ABSTRACT
                The programed instruction lesson presented in this
paper is designed to introduce the Data Base subprogram of the
Appleworks software program. The main sections of the lesson are: (1)
getting started with the database; (2) arranging, moving, and
updating files; and (3) creating a new database. Illustrations of the
computer screen as it would appear at various points in the program
are provided throughout the manual. (MES)

INTRODUCTION TO DATA BASE USING THE APPLE IIe COMPUTER

AND THE

APPLEWORKS DATA BASE PROGRAM

By

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INTRODUCTION

This document is part of a larger Apple IIe training program designed to introduce U. S. Coast Guard users generally to the Apple IIe coputer and specifically to the AppleWorks program and its subprograms. In this lesson, users are introduced to the Date Base subprogram. The lesson is usable, independent of the remainder of the training program, if the user already has some facility with the Apple IIe computer itself. Apple Presents AppleWorks, AppleWorks and one or more data disks are required to successfully use the document.

- LESSON 6 -

INTRODUCTION TO
DATA BASE

A.   <u>Prior Experience</u>:   In the first part of this lesson, we deal with a Data Base tutorial.   If you are familiar with the basics of the Data Base program included on AppleWorks and simply want more experience manipulating the program for your own purposes, advance to D.7. of this lesson.

B.   <u>Apple Presents AppleWorks</u>:   Let's start at the beginning!   With the Apple Presents AppleWorks disk, side 1 in disk drive slot 1 and the Data Base Lesson Menu on the screen, press RETURN.   What occurs?

ANSWER:_____

_____

B. ANSWER: WE
CHOOSE OPTION 1.,
GETTING STARTED
WITH THE DATA
BASE.

---

1.   What is AppleWorks Data Base?

ANSWER:_____

_____

B.1. ANSWER: A
FILING SYSTEM.

---

2. Press RETURN two times, being careful to read whatever appears on the screen.   Where are files normally located?

ANSWER:_____

_____

B.2. ANSWER: ON
A DATA DISK, NOT
A STARTUP DISK.

---

3. Press RETURN a fourth time. What appears
on the screen?

ANSWER:_____

_____

B.3. ANSWER: AN
EXAMPLE MAIN
MENU APPEARS ON
THE SCREEN.

---

4. Select option 1 and proceed. What
appears now?

ANSWER:_____

_____

B.4. ANSWER: AN
ADD FILES MENU
WHICH IS
SUBORDINATE TO
THE MAIN FILES
MENU.

---

5. Where is your file?

ANSWER:_____

_____

B.5. ANSWER: ON
THE CURRENT DISK,
THE APPLE PRESENTS
APPLEWORKS DISK
IN DRIVE 1.

6. If you were using the real AppleWorks program and real data, can you guess where your file would be?

ANSWER: _____

_____

B.6. ANSWER: ON A DATA DISK WHICH YOU NO DOUBT WOULD HAVE PUT IN THE DISK DRIVE AFTER LOADING THE APPLEWORKS PROGRAM.

---

7. Follow the directions now and press RETURN. What comes on the screen?

ANSWER: _____

_____

_____

B.7. ANSWER: A LIST OF FILES FROM THE DISK IN DRIVE 1 (APPLE WORKS FILES). NOTICE THAT THESE FILES ARE INDENTED INDICATING THEY ARE SUBORDINATE TO OR DEEPER IN THE PROGRAM THAN THE ADD FILES MENU.

---

8. Press RETURN once and ⬇ twice. What happens?

ANSWER: _____

_____

B.8. ANSWER: THE
GREEN HIGHLIGHT
MOVES FROM
LETTER TO
CUSTOMER
INDICATING YOU
ARE INTERESTED
IN CALLING UP
THE CUSTOMER
FILE.

9.   Press RETURN and describe the result.

ANSWER:_____

_____

B.9. ANSWER: THE
CUSTOMER FILE
COMES ON THE
SCREEN.

10. Back to RETURN. After pressing it and
examining the result, you should be able to
define CATEGORY. Do so now!

ANSWER:_____

_____

B.10. ANSWER: A
CATEGORY IS AN
AREA IN WHICH
INFORMATION IS
PLACED. THE
CATEGORIES ARE
RELATED FOR
EACH ENTRY.

11. When you press RETURN this time, you should see a flashing green highlight all the way across the FIN & FUR line. What does it mean?

ANSWER:_____

_____

B.11. ANSWER: THE
HIGHLIGHTER IS
SHOWING ALL THE
INFORMATION
ABOUT ONE ENTRY.
THIS IS CALLED
A RECORD.

12. What statement can you now make about CATEGORIES and RECORDS?

ANSWER:_____

_____

_____

B.12. ANSWER: ON
THIS DISK,
CATEGORIES ARE
IN COLUMNS AND
RECORDS ARE IN
ROWS.

13. Press RETURN. What is an entry?

ANSWER:_____

_____

B.13. ANSWER: THE
INFORMATION IN
ONE CATEGORY OF
A RECORD.

14. Press RETURN and then B. What is a multiple record layout?

ANSWER:_____

_____

B.14. ANSWER: MANY RECORDS LISTED IN THE SAME FILE.

15. Press RETURN. What does it mean to zoom?

ANSWER:_____

_____

B.15. ANSWER: TO MOVE RAPIDLY TO A PARTICULAR CATEGORY IN A RECORD.

16. What must be done to zoom?

ANSWER:_____

_____

B.16. ANSWER: INSURE THAT THE CURSOR IS AT THE BEGINNING OF THE RECORD OF INTEREST AND THEN PRESS OPEN-APPLE-Z.

17. Press OPEN-APPLE-Z. What appears on the screen.

ANSWER: _____

_____

B.17. ANSWER: ALL
OF THE INFORMATION
IN A PARTICULAR
RECORD EVEN
THOUGH IT DID NOT
APPEAR IN THE
RECORD PRIOR TO
THE PREVIOUS
OPERATION.

18. Press RETURN and then OPEN-APPLE-Z to zoom back to the Multiple Record layout. Then press RETURN twice.

C. Arranging, Moving and Updating: Do you remember the second file in the Data Base Lesson Menu? If not, press OPEN-APPLE-ESC. Write your answer below.

ANSWER: _____

_____

C. ANSWER:
ARRANGING,
MOVING, AND
UPDATING.

1. Since you have probably used the OPEN-APPLE-ESC option, can you now get back to the Arranging, Moving and Updating portion of the tutorial? How? Do so now.

ANSWER: _____

_____

_____

C.1. ANSWER:
PRESS ↕ AND
THEN RETURN.

---

2. Follow the directions and then answer the
questions below. What steps are necessary in
order to rearrange the records in a file?

ANSWER: a _____

_____

b _____

_____

c _____

_____

C.2. ANSWER:
a. PRESS TAB THE
PROPER NUMBER OF
TIMES TO MOVE
THE CURSOR TO
THE CATEGORY OF
INTEREST.
b. PRESS OPEN-
APPLE-A.
c. SELECT THE
DESIRED
ARRANGEMENT
ORDER AND PRESS
RETURN.

C.1. ANSWER:
PRESS ↕ AND
THEN RETURN.

2. Follow the directions and then answer the
questions below. What steps are necessary in
order to rearrange the records in a file?

ANSWER: a_____

_____

b_____

_____

c_____

_____

C.2. ANSWER:
a. PRESS TAB THE
PROPER NUMBER OF
TIMES TO MOVE
THE CURSOR TO
THE CATEGORY OF
INTEREST.
b. PRESS OPEN-
APPLE-A.
c. SELECT THE
DESIRED
ARRANGEMENT
ORDER AND PRESS
RETURN.

4. What is the blinking underline called and why?

ANSWER: _____

_____

C.4. ANSWER: THE
INSERT CURSOR
BECAUSE IT
INSERTS A LETTER
BETWEEN THE ONE
UNDER WHICH IT
IS BLINKING AND
THE PREVIOUS
LETTER.

5. What happens to the blinking line cursor when you press the spacebar?

ANSWER: _____

_____

C.5. ANSWER: THE
CURSOR SKIPS A
SPACE.

6. Follow the directions given on the program until you get to the address in the EATARAMA RECORD. How can the blinking line cursor be changed to replace rather than move a character?

ANSWER: _____

_____

C.6. ANSWER:
PRESS OPEN-
APPLE-E.

13

7. How does the blink line cursor change?

ANSWER: _____

_____

C.7. ANSWER: IT
CHANGES TO A
SOLID BLINKING
RECTANGLE CURSOR.

---

8. What happens when changes are made using
the blinking rectangular cursor.

ANSWER: _____

_____

C.8. ANSWER:
NUMBERS OR
LETTERS ARE
REPLACED ONE-
FOR-ONE.

---

9. How is it possible to move the
rectangular cursor?

ANSWER: _____

_____

C.9. ANSWER:
PRESS THE RIGHT
OR LEFT ARROW
THE REQUIRED
NUMBER OF TIMES.

---

10. How can you erase a letter immediately
to the left of the rectangular cursor?

ANSWER: _____

_____

14

C.10. ANSWER:
PRESS DELETE.

---

11. - Follow the directions given on the screen and explain how to eliminate an entire record.

ANSWER: a_____

_____

b_____

_____

c_____

_____

C.11. ANSWERS:
a. USE ARROWS TO
MOVE THE CURSOR
TO THE DESIRED
RECORD.
b HOLD DOWN
OPEN-APPLE AND
PRESS D.
c. PRESS RETURN.

D.   Creating a New Data Base: Bring up the main menu on the screen by pressing OPEN-APPLE-ESC.

---

1.   Press ⬇ one time, RETURN once, ⬇ twice and RETURN again twice. What appears on the screen (If you should shut off the machine at this point and then turn it on again, you would have to press DOWN ARROW three times instead of once)?

ANSWER:_____

_____

C.10. ANSWER:
PRESS DELETE.

11.- Follow the directions given on the screen and explain how to eliminate an entire record.

ANSWER: a _____

_____

b _____

_____

c _____

_____

C.11. ANSWERS:
a. USE ARROWS TO
MOVE THE CURSOR
TO THE DESIRED
RECORD.
b HOLD DOWN
OPEN-APPLE AND
PRESS D.
c. PRESS RETURN.

D. Creating a New Data Base: . Bring up the main menu on the screen by pressing OPEN-APPLE-ESC.

1. Press ↓ one time, RETURN once, ↓ twice and RETURN again twice. What appears on the screen (If you should shut off the machine at this point and then turn it on again, you would have to press DOWN ARROW three times instead of once)?

ANSWER:_____

_____

16

4. Press RETURN, type ORGANIC PIES, press RETURN twice, OPEN-APPLE-E, PIE NAME and return. How does the screen now appear?

ANSWER:_____

_____

_____

D.4. ANSWER: WE ARE IN THE ORGANIC PIES FILE AND READY TO CONTINUE TYPING UNDER PIE NAME.

5. Continue by typing PIES SOLD and pressing RETURN twice. What happens?

ANSWER:_____

_____

D.5. ANSWER: THE ADDITIONAL CATEGORIES ARE TYPED IN FOR YOU.

6. Continue by following the directions shown on the screen until you get to the point where you see a complete data base. Then press RETURN and take the self quiz. How many questions did you miss?

ANSWER:_____

D.6. ANSWER: IF YOU MISSED ANY OF THESE QUESTIONS, YOU SHOULD REVIEW THE SECTION.

7. It's now time to apply abit of what we have learned. Do you remember what must be done to a new disk before it can be used?

ANSWER:_____

_____

D.7. ANSWER: IT
MUST BE
FORMATTED.

8. Can you remember how to format?

ANSWER:_____

D.8. ANSWER: NO.

9. Remove the Apple-Presents AppleWorks disk, insert the PRODOS.USERS disk in disk drive slot 1 and press OPEN APPLE-CONTROL-RESET, select F, select V, select F. Before continuing, place a blank disk in disk drive slot #2. Now press RETURN, then #2.

10. Next, type in COAST.GUARD exactly as it is shown and press RETURN.

11. When formatting is complete, remove the PRODOS.USERS disk from disk drive slot #1, insert AppleWorks side one and load the program by pressing OPEN APPLE-CØNTROL-RESET. What appears on the screen?

ANSWER:_____

_____

7. It's now time to apply abit of what we have learned. Do you remember what must be done to a new disk before it can be used?

ANSWER:_____

_____

D.7. ANSWER: IT
MUST BE
FORMATTED.

8. Can you remember how to format?

ANSWER:_____

D.8. ANSWER: NO.

9. Remove the Apple-Presents AppleWorks disk, insert the PRODOS.USERS disk in disk drive slot 1 and press OPEN APPLE-CONTROL-RESET, select F, select V, select F. Before continuing, place a blank disk in disk drive slot #2. Now press RETURN, then #2.

10. Next, type in COAST.GUARD exactly as it is shown and press RETURN.

11. When formatting is complete, remove the PRODOS.USERS disk from disk drive slot #1, insert AppleWorks side one and load the program by pressing OPEN APPLE-CONTROL-RESET. What appears on the screen?

ANSWER:_____

_____

```
Disk: Disk 1                          MAIN MENU


    ┌──────────────────────────┬───────────────────────────────┐
    │   Main Menu              │                               │
    │                                                          │
    │   1.  Add files to the Desktop                           │
    │                                                          │
    │   2.  Work with one of the files on the Desktop          │
    │                                                          │
    │  .3.  Save Desktop files to disk                         │
    │                                                          │
    │   4.  Remove files from the Desktop                      │
    │                                                          │
    │  .5.  Other Activities                                   │
    │                                                          │
    │   6.  Quit                                               │
    │                                                          │
    └──────────────────────────────────────────────────────────┘
```

Type number, or use arrows, then press Return   ∂-? for Help

FIGURE 6-1.   PICTURE OF THE MAIN MENU.

14.   You are now ready to create your own
file.   Press RETURN.   What occurs this time?

ANSWER: _____

_____

D.14. ANSWER: THE
ADD FILES MENU
APPEARS ON THE
SCREEN.

IF THE TOP LEFT
CORNER OF YOUR
SCREEN SHOWS
DISK: DISK 1,
AS IT DOES IN
FIGURE 6-1,
THEN PROCEED
AS FOLLOWS
TO CHANGE TO
DISK: DISK 2:
WHICH YOU NEED
IF YOU HAVE A
DUODISK DRIVE.
a. PRESS 2 AND
THEN RETURN.
b. SELECT OPTION
2 AGAIN AND THEN
PRESS RETURN.
c. THE ADD
FILES MENU
SHOULD NOW READ
DISK 2 IN THE
TOP LEFT HAND
CORNER AND ALSO
ON LINE 1 OF THE
OPTIONS LISTED.

STEP "a" SHOULD
PRODUCE THE
PICTURE SHOWN
IN FIGURE 6-2.
STEP "b" SHOULD
PRODUCE THE
PICTURE SHOWN
IN FIGURE 6-3.
STEP "c" SHOULD
PRODUCE THE
PICTURE SHOWN
IN FIGURE 6-4.

```
I    Main Menu              I
I    _____
I   I    Add Files              I_____
I   I                                                    I
I   I                                                    I
I   I     Get files from:                                I
I   I                                                    I
I   I     1.  The current disk: Disk 1                   I
I   I     2.  A different disk                           I
I   I                                                    I
I   I         Make a new file for the:                   I
I   I                                                    I
I   I     3.  Word Processor                             I
I   I     4.  Data Base                                  I
I   I     5.  Spreadsheet                                I
I __I                                                    I
   I                                                     I
   I _____I
```
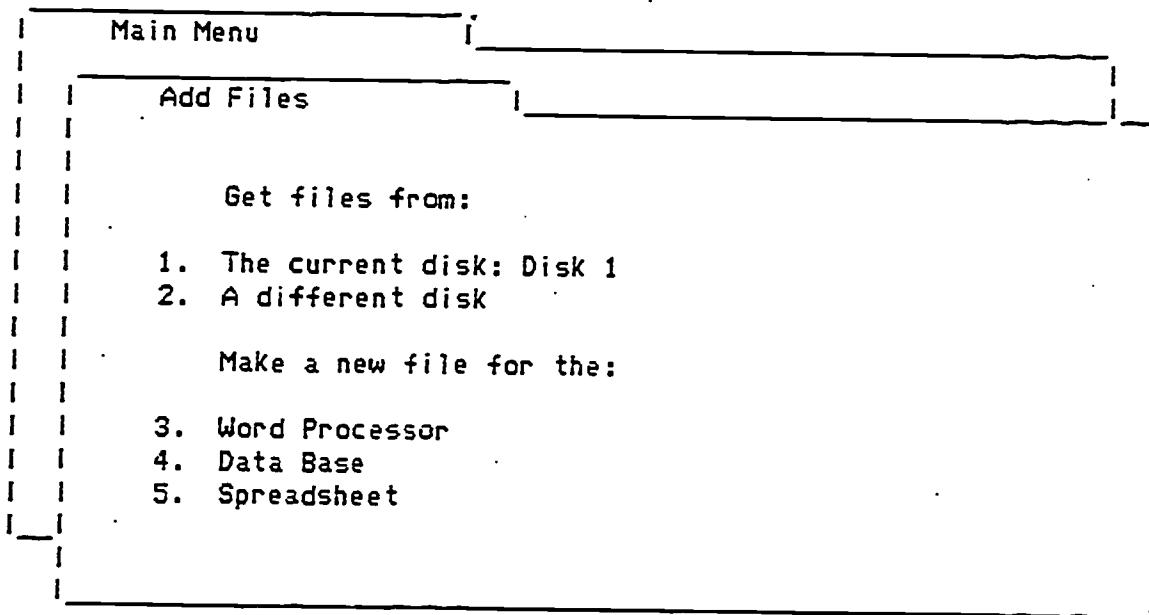
Type number, or use arrows, then press Return   55K Avail.

FIGURE 6-2.   ADD FILES MENU WITH DISK 1 IN THE TOP LEFT CORNER.

22

```
|     Main Menu              |_____
|                           |                                |
|  |    Add Files           |_____     |
|  |                                                   |     |
|  |                                                   |     |
|  |      Get files from:                              |     |
|  |                                                   |     |
|  |   1.  The current disk: Disk 2                    |     |
|  |   2.  A different disk                            |     |
|  |                                                   |     |
|  |      Make a new file for the:                     |     |
|  |                                                   |     |
|  |   3.  Word Processor                              |     |
|  |   4.  Data Base                                   |     |
|  |   5.  Spreadsheet                                 |     |
|__|                                                   |     |
|                                                            |
|_____|
```

Type number, or use arrows, then press Return   55K Avail.

FIGURE 6-4. ADD FILES MENU WITH DISK 2 IN THE TOP LEFT CORNER.

15. Since we are dealing with Data Base, how do you move the green highlight to Data Base?

ANSWER:_____

_____

D.15. ANSWER:
PRESS ↓
THREE TIMES OR
THE NUMBER "4"
KEY.
SELECT DATA
BASE NOW.

16. Now press RETURN twice. What do you suppose the arrow opposite From Scratch means?

ANSWER: _____

_____

D.16. ANSWER: THE
NEXT TIME RETURN
IS PRESSED, A NEW
FILE WILL BE
STARTED FROM
SCRATCH.
YOUR SCREEN
SHOULD APPEAR
LIKE THE
EXAMPLE SHOWN
IN FIGURE 6-5.
EXAMINE FIGURE
6-5 AND THEN
PROCEED TO #17.

Disk: Disk 2   DATA BASE   Escape: Add Files

```
|      Main Menu          |_____
|                                                                          |
|  |      Add Files          |_____|_      |
|  |                                                                  |     |
|  |  |      Data Base          |_____|_       |
|  |  |                                                             |       |
|  |  |                                                             |       |
|  |  |   Make a new file:                                          |       |
|  |  |                                                             |       |
|  |  |   --> From scratch                                          |       |
|  |  |                                                             |       |
|  |  |    2.  From a text (ASCII) file                             |       |
|  |  |                                                             |       |
|  |  |    3.  From a Quick File (TM) file                          |       |
|  |  |                                                             |       |
|__|  |    4.  From a DIF (TM) file                                 |       |
   |  |                                                             |       |
   |__|                                                             |       |
      |_____|
```
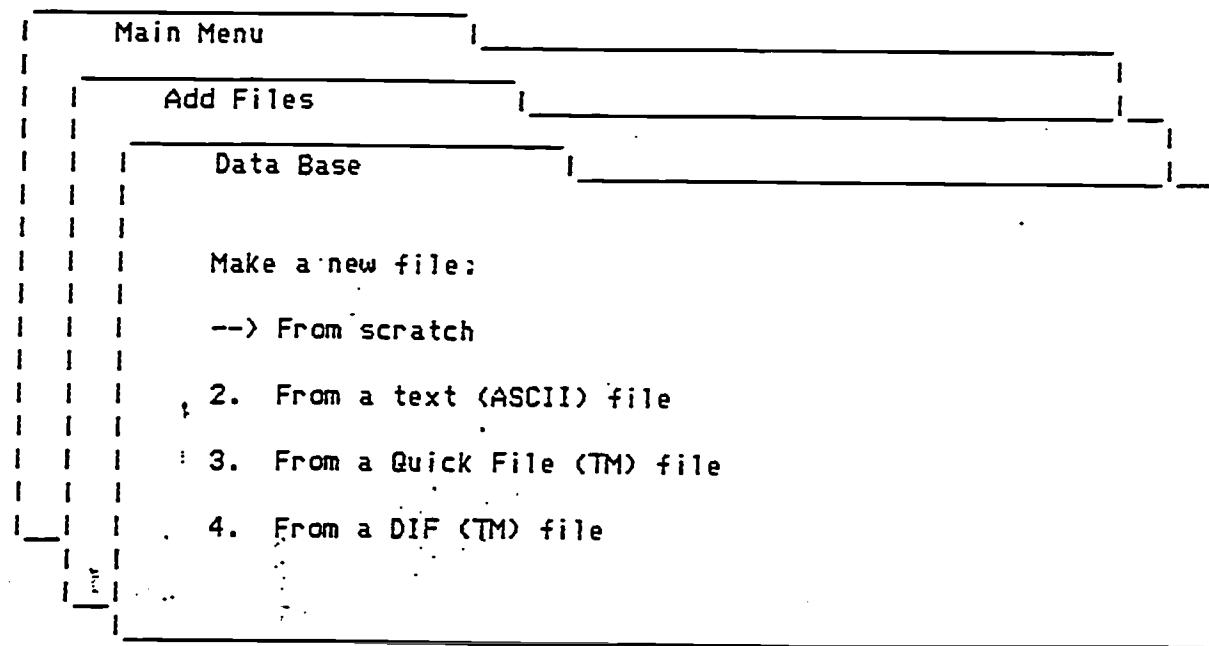
Type a name for this new file: 55K Avail.

FIGURE 6-5.   EXAMPLE OF THE DATA BASE MENU.

17.   To name the new file, type HOKKAIDO and press RETURN.   Describe what you see.

ANSWER: _____

_____

_____

D.17. ANSWER:
FILE HOKKAIDO
APPEARS ON THE
SCREEN WITH THE
CURSOR BLINKING
UNDER THE C IN
CATEGORY.
YOUR SCREEN
SHOULD APPEAR
LIKE THE
EXAMPLE SHOWN
IN FIGURE 6-6.

File: HOKKAIDO   CHANGE NAME/CATEGORY   Escape: Review/Add/Change

Category names

Category 1
                                          | Options:
                                          |
                                          | Change category name
                                          | Up arrow   Go to filename
                                          | Down arrow Go to next category
                                          | ƆI   Insert new category
                                          |
                                          |
                                          |
                                          |
                                          |
                                          |

Type entry or use Ɔ commands   55K Avail.

FIGURE 6-6.   EXAMPLE OF FILE: HOKKAIDO.

18. What is a category? You may use your own words or consult a dictionary. After you have done this, compare your answer with the answer provided for this question.

ANSWER:_____

_____

D.18. ANSWER: IN
COMPUTER DATA
BASE LANGUAGE, A
CATEGORY IS
DEFINED AS A
VERTICAL COLUMN
OF INFORMATION
IN A FILE.

19. Type the word, NAME, press OPEN-APPLE-E and then the space bar until all of the extra letters beyond name have disappeared. What happened to the cursor when OPEN APPLE-E was pressed?

ANSWER:_____

_____

D.19. ANSWER: THE
CURSOR CHANGED
FROM LINE TO
BLOCK.
YOUR SCREEN
SHOULD APPEAR
LIKE THE
EXAMPLE SHOWN
IN FIGURE 6-7.

Category names

```
NAME                                    |
                                        | Options:
                                        |
                                        | Change category name
                                        | Up arrow    Go to filename
                                        | Down arrow  Go to next category
                                        | a-I         Insert new category
                                        |
                                        |
                                        |
                                        |
                                        |
                                        |
                                        |
----------------------------------------------------------------------
Type entry or use a commands                          55K Avail.
```

FIGURE 6-7.   EXAMPLE OF ENTERING CATEGORY TITLES.

20.   Press RETURN!   What happens?

ANSWER:_____

_____

D.20. ANSWER: THE
CURSOR MOVES DOWN
A LINE AND BACK
TO THE BEGINNING
SO THAT A: NEW
CATEGORY MAY BE
ADDED TO THE FILE.

ADD A NEW CATEGORY
NOW BY TYPING
DATE.

21. Press RETURN. What happens?

ANSWER: _____

_____

D.21. ANSWER: THE
SAME ACTION AS
BEFORE EXCEPT THAT
NOW THERE ARE TWO
CATEGORIES IN THE
FILE.

22. Add two more categories following the
procedure used above; TRAINING SESSION and
ALL HANDS/DEPARTMENT. Then, press RETURN,
ESC, SPACE BAR OR RETURN. What occurs?

ANSWER: _____

_____

D.22. ANSWER:
YOU ARE READY TO
BEGIN KEEPING
RECORDS OR
RECORDING
INFORMATION IN
THE VARIOUS
CATEGORIES.
RECORD 1 OF 1
APPEARS ABOVE
THE LIST OF
CATEGORIES.
YOUR SCREEN
SHOULD APPEAR
LIKE THE
EXAMPLE SHOWN
IN FIGURE 6-8.

```
File: HOKKAIDO              INSERT NEW RECORDS      Escape: Review/Add/Change



Record 1 of 1
NAME: -
DATE: -
TRAINING SESSION: -
ALL HANDS/DEPARTMENT: -




--------------------------------------------------------------------------
Type entry or use a commands                              55K Avail.
```

FIGURE 6-8.   EXAMPLE OF INSERT NEW RECORDS.

23. Proceed as follows:

a. Type ETC ELECTRON

b. Press RETURN

c. Type today`s date

d. Press RETURN

e. Type LEAKY GRID

f. Press RETURN

g. Type EEE

Your screen should look like the example shown in Figure 6-9.

File: HOKKAIDO   INSERT NEW RECORDS   Escape: Review/Add/Change

Record 1 of 2

NAME: ETC ELECTRON
DATE: 87MAR07
TRAINING SESSION: LEAKY GRID
ALL HANDS/DEPARTMENT: EEE

Type entry or use ∂ commands   55K Avail.

FIGURE 6-9. EXAMPLE OF A NEW RECORD.

h. Press RETURN

What happens after pressing the last return?

ANSWER: _____

D.23. ANSWER:
RECORD 2 OF 2
APPEARS AND THE
CURSOR IS AGAIN
OPPOSITE THE
NAME CATEGORY
WHICH IS BLANK.

24. This time, enter the following
information:

    a. MKC OILY RAG

    b. YESTERDAY

    c. OIL LEAK

    d. ENG

Now, press RETURN then press ESC.

What happens?

ANSWER:_____

_____

D.24. ANSWER:
THE ENTIRE FILE
APPEARS,
ARRANGED IN
COLUMNS AND
ROWS OR RECORDS
AND CATEGORIES.
THE MONITOR
SCREEN SHOULD
APPEAR AS IT
DOES BELOW IN
FIGURE 6-10.

NAME	DATE	TRAINING SESSIO	ALL HANDS/DEPAR
ETC ELECTRON	87MAR07	LEAKY GRID	EEE
MKC OILY RAG	YESTERDAY	OIL LEAK	ENG

Type entry or use ∂ commands

∂-? for Help

FIGURE 6-10.   FILE ARRANGED IN COLUMNS AND ROWS.

25.   Press ESC. You should see the Main Menu
appear on the screen. This time, let's save
the file. Select that option by pressing ▶
twice. Then press RETURN. Your screen
should appear like the example shown in
Figure 6-11.

```
    Main Menu
      Save Files
      Name              Status       Document type        Size

      HOKKAIDO          New          Data Base            1K
```

Use Right Arrow to choose files, Left Arrow to undo   55K Avail.

FIGURE 6-11.   EXAMPLE OF THE SAVE FILES MENU.

26.   Press RETURN again.   What happens this time?

ANSWER: _____

_____

D.26. ANSWER:
THE PICTURE
SHOWN IN :
FIGURE 6-12
APPEARS ON
THE SCREEN.

```
 _____
 _____

Disk: Disk 2                    "HOKKAIDO"              Escape: Save Files
 _____

 |      Main Menu            |
 |                           |_____
 |  |    Save Files          |                                   |
 |  |                    |_____|__
 |  |  |   "HOKKAIDO"     |                                           |
 |  |  |             |_____|__
 |  |  |                                                            |  |
 |  |  |   You created this file                                    |  |
 |  |  |                                                            |  |
 |  |  |   1.  Save the file on the current disk                    |  |
 |  |  |                                                            |  |
 |  |  |   2.  First change to a different disk or directory        |  |
 |  |  |                                                            |  |
 |  |  |                                                            |  |
 |  |  |                                                            |  |
 |  |_ |                                                            |  |
 |  |                                                               |  |
 |_ |                                                               |  |
 |                                                                  |  |
 |_____|

Type number, or use arrows, then press Return              55K Avail.
```
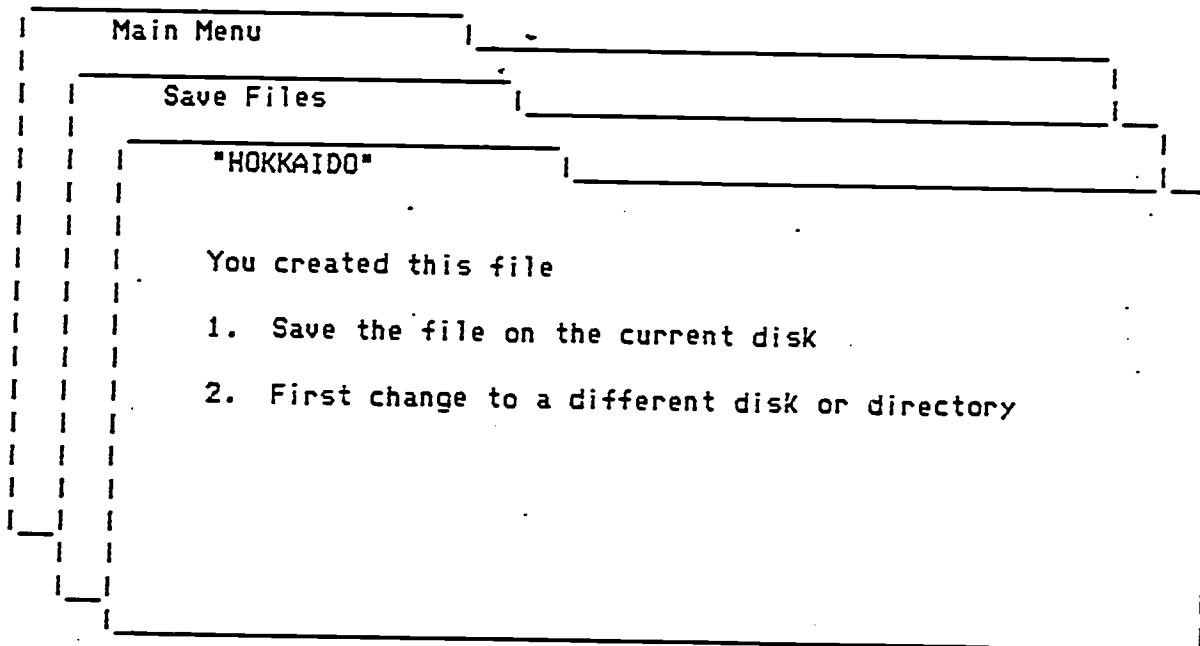
FIGURE 6-12.   EXAMPLE OF DIRECTIONS FOR THE SAVE HOKKAIDO FILE.

27.   Press RETURN a third time. How do you know your file is being saved on the disk in disk drive slot #2?

ANSWER: _____

_____

D.27. ANSWER:
THE WORDING ON
THE SCREEN
INDICATING THE
FILE IS BEING
SAVED. ALSO,
THE RED LIGHT
ON THE FRONT
OF DISK DRIVE
#2 BECOMES
ENERGIZED
MOMENTARILY.

28. You automatically return to the Main
Menu after the save complete message appears.

29. Can you create a second file to be
placed on the disk? Start by selecting
option #1. Follow the process as you did
above. This time, name the file,
MARCUS.ISLAND, use the same Categories as
with the first file, make two records as
follows:

    a. ETC BRIGHT FELLOW
        TOMORROW
        WATCHSTANDING
        EEE

    b. BMC BOWLINE
        TODAY
        SWIM CALL
        ALL HANDS

and save the disk as before. The file you
have saved should appear like the one shown
in Figure 6-13.

NAME	DATE	TRAINING SESSIO	ALL HANDS/DEPAR
ETC BRIGHT FELL	TOMORROW	WATCHSTANDING	EEE
BMC BOWLINE	TODAY	SWIM CALL	ALL HANDS

Type entry or use ⧅ commands   ⧅-? for Help

FIGURE 6-13. EXAMPLE OF THE MARCUS ISLAND FILE.

.30. Return to the Main Menu. Turn off the computer main power switch, remove the data disk from disk drive slot #2. Turn the computer main power switch back on. Then load the AppleWorks program as though you were just beginning a work session. Press DOWN ARROW four times and then RETURN. The computer screen should look like the example shown in Figure 6-14.

```
 |    Main Menu              |
 |                           |_____
 |   |   Other Activities      |_____|
 |   |                                                   |__
 |   |  1.  Change current disk drive or ProDOS prefix     |
 |   |                                                     |
 |   |  2.  List all files on the current disk drive       |
 |   |                                                     |
 |   |  3.  Create a subdirectory                          |
 | . |                                                     |
 |   |  4.  Delete files from disk                         |
 |   |                                                     |
 |   |  5.  Format a blank disk                            |
 |   |                                                     |
 |   |  6.  Select standard location of data disk          |
 |__ |                                                     |
     |  7.  Specify information about your printer(s)       |
     |_____|
```
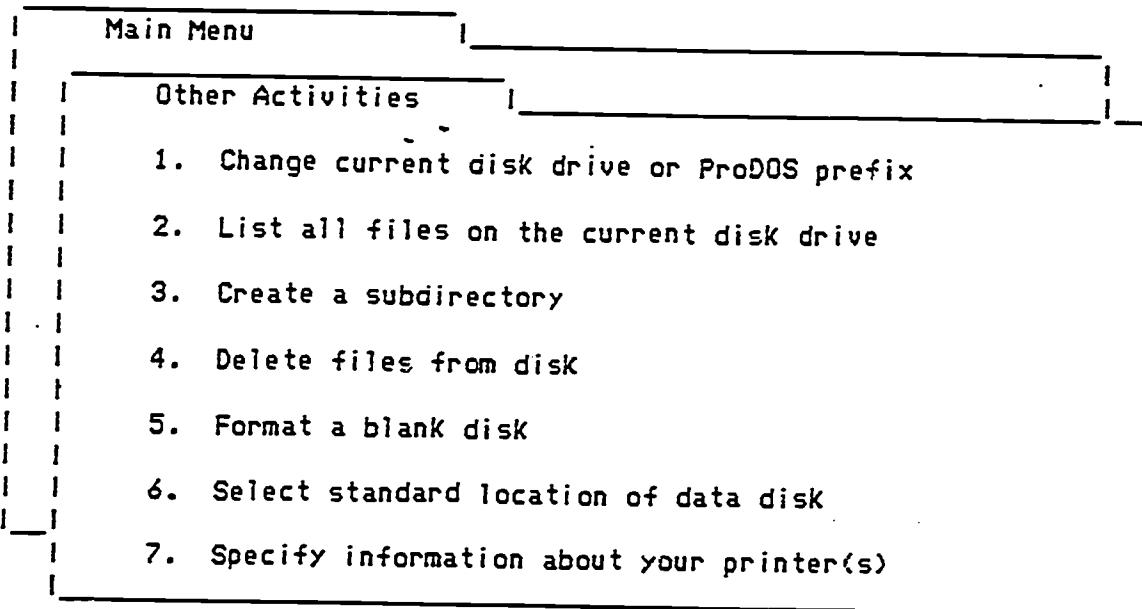
Type number, or use arrows, then press Return   55K Avail.

FIGURE 6-14.   EXAMPLE OF THE OTHER ACTIVITIES MENU.

31.   If Disk 1 is shown in the top left hand
corner of the screen, refer to the directions
in D.14. of this lesson to change it to Disk
2 and then return to this point.   Now press
DOWN ARROW once.   What happens?

ANSWER: _____

_____

_____

D.31. ANSWER: THE
COMPUTER
INDICATES IT
CANNOT FIND ANY
FILES ON THE DISK
IN DISK DRIVE #2.

THERE IS NOT ONE
THERE!
YOUR SCREEN
SHOULD APPEAR
LIKE THE
EXAMPLE SHOWN
IN FIGURE 6-15.

Disk: Disk 2   LIST ALL FILES   Escape: Other Activities

```
|      Main Menu        |_____
|   |                   |                                       |
|   |    Other Activities    |_____|_|
|   |                        |                                 |_|
|   |   |    List All Files       |_____|_|
|   |   |                         |                             |_|
|   |   |                                                       |
|   |   |                                                       |
|   |   |    Getting errors trying to read                      |
|   |   |    directory at Disk 2                                |
|   |   |                                                       |
|   |   |    1.  Try again                                      |
|   |   |                                                       |
|   |   |    2.  Try a different location                       |
|   |   |                                                       |
|___|   |                                                       |
    |   |                                                       |
    |___|                                                       |
        |_____|
```
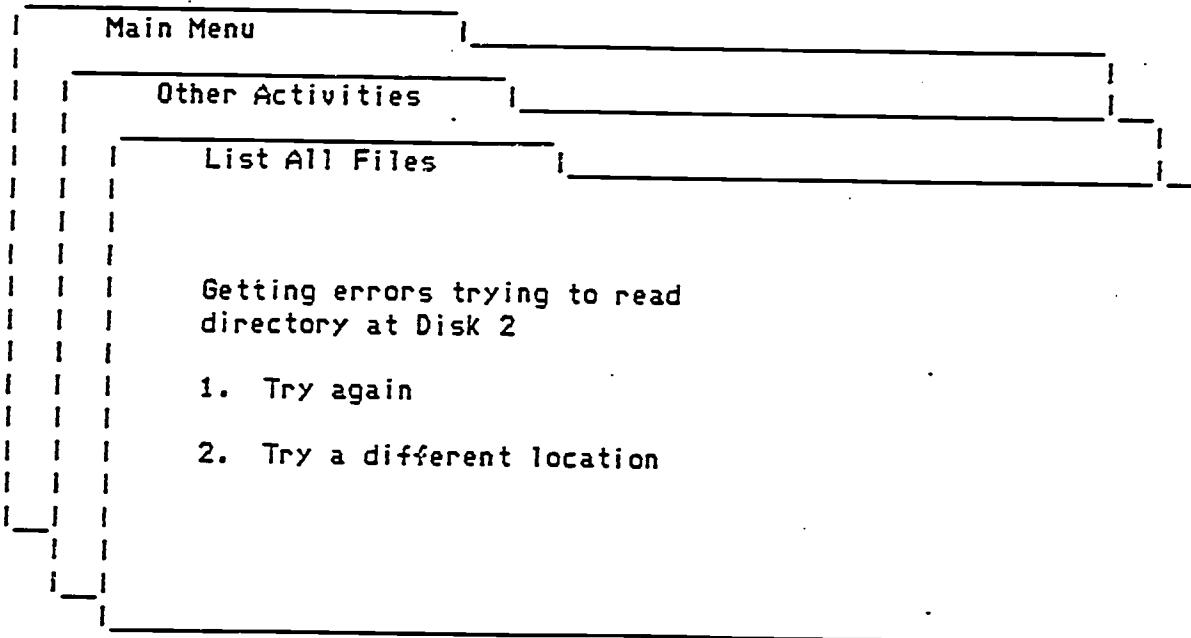
Type number, or use arrows, then press Return   55K Avail.

FIGURE 6-15.   EXAMPLE OF LIST ALL FILES WITHOUT A DATA DISK IN
               SLOT #2.

32.   Press ESC, place the data disk back in
disk drive slot #2, press DOWN ARROW once and
RETURN.   What appears this time?

ANSWER:_____

_____

D.32. ANSWER: THE
FILES BY NAME
(HOKKAIDO &
MARCUS.ISLAND),
THE TYPE OF FILE,
THE FILE SIZE AND
THE FILE REVISION
DATE.
YOUR SCREEN
SHOULD APPEAR
LIKE THE
EXAMPLE SHOWN
IN FIGURE 6.16.

Disk: Disk 2   LIST ALL FILES   Escape: Other Activities

```
I      Main Menu              I
I                             I
I   I    Other Activities     I
I   I                         I
I   I   I   List All Files    I
I   I   I   Disk volume /COAST.GUARD has 133K available
I   I   I      Name          Type of file    Size    Date      Time
I   I   I
I   I   I   HOKKAIDO          Data Base        1K    3/07/87
I   I   I   MARCUS.ISLAND     Data Base        1K    10/09/84
I   I   I
I   I   I
I   I   I
I   I   I
I   I   I
I   I   I
I__I   I
   I   I
   I__I
      I
```

Use up/down arrows to move through list   55K Avail.

FIGURE 6-16.   EXAMPLE LIST OF ALL FILES USING THE DATA DISK.

33. Return to the Main Menu and select
option 2 and press RETURN. What message are
you given?

ANSWER: _____

_____

D.33. ANSWER:
THAT THERE ARE
NO FILES ON THE
DESKTOP. YOUR
SCREEN SHOULD
APPEAR LIKE THE
EXAMPLE SHOWN
IN FIGURE 6-17.

IN ORDER TO WORK
ON FILES THEY
MUST FIRST BE
BROUGHT TO THE
DESKTOP. LET`S
SEE IF WE CAN
GET THEM ONTO
THE DESKTOP.

```
Disk: Disk 2                    MAIN MENU              Escape: Main Menu
_____

  |     Main Menu           |_____
  |                                                                  |
  |                                                                  |
  | .1.  Add files to the Desktop                                    |
  |                                                                  |
  | -->  Work with one of the files on the Desktop                   |
  |                                                                  |
  | 3.   Save Desktop     _____                |
  |                       |      Desktop Index        |              |
  | 4.   Remove files     |---------------------------|              |
  |                       |    There are no files     |              |
  | 5.   Other Activit    |     on the Desktop        |              |
  |                       |_____|              |
  | 6.   Quit                                                        |
  |                                                                  |
  |_____|

        t
        :

Press Space Bar to continue.                              55K Avail.
```

FIGURE 6-17. EXAMPLE OF A DESKTOP INDEX.

34. Press ESC and select option 1 by
pressing RETURN. Then select option 1 again.
What appears now?

ANSWER: _____

_____

D.34. ANSWER: A
LIST OF THE FILES
ON THE DATA DISK
WITH HOKKAIDO
HIGHLIGHTED.
YOUR SCREEN
SHOULD APPEAR
LIKE THE
EXAMPLE SHOWN
IN FIGURE 6-18.

Disk: Disk 2   APPLEWORKS FILES   Escape: Add Files

```
|      Main Menu              |
|                            |
|  |    Add Files            |
|  |                        |
|  |  |   AppleWorks files      |
|  |  |   Disk volume /COAST.GUARD has 133K available
|  |  |      Name          Type of file     Size    Date      Time
|  |  |
|  |  |   HOKKAIDO          Data Base         1K    3/07/87
|  |  |   MARCUS.ISLAND     Data Base         1K   10/C9/84
```

Use Right Arrow to choose files, Left Arrow to undo   55K Avail.

FIGURE 6-18. EXAMPLE OF A LIST OF FILES ON THE DATA DISK.

35. Press RETURN. What happens?

ANSWER:_____ - _ . .

_____

D.35. ANSWER: THE
CATEGORIES AND
RECORDS OF THE
HOKKAIDO FILE
ARE LISTED ON
THE SCREEN.
YOUR SCREEN
SHOULD APPEAR
LIKE THE
EXAMPLE SHOWN
IN FIGURE 6-19.

File: HOKKAIDO   REVIEW/ADD/CHANGE   Escape: Main Menu

Selection: All records

NAME	DATE	TRAINING SESSIO	ALL HANDS/DEPAR	
ETC ELECTRON	87MAR07	LEAKY GRID	EEE	
MKC OILY RAG	YESTERDAY	OIL LEAK	ENG	

Type entry or use ∂ commands   ∂-? for Help

FIGURE 6-19. EXAMPLE OF THE HOKKAIDO FILE.

36. Press ESC. Then repeat the operation
and get similar information of the screen for
the Marcus Island file. This time you must
highlight Marcus Island before pressing
RETURN.

37. Return to the Main Menu by pressing ESC.
Then press DOWN ARROW once and then RETURN.
What do the previous two steps accomplish?

ANSWER: _____

_____

D.37. ANSWER:
THE OPERATION
BROUGHT BOTH
FILES TO THE
DESKTOP.
YOUR SCREEN
SHOULD APPEAR
LIKE THE
EXAMPLE SHOWN
IN FIGURE 6-20.

43

```
I        Main Menu                  I
I                                                                      I
I                                                                      I
I     1.  Add files to the Desktop                .                    I
I                                                                      I
I   --> Work with one of the files on the Desktop                      I
I                                                                      I
I     3.  Save Desktop   I        Desktop Index        I               I
I                        I------------------------------I               I
I     4.  Remove files   I 1.   HOKKAIDO          DB  I                 I
I                        I 2.   MARCUS.ISLAND    DB  I                 I
I     5.  Other Activit  I_____I               I
I                                                                      I
I     6.  Quit                                                         I
I                                                                      I
I                                                                      I
```

Type number, or use arrows, then press Return   54K Avail.

FIGURE 6-20.   EXAMPLE OF A DESKTOP INDEX.

38. After selecting the Main Menu again, move to option 5, OTHER ACTIVITIES and press RETURN.   Your screen should appear like the example shown in Figure 6-21.   Then, select option 5 from the OTHER ACTIVITIES menu. What is the function of this program?

ANSWER: _____

_____

D.38. ANSWER: IT
ALLOWS YOU TO
FORMAT A NEW
DISK FOR USE
WITHOUT HAVING
TO SHIFT TO THE
PRODOS.USERS
DISK AS WAS DONE
BEFORE WE MADE
OUR FILES,
HOKKAIDO AND
MARCUS.ISLAND.

Disk: Disk 2   OTHER ACTIVITIES   Escape: Main Menu

```
|      Main Menu              |
|                       _____|
|  |     Other Activities   |                               |_
|  |                                                          |
|  |   1.   Change current disk drive or ProDOS prefix        |
|  |                                                          |
|  |   2.   List all files on the current disk drive          |
|  |                                                          |
|  |   3.   Create a subdirectory                             |
|  |                                                          |
|  |   4.   Delete files from disk                            |
|  |                                                          |
|  |   5.   Format a blank disk                               |
|  |                                                          |
|  |   6.   Select standard location of data disk             |
|__|                                                          |
|  |   7.   Specify information about your printer(s)          |
|                                                             |
```

Type number, or use arrows, then press Return   54K Avail.

FIGURE 6-21.   EXAMPLE OF OTHER ACTIVITIES MENU.

39. Now that you know how to build a simple
data base file, it's time for an introductory
lesson about printers. We'll return to Data
Base and file construction later.

B.8.   ?   SOUTH ARROW

C.1.   ANS   SOUTH ARROW

D.1.   ?   SOUTH/SOUTH ARROWS

D.15. ANS   SOUTH ARROW

D.25.   ?   SOUTH ARROW