) The bottom half of the Report Definition Screen lists "Field," "Line," "Column," and "Field Name Y/N?". This is where additional instructions about report formats are entered.

- **Field**

Each of the field names currently open database file are displayed in this column. To the right of each field name are spaces to enter instructions about whether or not the field is to be included in the report, and where it is to be positioned.

- **Line**

Enter the number of the line on which you want this field to be printed. In the previous example, the field name "LAST NAME" is printed on line number one (1) since it is the first field in the record. The field name "FIRST NAME" is printed on line number two (2) since it is the second field in the record to be printed, etc. If the zip code needed to appear at the beginning of each record, you would enter 1 (one) in the "Line" column next to the ZIP field name.

Easy Working Filer assumes that you want to print each field name consecutively, as you entered them into the database and will do so unless you change the numbers (defaults) in this column. If you don't want to include a certain field in a report, enter 0 in the Line column next to the field name(s).

- **Column**

Enter the number of the column where you want the corresponding field to start printing. For example, to indent a certain field 5 characters, enter 5 next to its field name. Unless you change it, EW Filer assumes you want each field to start printing in column 1, or flush left.

- **Field Name? Y/N**

If you want the field name to be included in the report, leave the default Y (yes). If not type N (No) over the Y.

Once you have set up the format, press **F1** (or **<A>1** on the Apple) to accept the screen and the Print Control Screen appears if you sent the report to a printer or .PRN file. The Record Selection Screen appears when sending the report to the screen.

5.A.2: The Print Control Screen

This is where you indicate how many characters in from the left side of the paper you want the report to start printing, the length of the paper (in lines), whether or not the printer should automatically feed pages, and whether or not you are using continuous feed paper.

- **Left Margin**

Enter the column number where you want the printer to begin. The default is 1 so the beginning of each record starts in the first column after the left margin.

- **Page Length**

This refers to printed lines per page. The default is 66.

- **Page Feed**

Leave the default Y (Yes) if you want the printer to feed the pages through automatically, or type N (No) over the Y if you do not.

- **Continuous Paper Feed**

Type Y (Yes) when using form feed paper, or N (No) when using single sheets.

Once this screen is completed, press **F1** (or **<A>1** on the Apple) to accept it. When the Record Selection Screen appears, indicate the records to be included in your report. To include all records, press **F1** (or **<A>1** on the Apple) to start printing. To stop printing after issuing the Print command, press **Escape** (**STOP** on the Commodore); or press **Ctrl S** (**<A>S** on the Apple) to *pause* the printer momentarily, and **Ctrl S** once again to re-start it.

NOTE: If the error message, "Printer Connection Failed" comes onto the screen when you issue the Print command, check to see that your printer is turned on, and that it is "on line."

5.B: Creating a .PRN File

This is only relevant to the IBM PC version of this program, and it creates .PRN files to be used with other programs, and with the operating system.

To create a .PRN file on the IBM version of EWFiler:

Select "To File" from the Print Menu. A prompt asks for a data disk to which the .PRN file will be sent. Insert a data disk in the drive being written to (if not there already) and press **Enter**.

Type the file name to which you want to send the .PRN file. Press **F1** once the file name is entered. This produces the Report Definition Screen where you design the format of the report being sent to the .PRN file.

Press F1 when the Report Definition Screen is complete. Complete the Print Control Screen, and press F1 again to accept it. At the Record Selection Screen, specify the records to be sent to the .PRN file. Press F1 once again to begin creating the .PRN file.

5.C: Displaying a Database File on the Screen

The third option on the EWFile Print Menu is "To Screen." Select it to display your database file (or selected records only) on the screen. To do this: Select "To Screen" from the Print Menu. At the Report Definition Screen, indicate how you want the records displayed and press F1 (or <A>1 on the Apple). At the Record Selection Screen, specify the records to be included in the screen report and press F1 (or <A>1 on the Apple) to continue.

After the computer pauses, the first few records (usually the first 22 lines of page 1) will display. A message tells which lines and which page of the report are on the screen. Press any key to proceed on the same page, or go to the next page. You automatically return to the Main Menu once all the selected records are displayed or press Escape (STOP on the C-64) to return to the Main Menu before reaching the end.

5.D: Leaving the Program("Quit"Command)

Select "Quit" from the Main Menu. A message appears and asks if you are sure you want to leave the program and return to the operating system. Type Y (Yes) when the program asks if you're sure you want to leave, or N (No) if you want to abandon the command and continue using Easy Working Filer.

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**EASY
WORKING
PLANNER™**

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Part 1: GETTING STARTED

1.A: Introduction

Welcome to Easy Working Planner! Using a spreadsheet couldn't be easier, even for the first time user! Read through Part 1, "GETTING STARTED," even if you're familiar with computers and spreadsheet programs.

This program runs on three types of computers - the IBM PC and compatibles, the Apple II series, and the Commodore-64. Instructions for all three are very similar; so the documentation for all three is combined. When machine specific instructions are required, it is noted clearly.

Generally, instructions you should follow and keys you should press to carry out commands appear in **boldface print**. On the Apple II Series and the Commodore-64 computers, there is an "L-shaped" key on the right side of the keyboard called the RETURN key. Pressed after typing most commands; it "enters" the command. This key is called the ENTER key on the IBM PC and on some compatible machines. Throughout this documentation, it is referred to as the RETURN key, and it appears in boldface type whenever you should press it to enter a command. Function Keys are written as F1, F2, F3, and so on.

Finally, there are some additional keyboard keys that are different on the three machines, and even some which are unique to one machine. The following chart shows the keys which are different on each machine. The chart is followed by a brief explanation of the keys by machine.

<u>KEY</u>	<u>IBM</u>	<u>APPLE</u>	<u>COMMODORE</u>
Escape	Escape	Escape	STOP
RETURN	Enter	RETURN	RETURN
Page Down	PgDn	<A>5	F5
Page Up	PgUp	<A>6	F6
F1, F2, F3, etc.	F1, F2, F3, ...	<A>1, <A>2, <A>3, ...	F1, F2, F3, ...
Control	Ctrl	<A> or [A]	Ctrl

• IBM PC and Compatibles

Remember that each time you see "press RETURN" in the instructions, press the Enter key instead.

• Apple II Series

There are two "Apple" keys; one to the left and one to the right of the Space Bar. The one to the left is the "Open Apple" key and is written as <A>. The one to the right is the "Closed Apple" key and is written as [A]. There is no PgDn (Page Down) or PgUp (Page Up) keys on the Apple. Use <A>5 and <A>6 respectively. There are no Function Keys on the Apple computers. Use the "Open Apple" key followed by the

Function Key number when instructions ask for a Function Key. Example: F3 is <A>3 on the Apple computers.

- **Commodore**

There is a "Commodore" key (or CMDR key) on the Commodore-64 located at the lower left corner of the keyboard, and has a "C" on it. There is no "Escape" key on the Commodore; whenever the documentation asks you to press **Escape**, press the **STOP** key instead. There are also no **PgDn** (Page Down) or **PgUp** (Page Up) keys on the Commodore-64. Use **F5** and **F6** respectively. Finally, the Commodore is often referred to as the "C-64" in this documentation.

1.B: Backing Up the Program

Make an additional copy or "back up" of the program disk so that you have two in case anything should ever happen to the original. Instructions for making back ups should be in the manual which accompanies your computer.

Also format some blank disks to use as "data disks," or disks on which you will store your files. Again, instructions for formatting disks can be found in your computer's documentation, and in fact, you can format disks from within the program. (See Part 4, section 4.E.) If you have a single disk drive system, it is possible to store some data files directly on the program disk, but be careful because spreadsheet files can get very large. If you have two disk drives, it is recommended that you work with the program in Drive A (or Drive 1), and a formatted data disk in Drive B (or Drive 2). If you have a hard disk, it is best to copy the EW Planner program into its own directory, and then work within that directory. Instructions for doing this follow.

1.C: Loading the Program

The following are instructions for loading Easy Working Planner on the IBM PC and compatibles, the Apple II series, and the Commodore-64. For the IBM PC and compatibles, instructions for both floppy disk and hard disk systems are included.

1.C.1: Loading on an IBM PC or Compatible

If you are using a floppy disk system, follow these steps. They include instructions for making a "self-booting" version of the program. After creating a self-booting program disk, you will be able to both start up your computer and load EW Planner from the same disk. You will not have to use the "INSTALL FLOPPY" portion of these instructions each time you use the program - you *would* need to use "INSTALL FLOPPY" to create another self-booting program disk.

Start up the computer using your DOS disk (version 2.0 or higher). When A > appears on the screen, remove the DOS disk, and insert the Easy Working Planner program disk in Drive A. Then insert the DOS disk in Drive B. If using a single drive system, follow the screen prompts.

Right next to the A>, type **INSTALL FLOPPY** and press **ENTER**. This procedure copies DOS onto your program disk to make it self-booting.

To load the program:

Insert the self-booting program disk in Drive A and turn on the computer. EW Planner will load automatically. If the computer is already booted and you want to use the program, with the A> on your screen, insert the program disk in Drive A and type EP. Then press ENTER and the program will load.

The following are instructions for installing and loading Easy Working Planner on a hard disk system. You only need to follow the INSTALL instructions once to install the program in your hard disk. To load the program once this is completed, boot your computer, change into the EW directory (Easy Working directory), and load the program.

Turn on your computer. When the C> appears on the screen, insert the EW Planner program disk in Drive A. Type A:INSTALL HARD and press ENTER. This automatically copies the program files into a directory called /EW. (Before using the program to store files, be sure to set the path name in the Set-Up Storage Menu to Drive C, and set the directory/path to /EW. (See Part 5, section 5.C for more information.)

To load the program once it is installed on your hard disk:

Turn on your computer. At the C>, type CD /EW and press Enter to move into the Planner directory. Type EP and then press Enter to load the program.

1.C.2: Loading on an Apple II Series Computer

Insert the EW Planner program disk in Drive #1 and close drive door. Turn on your computer, monitor and printer. The program loads automatically.

1.C.3: Loading on a Commodore-64

Insert the EW Planner program disk in the disk drive and close the drive door. Turn on the computer, drive, monitor and printer. (On the Commodore 128, hold down Commodore Key and turn on computer.) Then type LOAD "*",8,1 and press RETURN.

1.D: The Main Menu

After you load the program, the Main Menu comes onto the screen. At the top left corner is the name of the program, "Easy Working Planner." In the upper right corner, it says "F2 HELP." This means press the F2 key to access the Help system. It gives on-screen explanations of the options available. You will not lose your file when you press F2; simply press the Escape key (the STOP key on the Commodore-64) to leave Help and return to your file.

To move through the options on the Main Menu, use the Arrow Keys (sometimes referred to as the Cursor Keys). Press **Right Arrow** to move the cursor right; use the **Left Arrow** key to move the cursor left. Each Main Menu option has sub-menus. For example, with the cursor on "Print," press RETURN (or Enter). This produces the Print sub-menu. Use the **Up** and **Down Arrow** keys to move up and down the sub-menu options, and press RETURN to select the option of your choice. You can also select

Main Menu and sub-menu options by typing the first letter of the command desired. (Be sure to enter the first letters in lower case letters unless otherwise specified, like upper case "S" for the Set-Up Menu.) To leave a sub-menu and return to the Main Menu, press Escape (or STOP on the Commodore-64).

The following list shows the keys most often used when the Main Menu and other sub-menus are on your screen.

<u>FUNCTION</u>	<u>IBM</u>	<u>APPLE</u>	<u>COMMODORE</u>
Moves through Main Menu options	Right/Left Arrow	R/L Arrow	R/L Arrow
Produces sub-menu for highlighted option when available	Down Arrow	Down Arrow	Down Arrow
Selects highlighted option	Enter	RETURN	RETURN
Cancels selection	Escape	Escape	STOP
Accepts an input box	F1	<A>1	F1
Accesses Help system	F2	<A>2	F2

Note that the F1 key "accepts an input box." An input box is when the program gives you a choice of what to do next by asking a question(s) on the screen. If it says to press the F1 key to accept what the screen currently says, make sure the correct selection is highlighted, and then press F1 to continue. Sometimes input boxes offer a "Y/N" (Yes/No) response. If you want to respond Yes, simply type Y directly over the N (No), or vice versa.

Each of the Main Menu options is briefly described below. The options are explained in greater detail in Parts 2 - 6 of this documentation.

- **Work**

Select this option to move directly into the current spreadsheet from the Main Menu.

- **Print**

Select Print when you're ready to print an entire or a portion of a spreadsheet file. You can send output to a printer, to an ASCII file, or to a text file listing of each cells' contents.

- **Change**

Select this menu to set formats and column widths. You can turn automatic calculation off and on, and you can issue a recalculate command from this menu.

- **Storage**

Select Storage to create a new spreadsheet file, open an existing one, and to save the current file. Also use the "Directory" option on this menu to display the names of all files stored on the current disk (within the current directory, if using a hard disk). You can erase files, format disks, import and export data, and load and save DIF files using commands in the Storage Menu.

- **Set-Up**

Use Set-Up to set up the software so that it works with your hardware. Use it to specify what kind of printer you have; to change the colors which appear on the screen (optional

if you have a color monitor), and to specify the drive on which to store files (with correct path and directory instructions if you're using a hard disk system). You can save these specifications so that they will be in effect automatically each time you load the program.

• **Quit**

Select **Quit** to leave the program and return to the operating system. Be sure to save your spreadsheet before selecting **Quit**.

Part 2: CREATING AND SAVING A SPREADSHEET FILE

2.A: Opening a Spreadsheet File

When first loading Easy Working Planner, a blank spreadsheet appears on the screen along with the Main Menu. There are four ways to move from this menu into the spreadsheet, three of which are explained below.

2.A.1: The "New Worksheet" Command

Use this command to load a new worksheet. If you do not have a spreadsheet file currently on the screen, you will go directly from the Main Menu into a blank spreadsheet. To use "New Worksheet:"

With the Main Menu on the screen, move the cursor to "Storage" and press **RETURN** (or **Enter**). Select "New Worksheet" from the Storage Menu and press **RETURN** (or **Enter**).

If you have been working on another spreadsheet, and you want to remove it from the screen to begin a new one, do the following:

Save the original spreadsheet file by selecting "**Save Worksheet**" from the Storage Menu. (See section 2.E for more information on saving.) Then select "**New Worksheet**." You will be asked if it is all right to remove the old spreadsheet from the screen. Type **Y** (Yes) *as long as you have saved it*; type **N** (No) if you have not saved it. If you answer **Y** (Yes), the old spreadsheet is removed from the screen leaving a blank spreadsheet for new cell entries.

2.A.2: The "Load Worksheet" Command

Use this command to load a *previously saved* worksheet. You must know the file name of the spreadsheet you want to load (and the path and directory if relevant). To use this command:

Select "Load Worksheet" from the Storage Menu and press **RETURN** (or **Enter**). Type in the file name and correct extension of the spreadsheet to be loaded. Press **F1** (<A>1 on the Apple) when both the file name and extension are correct to load the file.

File extension refers to the three characters which are separated from the file name by a period. When you save a spreadsheet file, it is automatically assigned the file extension **.TPL**, which helps to identify files. For example, you might see **JAN87.TPL**, **SALES86.TPL**, **EXPENSES.TPL** which allows you to recognize these file names as being spreadsheet files that were created using this program. If you had some word processing files stored on the same data disk they would have the file extension **.LIS**.

2.A.3: The "Work" Command

Use this command to move from the Main Menu into the current spreadsheet, i.e. the spreadsheet file that is currently on the screen. "Work" is easiest to use when moving back and forth between the Main Menu and spreadsheet. Select the "Work" command either by typing **w** in the Main Menu, or by moving the cursor to the option and pressing **RETURN**. Press **Escape** (or **STOP** on the C-64) to bring back the Main Menu.

2.B: Moving the Cursor in a Spreadsheet

Once you know how to move from the Main Menu into a spreadsheet, you should learn how to move the cursor. The following chart shows how to do this:

<u>To Move:</u>	<u>IBM</u>	<u>APPLE</u>	<u>COMMODORE</u>
Up one cell	Up Arrow	Up Arrow	Up Arrow
Down one cell	Down Arrow	Down Arrow	Down Arrow
Right one cell	Right Arrow	Right Arrow	Right Arrow
Left one cell	Left Arrow	Left Arrow	Left Arrow
Up one screen	PgUp	<A>6	F6
Down one screen	PgDn	<A>5	A5
Right one-half screen	F7	<A>7	F7
Left one-half screen	F8	<A>8	F8
Top left cell <i>on screen</i>	Home	<A>	Home
Cell A1	Ctrl Home	[A]	Shift Home
First cell in next row	Enter	RETURN	RETURN
Jump to specified cell address	F9 <i>address</i>	<A>9 <i>address</i>	Ctrl Up Arrow <i>address</i>

When you see two-key combinations in the previous chart (like **Ctrl Home**, or **Shift Home**), press the first key and continue to hold it down while simultaneously pressing the second key. Also, note the references to the words *cell* and *address*. The spreadsheet is divided into rows and columns. The row numbers are listed vertically at the left of the screen; and the column letters are listed horizontally across the top of the screen. A "cell address" is the location where a row number and a column letter intersect. When in a spreadsheet, you enter information into cells. Then whenever referring to the location of that information, you refer to its cell address.

The top left-most cell in the spreadsheet is cell **a1**. When you first enter the spreadsheet, the cursor is located in this cell. You can always tell where the cursor is by

checking the left corner of the box at the top of your screen. When working in a spreadsheet file, the current cursor location is always displayed here. (The other items listed in the box at the top of the screen will be explained further along in the manual.) *Memory Free* tells you how much memory (in bytes) you have on the current disk. (See Part 5, section 5.C for instructions on changing the logged disk drive.)

2.C: Entering Data

EW Planner interprets three different kinds of data; TEXT, VALUES, and FORMULAS. The chart below shows how each one is entered and quantified:

Type of Cell Entry	Format	Meaning
Text	"text"	Any letters from a - z (or A - Z) are considered to be text. Text is always left justified in a cell unless the cell is formatted differently. (See Part 3, section 3.D for more information on formatting.) If a text entry <i>begins</i> with a character other than A - Z, precede the entry with a quotation mark ("). (Example: "2 Months' Sales Figures)
Value	=1234.00	Any integer, i.e. -3, -2, -1, 0 (zero), 1,2,3, etc., is considered a value. When entering a negative value, precede the entry with a negative sign (-). Values are always right justified within a cell unless the cell is formatted differently.
Formula	=(a5-b14)x2	When entering a formula, enter = (equal sign) to indicate a formula is being entered. A formula is a "sentence" telling the program to perform a specific mathematical operation. The results are displayed in the cell where the formula is entered. Since formulas and their results are interpreted as Values, they too are right justified unless a cell(s) is formatted differently.

2.C.1: Entering Text

Text is useful in a spreadsheet for assigning a name at the top of it, and for labeling cells. You might have a spreadsheet that looks this:

MONTHLY EXPENSES						
<u>MONTH</u>	<u>Gas</u>	<u>Phone</u>	<u>Electric</u>	<u>Groceries</u>	<u>Daycare</u>	<u>Cleaning</u>
January	231.00	56.00	52.00	479.00	475.00	150.00
February	224.00	71.00	58.00	519.00	475.00	150.00
March	209.00	56.00	53.00	443.00	475.00	150.00
April	179.00	96.00	49.00	439.00	475.00	150.00
May	154.00	65.00	39.00	495.00	475.00	150.00
June	144.00	54.00	38.00	489.00	475.00	150.00

The headings for the columns and months listed at the left are *text* entries. The figures are *value* entries. If you enter text in a cell that is too long to fit in a single cell, it will spill out to the right into the next cell. Try not to exceed 150 characters of text if you're using an 80-column screen, or 70 characters if you're using a 40-column screen. Press RETURN (or Enter) to enter your text in the cell once it has been typed.

2.C.2: Entering Values

When entering values, simply type in the desired number. With an IBM PC (or compatible), use either the numeric keypad at the right, or the numbers at the top of the keyboard to enter numbers. If you *do* use the numeric keypad, remember to deactivate the Num Lock key in order for the Arrow Keys to move the cursor. For IBM users, it is recommended (but not required) to use the numbers at the top of the keyboard with the Num Lock key deactivated. When entering a negative value, simply precede the number with a negative sign (-). Press RETURN (or Enter) to enter the value into the designated cell once it has been typed.

2.D: Entering Formulas

A formula is a mathematical sentence which instructs the computer to perform a calculation based on numerical data in a spreadsheet. A formula is entered in the cell in which you want the formula's result to display. You can reference other cell addresses in formulas; for example: $=a6 + b12$. This formula says 'take the value in cell a6 and add to it the value in cell b12 and place the result in the cell where this formula is located.'

Note that the formulas begin with an = (equals sign). *Always* begin a formula with = so EW Planner knows a formula will be entered in this cell. Press RETURN (or Enter) to enter the formula into the designated cell.

2.D.1: Mathematical Operators

The following mathematical operators can be used when writing formulas:

Operator Effect in Easy Working Planner

- **Negative** - means take the negative value of a number. The formula $=C6--8$ reads "the value in cell c6 minus negative eight."
- ^ **Exponentiation** - means that a value is raised to a specified power. $=E8^5$ reads "the value in cell E8 raised to the fifth power."
- * **Multiplication** The * (asterisk) signifies multiplication in a formula. $=E8*Y4$ reads "multiply the value of cell E8 times the value of cell Y4."
- / **Division** The / (slash) indicates division in a formula. $=T5/32$ reads "take the value of cell T5 and divide it by 32."
- + **Addition** The + (plus sign) indicates addition in a formula. $=C5+D3$ means the value of cell C5 is to be added to the value of cell D3.
- **Subtraction** The - (minus) sign indicates subtraction in a formula. $=D4-R3$ reads "the value of cell R3 is to be subtracted from the value of cell D4."

When you enter a formula it is displayed at the top of the screen. Press **RETURN** (or **Enter**), and the answer displays in the cell *in the worksheet*, but the formula text remains at the top of the screen. This is so you can always move the cursor to a cell to see its formula text. (You can edit the formula text if necessary. See Part 3, section 3.A.)

EW Planner calculates formulas from left to right, following the standard order of operations. The order is:

- Negative
- ^ Exponentiation
- * Multiplication
- / Division
- + Addition
- Subtraction

The only exception to this order is when parentheses () are placed around an operation. Whatever operation is enclosed in parentheses is carried out first.

2.D.2: Relative and Absolute Cell Addresses

When you enter a formula into a cell, EW Planner stores it in memory and displays the formula's value on the spreadsheet. The cell references in that formula are stored as addresses that are *relative* to the position of the formula cell. The program considers all cell addresses in formulas to be relative unless indicated otherwise. Consider the following example:

	a	b	c	d
1	32	84	85	
2	44	42	22	
3	21	99	62	
4				
5	97			

The formula in cell a5 reads: $=a1+a2+a3$ which refers to the positions of cells a1, a2, and a3 *relative* to the position of cell a5. Therefore, this formula could be copied to cell b5, and it would perform the same operation on the cells relative to the position of the new formula cell. In other words, if the formula in cell a5 was copied to cell b5, it would now read $=b1+b2+b3$. Relative cell positions are very helpful when copying formulas to other locations in the spreadsheet.

However, there are times when you do *not* want cell references in a formula considered relative to the position of the formula cell. Instead, you want the formula *always to refer to the exact same cell or cells*. This is called an *absolute* cell address. Absolute cell addresses always refer to the same cell location(s) even when they are copied to another location in the spreadsheet. To indicate an absolute cell address, type a \$ (dollar sign) before the column letter, and another \$ before the row number. Example: $\$a\6 When you want only the column *or* only the row to be absolute in a cell address. This is written as: $\$a1$ or $a\$1$.

2.D.3: Functions

EW Planner has some formulas "built in" to the program, called *functions*. They can be entered into a cell alone to return a result; or entered as part of a formula. Remember to begin each function with an = (equal sign) to indicate that a 'value' is being entered. Below are functions which work in this program:

<u>Function</u>	<u>Meaning</u>
loc1:loc2	Indicates coordinate range. Example: a5:f24 This means 'include all cells from a5 to f24. (Another example: =SUM(a5:f24). This reads 'take the sum of cells a5 to f24, and place the result in this cell.' "SUM" is a function.
int(exp)	Returns the integer value of the expression.
abs(exp)	Returns the absolute value of the expression.
pct(exp)	Returns the percent value of the expression.
sgn(exp)	Returns the value 1 if the expression is positive, 0 if the expression is zero, and -1 if the expression is negative.
sum(loc1:loc2)	Adds the values in location 1 through location 2
avg(loc1:loc2)	Returns the average of location 1 through location 2
min(loc1:loc2)	Compares locations 1-2 and returns the minimum value.
max(loc1:loc2)	Compares locations 1-2 and returns the maximum value.
cnt (loc1:loc2)	Returns (counts) the <i>number of entries</i> in the coordinate range of location 1 through location 2.

2.E: Saving a Spreadsheet File

It is important to *save* your files about every ten or fifteen minutes so you will be protected in case the electricity goes off, or your machine gets unplugged, etc.

To save the current spreadsheet file:

Press **Escape** (STOP on the C-64) to return to the Main Menu. Move the cursor to "Storage" and press **RETURN** (or **Enter**). Move the cursor to "Save Worksheet" and press **RETURN** (or **Enter**). A screen appears asking you to enter a file name (and path if relevant).

If this is the first time you've saved this file, enter a file name (8 characters maximum). It will automatically be given the file extension .TPL (all spreadsheet files created with this program will have this extension). When the file name is complete, press **F1** (or <A>1 on the Apple) to accept it. Move the cursor to "Work" on the Main Menu. Then press **RETURN** (or **Enter**) to return to the spreadsheet.

To load a new worksheet, select "New Worksheet" from the Storage Menu; or to load another worksheet that's already been stored on disk, select "Load Worksheet" (or "Directory") from the Storage Menu.

2.F: How to Exit the Program

If you want to leave the program at any time, do the following:

Save the file you're working on (if you haven't already). Then, select "Quit" from the Main Menu. A message asks whether or not you really want to quit and leave the program to return to the operating system. Type Y(Yes) to leave the program, or N(No) to go to the Main Menu.

Part 3: EDITING A SPREADSHEET

EW Planner includes several key combinations allowing you to make both simple and detailed changes to your spreadsheet. These can help make your spreadsheet more attractive while saving you a great deal of data entry time.

3.A: Editing a Single Cell

Once you have entered data into a cell, you can go back to it and edit that cell's contents. To do this:

Move the cursor to the cell whose contents are to be edited, and press **Ctrl E** (<A>3 on the Apple.) Use the **Right** and **Left Arrow** keys to move the cursor where you want to make changes. Use the **Delete** key to delete characters (and the **Back Space** key if you have one).

NOTE: When editing a formula, remember the calculate switch must be on for the new result to display (see section 3.D.4 for more information).

3.B: Marking Blocks

A "block" is an area of your spreadsheet consisting of two or more cells which you specify by marking them. After you "mark" such an area of your spreadsheet, you can cut or copy it to a file, or temporary storage area. You can optionally paste the block back in the spreadsheet in another location, or even into another file. Once you mark a block, you can also blank all the cells in it as a short cut for erasing large amounts of data. Finally, you can reformat the entries in large blocks of cells. Each of these procedures is described in the next section.

Before performing any of these operations, you must first mark the block to indicate will be affected. To mark a block in a spreadsheet:

Move the cursor to the top left corner (the first cell) of the block to be marked and press **F3** (<A>3 on the Apple). Then move the cursor to the bottom right corner of the block (the last cell in the block) and press **F4** (<A>4 on the Apple). This produces the F-4 Menu.

If you decide *not* to operate on a marked block, press **Ctrl F3** (or [A]3 on the Apple) to unmark it.

The following chart shows the keys that are used when working with blocks.

<u>FUNCTION</u>	<u>IBM</u>	<u>APPLE</u>	<u>COMMODORE</u>
Mark block	F3	<A>3	F3
Produce the F-4 Menu	F4	<A>4	F4
Clear marked block	Ctrl F3	[A]3	Ctrl F3
Cut marked block (or cell)	Alt C	Delete	Ctrl C
Paste cut block (or cell)	Alt P	Ctrl P	Insert
Move cursor cell	Alt M	<A>M	Ctrl M

3.C: The F-4 Menu

Once you mark a block, you can always press **Ctrl F3** ([A]3 on the Apple) to unmark it if you decide not to operate on the block. However, if you want to continue working with it, use the commands on the F-4 Menu. If you do not mark a block before using the F-4 Menu, the operations selected will be performed on the cursor cell only.

3.C.1: Cut to Memory

Select this command to cut the block out of the current spreadsheet, and store it in a temporary data storage area. Use the "Paste from Memory" command to paste the cut block back into the document at another location. As a shortcut, use the Quick Cut command by marking the block, and then pressing:

<u>IBM</u>	<u>Apple</u>	<u>Commodore</u>
Alt C	Delete	Ctrl C

3.C.2: Cut to File

Select this command to cut the block out of the current spreadsheet and store it in its own file on the disk. When asked to enter a filename for the block being written to its own file, enter a name (8 characters maximum) and path name if relevant. Press **F1** (<A>1 on the Apple) when the file name is complete. Note the extension of this file will be **.EDT** allowing you to recognize all files which have **.EDT** extensions as files created by cutting.

3.C.3: Copy to Memory

Use this command to copy the block of cells into a temporary storage area. Then move the cursor to another location and use the "Paste from Memory" command to insert the block. It will then appear in *two* locations in your spreadsheet.

Whenever you cut or copy to memory, the cut or copied block only exists in memory *within the current file*. Once you save the file and open another one, the data stored in the temporary storage area is deleted. You can *store only one block in the temporary storage area* so be sure to paste any previously cut or copied block from memory before cutting or copying another one, as the new block will overwrite the old.

3.C.4: Copy to File

This command copies the block to its own file on the disk. Enter a file name for the block being copied (again, .EDT will be the extension). Press F1 (<A>1 on the Apple) to proceed with the copy. When complete, the block will be in two places; i.e. its original location in the file, and in its own file.

3.C.5: Paste From Memory

Use this command to paste or insert data into your document which you have cut or copied to memory. The data will be inserted at the cursor location. You can also use the quick paste command using the following keys:

IBM
Alt P

Apple
Ctrl P

Commodore
Insert

3.C.6: Paste From File

Use this command to paste or insert a block which has been written to its own file. Enter the file name of the incoming file and the appropriate file (make sure that the extension is .EDT) and press F1 (<A>1 on the Apple). The incoming file will be inserted at the cursor location.

3.C.7: Blank Cells

Select this command to erase data in specified cells using only a few keystrokes. It can save a great deal of time; however, be careful not to erase data you might need as *there is no recall once it is gone*. Mark the block of cells you want to blank, and then select "Blank Cells" from the F-4 Menu. Follow the instructions on screen and press RETURN to cancel.

3.C.8: Reformat Cells

Use this command to change the "format" of the cells in the marked block. (Cell formats are explained in detail in section 3.D.1 of this chapter.) Once you select a new format, the cells are instantaneously reformatted. If you make a mistake, simply repeat the process and select the correct format.

3.C.9: Insert Row(s)

Use this command to insert a row (or rows) at the cursor location. Move the cursor to the location where you want to insert the row. Select "Insert Row" from the F-4 Menu. A blank row is inserted instantly, and any previously entered data moves down one row. All formulas, with both relative and/or absolute cell references, are rereferenced to the appropriate new cell locations. You can insert more than one row at a time by marking a block to indicate how many rows you want to insert, and then issuing the command.

3.C.10: Insert Column(s)

Use this command to insert a column (or columns) at the cursor location. Move the cursor to the location where you want to insert it. Select "Insert Column" from the F-4 Menu. A blank column is inserted instantly, and any previously entered data moves to the right one column. All formulas, with both relative and absolute cell references, are

referenced to the appropriate new cell locations. You can insert more than one column at a time by marking a block to indicate how many columns you want to insert, and then issuing the command.

3.C.11: Delete Row(s)

Select this option to delete a row from the spreadsheet. Move the cursor to any location in the row to be deleted. Press **F4** (<A>4 on the Apple), and select "Delete Row(s)." If there is no data in the row, it will be deleted instantaneously. If there is data in the row, a warning message appears asking if you really want to erase the data in the designated row. Type **N** (No) or press **RETURN** to cancel, or type **Y** (Yes) to delete the cursor row.

To delete two or more rows at one time, mark the block of rows that you want to delete, and then select this command.

3.C.12: Delete Column(s)

Select this option to delete a column. Move the cursor to any location in the column to be deleted. Press **F4** (<A>4 on the Apple), and select "Delete column(s)." If there is no data in the column, it will be deleted instantaneously. If there is data in the column, a warning message appears asking if you really want to erase the data in the designated column. Type **N** (No) or press **RETURN** to cancel, or type **Y** (Yes) to delete the cursor column.

To delete two or more columns at one time, mark the block of columns that you want to delete, and then select this command.

3.D: The Change Menu

The Change Menu has options that allow you to set the format for numerical entries on your spreadsheet. You can also alter the column width from this menu, and turn on and off EW Planner's automatic calculation.

3.D.1: Set Global Format

Numbers entered into an EW Planner spreadsheet are automatically in the "dollar" format. If you enter the number **55**, it will appear as **\$55.00** when you press **RETURN** (or **Enter**) to enter the number into a cell. You can change the format so it is entered as **55**, **55.0**, **55.00**, **55.000**, **55.0000**, **55.00%**, or asterisks. In other words, there are eight different formats to choose from, and they are listed below.

NOTE: When you change the Global Format, it affects all numbers entered after the format change is made. To change any numerical entries that were made before, mark a block which includes all the cells to be reformatted, and select "Reformat Cells" from the F-4 Menu.

<u>Format Name</u>	<u>Example</u>
Dollar Format	\$55.00
Percent Format	55.00%

Bar Graph Format	*****
Integer format	55
1 Decimal	55.0
2 Decimals	55.00
3 Decimals	55.000
4 Decimals	55.0000

• **Dollar Format**

All numerical entries have a dollar sign at the beginning of the cell, and commas placed as needed. A period will be placed automatically after the last number followed by two zeros. To indicate a specified number of cents, enter the period in the appropriate location followed by the number of cents.

• **Percent Format**

All numbers entered will be followed by a .00%.

• **Bar Graph Format**

Regardless of the numerical entry, the column will fill up with asterisks. If the cell's format is changed back to a numerical format, the original numbers will display.

• **Integer Format**

Numbers entered in the integer format display as integers, i.e. whole numbers, including zero and negative numbers.

• **1, 2, 3, 4 Decimals**

These formats specify that numerical entries should be rounded to 1, 2, 3, or 4 decimal places respectively.

3.D.2: Set Column Widths

This option sets the width for all columns in the spreadsheet, and changes those that contain data. Be careful to allow enough space (in characters) to display the characters that are already in (or that you plan to put in) your cells.

A message asks how wide you want your columns. The default column width is 11. If you are using an 80 column screen (all IBM PCs and compatibles, and some Apples), set column widths from 3 - 77 characters. If you are using a 40 column screen (C-64 users and some Apple users), set column widths from 3 - 37 characters.

3.D.3: Turn Calculation Off/On

EW Planner recalculates your worksheet after every cell entry. When creating a large spreadsheet with lots of formulas, the process of entering information slows down as the program takes more time to recalculate after each entry. To avoid this inconvenience, turn the automatic calculation *off* (and on again) from this menu.

To turn automatic calculation off, select "Turn Calculation Off" from the Change Menu. You can always tell whether it is on or off by checking the top of the screen in a spreadsheet file. The status of automatic calculation is displayed just to the left of the memory display at the top center of the screen. Once you turn it off, you can turn it back on from the Change Menu.

3.D.4: Recalculate

Use the Recalculate option to request an instantaneous recalculation of your spreadsheet. Even with the automatic calculation feature on, it recalculates only after a new cell is entered. It recalculates the spreadsheet on demand.

Part 4: OTHER COMMANDS ON THE STORAGE MENU

This section explains the remaining seven commands on the Storage Menu. They include loading and saving DIF files, importing and exporting data, erasing files, formatting disks, and selecting a file to load from the directory.

4.A: Loading and Saving DIF Files

The letters "DIF" refer to "data interchange format." When a file is referred to as a DIF file, it means it has been created in a format readable by many programs. If you own another program that creates DIF files, you can load that file into EW Planner using the "Load DIF File" command, and then continue to work with the file in this program. You can also save an EW Planner file as a DIF file and use it with another program that reads DIF files.

DIF files have the letters .DIF as their file extension. A file will not load as a DIF file unless it has this extension.

To load a DIF file:

Select "Load DIF File" from the Storage Menu. A prompt asks for the name of the DIF file to be loaded, and the path name if relevant. (Again, make sure that the file you are loading has .DIF as its file extension, and that it's located in the current disk drive.) Press F1 (or <A>1 on the Apple) to start the loading process.

To save an EW Planner file as a DIF file:

Select "Save DIF File" from the Storage Menu. A prompt asks for the name of the EW Planner file to be saved as a DIF file. Type in the file name; note the extension is .DIF. Press F1 (<A>1 on the Apple) to start the save procedure. (When the .DIF file is created, the original EW Planner version of the same file will also be preserved.)

4.B: The Directory Command

This command displays a listing of all files stored on the current disk. Move the cursor through this list, and select a file to load by placing the cursor on it and pressing RETURN (or Enter). To look at the list of files stored on the current disk (and to optionally load a file from that list), do the following:

Select the "Directory" command from the Storage Menu. This produces a list of all files on the current disk. If this is the same disk your program is stored on,

the program files will be included in the list. Do not try to load one of the program files.

Use the **Up** and **Down Arrow Keys** to move the cursor through the list. If many files are stored on this disk, not all of them will appear on the screen at one time. Use the **PgUp** and **PgDn** keys (**F6** and **F5** respectively on the C-64; and **<A>6** and **<A>5** on the Apple) to scroll through long lists of file names.

To load one of the file names in the list:

Move the cursor to the file name to be loaded and press **RETURN** (or **Enter**).

4.C: Importing and Exporting Data

Use the **Import Data** command to bring in data from a sequential file (such as **EW Writer**) to a spreadsheet. The incoming file must have the file extension **.IED**; make sure it does before attempting to import it. To begin the import procedure:

Select "**Import Data**" from the **Storage Menu**. Type in the name of the file to be imported (with path name if relevant) and press **F1** (or **<A>1** on the Apple).

Use the **Export Data** command to create a sequential file (with a **.IED** extension) from an **EW Planner** spreadsheet file. Then this file can be loaded into **EW Planner**, or **EW Writer** (or another program that accepts sequential files.) To export an **EW Planner** file which has a **.TPL** extension to a sequential file with a **.IED** extension, do the following:

Select "**Export Data**" from the **Storage Menu**. Type in the name of the **Planner** file that is to be exported (with path name if necessary). Note its extension name when exported will automatically be **.IED**. Press **F1** (or **<A>1** on the Apple) to begin the exporting process.

4.D: Erasing Files

Select this command to erase a file without leaving the program. Give the name of the file being erased and the correct extension. *Once gone, an erased file cannot be retrieved!* Be careful when erasing files! Press **F1** (or **<A>1** on the Apple) to begin the erasing procedure.

4.E: Formatting Disks

Use this command to format disks to use for data storage. Enter the drive name (**Drive A**, or **B**, or **1**, **2**, etc.) where the disk is to be formatted. Press the **Space Bar** to change the disk drive address to be formatted. You can also press **F3** to display a small list of available disk drives which can be formatted. If you decide not to format a disk, press **Escape** (**STOP** on the C-64) to return to the **Main Menu**.

Be sure that you insert a *blank disk* to be formatted (or a disk that you want to erase and reuse), as formatting a disk erases all previously stored data. **Do not format your program disk, or your hard disk!**

Part 5: THE SET-UP MENU

Use this option to set up the program so it works with your equipment. There are four options on this menu which have the following functions:

<u>OPTION</u>	<u>FUNCTION</u>
Set-Up Printer	Configures the software so it works with your printer
Set-Up Screen	Allows change in colors on your monitor (optional)
Set-Up Storage	Specifies on which disk drive you wish to store data
Save Set-Up	Saves all Set-Up data until you change it again

5.A: Set-Up Printer

Select this option to enter the information the program requires to work with your printer (refer to your printer manual if necessary). Try printing a document to see if the default settings work with your printer before changing the initial Printer Set-Up screen.

If after this trial, you are unable to print, go into the Set-Up Printer Menu and make the recommended changes. Note that printer set-ups for the IBM PC and compatibles, the Apple II series, and the C-64 are all just a little different. Instructions for changing the default set ups for each of the three machines follow.

5.A.1: IBM PC (and Compatible) Users

• Device Name

This refers to the printer device name. To display the list of possible choices, press **F3**. Press **Escape** to leave the list. To change the current Device Name, press the **Space Bar** until your choice appears. Press **F1** to accept your choice. The device is usually **LPT1** for the IBM PC and compatibles.

• Linefeed

Some printers require a "linefeed" command to be sent after each line has finished printing. Most do not, therefore the default for this is **N** (No) which means that no linefeed command will be sent after each line - it is automatically built into the printer. If your printer *does* require that a separate linefeed command be sent, type **Y** (Yes) next to Linefeed.

• Printer Control Codes

To print using different fonts like expanded and condensed print, you need to enter the appropriate printer control codes. Again, refer to your printer manual for these codes. Then enter the "On" and "Off" codes in the allotted space on this menu. The "On" and "Off" codes are ASCII decimal character(s). Each is a two digit number and should be separated by a comma (example: **27,36**).

Once you have completed all the above information, and issue the "Save Set-Up" command, you won't have to re-enter these set-ups again unless you change printers. Remember to save all set-up information.

5.A.2: Apple II Series Users

• Interface Type

Type the appropriate number (1-5) of the type of printer interface being used. Refer to the list of 5 interface types below this option.

• Slot

The slot number should be 1 when using an Apple II series computer.

• Linefeed

(See "Linefeed" under the Set-Up Printer instructions for the IBM PC).

• Serial Baud Rate

If you are using a serial printer, enter the appropriate baud rate here. If you are unsure of what it is, please refer to your printer manual.

• Printer Control Codes

(See "Printer Control Codes" under Set-Up Printer instructions for the IBM).

5.A.3: Commodore-64 Users

The instructions for setting up your printer when using a Commodore are slightly different than those used for the IBM PC and compatibles.

• Device

The Device should be 4.

• Command Address

This refers to the secondary address.

• ASCII

Next to "ASCII," type Y (Yes) if your printer is an ASCII printer, or N (No) if it isn't.

• Linefeed

(See "Linefeed" under the Set-Up Printer instructions for the IBM PC).

Printer Control Codes

(See "Printer Control Codes" under Set-Up Printer instructions for the IBM PC and compatibles.)

5.B: Set-Up Screen

This option only applies if you are using a color monitor. *Even if you do have a color monitor, Set-Up Screen is completely optional.* It is not advised to change the display colors used in the program as changing them can make many menus very difficult to read on the screen.

However, if you want to change the display colors, place the cursor on the color you want to change. Press the **Space Bar** to change the default color (the **RETURN** key on the C-64). When you have finished, press **F1 (<A>1** on the Apple) to accept all the changes.

5.C: Set-Up Storage

This is where you specify on which disk drive you want to save your files. Instructions for the IBM PC (and compatibles), the Commodore-64 and the Apple II Series are all just a bit different.

5.C.1: IBM PC (and Compatible) Users

• Program Files

This reflects the address of the Drive and the Directory/Path where the program resides. If the program is in Drive A, type A next to "Drive." If the program is in a hard disk, type the address of the hard disk drive, and the appropriate directory and path name. For example, if the program is in Drive C in the EW directory, type C next to "Drive," and type \EW next to "Directory/Path."

• Data Files

This should reflect the address of the Drive and the Directory/Path where your data files are to be stored. Type in the appropriate drive address next to "Drive," and the Directory/Path name if you are storing your files in a specific directory on a hard disk. (See "Program Files" above for an example.)

When finished entering the file storage information, press **F1** to accept it.

5.C.2: Apple II Series Users

• Program Files: Drive

Enter the drive number where the program resides. This is usually Drive 1.

• Program Files: ProDOS Prefix

Enter the appropriate Directory/Path (if relevant) where the program resides. For example, if the program is in Drive 1 in the EW directory, type 1 next to "Drive," and type \EW next to "ProDOS Prefix."

• Data Files: Drive

Enter the number of the drive in which data files are to be stored.

• Data Files: ProDOS Prefix

Enter the appropriate Directory/Path (if relevant) in which data files are to be stored.

When you have entered all the information on the Set-Up Storage Menu, press <A>1 to accept it.

5.C.3: Commodore-64 Users

Program Files: Device

Enter the appropriate device number for your disk drive. It is usually 8.

• Program Files: Drive

Enter the number of the drive in which the program is currently residing. If you are using a single disk drive Commodore, this should be 0 (zero).

• Data Files: Device

Enter the appropriate device number of the disk drive on which files are to be stored.

• Data Files: Drive

Enter the number of the drive on which data files are to be stored.

When finished entering the file storage information, press **F1** to accept it.

5.D: Save Set-Up

Once you have entered all your set-up information, use the "Save Set-Up" command to save it. You will not have to re-enter the information each time you use the program; it will be automatically loaded. You can change printer controls, or drive/path settings temporarily by entering changes on this menu without saving them. That way, they will be in effect until you quit.

Part 6: PRINTING A SPREADSHEET

The Print Menu in EW Planner has three options. The first, "To Printer," sends the file that is currently in memory to the printer. The second, "To File," sends an ASCII version of the current file to the disk for use in a word processor. The third option, "Worksheet Listing," sends output to your printer; however, it prints the text value of each cell on a line by itself. Here you can examine formulas and cell contents according to cell address.

When you're ready to print a file, first load it into memory. Then you can optionally mark the portion you want to print. If a portion of the spreadsheet is not marked, the entire file will print.

6.A: Printing a Spreadsheet

To send a copy of a spreadsheet file to the printer, make sure your printer has been set up in the Set-Up Menu. Also make sure it's connected properly to the computer, that it's turned on, and that it's online. To proceed:

Select "To Printer" from the Print Menu and press **RETURN** (or **Enter**). This produces the Print Control Screen.

6.A.1: The Print Control Screen

The Print Control Screen is where you indicate how many characters in from the left side of the paper you want your spreadsheet to start printing, the length of the paper (in lines), whether or not the printer should automatically feed pages, and whether or not you're using continuous feed paper.

• Left Margin

Enter the number of the column where you want the printer to begin printing. The default is **1** (one) which means that the beginning of each record starts in column 1, the first column next to the left margin.

• Lines per Page

This tells EW Planner how many lines per page to print. Most printers can print a maximum of 66 lines on a standard 8 1/2" x 11" paper. However, this would leave no top or bottom margin. Therefore, the default for this option is **55**. Try printing with this option set at 55 before you change it. For larger paper, change this option to reflect the number of lines that you want to print.

• Paper Length

Indicate here how long (i.e. number of lines) the paper you're using is. If you are using 8 1/2" x 11" paper, it is 66 lines long. (66 is the default.)

• Page Feed

This is where you indicate whether or not you want the printer to feed the pages through it automatically. Leave the default Y (Yes) if you do, or type N (No) over the Y if you do not.

• Continuous Paper Feed

Type Y (Yes, which is the default) if you are using form feed paper in your printer, or N (No) if you are using single sheets.

Once this screen is completed, press **F1** (or **<A>1** on the Apple) to accept it and begin the printing process. If you *do not* want to print your spreadsheet after issuing the Print command, press **Escape** (**STOP** on the C-64). Once printing has commenced, you can also press **Escape** (**STOP** on the C-64) to stop printing; or press **Ctrl S** (**<A>S** on the Apple) to pause the printer momentarily, and **Ctrl S** (or **<A>S** on the Apple) once again to restart it.

6.B: Creating an ASCII File

Select this option to send an ASCII version of a file to disk. This is often done so you can use a file with another program that reads ASCII files, like EW Writer. To create an ASCII version of a file:

Select "To File" from the Print Menu and press **RETURN** (or **Enter**). Type the name of the file to be converted, with path name if relevant. Note the default file extension for the ASCII file being created is **.PRN**. So, any file with a **.PRN** file extension is an ASCII file. (The original **.TPL** version of the same file will be preserved.)

Press **F1** (**<A>1** on the Apple) to accept the file name and path. This produces the Print Control Screen. Press **F1** (**<A>1** on the Apple) again to begin the conversion.

6.C: Printing a Worksheet Listing

A "worksheet listing" is a printed copy of the *text contents of each cell* in the spreadsheet, or of the cells in a marked block. Each cell address, along with its contents is printed on a line by itself. See the following sample worksheet listing printout:

A1	TEXT	"MONTH"
B1	TEXT	"PAYROLL"
C1	TEXT	"BENEFITS"
A2	TEXT	"JANUARY"
B2	VALUE	=25000
C2	VALUE	=12000
A3	TEXT	FEBRUARY

B3	VALUE	=25500
C3	VALUE	=12350
A4	TEXT	"TOTAL"
B4	VALUE	=SUM(B2:B3)
C4	VALUE	=SUM(C2:C3)

Each cells' contents are on a line by itself, and when a value is a formula, the *text* of the formula is printed rather than its result. A worksheet listing can be helpful when an analysis of formulas is needed. To produce a worksheet listing:

Load the spreadsheet file from which you want to generate a worksheet listing. Optionally mark a region; if no region is marked, a listing is produced from all cells in the spreadsheet. Press **Escape** (STOP on the C-64) to return to the Main Menu and move the cursor to Print. Select "Worksheet Listing" from the Print Menu and press **RETURN** (or Enter). Press **F1** (<A>1 on the Apple) to start printing.

If you *do not* want to print your spreadsheet after issuing this command, press **Escape** (STOP on the C-64). Once printing has commenced, you can press **Escape** (STOP on the C-64) to stop printing; or press **Ctrl S** (<A>S on the Apple) to pause the printer momentarily, and **Ctrl S** (or <A>S on the Apple) once again to restart it.

6.D: Leaving the Program (Quit Command)

To leave the program, select "Quit" from the Main Menu. If you are sure you want to leave the program and return to the operating system, type **N** (No) which is the default, to remain in EW Planner. Type **Y** (Yes) and press **RETURN** (or Enter) to leave the program and return to the operating system.

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On screen menus provide "at a glance" summaries of the features of the program. When you select a feature from the menu bar, a menu drops down to show you all of the available options including commands. You will find that you spend less time getting to know the program and more time on your projects. And since each member of the Easy Working family uses the same command structure, once you learn how to use one program you'll have a head start on learning to use the others. But don't be fooled. Easy doesn't mean incomplete. Easy Working products are full-featured and professionally oriented.

THE WRITER

Editing features include insert, delete, cut and paste, and copy ■ Cut and paste between documents ■ 100,000 word Spellchecker that recognizes over 99% of all spelling and typing errors ■ Formatting features include margin setting, headers and footers ■ Automatic page numbering ■ Preview document before printing ■ Interface with Easy Working: The Filer to generate personalized mass mailings

THE FILER

Search and Select on any field ■ Record selection based on arithmetic comparison ■ Allows easy printing of labels ■ Interfaces with Easy Working: The Planner for advanced calculations ■ Data structure optimizes analysis of data for fast operation ■ Over 50,000 records per file

THE PLANNER

50,000 cell locations ■ 12 digit precision ■ Extensive math functions ■ Editing functions such as moving rows and columns and inserting and deleting ■ Includes six working templates; expense recorder, gas mileage calculator, home budget, profit and loss statement, balance sheet and personal net worth statement ■ Interfaces with Easy Working: The Writer to include financial displays in reports

