

HOMWORKERTM

Apple Manual

homework

 **Davidson.**
Educational software that works

HOMeworkER TM

Apple Version

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 ***Davidson.***
Educational software that works

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CHAPTER 1

Welcome to *Homeworker*

What is *Homeworker*?

Homeworker is an integrated program designed to help students study more efficiently. It is a tool for writing, planning, studying, scheduling, documenting and calculating.

Homeworker's functions are performed by these six modules.

- **Textwriter** is a tool for writing and revising. Use it to do all of your written assignments quickly and accurately. It makes editing less time consuming; rewriting can actually be fun.
- **Outliner** helps you plan papers and rewrite notes. Create an outline to fit your individual needs, and easily change its structure as your ideas develop. Outliner's zoom box allows you to expand on ideas as you think about them. It can also be used to rewrite your class notes in an organized format.
- **Flash Card Maker** assists you with memorization tasks. Create flash cards on the screen to test your knowledge or print them out for additional study.
- **Calendar** is an organizational tool which helps you manage your time. Enter all important tests, assignments, and social obligations on a calendar. With these dates in mind, you can plan your study schedule more efficiently.
- **Grade Keeper** allows you to record and project your grades based on weighted averages or total points. You can determine how an individual grade might affect your final grade so you can concentrate your efforts where they'll make the greatest difference. It also computes your GPA.

Homeworker provides you with six tools to help you study successfully.

- **Calculator** helps you with mathematical computations and conversions. It performs the basic functions of a pocket calculator with multiple memory locations. A special feature allows quick and easy conversions between units of measure.

Homeworker is an integrated program. This means that you can transfer or copy information from one module to another using the clipboard. The clipboard is a part of the computer's memory that temporarily holds information that you've taken from one file and want to place in another. This will decrease the time you spend retyping and give you more time to create.

What *Homeworker* Will Do for You

Organization is an important part of being successful in school. *Homeworker* will help you organize your time, your thoughts, and even your assignments and study materials. You will have the time to do more than "get by." In a single, integrated software package, *Homeworker* gives you the tools to complete polished, precise, and neat assignments. Your life as a student will become less complicated when you take advantage of *Homeworker's* organizational capabilities.

Included in the *Homeworker* Package

In your *Homeworker* package, you will find:

- a *Homeworker* disk – Program on Side 1 and Sample Files on Side 2
- the manual you are now reading
- a study skills guide, *How to Study for Success*
- a student organizer, complete with accessories.

What You Need to Use *Homeworker*

To use *Homeworker* you need:

- an Apple IIc or IIe with an extended 80 column text card
- a monitor (a TV set doesn't provide a clear enough picture for *Homeworker*)
- one disk drive (a second disk drive is optional)
- a printer (optional, but highly desirable if you are going to realize the true benefit of this powerful study tool)
- a formatted disk on which to save your data files.

Homeworker's Five Year Warranty

Davidson & Associates, Inc. provides a five year warranty on this product and will replace, *free of charge*, any malfunctioning or damaged disk. The exact warranty information is presented on the inside front cover of this manual.

Registered *Homeworker* owners will receive announcements of updates or enhancements of *Homeworker* as well as information about how to obtain them.

Homeworker is a protected program and you will not be able to copy it. However, if you wish to have a back-up copy on hand, you may purchase one for \$10.00 when you register your product with Davidson & Associates, Inc.

About This Manual

This manual will help you use *Homeworker* as an effective study tool. It contains a quick tour of all the modules (Chapter 2), directions on how to use *Homeworker's* desktop interface (Chapter 3), and detailed instructions on how to use each module (Chapters 4 through 9). At the end of the manual is a Quick Reference Guide to all *Homeworker's* commands.

If you have a single drive system, you'll be pleased to discover that Homeworker requires only minimal disk swapping.

Return your registration card today for product update announcements and useful information.

If you. . .

See. . .

Want a quick overview of
Homeworker's six modules

Chapter 2
Quick Tour of *Homeworker*

Want to learn how to use
Apple's Desktop Interface

Chapter 3
Getting Acquainted with
Homeworker

Want to learn how to load
and save a file

Want to learn how to use the clipboard

Want to use the word processor
and are unfamiliar with *AppleWorks*

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Chapter 5
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Want to make your own flash cards

Chapter 6
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Want to record things on your
computerized calendar

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CHAPTER 2

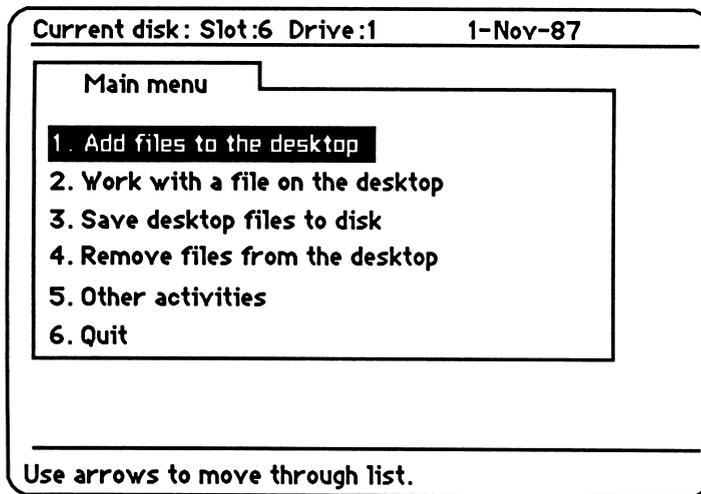
A Quick Tour of *Homeworker*

This chapter will guide you through each of *Homeworker's* modules so that you can see the scope of the program and the benefits you can obtain from using it.

Starting *Homeworker*

To start *Homeworker*, follow these instructions:

- Insert the *Homeworker* disk into drive 1.
- Turn on the monitor and the computer or press <Control> ⌘ <Reset> at the same time.
- Enter the date in this form: day-month-year (i.e., 01-Nov-87) <Return>. The first three letters of the month must be entered. The Main menu screen will appear.

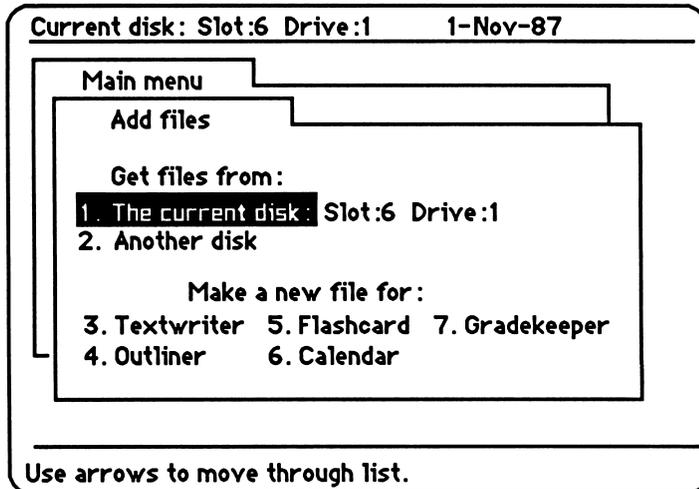


Homeworker uses Apple's desktop interface. Chapter 3 discusses in detail how to use this interface.

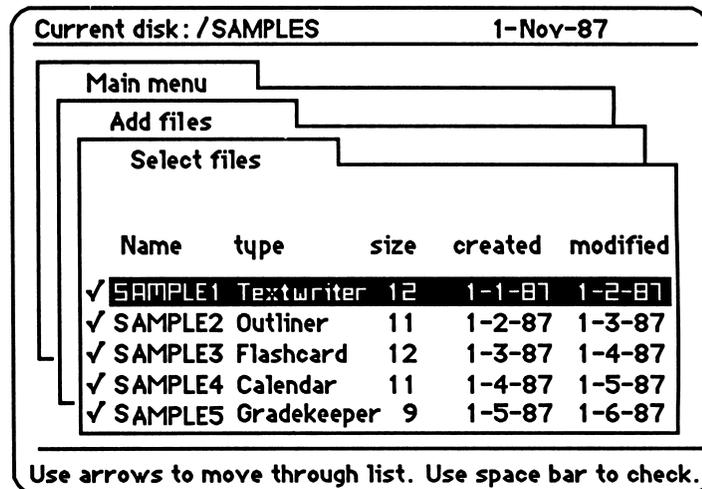
Adding Sample Files to the Desktop

Next you're going to put some sample files on your desktop. These are files you are going to be working with during this quick tour of all six *Homeworker* modules.

- Select 1. Add files to the desktop <Return>. The Add files menu will appear.



- Remove the *Homeworkeer* Program Disk, turn it over so that the Sample Files (Side 2) are on top, and reinsert the disk into the drive.
- Select **Get files from: 1. The current disk** <Return>.
- Press the <space bar> to place a check next to **Sample1**.
- Use the down arrow key to highlight **Sample 2** <space bar>.
- Continue to highlight and check each sample file until all five sample files are marked, as shown below.



- After selecting all five of the sample files, press <Return>. The sample files will be added to the desktop.

Previewing Textwriter

The first module on this quick tour is Textwriter, *Homeworker's* easy-to-use word processor.

- Select **2. Work with a file on the desktop** <Return>.
- Use the arrow keys to highlight **Sample1** <Return>. The Textwriter sample file will appear on the screen.

```
Function:Enter/edit[ ]SAMPLE11-Nov-87 ss pp.1 free:3820
[-----]
Welcome to Textwriter! Whether you are doing daily
homework assignments or writing an essay, Homeworker's
Textwriter will help you complete all your writing assign-
ments easily and efficiently. Let's practice using a few of
Textwriter's keyboard commands. Use the arrow keys to
make the screen scroll up and down as you read.
Textwriter's most useful features are those that allow
you to edit and rewrite your document quickly and easily.
Let's see how easy this is to do. Press the down arrow key
to move the cursor to the last line of this paragraph. Some
of the text that you have just read will scroll off the
screen. Don't worry. You can see it again simply by pres-
Type entry or use [ ] Commands [ ] ? For Help
```

Textwriter's sample file is an on-screen explanation of some of its keyboard commands. As you read through the file, you will be asked to manipulate the text. This will demonstrate Textwriter's capabilities.

- When you are finished working with the Textwriter sample file, press <Esc> to return to the Main menu.

Previewing Outliner

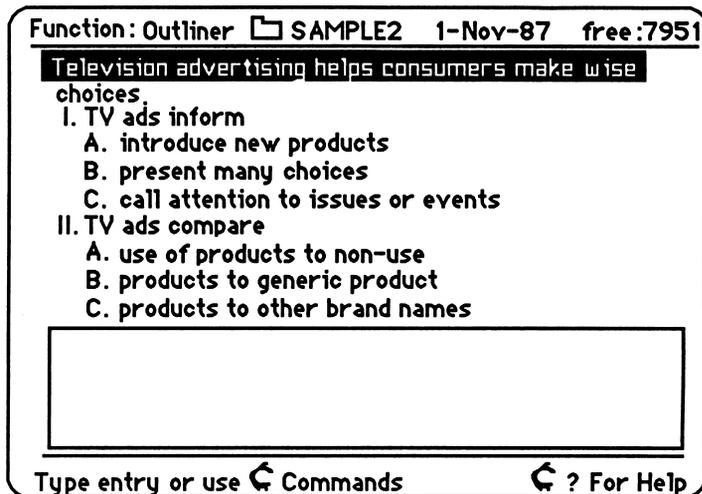
Let's take a look at Outliner, so you can see its versatility and usefulness as a pre-writing and organizational tool.

- Select **2. Work with a file on the desktop** <Return>.
- Use the arrow keys to highlight **Sample2** <Return>. The Outliner sample file will appear on the screen.

Textwriter's commands are listed on page 34.

Throughout Homeworker you will see a prompt line at the bottom of each screen. Look here for directions.

Chapters 4 discusses how to use Textwriter.



Outliner is an organizational tool that will help you plan your papers and rewrite your notes. This sample file is an outline for a paper about television advertising. It appears on page 49 of *How to Study for Success*.

At the top of the screen is the thesis statement – **Television advertising helps consumers make wise choices.**

Outliner gives you the option of writing a thesis statement at the top of your outline. Below the thesis statement is the outline itself. You can structure the outline to fit your own needs. The box at the bottom of the screen is the zoom box. Use this box to expand your ideas as you write your outline.

Let's examine the outline more carefully.

- Press the down arrow key to move to **I. A. introduce new products.**

A sentence will appear in the zoom box. This sentence corresponds to, and elaborates upon, the highlighted outline topic. Whenever a topic or subtopic is highlighted, any corresponding text which has been entered into the zoom box will appear.

- Press the down arrow key to highlight **I. C. call attention to issues or events.**

Access the zoom box by pressing open apple and Z. Enter your ideas and then press <Esc> to return to your outline.

Outliner commands are listed on page 44.

Again, there is some corresponding text in the zoom box. As you continue to look through the outline, you will see that some topics have been expanded upon in the zoom box, while others have not. As you create your own outline, use the zoom box as much or as little as you want. Use the arrow keys to scroll the outline so you can view all of it.

When you refer to the outline on page 49 of *How to Study for Success*, you will notice that it contains an additional section. Let's improve our sample outline by inserting the omitted section.

- Use the arrow keys to select **I. C. call attention to issues or events.**
- Press **⌘ I** (for insert). You will be given a choice of four hierarchical levels for your inserted topic.
- Look at the bottom of the screen. Use the arrow keys to select **I – X <Return>**. A Roman numeral **II** will be inserted.
- Enter the topic for **II: TV ads demonstrate.**
- Press **⌘ I** (for insert).
- Select **A – Z** and press **<Return>**. An **"A"** will be inserted.
- Enter the topic for **A: show products in action.**
- Press **⌘ I** (for insert).
- Select **A – Z** and press **<Return>**. A **"B"** will be inserted.
- Enter the topic for **B: show ways to use products.**
- Press **⌘ I** (for insert).
- Select **A – Z** and press **<Return>**. A **"C"** will be inserted.
- Enter the topic for **C: show results <Return>**.

Outliner also allows you to move entire sections of your outline. For example, we can change our sample outline on the screen so that all of the information under Roman numeral **II** (TV ads demonstrate) comes before the information under Roman numeral **I** (TV ads inform).

- Move the cursor to **II. TV ads demonstrate**.
- Press **↶ M** (for move).
- Move the cursor to **C. show results** <Return>. This will highlight the section to be moved.
- Now, move the cursor up to the second line of the thesis statement: **choices** <Return>. The entire section will be moved to its new position.

Chapter 5 discusses in detail how to use Outliner.

These are just some of the features that Outliner offers. As you use it to create your own outlines, you will learn much more about its capabilities. You will find it an invaluable tool for writing your papers and reviewing your notes.

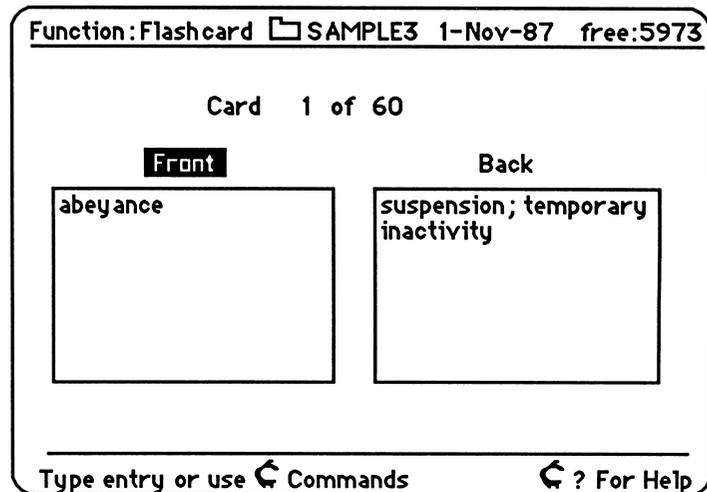
- Press <Esc> to return to the Main menu.

Previewing Flash Card Maker

Flash Card Maker's commands are listed on page 50.

As a student, you are often presented with material that needs to be memorized. One effective way of doing this is to make flash cards. *Homeworker's* Flash Card Maker allows you to do this easily and efficiently. Let's take a look at Flash Card Maker.

- Select **2. Work with a file on the desktop** <Return>.
- Use the arrow keys to highlight **Sample3** <Return>. The first card of this sample file will appear on the screen.



Welcome to Flash Card Maker! As its title suggests, Flash Card Maker will help you create your own flash cards to use when memorizing important facts and details. This sample file contains words and definitions which have appeared on past SAT's (Scholastic Aptitude Tests). Use the arrow keys to look through the cards. View both sides of the cards to learn the material; then test your knowledge by viewing only one side of the card. Follow these steps to review the cards on the screen.

- Press **⌘ R** (for review).
- Look at the bottom of the screen. Select review order: **sequential** or **random** **<Return>**.
- Select side to view: **front** or **back** **<Return>**. While only one side of the card is showing, try to recall what is on the other side.
- Press **<space bar>** once to see if you are correct; then press **<space bar>** again to advance to the next card. Continue to review the cards in the sample file until you feel comfortable with the procedure. Press **<Esc>** to return to the Flashcard screen.

Let's try to create a few cards.

- Press **⌘ ↓** to move to the last card in the sample file.
- Use the down arrow to get to the next blank card.
- Press **⌘ Z** (for zoom). The front of the card will be highlighted.
- Enter the text you wish to appear on the front of the card.
- Press **<Esc>**.
- Press **⌘ Z** (for zoom). The back of the card will be highlighted.
- Enter the text you wish to appear on the back of the card.
- Press **<Esc>**.
- Press the down arrow key to move to the next blank card.

Practice creating your own flash cards. You may enter your own vocabulary words or use the words and definitions below:

supplant – to take the place of; to supersede

enjoin – to order or urge with authority

brandish – to exhibit in a threatening way

You can also print out your flash cards to use when you are away from the computer. To print out the flash cards in this sample file, press <Esc> to return to the Flashcard screen and move to the beginning of the file by pressing ⌘ ↑.

- Turn on your printer and press ⌘ P.
- Select **Print to Printer** at the prompt <Return>.
- Select the **printer slot number (1)** <Return>.

The printed cards can be folded and cut so that the information appears on both sides.

You'll find Flash Card Maker a very helpful tool when you have many important facts and details to memorize.

- Press <Esc> to return to the Main menu.

Previewing Calendar

Homeworker's Calendar will help you keep track of your academic and personal commitments as well as help you plan how to spend your time productively.

- Select **2. Work with a file on the desktop** <Return>.
- Use the arrow keys to highlight **Sample4** <Return>.

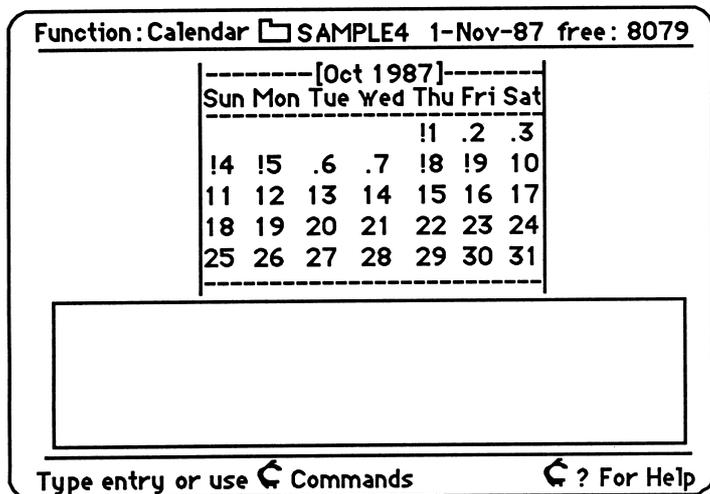
Calendar will appear on the screen.

When you access a Calendar file, the current month will always be displayed. Let's move to October 1987 so that we can look at the sample file. To move from month to month on Calendar, you will use the ⌘ key with the up or down arrow key.

- Press ⌘ ↑ (for previous month) or ⌘ ↓ (for next month) until October 1987 appears on the screen.

Chapter 6 discusses in detail how to use Flash Card Maker.

Calendar's commands are listed on page 56.



As you can see, there are exclamation points and periods next to some of the dates. A period indicates an event occurring on that date and an exclamation point indicates an important event. When you are creating your own Calendar file, you will decide which events are most important and mark them accordingly.

Let's take a look at some of the entries in this Calendar file.

- Use the arrow key to move to Thursday, October 1st. The zoom box contains a description of the events for that day.
- Use the arrow key to move to some of the other marked dates. You will see that the zoom box entries change for each date.

Now let's try entering some events.

- Use the arrow key to move to Monday, October 12th.
- Press **↩ Z** (for zoom).
- Enter **!Term paper due** <Return>.
- Press <Esc>. An exclamation point (indicating an important event) will appear next to that date.
- Use the arrow key to move to Tuesday, October 13th.
- Press **↩ Z** (for zoom).
- Enter **Student Council car wash** <Return>.
- Press <Esc>. A period will appear next to that date.

Calendar scans only for events preceded by an exclamation point.

Chapter 7 discusses in detail how to use Calendar.

Grade Keeper is a multi-dimensional spread sheet which keeps track of your GPA as well as your grade in each course.

Calendar helps you schedule your time efficiently by scanning for important upcoming events. Let's see how this works by scanning for events in this sample file.

- Use the arrow keys to move the cursor to Thursday, October 1, 1987.
- Press **U** (for upcoming events).
- Press **<Return>** to accept the scanning dates at the prompt. A list will appear specifying the number of days remaining before these important events occur.

Calendar allows you to view dates from the year 1800 to 2200. You may find it interesting to see on which day of the week certain historical events occurred. You can enter events from the year 1901 to 2000. Thus, Calendar will help you keep track of your obligations and allow you to enter events in the distant past or future.

- Press **<Esc>** twice to return to the Main menu.

Previewing Grade Keeper

Part of being a successful student is always knowing your present grade in each course. Let's take a look at how Grade Keeper can help you do this.

- Select **2. Work with a file on the desktop <Return>**.
- Use the arrow keys to highlight **Sample5 <Return>**. The Grade Keeper sample file will appear on the screen.

Function:GPA	GRADES	1-Nov-87			
Subject name	W.A. %	T.P. %	T.P. earned	Units	Grade
English	84.0	.0	0	3.0	3.00
Geometry	.0	74.0	222	3.0	2.00
Biology	79.1	.0	0	3.0	2.50
French	.0	93.9	996	3.0	4.00
History	89.5	.0	0	3.0	3.50
Art	88.0	.0	0	1.0	3.50
	.0	.0	0	.0	.00
Grade Point Average					3.03

Type entry or use **⌘** Commands **⌘** ? For Help

Grade Keeper will help you record and project your grades, as well as keep a running Grade Point Average. This sample file is an example of a student's recorded grades. Let's look through the file so you can see how Grade Keeper will work for you.

The screen you are currently viewing is the GPA screen. It lists the classes taken along with their corresponding units and grades. The data in the Total Points or Weighted Average column is taken from the individual subject screens. Each subject has its own screen.

- Use the arrow keys to highlight **English**.
- Press **↩ Z** (for zoom). The subject screen for English will appear.

Function:Subject		☐ SAMPLE5	1-Nov-87	
Date	Test/assignment	Grade	Weight	
13-Jan-87	Faulkner essay	92.00	12.00	
20-Jan-87	Hemingway essay	86.00	12.00	
27-Jan-87	Steinbeck essay	76.00	12.00	
2-Feb-87	test	90.00	15.00	
9-Feb-87	Frost essay	81.00	12.00	
16-Feb-87	Stevens essay	79.00	12.00	
23-Feb-87	poetry quiz	84.00	5.00	
2-Mar-87	oral report	94.00	5.00	
9-Mar-87	test	80.00	15.00	
English		Wtd. Average	84.0	Total Wt. 100.00

Type entry or use **↩** Commands **↩ ?** For Help

It is easy to move around on Grade Keeper screens. Pressing **<Return>** moves the cursor to the next column, and pressing **<Tab>** moves it to the next row. Pressing **↩ ←** moves the cursor one column to the left, and the up and down arrows move it up and down. Try moving around on the subject screen for English.

You will notice that the grades on this particular screen are based on Weighted Averages. Grade Keeper can also calculate grades based on the ratio of earned points to possible points. Let's look at how Grade Keeper handles this method of grading.

Grade Keeper's commands are listed on page 62.

A recalculating message will appear briefly when you press <Esc>.

- Press <Esc> to return to the GPA screen.
- Use the arrow keys to highlight **Geometry**.
- Press ζ Z (for zoom). The Geometry subject screen will appear.

Function:Subject		SAMPLE5 1-Nov-87	
Date	Test/assignment	Actual	Possible
13-Jan-87	homework	7	10
14-Jan-87	quiz	31	50
15-Jan-87	homework	6	10
16-Jan-87	quiz	40	50
19-Jan-87	homework	8	10
20-Jan-87	homework	8	10
21-Jan-87	quiz	39	50
22-Jan-87	homework	6	10
23-Jan-87	test	77	100
Geometry		Actual 222	Total pts 300 74%

Type entry or use ζ Commands ζ ? For Help

Sometimes a teacher will use a total points system to calculate grades. When you look at the Geometry screen, you can see that this student earned 7 out of 10 possible points on the first homework assignment. As you look through the grades, you can see that the student's performance was fair in geometry. Let's change a few of the grades and watch what happens.

- Use the down arrow key to move to 16-Jan-87.
- Press <Return> twice to move to the **Actual** column.
- Enter **49** to change the quiz grade from 40 to 49 <Return>.
- Use the ζ ← and then the down arrow key to move to the **Actual** column for the test on 23-Jan-87.
- Enter **89** to change the test grade from 77 to 89 <Return>.
- Press ζ = (for calculate) to see how the changes will affect your average so far. You will see that the grade has changed from 222/300 points (74%) to 243/300 points (81%). This might mean getting a B instead of a C.

Let's go back to the GPA screen and see how this change will affect the student's cumulative Grade Point Average. It is important to remember that you must adjust the grade column on the GPA screen when you change grades on the subject screen.

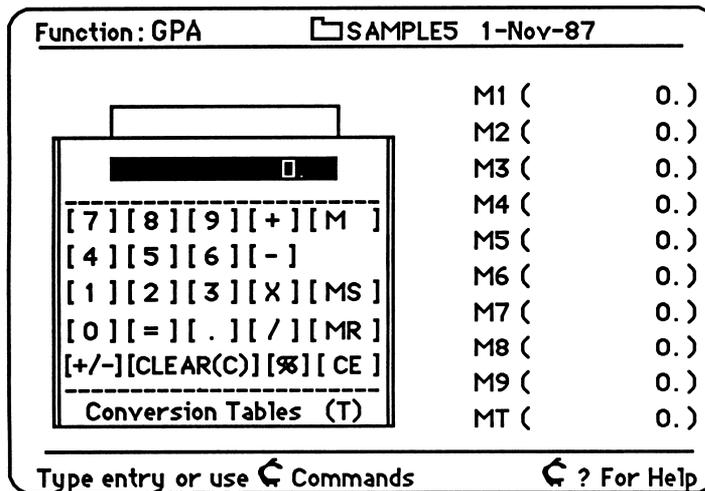
- Press <Esc> to return to the GPA screen.
- Press <Return> twice to move to the Grade column.
- Enter 3 to change the 2.00 to 3.00 <Return>.
- Press C^{C} = (for calculate) to see how the changes will affect the cumulative Grade Point Average. The GPA has changed from 3.03 to 3.21. This change could make a difference if a student is applying to college or graduate school.

Having your current GPA at your fingertips will be a great convenience. Grade Keeper will be very useful when you want to record and project your grades.

Previewing Calculator

Calculator can be accessed from any *Homeworker* module. For example, if you are using Grade Keeper, and you wish to do some quick computations or conversions, you can access Calculator easily.

- Press C^{C} 3 or C^{C} # to access Calculator. Calculator will appear on the screen.



Chapter 8 discusses in detail how to use Grade Keeper.

Homeworker's handy Calculator pops up from any module.

Because Calculator pops up in any module, the border you see on the screen reflects the module you were in when you accessed Calculator.

Calculator commands are listed on page 70.

When your assignments require mathematical computation or conversion, you can use *Homeworker's* Calculator. In addition to performing all the functions of a typical pocket calculator, it provides on-screen memory locations and conversion tables.

The memory locations are very useful when you are working with large, cumbersome numbers. You can save numbers in memory and then retrieve them to use in other problems. To practice using the memory locations, try working out this problem:

ProTech needs to purchase:

3 printers @ \$167.95/printer

4 monitors @ \$349.99/monitor

5 disk drives @ \$154.95/drive

How much will the company spend altogether?

First, use Calculator to do the multiplication. If you make a mistake when entering a number, press <Delete> to clear that entry.

- Enter **3 X 167.95 =** on the keyboard.
- Save this product in the first memory location by typing **M1S**. The number will appear in M1 at the right of the calculator.
- Type **C** to clear.
- Enter **4 X 349.99 =**.
- Save this product in the second memory location by typing **M2S**. The number will appear in M2.
- Type **C** to clear.
- Enter **5 X 154.95 =**.
- Save this product in the third memory location by typing **M3S**. The number will appear in M3.
- Type **C** to clear.

Now add these products to find the total amount.

- Retrieve the number in the first memory location by typing **M1R**.
- Type **+**.
- Retrieve the number in the second memory location by typing **M2R**.
- Type **+**.
- Retrieve the number in the third memory location by typing **M3R**.
- Type **=**.

Your answer should be 2678.56.

- Type **MC** to clear memory locations and **C** to clear window.

The Conversion Tables include English and metric measurements in these categories: length, area, volume, distance, and time. To practice using Calculator and the Conversion Tables, try working out this problem:

Jean and Gayle want to buy carpeting for their dorm room. They measured the room and discovered that it is twelve feet by eleven feet. How much carpeting will they need to buy?

First, use Calculator to find the area of the room.

- Enter **12 X 11 =** at the keyboard.

The answer is 132. The floor is 132 square feet. Since carpeting is sold in square yards, use the Conversion Tables to change square feet to square yards.

- Type **T** (for Conversion Tables).
- Use the down arrow key to select **Area** <Return>.
- Use the down arrow key to select **square feet** <Return>.

You can see that 132 square feet is equivalent to 14.666667 square yards. We can round this off to 15 square yards. Jean and Gayle will need about 15 square yards of carpeting for their room.

Calculator's Conversion Tables eliminate the need to calculate when you change from one unit of measurement to another.

Chapter 9 discusses in detail how to use Calculator.

Let's experiment with some other conversions.

- Press <Esc> to return to the Calculator screen.
- Enter any number and type T (for Conversion Tables).
- Select a category of measurement <Return>.
- Select a unit of measurement <Return>.

Try several different categories of measurement to become familiar with using Calculator's other conversions.

- Press <Esc> several times to return to the Main menu.

Now that you have completed your tour of *Homeworker*, you can see some of the ways *Homeworker* can help you become a better student. The following chapters in this manual will teach you how to put this powerful productivity tool to work for you.

CHAPTER 3

Getting Acquainted with *Homeworker*

Using the Desktop

The new files you create will be placed on the desktop – the random-access memory (RAM) of the computer. You can also load previously created files onto the desktop. You can have up to twelve files on the desktop at one time. It's like having twelve file folders out on a real desk. But on this desktop, you can only open one file at a time. When you're finished, you can take them off the desktop and save them permanently on the disk. That's like putting your files back into the file cabinet.

Your files will disappear from the desktop and the computer's memory when you turn off the computer. That's why it is important to save your files to the disk before you turn off your computer.

Using the Open Apple Commands

An open apple command is a combination of the ⌘ key and another key that will execute one of *Homeworker's* special functions. For example, pressing ⌘ and S at the same time will save your file; pressing ⌘ and P will print your file.

To use the open apple commands, hold down the ⌘ and press the other key lightly. In most cases, these commands are the same regardless of which module you are using. The keys that are used with the ⌘ are easy to remember because they often start with the first letter of the command. You can use either apple key on the keyboard for the open apple commands.

See pages 76-77 for a complete list of Homeworker's commands.

Selecting Menu Options

Begin by selecting an option from the Main menu.

- Use the up and down arrow keys <Return>, or press the corresponding number to select an option.

Choosing Files from Lists

Sometimes *Homeworker* will present a list of files for you to choose from.

- Use the up and down arrow keys to highlight your selection(s).
- Press the <space bar> to place a check next to your selection.
- Place checks by as many files as you wish <Return>.

Entering and Editing Text

When entering and editing text in Textwriter and the zoom boxes, you need to be aware of *Homeworker's* two cursors.

- The blinking bar is the *insert* cursor. When you see this cursor, whatever you type will be inserted at the cursor position. The characters to the right of the cursor will be moved farther to the right as you type.
- The blinking rectangle is the *overstrike* cursor. When you see this cursor, whatever you type replaces the character under the cursor.

When you start *Homeworker*, you will see the insert cursor.

Change between the two cursors any time by pressing ⌘ E (for edit).

To delete material, use the <Delete> key (in the upper right hand corner of the keyboard). Each time you press <Delete>, a character to the left of the cursor will be deleted.

***Homeworker's* Zoom Boxes**

Outliner, Flash Card Maker, and Calendar have on-screen zoom boxes which are simply smaller Textwriter windows. Therefore, the commands used in the zoom boxes are the same as those used in Textwriter (exception: you cannot print or save from the zoom boxes). These zoom boxes have different purposes depending on the module; they are accessed by pressing **⌘ Z**.

Using the Escape Key

The Escape key **<Esc>** is *Homeworker's* bailout key. Use it to get out of a place where you don't want to be; it will return you to the previous screen.

- If the Add files menu is on the screen, **<Esc>** will return you to the Main menu.
- If you are in a *Homeworker* module, **<Esc>** will return you to the Main menu.
- If you are in a confined section of a module (such as the zoom box in the Outliner), **<Esc>** will return you to the main part of the module.

Using the Help Feature

If you need help remembering the keyboard commands, *Homeworker* will list them on the screen for you. You can access a help screen from any part of any module (with the exception of Calculator).

- Press **⌘ ?**. A help screen is displayed.
- Use the up and down arrow keys to move through the list.
- Press **<Esc>** to return to the previous screen.

Using the Clipboard

Whenever you want to move blocks of text, either within a file or to another file, you will use the clipboard. The clipboard is a part of the computer's memory that holds and transfers information. You can move only one block of text at a time.

For a complete list of Homeworker's commands, see the Quick Reference Guide on pages 76-79.

The size of the block of text you can move is dependent on available memory. If you get a "buffer full" message, move the text in two or more sections.

Homeworker prints 10 characters per inch (pica). If you're using an Imagewriter, set it to pica: SW1, #6 on. Consult your Imagewriter manual.

If you choose to *cut* a block of text, it will be *removed* from its original position. If you choose to *copy* a block of text, it will *remain* unchanged. If you chose to *paste* a block of text you have previously cut or copied, it will be *inserted* at the current cursor position.

Whenever you use the clipboard, a clipboard file will appear on the desktop. The most recent block of text that has been transferred to the clipboard is saved in the clipboard file. This allows you to paste a single block of text in several places.

Printing *Homeworker* Files

You can print out your *Homeworker* files from any module. You may print single or double-spaced Textwriter documents, and in the other modules, you can print either part or all of your file. When choosing to print Outliner, Flash Card Maker, or Calendar files, you must first escape out of the zoom boxes or flash cards.

- Make sure that the printer is turned on and that the file you want to print is on the screen.
- Press ⌘ P (for print). Depending on the module, you may need to select sections of the file to be printed. Do this by selecting the option with the arrow key; then press <Return>.
- Select **Print to Printer** at the prompt <Return>.
- Enter the printer slot number at the prompt <Return>. Your file will be printed.

Using Textwriter Files with Other Word Processors

Once you have created your files with *Homeworker's* Textwriter, you can use them with *AppleWorks* and most other word processors which use text (ASCII) files.

- Access the Textwriter file you wish to use.
- Press ⌘ P (for print).
- Select **Print text to disk** <Return>.
- Enter the name for the disk – 64 characters maximum, no spaces, beginning with a / (slash) – at the prompt <Return>. This saves your file as a text (ASCII) file to the current disk.
- Consult your other word processor's manual for instructions on how to access text (ASCII) files.

Using Other Word Processors' Files with Textwriter

You may want to use your files from *AppleWorks* or other word processors with *Homeworker's* Textwriter.

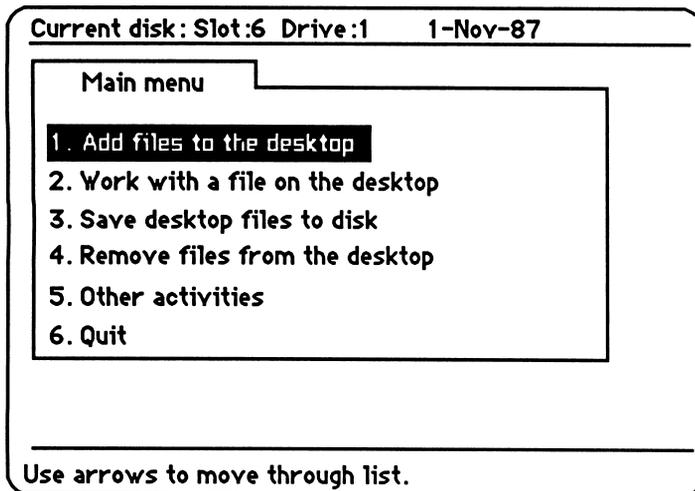
- Using your other word processor, access your file.
- Save the file as a text (ASCII) file on your *Homeworker* data disk. If you are using *AppleWorks*, this can be done by selecting print to disk.
- Access this file from the Select files menu.

Any text file selected will be converted automatically by *Homeworker* to Textwriter files.

A .HW will be added to the name of your converted file.

The Homeworker Menus

Here is *Homeworker's* Main menu file card.

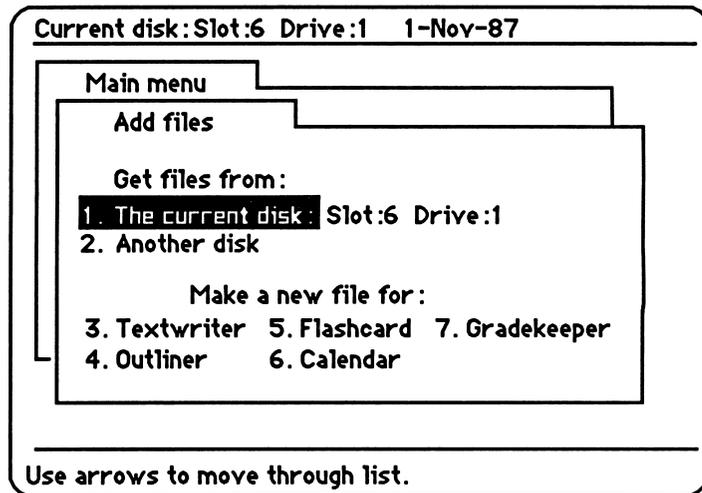


Throughout Homeworker a prompt line at the bottom of each screen supplies directions.

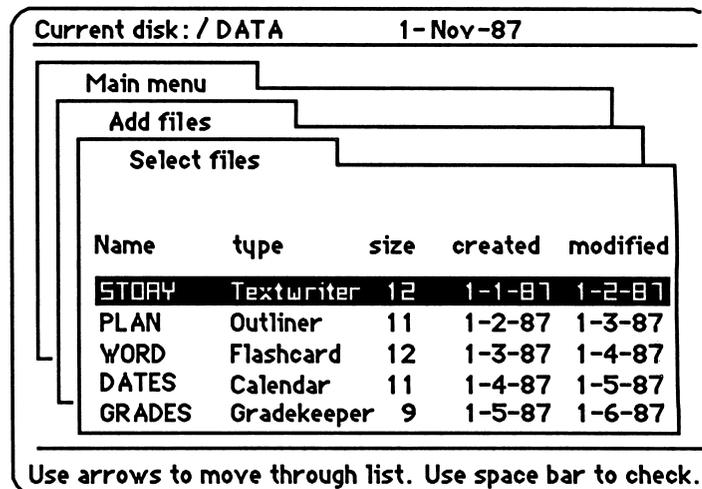
When you select an option from this menu, another file card will be placed in front of it.

Select 1 or 2 if you want an existing file (already on the disk).

Select 3 through 7 if you want to create a new file.



Selecting an option from the second file card will produce a third file card placed in front of the second one.

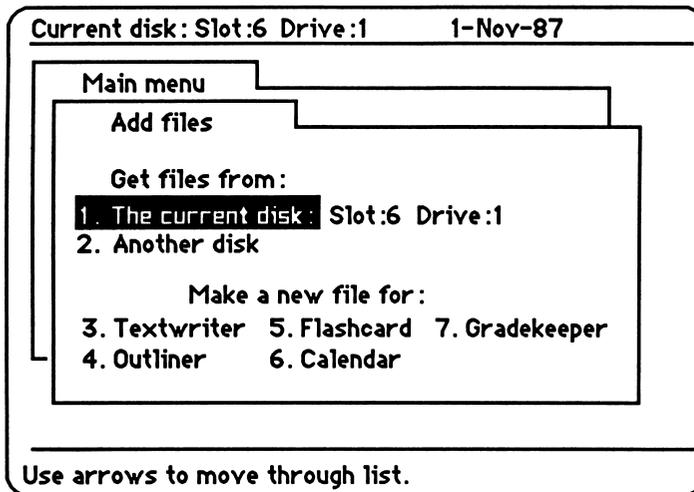


To return to the previous file card, and eventually to the Main menu file card, press <Esc>.

1. Add Files to the Desktop

Select this option from the Main menu each time you want to work with your *Homeworker* files. Although your files may be saved to the disk already, they must be added to the desktop before you can work with them.

- Select **1. Add files to the desktop** <Return>. The Add files menu will be displayed.



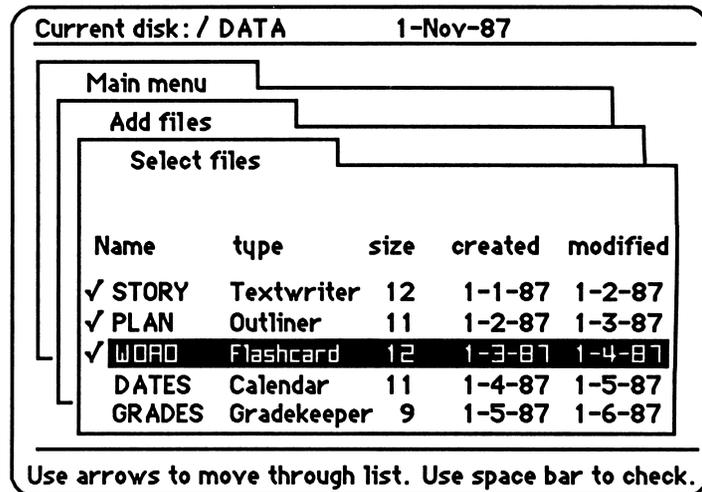
- Select an option from the Add files menu <Return>. If you select **Get files from: 1. The current disk**, a list of files on the disk will be displayed. The name of the current disk appears in the top left hand corner.
- Press the <space bar> to place a check mark by each file to be added.
- After you have marked all the files to be added, press <Return>. Your file(s) will be added to the desktop.

If you select **Get files from: 2. Another disk**, you will be able to designate the slot and drive for your data disk.

- Enter the slot and drive designations at the prompt.
- Select **Get files from 1. The current disk:** (your new slot and drive designations will be indicated) <Return>.

Homeworker will look for your data disk in this location until you reboot or redesignate the location.

- Press the <space bar> to place a check mark by each file to be added (as shown below).



- After you have marked all the files to be added, press <Return>. Your file(s) will be added to the desktop.

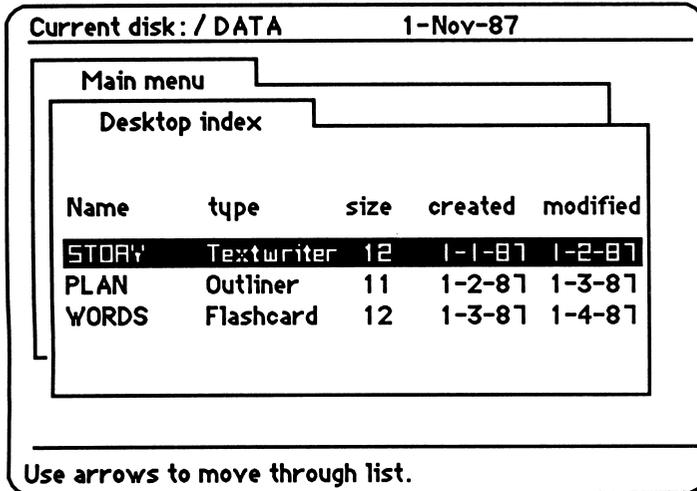
If you select **Make a new file for:**, indicate the module for which you want to create your new file (**3. Textwriter, 4. Outliner, 5. Flashcard, 6. Calendar, or 7. Gradekeeper**).

- Select a module <Return>.
- Enter a name for your file – 15 characters maximum, no spaces, no punctuation, beginning with a letter – at the prompt <Return>. Your new file will be added to the desktop.

2. Work with a File on the Desktop

When you are ready to work with your file, follow these steps.

- Select **2. Work with a file on the desktop** <Return>. The Desktop index will be displayed.



- Select the file you wish to access <Return>. The file will appear on the screen.
- When you have finished working with your file, press <Esc> to return to the Main menu.

3. Save Desktop Files to Disk

You should save your files to the disk every fifteen minutes or so. This will ensure that your hard work isn't lost in case your computer is mistakenly unplugged or turned off. *You can easily save the file you are currently working with by pressing **⌘ S**.*

After you have finished working on your files, you should save them again by using the **3. Save desktop files to disk** option on the Main menu. Your files must be saved on your formatted data disk.

- Select **3. Save desktop files to disk** <Return>. The desktop index will be displayed.
- Press the <space bar> to check each file to be saved.
- After you have marked all the files to be saved, press <Return>. Your file(s) will be saved to the disk.
- Press <Esc> to return to the Main menu.

You may save your file from Homeworker's Main menu or directly from the module itself.

4. Remove Files from the Desktop

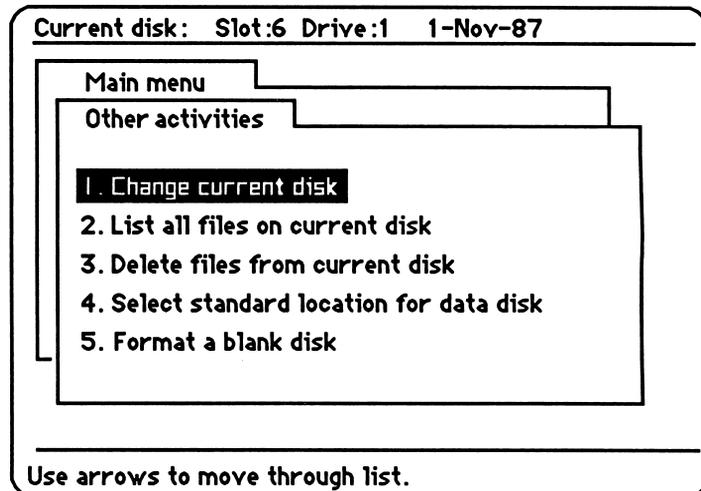
If the desktop is too full, you can remove files you no longer wish to work with. *This will not delete these files from the disk.*

It will only give you more room on the desktop.

- First, save the file you wish to remove from the desktop.
- Select **4. Remove file(s) from the desktop** <Return>. The desktop index will be displayed.
- Press the <space bar> to place a check mark by each file to be removed.
- After you have marked all the files to be removed, press <Return>. Your file(s) will be removed from the desktop.
- Press <Esc> to return to the Main menu.

5. Other Activities

To get to options not available on *Homeworker's* Main menu, select **5. Other activities**. The Other activities menu will appear.



If you are using more than two drives, this option will be helpful to you.

5.1. Change Current Disk

If you are working with two or more disk drives, you can tell the computer to get files from the disk(s) in other drive(s).

- **Select 1. Change current disk.**
- Enter slot and drive designations at the prompt <Return>.
- Press <Esc> to return to the Other activities menu.

5.2. List All Files on Current Disk

This will list all the files on the disk, not just *Homeworker* files.

- **Select 2. List all files on the current disk** <Return>.
- Use arrow keys to move through the list.
- Press <Esc> to return to the Other activities menu.

5.3. Delete Files from Current Disk

You may delete old files from your disk. This is different from removing them from the desktop. If you delete files from the disk, they are permanently erased from the disk.

- **Select 3. Delete files from the current disk** <Return>.
- Press the <space bar> to place a check mark by each file to be deleted.
- After you have marked all the files to be deleted, press <Return>. Your file(s) will be deleted.
- Press <Esc> to return to the Other activities menu.

5.4. Select Standard Location for Data Disk

Homeworker will always look for your files in the standard location (drive 1) unless you designate another drive location.

- **Select 4. Select standard location for data disk** <Return>.
- Name a disk drive as the standard location <Return>. You'll return to the Other activities menu.

Homeworker will look for your data disk in this location until you reboot or redesignate the location.

If you have two drives, you'll probably want to select drive 2 as your data disk location.

Homeworker will look for your data disk in this location every time you boot until you change the standard location.

Use this option to format the data disk on which to save the Homeworker files you create.

5.5. Format a Blank Disk

Before you begin using *Homeworker*, format a blank disk on which to save your data using the Other activities menu option 5. *Homeworker* makes it easy to format a blank data disk on which to save the files you create.

- Select **5. Format a blank disk** <Return>.
- At the prompt, select slot and drive <Return>.
- You will be asked to type a volume name for the disk. The volume name can be 15 characters maximum, no spaces, no punctuation, beginning with a letter. Press <Return>.
- Make sure the disk is in the current drive. Press <Return> when you are ready to format.

After *Homeworker* formats the disk, it confirms that the disk has been successfully formatted.

6. Quit

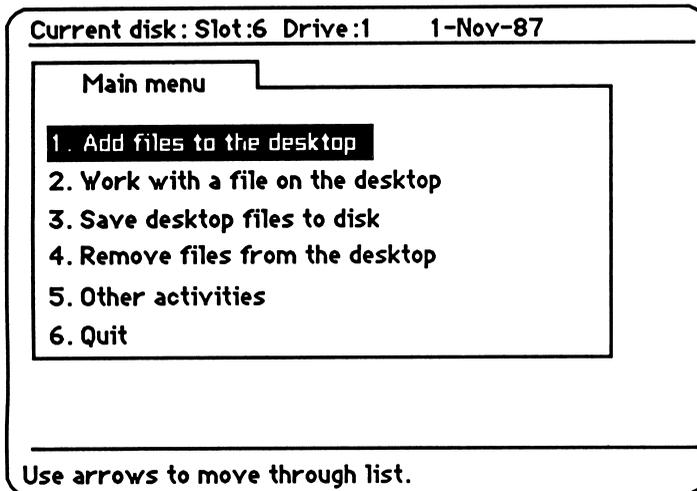
Instead of simply turning off your computer, always select this option when you want to stop using *Homeworker*. When you select **6. Quit**, you will be asked if you want to save any of the files on the desktop. This is a built-in safeguard to ensure that your files are not lost unintentionally.

Starting Homeworker

Now that you are familiar with *Homeworker's* desktop interface, let's boot the program and let it begin to work for you.

- Insert the *Homeworker* disk into drive 1.
- Turn on the monitor and the computer. If the computer is already on, press <Control>  <Reset> at the same time.
- Enter the date in this form: day-month-year (i.e., 01-Nov-87) <Return>. The first three letters of the month must be entered. The Main menu file card will be displayed.

The opening screen presents a different quotation each day. Quotes may be edited using Textwriter. (file name: quotes)



If you are using two drives, designate the location of your data disk. Select **5. Other activities** and follow the directions on page 31 (5.4 Select Standard Location for Data Disk.)

What's Next?

The following chapters describe how to use each of *Homeworker's* modules. The instructions for each module start from the Main menu. The chapters may be read in any order. Therefore, if your most immediate need is to make flash cards, go straight to Chapter 6.

TEXTWRITER COMMANDS

⌘ B	Change screen background Use to change between light and dark screen background.
⌘ C	Clipboard: cut/paste/copy Use to move blocks of text within a document or to another file.
⌘ D	Delete text Use to remove blocks of the text.
⌘ E	Select insert/overstrike cursor Use to toggle back and forth between the insert and overstrike cursor.
⌘ F	Find Use to locate a word or group of words in the text.
⌘ H	Change horizontal margins Use to get to the margins; use arrows to adjust left and right margins.
⌘ N	Change file name Use to give your file a different name.
⌘ P	Print Use to print your document.
⌘ R	Replace Use to replace a word or group of words with a new word or group of words.
⌘ S	Save Use to save your file.
⌘ T	Set/change tabs Use to get to the tabs; use space bar to set and clear tabs.
⌘ V	Change vertical margins Use to get to the margins; use arrows to adjust top and bottom margins.
⌘ ?	Help Use to get a list of Textwriter's commands.
⌘ 1	Single space Use to single space your document (on printout).
⌘ 2	Double space Use to double space your document (on printout).
⌘ 3 or #	Calculator Use to get to <i>Homeworker's</i> pop-up Calculator and Conversion Tables.
⌘ ↑	Up one screen Use to position your cursor on the previous screen.
⌘ ↓	Down one screen Use to position your cursor on the next screen.
← →↑↓	Move cursor Use to position the cursor.
Return	End of paragraph Use at the end of paragraph; marker appears on screen.
Delete	Delete character Use to remove the character to the left of the cursor.
Esc	Escape Use to return to the previous screen.

CHAPTER 4

Using Textwriter

Whether you are doing daily homework or writing an essay, *Homeworker's* Textwriter will help you complete your writing assignments easily and efficiently. You can quickly move paragraphs around, rewrite awkward sentences, and correct grammar and spelling errors. The following information will help you use Textwriter.

Creating a New Textwriter File

- Select **1. Add files to the desktop** from the Main menu <Return>.
- Select **Make a new file for 3. Textwriter** from the Add files menu <Return>.
- Enter a name for your file (15 characters maximum, no spaces, no punctuation, beginning with a letter) at the prompt <Return>. Press <Esc> to return to Main menu.
- Select **2. Work with a file on the desktop** <Return>.
- Select your new file <Return>, and the Textwriter screen will appear.

```
Function:Enter/edit  STORY 1-Nov-87 ss pp.1 free:8703
[-----]
Type entry or use  Commands  ? For Help
```

If you want to see a Textwriter document before you create your own, load the sample Textwriter file and follow the instructions contained in that document.

*current function: Enter/edit
name of file: STORY
current date: 10-Nov-87
spacing selected:
ss (single)
page number: pp.1
remaining memory
(in bytes): 8703*

Throughout Homeworker a prompt line at the bottom of each screen supplies directions.

You will find Textwriter invaluable for most of your needs: short papers and essays, lab reports, daily assignments, etc. It is not designed to handle lengthy research papers or term papers.

See pp. 24-25 for more information on using Textwriter files with other word processors.

Page Numbers

The current page number is indicated at the top of the Enter/edit screen: **pp 1**. As you enter material and the first page fills up, the page number will change to **pp 2**.

Available Memory

At the top of the Enter/edit screen, the available memory is indicated in bytes. As you enter material, the available memory will decrease. Depending upon the margins, Textwriter can typically handle a document of ten double-spaced pages or five single-spaced pages. Watch your memory indicator; when your available memory decreases to less than 100 bytes, consider beginning a new file.

If you are writing a term paper or a research paper that will probably be more than ten double-spaced pages in length, you have two options. One option is to break it into sections to be saved in more than one Textwriter file. If you have *AppleWorks*, a second option is to consider converting Textwriter's files to *AppleWorks* Word Processing files. (*AppleWorks* handles larger documents and allows for underlining and footnoting.)

Setting up the Page

Textwriter allows flexibility in your page set-up. You can adjust your spacing (single or double), your margins (horizontal and vertical) and your tab stops.

Single or Double Spacing

You may single-space or double-space your document. Look for the spacing indicator at the top of your screen.

ss - single spacing

ds - double spacing

When you begin a new document, the spacing will be set at single spacing. You may change it to double spacing.

- Press **⌘ 2** (for double spacing).

The indicator at the top of the screen will change to **ds**. Your screen display will not change, but when you print, your document will be double-spaced. You can easily change back to single spacing.

- Press **↵ 1** (for single spacing).

The indicator at the top of the screen will change to **ss**. Note that when you change your spacing, the page number indicator may also change.

Horizontal Margins

You can change the horizontal margins of your document.

- Press **↵ H** (for horizontal margins). The left margin marker will flash.
- Use arrow keys to move left margin to the desired position. Each horizontal dash on the ruler represents one character space. Depending on your printer, an inch is equivalent to ten to twelve characters.
- Press the **<space bar>**. The right margin marker will flash.
- Use arrow keys to move right margin to desired position.

You can toggle back and forth between the left to right margins by pressing the **<space bar>**. Press **<Esc>** to return to the Enter/edit screen.

Vertical Margins

You may change your vertical margins. Your screen display will not change, but when you print, the vertical margins will be adjusted.

- Press **↵ V** (for vertical). The **TOP** arrowhead will flash.
- Use arrow keys to move top margin to desired position.
- Press the **<space bar>**. The **BOTTOM** arrowhead will flash.
- Use arrow keys to move bottom margin to desired position.

Each vertical line on the ruler represents a line of text.

You can toggle back and forth between the top and bottom margins by pressing the **<space bar>**. Press **<Esc>** to return to the Enter/edit screen.

Tab Stops

Textwriter allows you to change your tab stops.

- Press **⌘ T** (for tabs). The left margin marker will flash.
- Use arrow keys to move flashing cursor to desired position.
- Press the <space bar> to set tab or clear existing tabs.
- Press <Esc> to return to the Enter/edit screen.

You can change margins or tabs at any time. Textwriter will remember your most recent changes. Textwriter's default values for margins and tabs are:

- left margin = 1 inch
- right margin = 1 inch
- top margin = 1 inch
- bottom margin = 1 inch
- tabs set every five spaces.

Moving the Cursor

As you create and edit files on Textwriter, use the arrow keys to move the cursor.

→ moves the cursor to the right one character, or to the next line from the end of a line.

← moves the cursor to the left one character, or to the previous line from the beginning of a line.

↑ moves the cursor to the previous line.

↓ moves the cursor to the next line.

⌘ ↑ moves the cursor up one screen.

⌘ ↓ moves the cursor down one screen.

Wordwrap

As you type your document, Textwriter formats each line according to the margins you have set. If you come to the end of a line in the middle of a word, Textwriter will move the whole word to the beginning of the next line (wordwrap). In other words, do *not* press <Return> at the end of each line; let wordwrap do the work for you. Use <Return> only to:

- end a paragraph
- create a blank line.

Inserting Text

- Move the cursor to the place where you want to insert text.
- Type text to insert.

Typing Over Existing Text (Overstrike Mode)

- Move the cursor to the place you want to begin to type over existing text.
- Press **⌘ E** (for edit) to change to the overstrike cursor (blinking rectangle).
- Type in the new text.

When you are finished, be sure to change back to the insert cursor (blinking bar) by pressing **⌘ E** (for edit).

Deleting Single Characters

- Move the cursor to the right of the text you want to delete.
- Press <Delete>. The character to the left of the cursor will be deleted.

Deleting Larger Blocks of Text

- Move the cursor to the beginning or end of text to be deleted.
- Press **⌘ D** (for delete).
- Move cursor in either direction to highlight a section of text.
- Press <Return> or <Delete> to delete the selected text.

Textwriter allows you to enter text with either the insert mode or the overstrike mode.

Homeworker's clipboard allows you to cut, copy, and paste blocks of text.

Moving Blocks of Text

Whenever you want to move blocks of text within a file or to another file, you will use the clipboard. The clipboard is a part of the computer's memory that temporarily holds text that is being transferred. If you *cut* a block of text, it will be *removed* from its original position and placed on the clipboard. If you *copy* a block of text, it will *remain unchanged* and a copy of it will be placed on the clipboard. When you *paste* your text, it will be inserted at the current cursor position.

Follow these steps to cut and paste (or copy and paste) blocks of text *within a file*.

- Move the cursor to the beginning or end of the text you want to cut (or copy).
- Press ⌘ C (for clipboard).
- Select cut or copy at the prompt <Return>.
- Move the cursor to highlight the portion of text you wish to cut (or copy) <Return>. The text is moved to the clipboard.
- Move the cursor to the place where you want the text pasted.
- Press ⌘ C (for clipboard).
- Select paste at the prompt <Return>. The text is transferred from the clipboard and pasted in its new position.

You can also transfer information *from one file to another*. From Textwriter, you can transfer text to another Textwriter file or to the zoom box in Outliner, Flash Card Maker, and Calendar. Text can also be transferred from the zoom boxes of these modules back to Textwriter or from the zoom box of one module to another.

Follow these steps to cut and paste (or copy and paste) blocks of text *to another file*.

- Move the cursor to the beginning or end of the text you want to cut or copy.
- Press ⌘ C (for clipboard).

Homeworker's clipboard appears on the desktop so you can edit the text it contains.

- Select cut or copy at the prompt <Return>.
- Move the cursor to mark the portion of text you wish to cut <Return>. The text is transferred to the clipboard.
- Press <Esc> to return to the Main menu.
- Select **2. Work with a file on the desktop** <Return>.
- Press the <space bar> to select the file to which you wish to transfer the text.
- Move the cursor to the place where you want the text pasted.
- Press ⌘ C (for clipboard).
- Select **paste** at the prompt <Return>. The text is transferred from the clipboard and pasted in its new position.

Whenever you use the clipboard, a clipboard file will appear on the desktop. The block of text that has been transferred to the clipboard most recently is saved in the clipboard file. This allows you to paste a single block of text in several places.

Finding Text

Homeworker has a find command that allows you to find and select any series of characters (usually a word, a phrase, or a number). You can go to a specific place in your document by using the find command to search for a word or phrase that you think might be near or at that place. For example, you might want to find the phrase "The Continental Congress" in a document in order to insert more text about that subject.

- Move your cursor to the point in the document where you want to start the search for a specific word or phrase.
- Press ⌘ F (for find).
- At the prompt, type the text you wish to find <Return>. The first occurrence of the text is found and highlighted. If you only wish to find this occurrence, press <Esc> or select **Quit** at the prompt, and press <Return>.
- If you wish to find the next occurrence, select **Find Next** and press <Return>.

Finding and Replacing Text

You can easily replace any text with any other text by using *Homeworker's* find and replace commands. For example, you may want to replace the word "progress" with "advance" in selected places in your document.

- Move your cursor to the point in the document where you want to start the search for a specific word or phrase.
- Press **⌘ R** (for replace).
- At the prompt, type the text you wish to find <Return>.
- Next, enter the replacement text <Return>.
- If you want to replace a certain occurrence of the text, use the **Find Next** command. Then select **Replace** and press <Return>. When you have finished, select **Quit** and press <Return>.
- If you want to replace all occurrences of the text, select **Replace all** and press <Return>. All occurrences of the text will be replaced.
- Select **Quit** and press <Return> or press <Esc>.

When finding and replacing a small word, such as "are" or "to," it is best not to use **Replace all**. This is because *all* occurrences of a series of characters are found and replaced, *including those occurring within a longer word* (ie., the word "are" can be found in the word "parental"). Therefore, when replacing short words, use the **Replace** command.

Saving Your File

Saving your files periodically will ensure that your hard work isn't lost in case your computer is accidentally disconnected or turned off. Your files must be saved on your formatted data disk.

- Press **⌘ S** (for save).
- Press <Return> to accept the file name at the prompt, *or* rename the file and press <Return>.

Save your file on your own data disk. See page 32 for formatting instructions.

Changing a File Name

If you wish, you may change the name of your file.

- Press **⌘ N** (for name).
- Delete existing name.
- Enter a new file name <Return>.

Both the old file and the newly named file will appear on the Desktop index. You may delete the old file if you wish.

Asking for Help

If you need help remembering any keyboard commands, Textwriter offers a help screen.

- Press **⌘ ?** and Textwriter's help screen will be displayed.
- Press <Esc> to return to your document.

Choosing Screen Background

You may choose to work on either a light or a dark background.

- To change screen background, press **⌘ B** (for background).

Printing Your File

Before printing, make sure that your printer is turned on and that the file you want to print is on the screen.

- Press **⌘ P** (for print).
- Select **Print to Printer** at the prompt <Return>.
- Enter printer slot number <Return>. Your file will be printed.

Tips for Using *Homeworker's* Textwriter

Textwriter will help you do all of your written assignments more efficiently. Use it for everything from answering questions at the end of a chapter to writing an essay. When doing any writing assignment, you should first concentrate on expressing your thoughts without worrying about typos, grammatical errors, or choosing the best word for a particular sentence. Textwriter makes it easy to rewrite and improve your paper after you have developed your ideas. Edit your assignment and print out a neat final copy to turn in. A neatly done paper will reflect the extra effort you have put forth.

See pages 53-59 in How to Study for Success for guidelines to help you revise and improve your paper.

OUTLINER COMMANDS

- ⌘ A **Alter indention**
Use to change a topic from one hierarchical level to another.
- ⌘ D **Delete topics**
Use to remove topics from your outline.
- ⌘ I **Insert topics**
Use to insert topics into your outline.
- ⌘ M **Move topics**
Use to move sections of your outline from one position to another.
- ⌘ N **Change file name**
Use to give your file a different name.
- ⌘ P **Print**
Use to print your file.
- ⌘ S **Save**
Use to save your file.
- ⌘ Z **Zoom box**
Use to get to the zoom box – a place where you can elaborate on your ideas.
- ⌘ ? **Help**
Use to get a list of Outliner's commands.
- ⌘ 3 or # **Calculator**
Use to get to *Homeworker's* pop-up calculator.
- ⌘ ↑ **Beginning of file**
Use to position your cursor at the beginning of the file.
- ⌘ ↓ **End of file**
Use to position your cursor at the end of the file.
- ↑↓ **Select/display topic**
Use to move through your outline.
- <Esc> **Escape**
Use to return to the previous screen.

CHAPTER 5

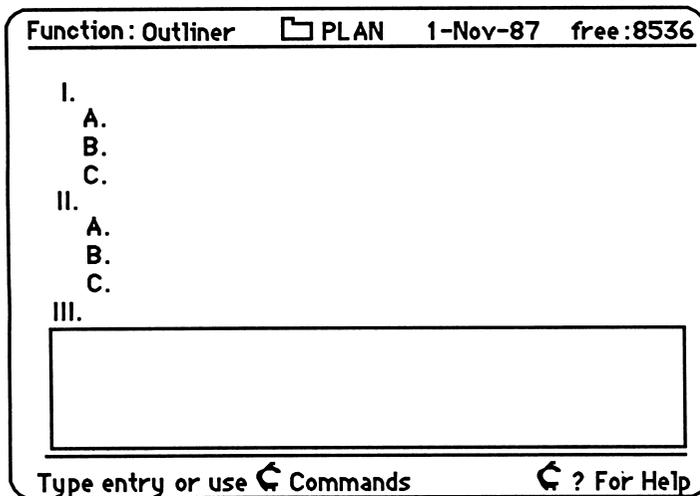
Using Outliner

Outliner will help you plan your papers. You can customize your outline to fit your particular needs. Outliner's zoom box can be used to expand your ideas as you create your outline. You can also rewrite class notes using Outliner.

Creating a New Outliner File

To create a new Outliner file:

- Select **1. Add files to the desktop** from the Main menu <Return>.
- Select **Make a new file for 4. Outliner** from the Add files menu <Return>.
- Enter a name for your file at the prompt <Return>.
- Press <Esc> to return to the Main menu.
- Select **2. Work with a file on the desktop** <Return>.
- Select your new file <Return>; Outliner will appear.



Entering Your Thesis

You may enter a thesis (usually a single sentence stating your purpose) above your outline.

If you want to see an outline before creating your own, load the sample Outliner file and see page 7 of this manual.

*current function: Outliner
name of file: PLAN
current date: 1-Nov-87
remaining memory
(in bytes): 8536*

- Enter your thesis at the top of the screen <Return>.
- If you need more than one line for your thesis, press ⌘ I (for insert), and move the cursor to highlight **Thesis** <Return>. An additional line will be available to you.

Entering Your Topics

Outliner contains four levels onto which you can enter your topics: Roman numerals, upper case letters, Arabic numerals, and lower case letters.

- The cursor will appear on Roman numeral **I**. Enter your first main topic here <Return>.
- The cursor will appear on **A**. Enter this topic <Return>.
- Continue entering other topics in this way. Press <Return> after each entry. You can move to any topic level by using the up and down arrow keys.

Inserting Topics

Outliner provides a skeleton outline which you may modify to fit your own particular needs. You can insert, delete, or alter topics as you wish. The skeleton outline ends at **III. B**. At this point, you may insert more topics if you need them.

- Move the cursor to highlight the topic just above the place you wish to insert a new topic.
- Press ⌘ I (for insert).
- Select a level (**I - X, A - Z, 1 - 99, a - z**) at the prompt, and press <Return>. The appropriate level will be inserted.
- Enter your new topic <Return>. The topics following the insertion will be re-numbered or re-lettered.

Deleting Topics

If you decide that a topic is unnecessary, you can delete it.

- Highlight the topic you want to delete.
- Press ⌘ D (for delete). Your topic will be deleted. Subsequent topics will be re-numbered or re-lettered.

Altering Topics

If you wish to change a topic from one level to another (for example, from a Roman numeral to a letter), follow these steps:

- Move your cursor to the topic you want to alter.
- Press ⌘ A (for alter).
- At the prompt, select the new level for the topic <Return>. The topic will be altered. Topics will be re-numbered or re-lettered automatically to accommodate the alteration.

Moving Sections of Your Outline

Just as you can move blocks of text in Textwriter, you can also move sections of your outline.

- Move the cursor to the first or last topic you want to move.
- Press ⌘ M (for move).
- Move the cursor to the other end of the section you want to move <Return>. This will highlight the section to be moved.
- Now, move the cursor to where you want the text to appear <Return>. The selected text will be moved to its new position.

Using Outliner's Zoom Box

The box at the bottom of the screen is Outliner's zoom box. The zoom box allows you to begin creating the body of your paper while your outline is on the screen. Use the zoom box to expand on a topic. When a topic is highlighted, any corresponding text will be displayed in the zoom box.

- Move your cursor to the topic you wish to expand.
- Press ⌘ Z (for zoom box). The cursor is moved to the zoom box and the box is highlighted.
- Enter your ideas. Wordwrap, arrow keys, and open apple commands work the same in the zoom box as in Textwriter.
- When you have finished using the zoom box, press <Esc> to return to the outline.

Homeworker's Outliner lets you rearrange your topics.

Outliner's zoom box allows you to enter your thoughts as they begin to form.

For instructions on entering and editing text in the zoom box, see Chapter 4, Using Textwriter.

Text can be transferred to and from the zoom box by way of the clipboard. See pages 40-41 for details.

Save your file on your own data disk. See page 32 for formatting instructions.

Saving Your File

Saving your files periodically will ensure that your hard work isn't lost in case your computer is accidentally unplugged or turned off. Your files must be saved on your formatted data disk. Move out of the zoom box by pressing <Esc> before you save.

- Press ⌘ S (for save).
- Press <Return> to accept the file name at the prompt, *or* rename the file and press <Return>.

Changing a File Name

If you wish, you may change the name of your file.

- Press ⌘ N (for name change).
- Delete the existing name; enter a new file name <Return>.

Both the old file and the newly named file will appear on the Desktop index. You may delete the old file if you wish.

Asking for Help

If you need help remembering any keyboard commands, Outliner offers two help screens.

- Press ⌘ ? from the Outliner screen. The help screen will be displayed.
- Press <Esc> to return to your outline.
- Press ⌘ ? from the zoom box. This help screen will list the commands which are used in the zoom box. These commands are the same as those used in Textwriter (listed on p. 34).
- Press <Esc> to return to the zoom box.

Choosing Screen Background in the Zoom Box

You can choose to work on either a light or a dark background.

- To change screen background, press ⌘ B (for background).

Printing Your File

To print your file, first make sure that your printer is turned on and that the file you want to print is on the screen. You must move out of the zoom box by pressing <Esc> before printing.

- Press **⌘ P** (for print).
- At the prompt, select sections to be printed <Return>.
 - All** prints both outline and zoom box text. Zoom box text will be printed directly under its corresponding topic.
 - Topics only** prints outline only.
 - Text only** prints zoom box text only.
- Select **Print to Printer** at the prompt <Return>.
- Enter printer slot number at the prompt or accept 1 <Return>. Your file will be printed.

Transferring Your Outline to Textwriter

After you have created your outline, you may transfer all or parts of it to Textwriter. You can do this through the Print option.

- Press **⌘ P**.
- At the prompt, select sections to be transferred: **All, Topics only, or Text only** <Return>.
- Select **Print to: Text file on disk** <Return>.

Your outline will be written to the disk as a Text file. When you work with this file, it will automatically convert to a Textwriter file.

Tips for Using *Homeworker's* Outliner

Use Outliner to help you develop a plan quickly and efficiently. Start by entering a thesis statement. Then enter key points and arrange them in order as main topics. Under these main topics, enter supporting points or subtopics. Use Outliner's zoom box to expand any of your topics. As you create your outline, you may think of a sentence that will support one of your topics. Enter this sentence in the zoom box. It will be printed directly under that topic if you choose to print the outline and the material in the zoom box.

The zoom box can be used to write a rough draft. This material can then be transferred to Textwriter where you will write and edit your final draft.

When you are finished with your outline, you can transfer it to Textwriter to continue writing your paper.

See pages 48-51 in How to Study for Success for more suggestions on how to write an outline and develop your paper from that outline.

See pages 26-30 in How to Study for Success for suggestions on how to take notes and rewrite them using Outliner.

FLASH CARD MAKER COMMANDS

⌘ D	Delete card Use to remove flash cards from your file.
⌘ N	Change file name Use to give your file a different name.
⌘ P	Print Use to print your file.
⌘ R	Review cards Use to review your flash cards in either sequential or random order.
⌘ S	Save Use to save your file.
⌘ Z	Zoom to flash cards Use to get to the flash cards so that you can create and edit them.
⌘ ?	Help Use to get a list of Flash Card Maker's commands.
⌘ 3 or #	Calculator Use to get to <i>Homeworker's</i> pop-up Calculator and Conversion Tables.
⌘ ↑	Beginning of file Use to position your cursor at the beginning of the file.
⌘ ↓	End of file Use to position your cursor at the end of the file.
↑	Previous card Use to get to the previous flash card.
↓	Next card Use to get to the next flash card.
←	Front card Use to get to the front of a flash card.
→	Back card Use to get to the back of a flash card.
Esc	Escape Use to return to the previous screen.

CHAPTER 6

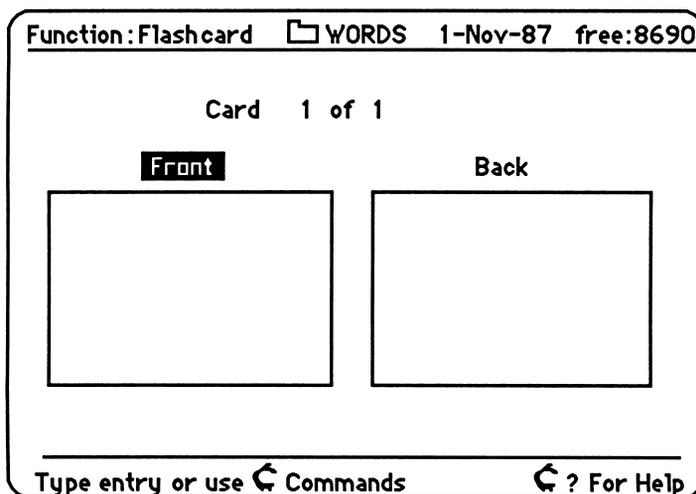
Using Flash Card Maker

You can create flash cards to help you memorize important facts with Flash Card Maker. Review your flash cards on the screen, or print them out to study when you are away from the computer.

Creating a New Flash Card File

Before you can begin making your own flash cards, you need to create a flash card file.

- Select **1. Add files to the desktop** from the Main menu <Return>.
- Select **Make a new file for: 5. Flashcard** from the Add files menu <Return>.
- Enter a name for your file at the prompt <Return>.
- Press <Esc> to return to the Main menu.
- Select **2. Work with a file on the desktop** <Return>.
- Select your new file <Return>. The Flashcard screen will appear.



If you want to see some flash cards before creating your own, load the sample Flash Card file and see pages 10-12 of this manual.

*current function: Flashcard
name of file: WORDS
current date: 1-Nov-87
remaining memory
(in bytes): 8690*

Entering Your Flash Cards

Now you are ready to begin making your own flash cards.

- Press ⌘ Z (for zoom) to highlight the front of the card.
- Type the information you wish to appear on the front.
- Press <Esc> to return to Flashcard screen.
- Press ⌘ Z (for zoom) to highlight the back of the card.
- Type the information you wish to appear on the back.
- Press <Esc> to return to the Flashcard screen. You can use the <space bar> or → and ← to toggle back and forth between the front and back of the card.
- Press the down arrow key to move to the next card; press the up arrow key to move to the previous card.

Setting up Your Flash Cards

Flash Card Maker allows flexibility in card set-up. If you wish, you can change your tabs and margins using the same procedures you used in Textwriter. Flash Card Maker will remember your most recent changes.

Entering and Editing Text

Enter and edit material in Flash Card Maker the same way you did in Textwriter. Wordwrap, cursor movement, insert and delete functions are all the same. Use the same open apple commands as in Textwriter.

Deleting Flash Cards

If you decide you want to delete a card, you can do so easily.

- Access the card you wish to delete.
- Press ⌘ D. Your card will be deleted.

Reviewing Your Flash Cards

Flash cards are very useful for learning any information you need to memorize: historical dates, vocabulary words, etc. Flash Card Maker allows you to review two ways: right on the computer screen and also with your own flash card printouts.

For instructions on entering and editing text in the zoom box, see Chapter 4, Using Textwriter.

To review your flash cards on the screen:

- Press <Esc> to return to the Flashcard screen.
- Press ⌘ R (for review).
- Select the review order (**sequential** or **random**) at the prompt <Return>.
- Select the side to view first (**front** or **back**) <Return>.
- When you are ready, press the <space bar> to see the other side of the card.
- Press the <space bar> to advance to the next card.
- Press <Esc> to stop reviewing.

Saving Your File

Saving your files periodically will ensure that your hard work isn't lost in case your computer is mistakenly disconnected or turned off. Your files must be saved on your formatted data disk. You must move out of the flash cards (zoom boxes) to the viewing mode by pressing <Esc> before saving your file.

- Press ⌘ S (for save).
- Press <Return> to accept the file name at the prompt, *or* rename the file and press <Return>.

Changing a File Name

If you wish, you may change the name of your file.

- Press ⌘ N (for name change).
- Delete the existing name.
- Enter a new file name (15 characters maximum, no spaces, no punctuation, beginning with a letter) at the prompt at the bottom of the screen <Return>. Both the old file and the newly named file will appear on the Desktop index. You may delete the old file if you wish.

Asking for Help

If you need help remembering any keyboard commands, Flash Card Maker offers two help screens – one from the Flashcard screen and one from the Enter/Edit screen.

Studying your flash cards before a test is an effective way to review the material you need to memorize.

Save your file on your own data disk. See page 32 for formatting instructions.

Printing will begin with the flash card displayed on the screen, and will continue to the end of the file.

- Press **⌘ ?** from the Flashcard screen. The help screen is displayed.
- Press **<Esc>** to return to your flash cards.
- Press **⌘ ?** from the Enter/edit screen. This help screen will list the commands which are used in the zoom box. These commands are the same as those used in Textwriter.
- Press **<Esc>** to return to your flash cards.

Printing Your Flash Cards

Before printing, be sure that your printer is turned on and that the first flash card you want to print is shown on the screen.

(Printing will automatically continue to the end of the file.) You must move out of a flash card by pressing **<Esc>** before printing.

- Press **⌘ P** (for print).
- Select **Print to Printer** at the prompt **<Return>**.
- Enter printer slot number at the prompt **<Return>**. Your flash cards will be printed.

Once your flash cards are printed, fold the paper vertically. Paste the insides together, and cut along the horizontal guidelines.

Choosing Screen Background in the Flash Cards

You may choose to work on either a light or a dark background.

- To change screen background, press **⌘ B** (for background).

Tips for Using *Homeworker's* Flash Card Maker

Most courses have some material that has to be memorized.

Identify what that material is and use flash cards to master it.

Flash cards are particularly useful for memorizing:

- scientific terms
- vocabulary words and definitions
- foreign language vocabulary words
- historical dates and events.

You can review your flash cards on the screen or print them out to study away from the computer. If you make and review flash cards consistently throughout a course, there will be no need for last minute cramming the night before the test.

You can also use flash cards for short question and answer drill. If you are assigned to answer a series of questions, prepare them using Textwriter and transfer them to Flash Card Maker for your future studying needs.

You can transfer material from the Textwriter to the Flash Card Maker by using the clipboard. See pages 40-41 for instructions.

CALENDAR COMMANDS

- ☞ **D** **Delete entry**
Use to remove an entry from your Calendar file.
- ☞ **N** **Change file name**
Use to give your file a different name.
- ☞ **P** **Print**
Use to print your file.
- ☞ **S** **Save**
Use to save your file.
- ☞ **U** **Scan for upcoming events**
Use to get a list of upcoming important events.
- ☞ **Z** **Zoom box**
Use to get to the zoom box where you will enter your events.
- ☞ **?** **Help**
Use to get a list of Calendar's commands.
- ☞ **3 or #** **Calculator**
Use to get to *Homeworker's* pop-up Calculator and Conversion Tables.
- ☞ **↑** **Previous month**
Use to get to the previous month.
- ☞ **↓** **Next month**
Use to get to the next month.
- ☞ **←** **Previous year**
Use to move to the previous year.
- ☞ **→** **Next year**
Use to move to the next year.
- ↑↓ ↔ **Select display entry**
Use to move from date to date on the calendar.
- Esc** **Escape**
Use to return to the previous screen.

CHAPTER 7

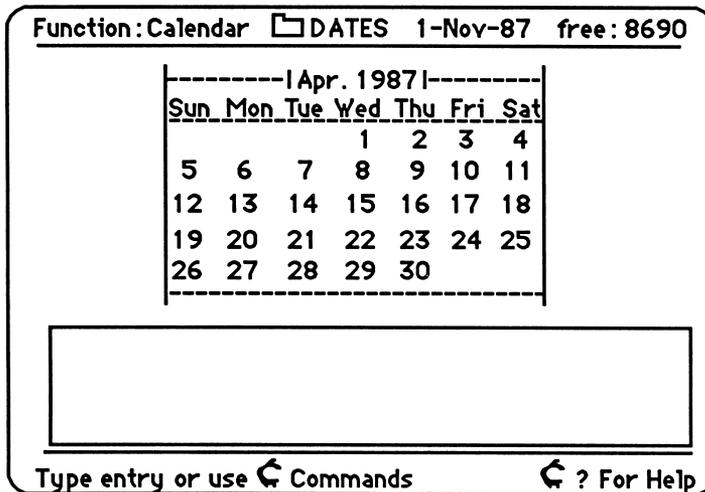
Using Calendar

Calendar will help you keep track of your assignments and tests, as well as your social activities. You can enter important dates, scan your calendar for all these dates, and print out monthly or yearly calendars to refer to when you are away from your computer.

Creating a New Calendar File

To keep your own personalized computer calendar, you first need to create a Calendar file.

- Select **1. Add files to the desktop** from the Main menu <Return>.
- Select **Make a new file for: 6. Calendar** from the Add files menu <Return>.
- Enter a name for your file (maximum of 15 letters, no spaces, beginning with a letter) at the prompt <Return>.
- Press <Esc> to return to the Main menu.
- Select **2. Work with a file on the desktop** <Return>.
- Select your new file <Return>; Calendar will be displayed.



If you want to see a Calendar file before creating your own, load the sample Calendar file and see pages 12-14 of this manual.

*current function: Calendar
name of file: DATES
current date: 1-Nov-87
remaining bytes free: 8690*

Moving Around Calendar's Screens

When you access your Calendar file, the current month will always be displayed.

- Press ⌘ ↑ for the previous month and ⌘ ↓ for the next month.
- Press ⌘ ← for the previous year and ⌘ → for the next year.

Entering Events

Once the desired month is displayed, you may enter events in the zoom box. Enter any events that will affect your schedule – assignments, tests, social obligations, birthdays, holidays, etc. Wordwrap, arrow keys, and open apple commands work the same way in the zoom box as they do in Textwriter.

- Use the arrow keys to highlight the desired date.
- Press ⌘ Z (for zoom). The zoom box at the bottom of the screen will be highlighted.
- Enter your event (i.e., Student Council meeting 4:00) <Esc>. A dot will appear next to the corresponding date on your calendar.

Marking Important Events

Begin your entry with an exclamation point (i.e., ! research paper due) if the event is very important. If you make more than one entry on a date, begin with those events which will be preceded by an exclamation point. An exclamation point will then appear next to the corresponding date on your calendar.

- Enter any other events for that date.
- Press <Esc> to return to your calendar.
- Use the arrow keys to highlight the next desired date and continue entering all your events for that month.

After you have entered all the events for one month, you can use the arrow keys to look through the month for events. Whenever a date is highlighted, all of its corresponding events will appear in the zoom box.

For instructions on entering and editing text in the zoom box, see Chapter 4, Using Textwriter.

Scanning for Important Dates

If you want to see an on-screen list of your events for a certain time period, you can use Calendar's scan command. You can scan any time period from January 1986 to December 1990.

Calendar will only list those events that begin with an exclamation point.

- Use the arrow keys to highlight the current date.
- Press **U** (for upcoming events).
- At the bottom of the screen, select the months and years with the up and down arrow keys <Return>. The number of days until each important event will be displayed on the screen.

```
Function:Calendar  DATES  1-Oct-87 free: 8079
  3 Days until Sun. 4-Oct-1987
!Danny's birthday
  4 Days until Mon. 5-Oct-1987
!Psychology presentation
  7 Days until Thu. 8-Oct-1987
!Mom & Dad's anniversary
  8 Days until Fri. 9-Oct-1987
!Physics test
 11 Days until Mon. 12-Oct-1987
!Term paper due
No more events. Press a key for calendar.
```

Use <space bar> to view entire list. Press <Esc> to return to Calendar.

Saving Your File

Saving your files periodically will ensure that your hard work isn't lost in case your computer is mistakenly unplugged or turned off. Your files must be saved on a formatted data disk. You must move out of the zoom box by pressing <Esc> before saving your file.

- Press **S** (for save).
- Press <Return> to accept the file name at the prompt, or rename the file and press <Return>.

If no date is selected, Calendar will count days from the first day of the selected month.

When you scan, the screen will list the number of days left until each of your important events.

Save your file on your own data disk. See page 32 for formatting instructions.

Changing a File Name

If you wish, you may change the name of your file.

- Press **⌘ N** (for name change).
- Enter a new file name at the prompt at the bottom **<Return>**.

Both the old file and the newly named file will appear on the Desktop index. You may delete the old file if you wish.

Asking for Help

If you need help remembering any keyboard commands, Calendar offers two help screens.

- Press **⌘ ?** from the Calendar screen. A help screen listing Calendar's commands is displayed.
- Press **<Esc>** to return to your calendar.
- Press **⌘ ?** from the zoom box. A help screen listing the commands for the zoom box is displayed. These commands are the same as those used in Textwriter (listed on page 34).

Choosing Screen Background in the Zoom Box

You may choose to work on either a light or a dark background.

- To change screen background, press **⌘ B** (for background).

Printing Your File

You may print your calendar and keep it in the Calendar section of your Student Organizer. You must move out of the zoom box by pressing **<Esc>** before printing your file.

- Press **⌘ P** (for print). Make sure that your printer is turned on and that the file you want to print is on the screen.
- At the bottom of the screen, select sections to be printed **<Return>**.

displayed month: prints currently displayed month and corresponding entries.

a year: prints monthly calendars and corresponding entries for the year of your choice. Use the up and down arrow keys to move back and ahead in time.

- Select **Print to Printer** at the prompt <Return>.
- Enter printer slot number at the prompt <Return>. Your file will be printed.

If you are printing an entire year, you may enter a calendar title (40 characters maximum).

Tips for Using Homeworker's Calendar

Use Calendar to help you manage your time. Enter important dates for exams, quizzes, term papers, finals, etc. Many teachers will provide a syllabus or outline at the beginning of the course which indicates due dates for assignments and specifies test dates. Enter these dates for all of your courses. You should also enter any other activities that will make demands on your time. Include extra-curricular activities, parties, and appointments. You may also enter dates you need to remember, such as birthdays and holidays.

After you have entered all of these important dates, look through your calendar for crowded weeks. Think of ways to lighten your study load during these weeks. Enter the dates you plan to complete assignments. Look at the weeks ahead and plan when you will work on specific assignments or study for tests.

Print out a copy of your calendar each month and place it in your Student Organizer. It will be a useful organizational tool.

See pages 11-13 in How to Study for Success for suggestions on how to manage your time using Calendar.

GRADE KEEPER COMMANDS

⌘ G	Change grading system Use to change from a Weighted Averages screen to a Total Points screen.
⌘ N	Change file name Use to give your file a different name.
⌘ P	Print Use to print your file.
⌘ S	Save Use to save your file.
⌘ Z	Zoom to subject screen Use to get to a particular subject screen to record individual course grades.
⌘ =	Calculate average/total Use to calculate an average or a total as you record your grades.
⌘ ?	Help Use to get a list of Grade Keeper's commands.
⌘ 3 or #	Calculator Use to get to <i>Homeworker's</i> pop-up Calculator and Conversion Tables.
⌘ ↑	Beginning of file Use to position your cursor at the beginning of the file.
⌘ ↓	End of file Use to position your cursor at the end of the file.
⌘ ←	Left column Use to move one column to the left.
⌘ →	Right column Use to move one column to the right.
↑↓	Select row Use to move vertically on the screen.
Tab	Next row Use to move to the next row on the screen.
Return	Next column Use to move to the next column.
Esc	Escape Use to return to the previous screen.

CHAPTER 8

Using Grade Keeper

Grade Keeper is *Homeworker's* multi-dimensional spread sheet. It will help you keep track of your performance in all of your classes. Use it to record and project grades as well as keep a running Grade Point Average (GPA). With Grade Keeper, you will always know what you need to do to maintain or improve your grades.

If you want to see a Grade Keeper file before creating your own, load the sample Grade Keeper file and see pages 14-17 of this manual.

Creating a New Grade Keeper File

To begin keeping track of your GPA and course grades, you will first need to create a Grade Keeper file.

- Select **1. Add files to the desktop** from the Main menu <Return>.
- Select **Make a new file for: Gradekeeper** from the Add files menu <Return>.
- Enter a name for your file at the prompt <Return>.
- Press <Esc> to return to the Main menu.
- Select **2. Work with a file on the desktop** <Return>.
- Select your new file <Return>; Grade Keeper will appear.

Function:GPA		GRADES		1-Nov-87	
Subject name	W.A. %	T.P. %	T.P. earned	Units	Grade
██████████	.0	.0	0	.0	.00
	.0	.0	0	.0	.00
	.0	.0	0	.0	.00
	.0	.0	0	.0	.00
	.0	.0	0	.0	.00
	.0	.0	0	.0	.00
	.0	.0	0	.0	.00
Grade Point Average					.00

Type entry or use ⌘ Commands ⌘ ? For Help

*current function: GPA
name of file: GRADES
current date: 1-Nov-87*

Moving Around Grade Keeper's Screens

As you create and edit files on Grade Keeper, use these keys to move the cursor:

←/→ move to left/right column

↑↓ select row

Tab move to next row

Return move to next column

Entering Your Subjects and Units

First enter your classes and their corresponding units on the GPA screen. You can enter up to seven classes. The class titles can be up to 16 characters long.

- Enter your first subject (i.e., English) <Return>.
- Enter the number of units for that subject (i.e., 3) <Return>.
- Press <Return> again and continue entering other subjects.

Entering Your Assignments and Grades

After you have entered all your classes and units on the GPA screen, you are ready to begin entering individual assignments and grades on the subject screens. Each subject will have a separate screen. Grade Keeper offers two kinds of subject screens which represent two kinds of grading systems: Weighted Averages and Total Points.

The Weighted Averages Screen

In some classes, each individual assignment or test is worth a certain percentage of your total grade. For example, a certain test might be worth ten percent of your total grade, while a quiz might be worth only five percent of your total grade. This screen allows you to enter individual grades and their corresponding weights. When you press $\text{C}=\text{}$ (for calculate), Grade Keeper will give you a weighted average. Therefore, it will be easy for you to determine your grade at any time.

Grade Keeper supports both weighted average and total points grading systems.

- Highlight a subject which will be based on weighted averages and press $\text{Ctrl} + Z$ (for zoom). The Weighted Averages screen will appear. The course title will be listed in the bottom left hand corner.

Function: Subject <input type="checkbox"/> GRADES 1-Nov-87			
Date	Test/assignment	Grade	Weight
dd-mmm-yy		.00	.00
English	Wtd. Average	.0	Total Wt. .00

Type entry or use $\text{Ctrl} + C$ Commands $\text{Ctrl} + ?$ For Help

- Enter the date of the assignment or test in this form: day-month-year (i.e., 01-Nov-87) <Return>. The first three letters of the month must be entered.
- Enter a description of the assignment or test (i.e., Poe essay) <Return>. The descriptions can be up to sixteen characters in length.
- Enter your grade on that assignment or test <Return>. *Your grade must be entered as a number grade.* For example, a B might be an 88.
- Enter the weight of that individual grade <Return>. For example, your Poe essay might be worth 10% of your total grade in English. You should enter 10 (for 10%).
- In a similar manner enter the date, description, grade, and weight for each assignment and test.
- Press $\text{Ctrl} + =$ (for calculate). Your weighted average will be calculated based on the grades you have entered.
- Press <Esc> to return to the GPA screen.

The Total Points Screen

In some classes, each assignment or test is worth a certain number of points. Your earned points are totaled and compared to the total points possible for a final grade. Grade Keeper offers the Total Points screen to record grades for this type of grading system. When you press $\text{C}=\text{}$ (for calculate), Grade Keeper will give you a ratio of your actual points to the number of possible points. Therefore, it will be easy for you to determine your grade at any time.

- Highlight a subject which will be based on a ratio of actual to possible points and press $\text{C}Z$ (for zoom). A Weighted Averages screen will appear.
- Press $\text{C}G$ (for grading system) to change to a Total Points screen. The course title will be listed in the bottom left hand corner.

Function:Subject		<input type="checkbox"/> GRADES	1-Nov-87	
Date	Test/assignment	Actual	Possible	
dd-mmm-yy		0	0	
dd-mmm-yy		0	0	
dd-mmm-yy		0	0	
dd-mmm-yy		0	0	
dd-mmm-yy		0	0	
dd-mmm-yy		0	0	
dd-mmm-yy		0	0	
dd-mmm-yy		0	0	
dd-mmm-yy		0	0	
dd-mmm-yy		0	0	
History		Actual	0	Total pts 0 0%

Type entry or use C Commands $\text{C}?$ For Help

- Enter the date of the assignment or test in this form: day-month-year (i.e., 1-Nov-87) <Return>. The first three letters of the month must be entered.
- Enter a description of that test or assignment (i.e., map quiz) <Return>.
- Enter the number of points you earned on that test or assignment (i.e., 85) <Return>.

- Enter the number of points possible for that test or assignment (i.e., 100) <Return>.
- In a similar manner, enter the date, description, actual and possible points for each assignment and test.
- Press ☞ = (for calculate).
- Press <Esc> to return to the GPA screen.

Entering Grades on the GPA Screen

After you have entered all your grades on the individual subject screens, return to the GPA screen to enter an estimated grade for the course. *You will need to update the grade column on the GPA screen when your weighted averages or total points change.*

- Look at the Weighted Average (W.A.%) column or Total Points (T.P.%) column. Convert that figure to a final grade.
- Enter your grade in the last column. The grade must be entered as a number. For example, if your school uses a four point system, a "B" would be entered as a 3. You need to be aware of what your school's grading system is in order to benefit from using Grade Keeper.
- After you have entered all your final grades, press ☞ = (for calculate). Your current GPA will be calculated.

Projecting Your Grades

As you record your *individual* grades with Grade Keeper, you can also anticipate your *final* grades and your GPA based on "what if" projections.

- Access the desired screen.
- Enter the projected grade(s).
- Press ☞ = (for calculate).
- Press <Esc> to return to the GPA screen.
- Adjust your grades in the **Grade** column if necessary.
- Press ☞ = (for calculate).
- Observe what happens to your grades and GPA.

Adjust the grade column on the GPA screen as required when your W.A. % and T.P. % columns change.

Use Gradekeeper to help you make estimates and projections to answer the question, "What grade do I need on the next test to get the final grade I want?"

*Save your file on
your own data disk.
See page 32 for
formatting instructions.*

Be sure not to confuse your projected grades with your actual grades. To keep them separated, enter "pg" (for projected grade) in front of the description.

Saving Your Grade Keeper File

Saving your files periodically will ensure that your hard work isn't lost in case your computer is mistakenly disconnected or turned off. Your files must be saved on a formatted data disk.

- Press **⌘ S** (for save).
- Press **<Return>** to accept the file name at the prompt, or rename the file and press **<Return>**.

Changing a File Name

If you wish, you may change the name of your file.

- Press **⌘ N**.
- Delete the existing name.
- Enter a new file name at the prompt **<Return>** .

Both the old file and the newly named file will appear on the Desktop index. You may delete the old file if you wish.

Asking for Help

If you need help remembering any keyboard commands, Grade Keeper offers a help screen which is accessible from the GPA screen, the Weighted Averages screen, and the Total Points screen.

- Press **⌘ ?** from any Grade Keeper screen. A help screen listing all the Grade Keeper commands will be displayed.
- Press **<Esc>** to return to the previous screen.

Printing Your Grade Keeper File

To print your Grade Keeper file, first make sure that your printer is turned on and that the file you want to print is on the screen.

- Press **⌘ P**.
- At the bottom of the screen, select sections to be printed.
All prints entire file.
Current screen only prints the displayed screen.
- Select **Print to Printer** at the prompt <Return>.
- Enter printer slot number at the prompt <Return>.

Tips for Using *Homeworker's* Grade Keeper

Use Grade Keeper to keep track of your grades in all your courses. You should always know what grade you presently have in each course and how future assignments and tests might influence that grade. Because Grade Keeper lets you know where you stand in each course at all times, you can concentrate on the course where you can make a difference.

You should also use Grade Keeper to project your grades. This will enable you to set goals for desired grades and inspire you to make the extra effort needed to meet those goals.

You can create an ongoing GPA file on Grade Keeper. Enter each semester in the subject column (i.e., Fall 1986), the total number of units earned that semester in the units column (i.e., 16), and the GPA for that semester in the GPA column (i.e., 3.52). After you enter data for each semester, use the **⌘ =** to calculate your overall GPA.

It is important to keep track of your GPA. Many colleges and universities use GPA as part of an entrance requirement. Of course, GPA is not the only determining factor, but it is one which you can control. Grade Keeper will keep you informed of the current status of your GPA.

See pages 4-10 in How to Study for Success for more information on the value of keeping track of your grades and setting goals for better grades.

CALCULATOR COMMANDS

C	Clear Use to clear Calculator's window.
MC	Memory clear Use to clear all of the memory locations.
MR	Memory retrieve Use to retrieve a number from a memory location to be used in a calculation.
MS	Memory save Use to save a number in a memory location.
P	Print Use to print Calculator entries.
T	Conversion Tables Use to get to Calculator's Conversion Tables.
Delete	Clear entry Use to clear an entry as you work on a calculation.
Tab	Negative sign Use to get a negative sign in Calculator's window.
Esc	Escape Use to return to the previous screen.

CHAPTER 9

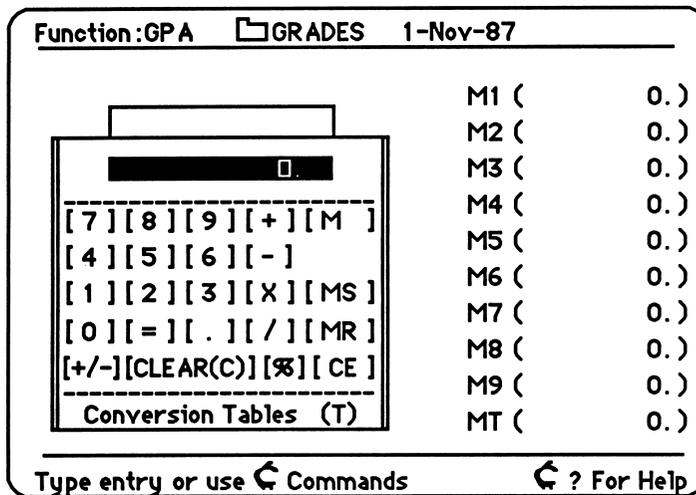
Using Calculator

When your assignments require mathematical computation or conversion, you can use *Homeworker's* pop-up Calculator. Calculator's special features include on-screen memory locations and built-in Conversion Tables.

Accessing Calculator

Calculator can be accessed easily from any module in the program.

- Press $\text{Ctrl} \text{ } 3$ or $\text{Ctrl} \text{ } \#$ and Calculator will appear on the screen.



- When you have finished using Calculator, press Esc to return to the module where you were working.

Entering Problems

Calculator works much like a pocket calculator. To learn how to use all its functions, follow the examples outlined below.

Homeworker's handy Calculator pops up from any module.

Because Calculator pops up in any module, the border you see on the screen reflects the module you were in when you accessed Calculator.

Adding - Example: $34897 + 2561$

- Enter C (for clear)
- Enter 34897
- Enter + (the addition sign)
- Enter 2561
- Enter =
- The answer, 37458, will appear in Calculator's window.

Subtracting - Example: $780654 - 1259$

- Enter C (for clear)
- Enter 780654
- Enter - (the subtraction sign)
- Enter 1259
- Enter =
- The answer, 779395, will appear in Calculator's window.

Multiplying - Example: 680×98

- Enter C (for clear)
- Enter 680
- Enter x (the multiplication sign)
- Enter 98
- Enter =
- The answer, 66640, will appear in Calculator's window.

Dividing - Example: $34602 \div 79$

- Enter C (for clear)
- Enter 34602
- Enter / (the slash key)
- Enter 79
- Enter =
- The answer, 438, will appear in Calculator's window.

Entering a Negative Number

- Press <Tab>. A negative sign will appear in the window.
- Enter your number.

Deleting an Entry

If you make an error while entering numbers into Calculator, you can delete that entry without starting the problem over again.

- Press <Delete>. Then enter the correct number.

Clearing the Window

When you are finished with your calculation, you may clear Calculator's window.

- Enter C. The window will be cleared.

Printing Your Calculations

You can print out your calculations as you work on a problem.

- Make sure that the printer is turned on.
- Enter P. The word "print" will appear next to the paper tape.
- Enter the problem. The numbers will print as you enter them.
- To stop printing, enter P again.

Using the Memory Locations

Calculator allows you to save up to nine numbers in separate memory locations (M1 - M9). These memory locations are useful when you are doing a problem involving large, difficult-to-remember numbers. Unlike a typical pocket calculator, *Homeworker's* Calculator allows you to view these memory locations while you are working on problems. You can retrieve numbers from their memory locations to use in your calculations. When you no longer need the numbers, you can clear the memory to make room for new numbers.

Saving a Number in a Memory Location

To save a number in memory, first be sure the number is in Calculator's window.

- Enter M (for memory). An "M" will appear in the window to the right of the number.
- Enter the number of a memory location (i.e., 1). The memory location M1 will be highlighted.
- Enter S (for save) to save the number in this memory location. The number will appear in the M1 memory location.

Turn to pp. 18-19 for an example of the usefulness of Calculator's multiple memory locations.

Calculator's Conversion Tables eliminate the need to calculate when you change from one unit of measurement to another.

Retrieving a Number from a Memory Location

Follow these steps to retrieve a number from a memory location.

- Enter **M** (for memory) and the number of a memory location (i.e., 1).
- Enter **R** (for retrieve). The number saved in M1 will appear in Calculator's window. It can now be used in a calculation.

Clearing Calculator's Memory

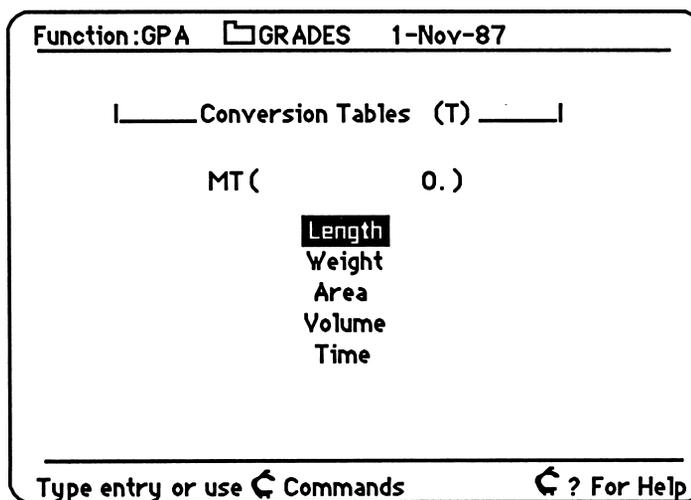
You can clear all memory locations.

- Enter **MC** (for memory clear). All the memory locations will be cleared.

Using the Conversion Tables

If you need to convert one unit of measure to another (for example, inches to centimeters), Calculator's Conversion Tables will do it for you quickly. Then you can transfer the converted measure back to Calculator to use in a problem.

- Enter the number you want to convert.
- Enter **T** to access the Conversion Tables. The categories of measurement are displayed.

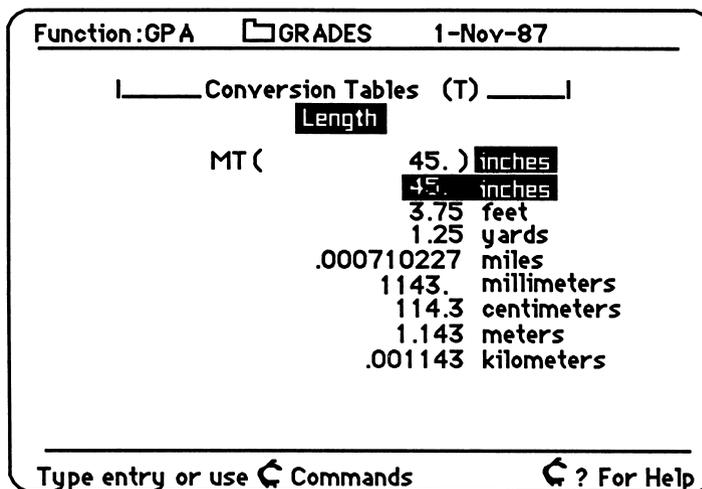


- Select a category of measurement <Return>.
- Select the unit of measurement that your number represents <Return>.
- The equivalent values for all the other units of measurement will be displayed. Press <Esc> to return to Calculator.

Try this sample conversion.

- Enter 45 (in the Calculator window).
- Enter T (for Conversion Tables).
- Select Length.
- Select inches.

The screen will display all the unit values for 45 inches.



You can see that 45 inches is equivalent to 114.3 centimeters. If you need to use this number in a problem, you can move it back to the calculator screen.

- Select centimeters <Return>. 114.3 will appear in the conversion tables memory location (MT).

You can retrieve this number to use in a problem by entering R.

Because it pops up from any module, you will find *Homeworker's Calculator* very handy and easy-to-use. The Conversion Tables will save you calculating time.

You can carry your converted number back to Calculator's window to use with additional calculations.

QUICK REFERENCE TO HOMEWORKER'S COMMANDS

Textwriter (and zoom boxes)

⌘ B	Change screen background	⌘ V	Change vertical margins
⌘ C	Clipboard: cut/paste/copy	⌘ ?	Help
⌘ D	Delete text	⌘ 1	Single space
⌘ E	Select insert/overstrike cursor	⌘ 2	Double space
⌘ F	Find	⌘ 3/#	Calculator
⌘ H	Change horizontal margins	⌘ ↑	Up one screen
⌘ N	Change file name	⌘ ↓	Down one screen
⌘ P	Print	↑↓←→	Move cursor
⌘ R	Replace	Return	End of paragraph
⌘ S	Save	Delete	Delete character
⌘ T	Change tabs	Esc	Return to previous screen

Outliner

⌘ A	Alter indention	⌘ Z	Zoom box
⌘ D	Delete topics	⌘ ?	Help
⌘ I	Insert topics	⌘ 3/#	Calculator
⌘ M	Move topics	⌘ ↑	Beginning of file
⌘ N	Change file name	⌘ ↓	End of file
⌘ P	Print file	↑↓	Select/display topic
⌘ S	Save file	Esc	Return to previous screen

Flash Card Maker

⌘ D	Delete card	⌘ ↑	Beginning of file
⌘ N	Change file name	⌘ ↓	End of file
⌘ P	Print	↑	Previous card
⌘ R	Review cards	↓	Next card
⌘ S	Save	←	Front card
⌘ Z	Zoom to flash cards	→	Back card
⌘ ?	Help	Esc	Return to previous screen
⌘ 3/#	Calculator		

Calendar

⌘ D	Delete entry	⌘ 3/#	Calculator
⌘ N	Change file name	⌘ ↑	Previous month
⌘ P	Print	⌘ ↓	Next month
⌘ S	Save	⌘ ←	Previous year
⌘ U	Scan for upcoming events	⌘ →	Next year
⌘ Z	Zoom box	↑↓←→	Select display entry
⌘ ?	Help	Esc	Return to previous screen

Grade Keeper

⌘ G	Change grading system	⌘ ↑	Beginning of file
⌘ N	Change file name	⌘ ↓	End of file
⌘ P	Print	⌘ ←	Left column
⌘ S	Save	⌘ →	Right column
⌘ Z	Zoom to subject screen	↑↓	Select row
⌘ =	Calculate average/total	Esc	Return to previous screen
⌘ ?	Help	Tab	Next row
⌘ 3/#	Calculator	Return	Next column

Calculator

C	Clear	T	Conversion Tables
MC	Memory clear	Delete	Clear entry
MR	Memory retrieve	Tab	Negative sign
MS	Memory save	Esc	Return to previous screen
P	Print		

ABOUT THE AUTHORS

Homeworker was the brainchild of Dr. Jan Davidson, former teacher, founder and president of Davidson & Associates, Inc. Her numerous years of experience in working with students led her to believe that the computer could be a valuable productivity tool for the student. She designed *Homeworker* to help students efficiently organize and work with the materials they need to learn and understand.

Homeworker was programmed by Mike Albanese, Programming Manager for Davidson & Associates, Inc. Mike is an experienced programmer with such titles as *Q.S. Forth*, *Donkey Kong Jr*, *Battlezone*, and *Jeepers Creepers* to his credit. *Homeworker* is Mike's first education/productivity title.

Julie Jennett served as the product coordinator for *Homeworker*. She coordinated every aspect of the product's development and testing. Julie also wrote the *Homeworker* manual, sample files, and fact finder; she assisted in the writing of the study skills book, *How to Study for Success*, which accompanies *Homeworker*.

Also making significant contributions to the product were Dean Ellis, who assisted in the programming; Cathy Johnson, Ellen Salzman, and Faye Schwartz, who assisted in the product's design and testing.

The entire Davidson staff played an active role in this product's development with enthusiastic encouragement, creative ideas, helpful suggestions, and lots of tenacious effort and teamwork.

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HOMEWORKER RE-ORDER FORM

Individual items in the Homeworker package may be purchased directly from Davidson.
Simply fill out the order form below and enclose your check or credit card number (Visa/MC).

Item #	Description	Unit Price	Quantity	Total
[1]	Homeworker Package* (includes study skills book, binder, notepad, 12 subject dividers, fact finder, personal and calendar sections, ruler, twin tip pen and pencil)	\$ 24.95	_____	_____
	*does not include program disk and manual			
[2]	Homeworker binder, notepad, twin tip pen and pencil	\$ 15.95	_____	_____
[3]	Study skills book (<i>How To Study For Success</i>)	\$ 4.95	_____	_____
[4]	Twelve subject dividers, fact finder, personal, and calendar sections	\$ 3.95	_____	_____
			SUBTOTAL	_____
	California residents add 6.5% sales tax			_____
	Shipping & Handling (per item) \$4.00 for items 1 and 2 \$2.00 for items 3 and 4			_____
			TOTAL	_____

(Payment by check, money order, Visa or MC - no COD's accepted)

Visa Card # _____ Expiration Date _____

Master Charge # _____ Expiration Date _____

Signature _____

Ship To: _____

Address _____ City _____

State _____ Zip _____ Phone _____ - _____

HOMeworkERTM

Apple[®] Quick Reference

COMMAND	TEXTWRITER	OUTLINER	FLASH CARD MAKER	CALENDAR	GRADE KEEPER	CALCULATOR
⌘ A		Alter indention				
⌘ B	Change screen background					
⌘ C	Clipboard: cut/copy/paste					
⌘ D	Delete text	Delete topic	Delete card	Delete entry		
⌘ E	Insert/overstrike cursor					
⌘ F	Find text					
⌘ G					Grading system	
⌘ H	Horizontal margins					
⌘ I		Insert topic				
⌘ M		Move topics				
⌘ N	Change file name	Change file name	Change file name	Change file name	Change file name	
⌘ P	Print file	Print file	Print file	Print file	Print file	
⌘ R	Replace text		Review cards			
⌘ S	Save file	Save file	Save file	Save file	Save file	
⌘ T	Set tabs					
⌘ U				Upcoming dates		
⌘ V	Vertical margins					
⌘ Z		Zoom box	Zoom card	Zoom box	Zoom subject	
⌘ ?	Help	Help	Help	Help	Help	
⌘ 1	Single space					
⌘ 2	Double space					
⌘ 3/#	Calculator	Calculator	Calculator	Calculator	Calculator	
⌘ =					Calculate average/total	
⌘ up arrow	Up one screen	Beginning of file	Beginning of file	Previous month	Beginning of file	
⌘ down arrow	Down one screen	End of file	End of file	Next month	End of file	
⌘ left arrow				Previous year	Left column	
⌘ right arrow				Next year	Right column	
C						Clear
MC						Memory clear
MR						Memory retrieve
MS						Memory save
P						Print
T						Conversion Tables
ESC	Previous screen	Previous screen	Previous screen	Previous screen	Previous screen	Previous screen



Davidson.

Davidson & Associates, Inc.
3135 Kashiwa St. • Torrance, California 90505

(800) 556-6141
Outside California

(213) 534-4070
Within California

COMMAND	MAIN SCREEN	TEXTWRITER	OUTLINER	FLASH CARD MAKER	CALENDAR	GRADE KEEPER	CALCULATOR
<Ctrl> A				Add card			
<Ctrl> D	Delete file		Delete topic	Delete card	Delete entries		
<Ctrl> E	Exit to DOS	Exit to DOS	Exit to DOS	Exit to DOS	Exit to DOS	Exit to DOS	
<Ctrl> F		Find text					
<Ctrl> G						Grading system	
<Ctrl> H		Horizontal margins					
<Ctrl> I			Insert topic				
<Ctrl> L	Load file						
<Ctrl> M					Mark important		
<Ctrl> N	New file	Find next					
<Ctrl> P		Print file	Print file	Print file	Print file	Print file	
<Ctrl> Q	Quit	Quit	Quit	Quit	Quit	Quit	
<Ctrl> R	Rename file	Replace text		Review cards			
<Ctrl> S		Save file	Save file	Save file	Save file	Save file	
<Ctrl> T		Set tabs					
<Ctrl> U					Upcoming dates		
<Ctrl> V		Vertical margins					
<Ctrl> Z			Zoom box	Zoom card	Zoom box	Zoom subject	
<Ctrl> L. arrow			Alter indention				
<Ctrl> R. arrow			Alter indention				
<F1>	System help	System help	System help	System help	System help	System help	
<F2>	Calculator	Calculator	Calculator	Calculator	Calculator	Calculator	
<F3>							Memory save
<F4>							Memory recall
<F5>							Memory clear
<F6>							Memory clear (all)
<F7>		Mark text	Mark topics				
<F8>		Cut text	Cut topics				
<F9>		Copy text	Copy topics				
<F10>		Paste text	Paste topics				
Insert		Insert/overstrike					
<Home>	Beginning of line	Beginning of line	Beg. of line	Beginning of line	Beg. of line/week	Beginning of line	
<End>	End of line	End of line	End of line	End of line	End of line/week	End of line	
<Ctrl> <Home>	Top of screen	Top of screen	Top of screen	Top of card	Top of screen	Top of screen	
<Ctrl> <End>	Bottom of screen	Bottom of screen	Bottom of screen	Bottom of card	Bottom of screen	Bottom of screen	
<PgUp>	Previous page	Previous page	Previous page	Previous card	Previous month	Previous page	
<PgDn>	Next page	Next page	Next page	Next card	Next month	Next page	
<Ctrl> <PgUp>	Beginning of file	Beginning of file	Beginning of file	Beginning of file	Previous year	Beginning of file	
<Ctrl> <PgDn>	End of file	End of file	End of file	End of file	Next year	End of file	



Educational software that works by Davidson.



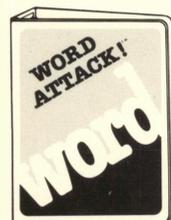
Math Blaster

Learn basic math facts in an interesting and exciting way as you progress from problems in addition, subtraction, multiplication and division to fractions, decimals, and percents.
Level: 1st through 6th grades



Alge-Blaster

Master the fundamentals of algebra from positive and negative numbers to systems of equations.
Level: 7th through 12th grades



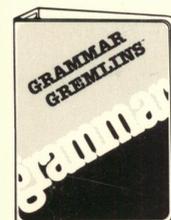
Word Attack

Learn the meanings and usage of 675 new words in an interesting and exciting way.
Level: 4th through 12th grades



Spell It

Master 1000 of the most frequently misspelled words with four captivating learning activities.
Level: 4th grade through adult



Grammar Gremlins

Learn correct grammar and usage with a fun-filled game and other skill-building activities.
Level: 3rd through 6th grades



Speed Reader II

Improve reading speed and comprehension with 6 separate activities and 35 interesting reading selections.
Level: high school, college, and adult



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