Tech Info Library

AppleWorks: Time-saving tips

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Security:       Everyone

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Article Change History
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01/19/93 -Updated Vendor information
         •Beagle Brothers now Word Perfect Corporation
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1. A quick way to duplicate fields is the use an Open-Apple-" (quotation mark). Select the multi-record layout, position the cursor directly underneath thefield with the information that you want to duplicate and press Open-Apple ". Hold the keys down to automatically update several fields.

   Remember that you can also use the Open-Apple V (Standard Value) function to automatically fill in fields with input that you specify.

2. Open-Apple Q: This command will display all files that are currently on the desktop and allows you to choose any file quickly with the cursor or the keyboard. (Hint: This is also a excellent method of avoiding having to press Escape several times when you wish to change Printer Options from several folder levels down.)

3. Plan Ahead: Whenever you create a new DataBase file, create several "dummy" fields and label them 1,2,3, etc. Then, if you decide later to add a category, you won't lose all your report formats.

4. Open-Apple Tab backs up one field.

5. Open-Apple Y: Deletes from the cursor to the end of the current line or field.

6. Transferring "values only" from one spreadsheet to another is tricky. One way is to print to a DIF file the section that you want to transfer. Create a new spreadsheet from the DIF file and then cut and paste the values into your final spreadsheet from the one created

with the DIF file.

7. "Some Cells were Lost....." : Have you ever seen this message? You'll
   generally run into this message when you are copying cells in the far
   right hand section of an AppleWorks spreadsheet. AppleWorks versions
   1.1 thru 1.3 allocate 2K of RAM for formulas and formatting
   information per row; the error message indicates that you have run
   out of the memory reserved for this purpose. There are two
   workarounds:

   a. you can re-organize ther spreadsheet in a vertical fashion, making
      it "taller" instead of "wider", or

   b. you can upgrade to AppleWorks 2.0. The new version of AppleWorks
      reserves 10K of RAM for formulas and formatting information.

8. Label Printing: If AppleWorks isn't recognizing your form size,
   follow these steps:

   a. From the main menu, select number 5, "Other Activities".

   b. Select number 7, "Specify information about your printer(s)". You
      should now see a menu entitled "Printer Information".

   c. Under the heading "Change printer specifications", select the name
      of the printer you want to use.

   d. Change item number 2, "Accepts top-of-page commands", to NO.

9. Need to print two or three up labels? Try MacroWorks from Beagle
   Brothers (now WordPerfect Corporation). MacroWorks also adds Macro
   capability to AppleWorks.

10. Want to learn more about AppleWorks? "The Main Menu" is a specialty
    Newsletter exclusively for AppleWorks users. For more information
    call (800) 258-5473. A subscription is $49.97 per year.

To locate a vendor's address and phone numbers, use the vendor name as a search
string.

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