ABSTRACT
        This manual was developed for use as a "how to"
training device and provides a step-by-step introduction to using
AppleWorks in the database mode. Instructions are given to prepare
the original database with the headings of the user's choice.
Inserting information records in the new database is covered, along
with changing the layout of the database after several records have
already been entered. Each step of the entire operation is
accompanied by views of the screen. The guide can be used with either
Apple IIe or IIGS computers with dual disk drives and an 80-column
card. This instruction manual uses AppleWorks version 1.3. (MVL)

BUILDING HIGH SCHOOL SCIENCE DEPARTMENT INVENTORY RECORDS

USING THE APPLEWORKS DATA BASE SUBPROGRAM AND APPLE IIe OR GS COMPUTERS

By

LCDR Richard M. Schlenker USCGR
DoDDS-Pacific/Education Division
Futenma Box 796
FPO Seattle, WA 98772-0005

June 1988

INTRODUCTION

"Building High School Science Department Inventory Records Using The AppleWorks...Computers" was developed for use as a "how to" training device. It can be used with either Apple IIe or IIGS computers which have a Duodisk or two disk drives and an 80 column card installed. Its development was accomplished using an Apple Duodisk drive, 5 1/4" floppy disks, and the 1.3 Version of the AppleWorks program. Generally, other versions of the AppleWorks program as well as the smaller disk drives, presently available on the market, may be used in conjunction with the document. If the document is to be used as it was intended at the time of its development, users must have the following items available to them:

1. Apple II series computer.

2. A Duodisk drive or two disk drives.

3. AppleWorks startup and AppleWorks program disks. These items may be located on opposite sides of the same computer disk.

4. One data disk.

The following skills must be mastered by users before the document can be used as it was intended. Users must be able to:

1. Turn on the Apple computer.

2. Identify the location of slots 1 and 2 of the Duodisk drive or the difference between drives 1 and 2 of some other drive arrangement.

3. Bootup the AppleWorks program.

4. Format blank data disks (blank, unused disks must be formatted before information can be stored on them). This task may be accomplished using the AppleWorks program "Main Menu" option 5 (Other Activities) and option 5 of the "Other Activities" menu.

After building a file like the one described in this document, users should be able to set up data base files like the one described herein. Once a data base file, like the one described here, has been constructed and saved on a data disk users should attempt to modify the file such that it will better fit their individual needs. Additional guidance in this regard may be found in the AppleWorks manual which accompanies the purchase of the program. Manuals are also available from many bookstores.

Mistakes found in this document are mine.

RMS

STEPS   **DIRECTIONS**

01. PROGRAM LOADING. Load the AppleWorks program into the
computer. With this task completed, your screen should look
like Figure 1 (the "Main Menu" is on the screen). In the
upper left corner of the screen, you should find the numeral
"2" following the second word "Disk." If this is the case,
proceed to step 02. If the numeral is "1," go to step
number 05.

Disk: Disk 2   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   a-? for Help

Figure 1. The Computer Screen With Disk Drive Two Selected.

02. ADDING FILES TO THE DESKTOP. Select option #1, "Add
Files to the Desktop." It is high lighted (usually in
green, but the actual color depends on the type of equipment
you have) so you should press the RETURN key once. Your
screen should look like the picture shown in Figure 2
following this action.

3
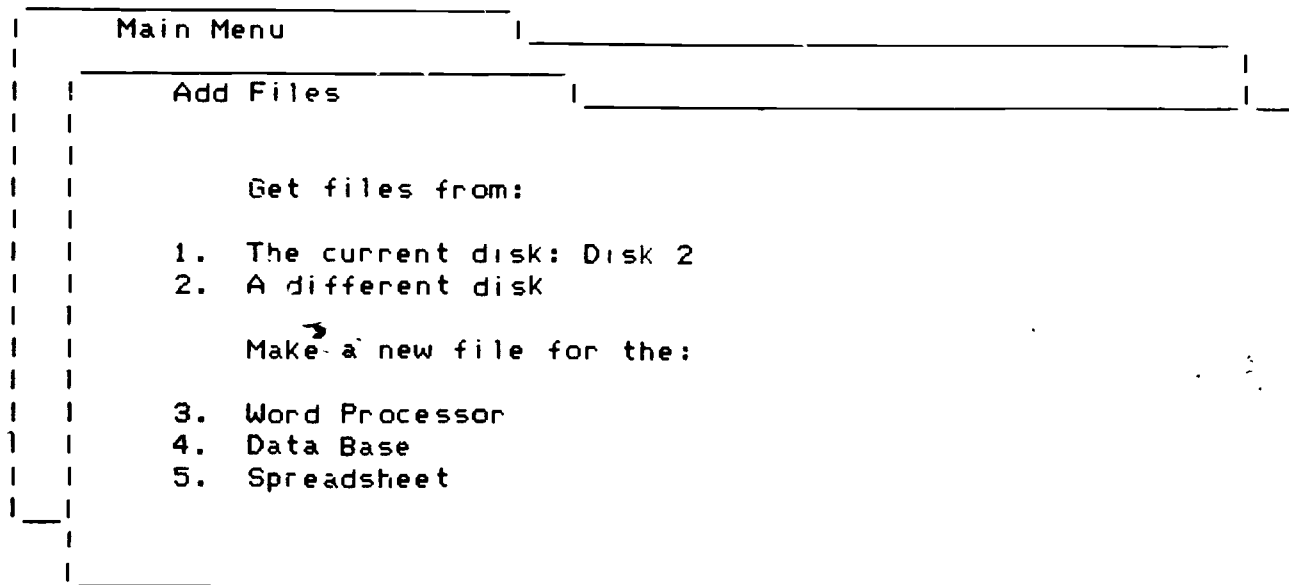
```
Disk: Disk 2                    ADD FILES                    Escape: Main Menu
_____

|     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                    45K Avail.
```

Figure 2.   The Screen After Selecting, the "Add Files to the
            Desktop" Option.

03.   SELECTING DATA BASE.   Select "Data Base" from the "Add
Files" menu as follows:

    a.   Press the numeral "4" key.

      b.   Press the RETURN key once.   This action should
bring you to the "Data Base" menu and the screen will appear
as does the picture in Figure 3.

4

```
 _____
|      Main Menu         |_____
|   _____                                          |
|  |     Add Files        |_____     |_
|  |   _____                               |   |
|  |  |    Data Base         |_____|__ |   /
|  |  |                                                                  | |
|  |  |                                                                  |'|
|  |  |   Make a new file:                                               | |
|  |  |                                                                  | |
|  |  |   1.  From scratch                                              '| |
|  |  |      ->                                                          '| |
|  |  |   2.  From a text (ASCII) file                                   | |
|  |  |                                                                  | |
|  |  |   3.  From a Quick File (TM) file                          >     | |
|  |  |                                                                  | |
| _|  |   4.  From a DIF (TM) file                                       | |
|  |  |                                                                  | |
|  |__|                                                                  | |
|    |_____|
```

Type number, or use arrows, then press Return   45K Avail.

Figure 3.   The "Data Base" Menu.

04.   If you have successfully reached this point, jump to
step 07.

05.   SELECTING A DIFFERENT DRIVE.   .f the screen looks like
the picture shown in Figure 4 (not. the #1 in the upper left
corner of the Figure), select option #2, "A different disk,"
from the "Main Menu."   To do this:

5

```
|      Main Menu                 |
|                               |
|  |      Add Files             |                               |
|  |                                                            |
|  |                                                            |
|  |          Get files from:                                   |
|  |                                                            |
|  |          1.   The current disk: Disk 1                     |
|  |          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 4.   Computer Screen With "Disk: Disk 1" Selected.

    a.   Press the DOWN-ARROW key once.

    b.   Press the RETURN key once. Following this action, the screen should shift so that it appears like the picture shown in Figure 5.
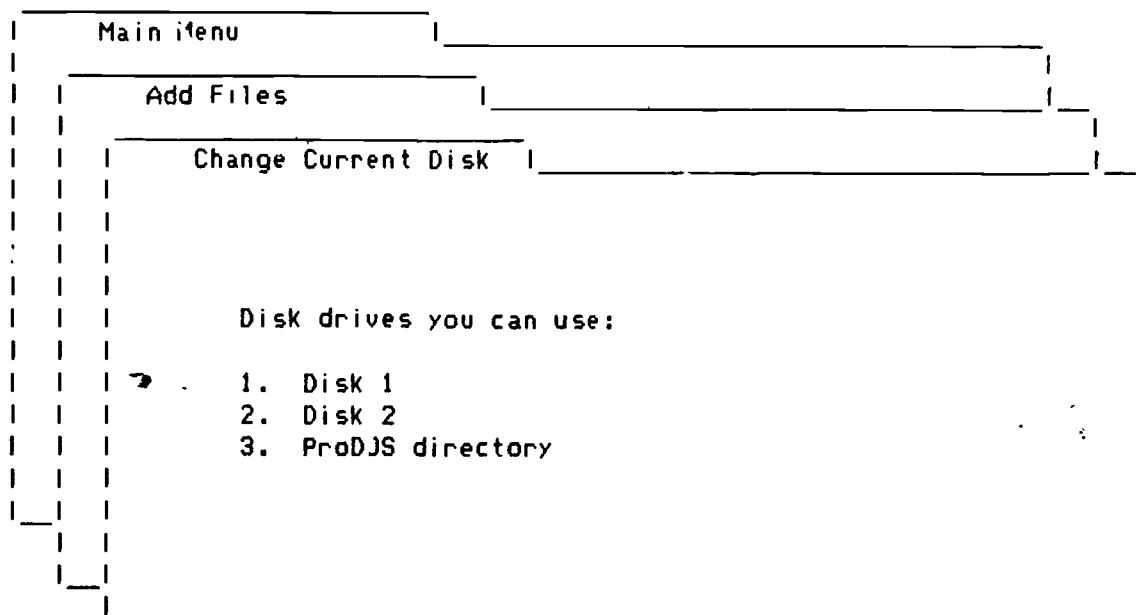
```
Disk: Disk 1                   CHANGE CURRENT DISK              Escape: Add Files
_____

   |        Main Menu              |_____
   |   |_____                                           |
   |   |      Add Files            |_____|__
   |   |   |_____                                         |
   |   |   |     Change Current Disk  |_____|__
   |   |   |                                                           |
   |   |   |                                                           |
   :   |   |                                                           |
   |   |   |                                                           |
   |   |   |         Disk drives you can use:                          |
   |   |   |                                                           |
   |   |   | ➤  .   1.  Disk 1                                         |
   |   |   |        2.  Disk 2                                         |
   |   |   |        3.  ProDJS directory                              |
   |   |   |                                                           |
   |__|   |                                                           |
       |   |                                                           |
       |__|                                                           |
          |_____|

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

Figure 5.   The Screen After Choosing, "A different disk"
            Option.

     c.   Select option #2, "Disk 2" by pressing the
DOWN-ARROW key once followed by the RETURN key once.   The
screen should have changed following this action so that it
appears as it did in Figure 2.

06.   STEP 03.   Now, complete step 03 and then jump to step
07.

07.   SELECTING FROM SCRATCH.   With the screen appearing as
it does in Figure 3 select option #1 (it is high
lighted),"From scratch."   To do this:

     a.   Press the RETURN key once.   The picture you see on
the screen will change so that it looks like the one shown
in Figure 6 below.

7

```
|    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: 45K Avail.

Figure 6.   The Screen Showing The "From Scratch" Option Of
            The "Data Base" Menu Selected.

08. NAMING THE FILE. Directions at the bottom of the screen
tell you to name the the new file. To do this:

     a.   Type "SCIENCE INV."   The screen will now be
identical to the picture shown in Figure 7.

8

10

```
Disk: Disk 2                    DATA BASE              Escape: Erase entry
_____

    |      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:  SCIENCE INV                   55K Avail.
```

Figure 7.   The Monitor Screen Showing The File Name.

b.   Press the RETURN key once.   The screen should look
like the picture shown in Figure 8.

Category names
=== ===================================

Category 1 |
                                          | Options:
                                          |
                                          | Change category name
                                          | Up arrow   Go to filename
                                          | Down arrow   Go to next category
                                          | @-I   Insert new category
                                          |
                                          |
            ◄ |
                                          |
                                          |
                                          |
                                          |
                                          |
                                          |

Type entry or use @ commands   55K Avail.

Figure 8.   The Computer Screen Showing The Basic Data Base
            File Prior To The Insertion Of Category Names.

09.   CHANGING CURS_ .S.   Insure that you are using the
blinking block cursor and not the blinking line cursor.   If
the monitor screen shows a blinking line cursor, press the
OPEN-APPLE and "E" keys at the same time to switch to the
blinking block cursor (to switch back to the blinking block
cursor, press the OPEN-ARROW and "E" keys at the same time).

10.   INSERTING CATEGORY NAMES.   Insert the first category
name.   This is accomplished as follows:

     a.   Press the CAPS-LOCK key down so that the machine
will type only capital letters.

     b.   Type "ITEM."

     c.   Press the SPACE-BAR several times to erase the
remaining letters and number in the original "Category 1."

10

```
-ile: SCIENCE INV          CHANGE NAME/CATEGORY    Escape: Review/Add/Change



Category names
====================================================================
ITEM                                 |
                                     | Options:
                                     |
                                     | Change category name
         ↰  .                        | Up arrow    Go to filename
                                     | Down arrow Go to next category
                                     | ⌐-I         Insert new category
                                     |
                                     |
                                     |
                                     |
                                     |
                                     |
                                     |
                                     |
-------------------------------------------------------------------------
Type entry or use ⌐ commands                              55K Avail.
```

Figure 9. The Computer Screen After Typing "ITEM

        d.   Press the RETURN key once. The screen should look
like Figure 10.

        e.   Type, "DESCRIPTION," and then press the RETURN key
once. See Figure 11.

11

File: SCIENCE INV   CHANGE NAME/CATEGORY   Escape: Review/Add/Change

Category names
==
ITEM |
                                          | Options:
                                          |
                                          | Type category name
           ↴ . | Up arrow   Go to previous category
                                          |
                                          |
                                          |
                                          |
                                          |
                                          |
                                          |
                                          |
--|---------------------------------
Type entry or use 2 commands   55K Avail.

Figure 10.   The Computer Screen After Entering The "ITEM"

Category names
```
================================================================
ITEM                               |
DESCRIPTION                        | Options:
                                   |
                                   | Type category name
                                   | Up arrow   Go to previous category
                                   |
                                   |
                                   |
                                   |
                                   |
                                   |
                                   |
                                   |
                                   |
                                   |
-----------------------------------------------------------------
```
Type entry or use a commands   55K Avail.

Figure 11.   The Monitor Screen After Entering The
             "DESCRIPTION" Category.

     f. Insert additional categories titled "IDENTIFICATION
NO, QTY, STORAGE LOCATION, SOURCE" and "COURSE/S"   Press
the RETURN key once after typing each category name as wa:
done above.   The screen should look like the picture in
Figure 12.   At this point, the cursor is located on the line
below "COURSE/S."

13

```
File: SCIENCE INV            CHANGE NAME/CATEGORY     Escape: Review/Add/Change



Category names
===============================================================================
ITEM                                    |
DESCRIPTION                             | Options:
IDENTIFYING NO                          |
QTY                                     | Type category name
STORAGE LOCATION                        | Up arrow    Go to previous category
SOURCE                                  |
COURSE/S                                |
                                        |
                                        |
                                        |
                                        |
                                        |
                                        |
                                        |
                                        |
-------------------------------------------------------------------------------
Type entry or use @ commands                               55K Avail.
```

Figure 12.   The Computer Screen Showing 7 Categories.

        g. Press the ESC (escape) key once.   The screen now
looks like the picture shown in Figure 13.

14

```
----------------------------------------------------------------------

File: SCIENCE INV              REVIEW/ADD/CHANGE           Escape: Main Menu



Category names
============================================================================



                  This file does not yet contain
          ⇥ .     any information.  Therefore, you
                  will automatically go into the
                  Insert New Records feature.





          _____
Press Space Bar to continue                                    55K Avail.

----------------------------------------------------------------------
```

Figure 13.   The Computer Screen After Escaping From The
             "CHANGE NAME/CATEGORY" Function.

     h.   Press the SPACE-BAR once.   The screen changes so
that it appears like the screen shown in Figure 14 and the
file is ready for the entry of real data.

15

```
File: SCIENCE INV          INSERT NEW RECORDS     Escape: Review/Add/Change



Record 1 of 1
=====================================================================
ITEM: -
DESCRIPTION: -
IDENTIFYING NO: -
QTY: -
STORAGE LOCATION: -
SOURCE: -
COURSE/S: -




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

Figure 14.   The Computer Screen Showing A Blank Record In
             The File.

11.   DATA ENTRY.   Insert data in the first two records.
This accomplished as follows:

     a.   Type the information to be entered in a category.

     b.   Press the RETURN key once.

     c.   Type information in the next category and press the
RETURN key once.

     d.   Use the UP-ARROW key after pressing the RETURN key
to return to a category where a mistake has been made.

     e.   Complete the first record (make an entry in every
category).   An example of a complete record is shown in
Figure 15.

16

Record 1 of 1
===
ITEM: Beaker
DESCRIPTION: 250ML
IDENTIFYING NO: None
QTY: 25
STORAGE LOCATION: C-3-8
SOURCE: Carolina
COURSE/S: Chemistry, Biology

Type entry or use 2 commands   55K Avail.

Figure 15.   The Computer Screen Showing A Completed Record.

     f.   If the computer does not move automatically from record 1 to record 2, follow the directions on the monitor screen. See Figure 16.

17

File: SCIENCE INV   INSERT NEW RECORDS   Escape: Review/Add/Change

_____

Record 2 of 2
=== ===
ITEM: -
DESCRIPTION: -
IDENTIFYING NO: -
QTY: -
STORAGE LOCATION: -
SOURCE: -
COURSE/S: -

Type entry or use ? commands   55K Avail.

_____

Figure 16.   The Monitor Screen Showing A Blank Record 2

        g.   Complete record 2.   The screen should appear
similar to the example shown in Figure 17.

Record 2 of 2
═══
ITEM: Slide
DESCRIPTION: Mitosis
IDENTIFYING NO: 32185
QTY: 20
STORAGE LOCATION: A-2-8
SOURCE: Wards
COURSE/S: Life Science, Biology

Type entry or use ⌂ commands   55K Avail.

Figure 17.   An Example Of Completed Record 2.

12.   COMPUTER FORMAT CHANGE.   After inserting information in
the first two records, press the OPEN-APPLE and   the   "Z"
(zoom) keys at the same time.   The screen will now appear
similar to the example provided in Figure 18 (if you want to
return to the original format, press the OPEN-APPLE and the
"Z" again).

19

```
File: SCIENCE INV          REVIEW/ADD/CHANGE          Escape: Main Menu

Selection: All records


ITEM            DESCRIPTION     IDENTIFYING NO  QTY             STORAGE LOCATIO
================================================================================
Beaker          250ML           None            25              C-3-8
Slide           Mitosis         32185           20              A-2-8




        ☞



------------------------------------------------------------------------
Type entry or use ⌘ commands                                ⌘-? for Help
```

Figure 18.   The Monitor Screen After A Format Change.

13.   LAYOUT CHANGE.   Press the OPEN-APPLE and the "L"
(layout) keys at the same time.   This action will allow
changes in the column widths and the like to be made.   See
Figure 19.

20

```
File: SCIENCE INV          CHANGE RECORD LAYOUT     Escape: Review/Add/Change
```

```
=================================================================

            --> or <--   Move cursor
             >  ?   <    Switch category positions
            --> ?  <--   Change column width
            ?-D          Delete this category
            ?-I          Insert a previously deleted category
       ¯?
----------------------------------------------------------------

ITEM           DESCRIPTION      IDENTIFYING NO  QTY          STORAGE LOCATIO
---------      ---------------  --------------  -----------  --------------
Beaker         250ML            None            25           C-3-8
Slide          Mitosis          32185           20           A-2-8


-------------------------------------------------------------- More --->
Use options shown above to change record layout                55K Avail.
```

Figure 19.   Picture Of The Change Layout Menu.

    a.   Alter the file to fit your desires by following the directions provided on the screen.   See Figure 20.

```
File: SCIENCE INV            CHANGE RECORD LAYOUT     Escape: Review/Add/Change


=====================================================================

                    --> or <--  Move cursor
                     >  ∂  <     Switch category positions
                    --> ∂ <--    Change column width
                    ∂-D          Delete this category
                    ∂-I          Insert a previously deleted category


------------------------------------------------------------------------------


ITEM    DESCRIPTION IDENTIFYING NO QTY STORAGE LOCATIO SOURCE   COURSE/S
------  ----------- ------------- --- --------------- -------- ---------------
Beaker  250ML       None           25 C-3-8           Carolina Chemistry, Biol
Slide   Mitosis     32185          20 A-2-8           Wards    Life Science, B


---------------------------------------------------------------- More --->
Use options shown above to change record layout                  55K Avail.


Figure 20.  Example Of An Altered Layout.
```

        b.   Press the ESC key once. The screen will appear
similar to the example shown in Figure 21.

```
========================================================================

                  What direction should the cursor
                  go when you press Return?

                       1.   Down (standard)
                       2.   Right

--------------------------------------------------------------------------

ITEM    DESCRIPTION IDENTIFYING NO QTY STORAGE LOCATIO SOURCE    COURSE/S
------  ----------- -------------- --- --------------- --------  --------------
Beaker  250ML       None            25  C-3-8           Carolina Chemistry, Biol
Slide   Mitosis     32185           20  A-2-8           Wards    Life Science, B


--------------------------------------------------------------- More --->
Type number, or use arrows, then press Return                    55K Avail.
```

Figure 21.   Step One Of The Escape The "CHANGE RECORD
             LAYOUT" Process.

        c.   Press the ESC key once (a second time).   The
monitor screen changes to appear similar to the example in
Figure 22.

23

```
File: SCIENCE INV              REVIEW/ADD/CHANGE              Escape: Main Menu

Selection: All records


ITEM    DESCRIPTION IDENTIFYING NO QTY STORAGE LOCATIO SOURCE    COURSE/S
========================================================================
Beaker  250ML       None           25  C-3-8            Carolina Chemistry, Biol
Slide   Mitosis     32185          20  A-2-8            Wards    Life Science, B




                      ----------------------------------------------------------
Type entry or use ∂ commands                                    ∂-? for Help
```

Figure 22.   The Monitor Screen Showing The Inventory File.

14.   FILE SAVE.   Press the OPEN-APPLE and the "S" keys at
the same time to save the file on a the data disk in slot or
drive two.

15.   ADDITIONAL DATA ENTRY.

      a.   Press the OPEN-APPLE and the "Z" keys at the same
time to switch formats.

      b.   Press the RETURN key several times to move to the
bottom of record 2.   See Figure 23;   follow the directions
on the screen.

```
File: SCIENCE INV            INSERT NEW RECORDS      Escape: ˉeview/Add/Change

Selection: All records


Record 2 of 2
===================================== ===========================================


                    'ou are now past 'he last record
                    of your file and can now start
                    typing new records at the end.




-----------------------------------------------------------------------------
Dc you really want to do this?  No  Yes
```

Figure 23. The Screen After Passing Record 2.

    c. Press The RIGHT-ARROW key once.

    d. Press the RETURN key once.   The screen should appear like the picture in Figure 24.

Record 3 of 3
==

ITEM: -
DESCRIPTION: -
IDENTIFYING NO: -
QTY: -
STORAGE LOCATION: -
SOURCE: -
COURSE/S: -

Type entry or use ∂ commands   55K Avail.

Figure 24.   Record 3.

16.   FILE SAVE.   Press the OPEN-APPLE and the "S" keys at the same time to save the file.

17.   RETURN TO MAIN MENU.   Return to the "Main Menu" by pressing the ESC key once.