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ABSTRACT

This guide was developed as a "how to" training device for merging database and word processing files using Appleworks and the Apple IIe computer with a Duodisk or two disk drives. Step-by-step directions are provided for transferring the database file, printing the file, moving to the word processor file, and merging documents. Also included are directions for altering the width of the database information. For each step, a diagram of the of the screen display is included. (GL)

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**MERGING DATA BASE AND  
WORD PROCESSING  
FILES**

**USING APPLEWORKS V1.3 AND THE  
APPLE IIe COMPUTER  
FIRST EDITION**

ED314010

By

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Richard M. Schlenker

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## INTRODUCTION

"Merging Data Base And Word Processing Files Using AppleWorks V1.3 And The Apple IIe Computer" was developed for use as a "how to" training device. It can be used with Apple IIe computers which have a Duodisk or two disk drives. Its development was accomplished using an Apple Duodisk drive, 5 1/4" floppy disks, and the 1.3 Version of the AppleWorks program. The pictures one sees in the Figures of this document are those that will be seen when V1.3 of the AppleWorks program is used to merge data base files into word processor files. Generally, other versions of the AppleWorks program, as well as the smaller disk driver 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 development, users must have the following items available to them:

1. Apple IIe computer.
2. A Duodisk 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 upon which is stored, a word processor and a data base file.

If this document is to be used as it was intended, users must know how to:

1. Turn on the computer.
2. Bring word processor and data base files from a data disk to the computer desktop.

After using this document, Apple IIe computer operators should be able to use AppleWorks V1.3 to transfer data base files into word processing documents. Additional guidance in this regard may be found in the AppleWorks program manual which accompanies the purchase of the program. Manuals are also available from many bookstores.

Mistakes found in this document are our's.

RMS  
DSS

**S  
T  
E  
P  
S**

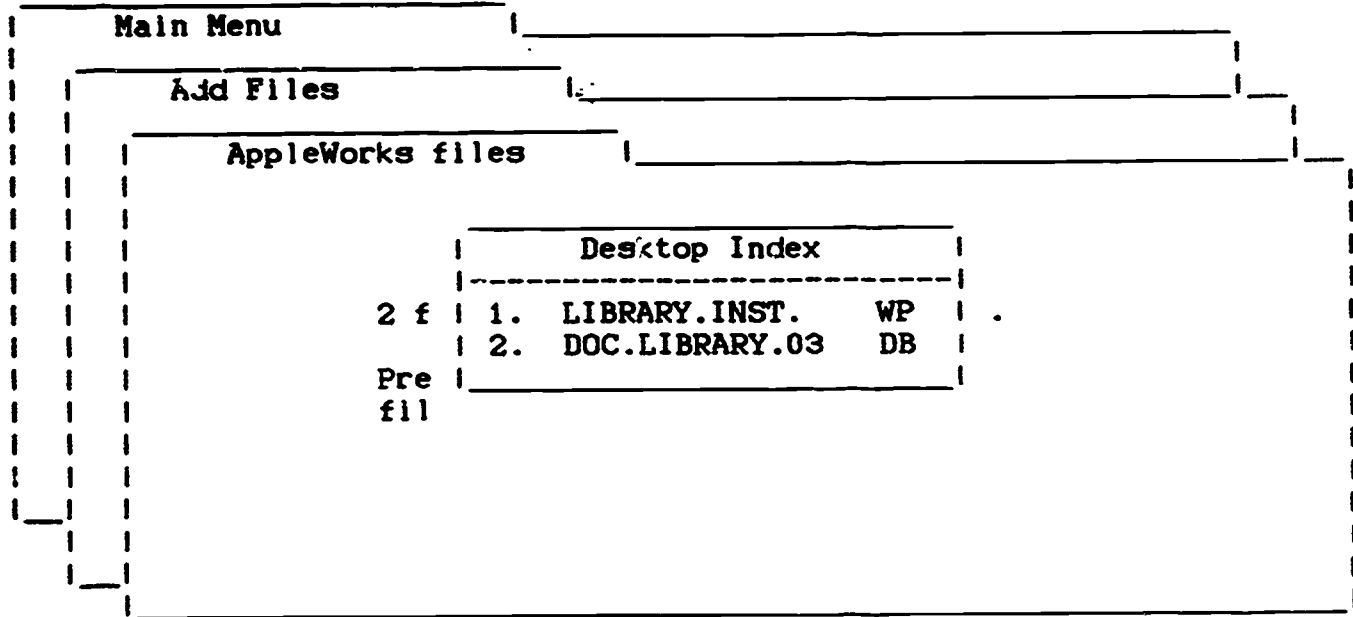
**DIRECTIONS**

01. File Loading. Bring the data base file and the word processing file with which you wish to work to the desktop.
02. Transferring The Data Base File.
  - a. Selecting the data base file.
    - (1) Press the OPEN-APPLE and the "Q" (quick switch) keys at the same time (see Figure 1).

File: None

APPLEWORKS FILES

Escape: Main Menu



Type number, or use arrows, then press Return

17K Avail.

Figure 1. The Monitor Screen Showing The Quick Switch Function.

(2) Using the DOWN-ARROW key if necessary, highlight the data base file.

(3) Press the RETURN key once. Figure 2 shows an example of a data base file.

File: DOC.LIBRARY.03

REVIEW/ADD/CHANGE

Escape: Main Menu

Selection: All records

DOC. N DOC. T KEY WORD SUBJECT TITLE AUTHOR DATE DISK NO DOC. FORM DOC. RCVR/US

DOC. N	DOC. T	KEY WORD	SUBJECT	TITLE	AUTHOR	DATE	DISK NO	DOC. FORM	DOC. RCVR/US
00001	WP	Training	FESEC S	Instr	Schlen	Sep	000001	Instructi	LORSTA's
00002	WP	Training	Communi	Radio	Schlen	Sep	000001	Lesson P1	LORSTA's
00003	WP	Training	Communi	Messa	Schlen	Sep	000001	Lesson P1	LORSTA's
00004	WP	Training	Instruc	Lesso	Schlen	Sep	000001	Lesson P1	LORSTA's
00005	WP	Training	Human R	HR/CI	Schlen	Sep	000001	Lesson P1	LORSTA's
00006	WP	Training	Safety	Gener	Schlen	Sep	000001	Lesson P1	LORSTA's
00007	WP	Training	Safety	Elect	Schlen	Sep	000001	Lesson P1	LORSTA's
00008	WP	Training	Safety	Motor	Schlen	Sep	000001	Lesson P1	LORSTA's
00009	WP	Training	Safety	Fuel1	Schlen	Sep	000001	Lesson P1	LORSTA's
00010	WP	Training	Safety	Power	Schlen	Sep	000001	Lesson P1	LORSTA's
00011	WP	Training	Safety	Prote	Schlen	Sep	000001	Lesson P1	LORSTA's
00012	WP	Training	Records	Recor	Schlen	Dec	000002	Letter	LORSTA's
00013	WP	Training	Lesson	Use o	Schlen	Dec	000002	Letter	LORSTA's
00014	WP	Training	Trainin	FESEC	Schlen	Dec	000002	Letter	LORSTA's
00015	WP	Training	Trainin	FESEC	Schlen	Dec	000002	Letter	LORSTA's

Type entry or use @ commands

@-? for Help

Figure 2. The Monitor Screen Showing An Example Data Base File.

b. Printing The Data Base File.

(1) Press the OPEN-APPLE and the "P" keys at the same time (see Figure 3).

---

File: DOC.LIBRARY.03  
Report: None

REPORT MENU

Escape: Review/Add/Change

- 
1. Get a report format
  2. Create a new "tables" format
  3. Create a new "labels" format
  4. Duplicate an existing format
  5. Erase a format

---

Type number, or use arrows, then press Return

17K Avail.

---

Figure 3. The Monitor Screen After Selecting The Print Option.

- (2) Use the ARROW key if necessary to highlight the "Create a new tables format."
- (3) Press the RETURN key once. Your monitor screen should appear similar to the picture shown in Figure 4.

---

File: DOC.LIBRARY.03  
Report: None

NAME THE NEW REPORT

Escape: Report Menu

---

Type a name for the report:

18K Avail.

---

Figure 4. The Monitor Screen After Selecting The Create Tables Option.

- (4) Type a name for your report. An example is provided in Figure 5.

---

File: DOC.LIBRARY.03  
Report: None

NAME THE NEW REPORT

Escape: Erase entry

---

Type a name for the report: LIBRARY

18K Avail.

---

Figure 5. The Monitor Screen Showing An Example Report Name.

(5) Press the RETURN key once (see Figure 6).



File: DOC.LIBRARY.03  
Report: LIBRARY  
Selection: All records

REPORT FORMAT

Escape: Report Menu

```
-----  
--> or <-- Move cursor          @-J Right justify this category  
> @ < Switch category positions  @-K Define a calculated category  
--> @ <-- Change column width    @-N Change report name and/or title  
@-A Arrange (sort) on this category  @-O Printer options  
@-D Delete this category            @-P Print the report  
@-G Add/remove group totals        @-R Change record selection rules  
@-I Insert a prev. deleted category  @-T Add/remove category totals  
-----
```

```
DOC. NO:   DOC. TYPE:   KEY WORD:   SUBJECT:   TITLE:   AUTHOR:   D  
-A----- -B----- -C----- -D----- -E----- -F----- -  
00001     WP           Training   FESEC Std Tn Instructions Schlenker  S  
00002     WP           Training   Communicatio Radiotelepho Schlenker  S  
00003     WP           Training   Communicatio Messages     Schlenker  S
```

```
----- More ---->  
Use options shown above to change report format 17K Avail.
```

Figure 6. The Monitor Screen Showing The Report Name Entered.

(6) Press the OPEN-APPLE and the "P" keys at the same time (see Figure 7).

---

File: DOC.LIBRARY.03  
Report: LIBRARY  
Selection: All records

PRINT THE REPORT

Escape: Report Format

---

Where do you want to print the report?

1. Apple DMP
2. ImageWriter
3. EPSON
4. The screen
5. The clipboard (for the Word Processor)
6. A text (ASCII) file on disk
7. A DIF (TM) file on disk

---

Type number, or use arrows, then press Return

17K Avail.

---

Figure 7. The Monitor Screen After Selecting The Print Function A Second Time.

- (7) Use the DOWN-ARROW key and highlight the, "The clipboard (for the word processor)" option.
- (8) Press the RETURN key once (examine Figure 8).

---

File: DQC.LIBRARY.03  
Report: LIBRARY  
Selection: All records

PRINT THE REPORT    Escape: Restore former entry

---

Type report date or press Return:

17K Avail.

---

Figure 8. The Monitor Screen After Selecting The Word Processor  
Option.

(9) Type today's date (see Figure 9).

---

**File: DOC.LIBRARY.03**  
**Report: LIBRARY**  
**Selection: All records**

**PRINT THE REPORT**    **Escape: Restore former entry**

---

**Type report date or press Return: 89JUN15**

**17K Avail.**

---

**Figure 9. The Monitor Screen Showing The Date Typed.**

- (10) Press the RETURN key once.
- (11) Examine your monitor screen and compare it with the picture provided in Figure 10. You should see a message telling you the your document has been printed to the clipboard. This is your cue that it is time to move from the data base file an into your word processor file.

---

File: DOC.LIBRARY.03  
Report: LIBRARY  
Selection: All records

PRINT THE REPORT

Escape: Report Format

---

The report is now on the clipboard,  
and can be moved or copied into Word  
Processor documents.

---

Press Space Bar to continue

29K Avail.

---

Figure 10. The Monitor Screen Showing The Printed To The Clipboard  
Message.

c. Moving To The Word Processor File.

- (1) Press the OPEN-APPLE and the "Q" (quick switch) keys at  
the same time (see Figure 11).

File: DOC.LIBRARY.03  
Report: LIBRARY  
Selection: All records

PRINT THE REPORT

Escape: Main Menu

---

Desktop Index		
The r	1. LIBRARY.INST.	WP
Proce	2. DOC.LIBRARY.03	DB
on th		

---

Type number, or use arrows, then press Return

17K Avail.

---

Figure 11. The Monitor Screen Showing The Quick Option Energized.

- (2) Use the ARROW keys to highlight the word processor document into which you are merging your data base document.
- (3) Press the RETURN key once. Your word processor file should appear on the monitor screen (see Figure 12).

---

File: LIBRARY.INST.

REVIEW/ADD/CHANGE

Escape: Main Menu

DOC. NO. 00021

^DOCUMENT LIBRARY USE INSTRUCTIONS^

^INTRODUCTION^

There are at least two purposes for the construction and use of a document library with personal computer documents. They are: (1) to serve as a running record of documents you have constructed, and; (2) to provide an easy means by which a particular document or category of documents may be retrieved, sometime after they have been completed, for further examination, modification or the like.

The library, whose construction is discussed below, uses the Appleworks program and the Appleworks database subprogram. The document library includes the following ten categories; DOC. NO; DOC. TYPE; KEY WORD; SUBJECT; TITLE; AUTHOR; DATE; DISK NO; DOC. FORM and; DOC. RCVR/USER and is

-----  
Type entry or use 9 commands

Line 1 Column 1

9-? for Help

---

Figure 12. The Monitor Screen Showing The Word Processor Document.

d. Document Merging Process.

- (1) Use the ARROW keys and move the cursor to the location where you want the data base file to be located.
- (2) Press the OPEN-APPLE and the "M" keys at the same time (see Figure 13).

File: LIBRARY.INST.

MOVE TEXT

Escape: Review/Adv/Change

document number, then the data disk numbers should have at least one numeral more or less. Following this suggestion, the first data disk in the library might be numbered either 0001 or 000001. You will see the reason for this when you read the section of this document titled, ^LOCATING^ ^DOCUMENTS IN THE LIBRARY^

^DOCUMENT FORM (DOC. FORM:)^: The document form indicates whether the document is a letter, Rapidraft, memo, instruction, lesson plan and so on.

^DOCUMENT RECEIVER/USER (DOC. RCVR/USER:)^: The document user or receiver is the person or people the Author intended to have receive and or use the document. Some examples of people who might fall into this category are; All Hands, Petty Officer Jones, ecv, G-PO-3, D14(eee) and so on.

---

Move Text? Within document To clipboard (cut) From clipboard (paste)

---

Figure 13. The Monitor Screen After Selecting The Move Option.

- (3) Use the RIGHT-ARROW key to highlight the, "From clipboard (paste)" option.
- (4) Press the RETURN key once. Your data base file should have moved into the location where your cursor was set (see Figure 14).



File: LIBRARY.INST.

REVIEW/ADD/CHANGE

Escape: Main Menu

document number, then the data disk numbers should have at least one numeral more or less. Following this suggestion, the first data disk in the library might be numbered either 0001 or 000001. You will see the reason for this when you read the section of this document titled, "LOCATING" "DOCUMENTS IN THE LIBRARY"

File: DOC.LIBRARY.03

Page 1

Report: LIBRARY

89JUN15

DOC.	DO KEY WORD SUBJECT:	TITLE:	AUTHOR	DATE:
------	----------------------	--------	--------	-------

DISK N	DOC.	FORM	DOC.
--------	------	------	------

00001	WP Training FESEC Std Tn Instructions	Schlen	Sep	8
000001	Instructi	LORST		
00002	WP Training Communicatio Radiotelepho	Schlen	Sep	8
000001	Lesson Pl	LORST		
00003	WP Training Communicatio Messages	Schlen	Sep	8

Type entry or use @ commands

Line 37 Column 1

@-? for Help

Figure 14. The Monitor Screen After Moving The Data Base File From The Clipboard.

- (5) If your data base file is so large that it wraps around on itself, not fitting in the available space, proceed to STEP 03; otherwise, jump to STEP 04.

03. Altering The Width Of The Data Base Information.

- Using the ARROW keys, move the cursor to the row immediately above the beginning of the data base information.
- Press the OPEN-APPLE and "0" keys at the same time (see Figure 15).

File: LIBRARY.INST.                      PRINTER OPTIONS                      Escape: Review/Add/Change

document number, then the data disk numbers should have at least one numeral more or less. Following this suggestion, the first data disk in the library might be numbered either 0001 or 000001. You will see the reason for this when you read the section of this document titled, "LOCATING" "DOCUMENTS IN THE LIBRARY"

File: DOC.LIBRARY.09

Page 1

Report: LIBRARY

89JUN15

PW=8.0 LM=1.0 RM=1.0 CI=10 JU PL=11.0 TM=0.0 BM=2.0 LI=6 SS .

Option:	UJ: Unjustified	GB: Group Begin	BE: Boldface End
	CN: Centered	GE: Group End	+B: Superscript Beg
PW: Platen Width	PL: Paper Length	HE: Page Header	+E: Superscript End
LM: Left Margin	TM: Top Margin	FO: Page Footer	-B: Subscript Begin
RM: Right Margin	BM: Bottom Margin	SK: Skip Lines	-E: Subscript End
CI: Chars per Inch	LI: Lines per Inch	PN: Page Number	UB: Underline Begin
P1: Proportional-1	SS: Single Space	PE: Pause Each page	UE: Underline End
P2: Proportional-2	DS: Double Space	PH: Pause Here	PP: Print Page No.
IN: Indent	TS: Triple Space	SM: Set a Marker	EK: Enter Keyboard
JU: Justified	NP: New Page	BB: Boldface Begin	

Figure 15. The Monitor Screen After Selecting Word Processor Print Options.

c. Altering The Left Margin.

- (1) Type, "LM."
- (2) Press the RETURN key once.
- (3) Type, "0.5".
- (4) Press the RETURN key once. Examine your monitor screen and Figure 16.

File: LIBRARY.INST.                      PRINTER OPTIONS                      Escape: Review/Add/Change  
-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----

least one numeral more or less. Following this suggestion, the first data disk in the library might be numbered either 0001 or 000001. You will see the reason for this when you read the section of this document titled, ^LOCATING^ ^DOCUMENTS IN THE LIBRARY^

-----Left Margin: 0.5 inches

File: DOC.LIBRARY.03

Page 1

Report: LIBRARY

89JUN15

PW=8.0 LM=0.5 RM=1.0 CI=10 JU PL=11.0 TM=0.0 BM=2.0 LI=6 SS'

Option:	UJ: Unjustified	GB: Group Begin	BE: Boldface End
	CN: Centered	GE: Group End	+B: Superscript Beg
PW: Platen Width	PL: Paper Length	HE: Page Header	+E: Superscript End
LM: Left Margin	TM: Top Margin	FO: Page Footer	-B: Subscript Begin
RM: Right Margin	BM: Bottom Margin	SK: Skip Lines	-E: Subscript End
CI: Chars per Inch	LI: Lines per Inch	PN: Page Number	UB: Underline Begin
P1: Proportional-1	SS: Single Space	PE: Pause Each page	UE: Underline End
P2: Proportional-2	DS: Double Space	PH: Pause Here	PP: Print Page No.
IN: Indent	TS: Triple Space	SM: Set a Marker	EK: Enter Keyboard
JU: Justified	NP: New Page	BB: Boldface Begin	

Figure 16. The Monitor Screen After Changing The Left Margin To 0.5 Inches.

- (5) Type, "RM."
- (6) Press the RETURN key once.
- (7) Type, "0.5".
- (8) Press the RETURN key once. Examine your monitor screen and Figure 17.

File: LIBRARY.INST.                      PRINTER OPTIONS                      Escape: Review/Add/Change

=====|=====|=====|=====|=====|=====|=====|=====|=====|=====|=====|=====|=====|=====|=====|=====

the first data disk in the library might be numbered either 0001 or 000001. You will see the reason for this when you read the section of this document titled, "LOCATING" "DOCUMENTS IN THE LIBRARY"

-----Left Margin: 0.5 inches  
-----Right Margin: 0.5 inches

File: DOC.LIBRARY.03

Page 1

Report: LIBRARY

89JUN15

PW=8.0	LM=0.5	RM=0.5	CI=10	JU	PL=11.0	TM=0.0	BM=2.0	LI=6	SS
Option:	UJ: Unjustified	GB: Group Begin	BE: Boldface End		CN: Centered	GE: Group End	+B: Superscript Beg		
PW: Platen Width	PL: Paper Length	HE: Page Header	+E: Superscript End		TM: Top Margin	FO: Page Footer	-B: Subscript Begin		
LM: Left Margin	BM: Bottom Margin	SK: Skip Lines	-E: Subscript End		CI: Chars per Inch	PN: Page Number	UB: Underline Begin		
RM: Right Margin	SS: Single Space	PE: Pause Each page	UE: Underline End		P1: Proportional-1	PH: Pause Here	PP: Print Page No.		
CI: Chars per Inch	DS: Double Space	SM: Set a Marker	EK: Enter Keyboard		P2: Proportional-2	TS: Triple Space			
P1: Proportional-1	NP: New Page	BB: Boldface Begin			IN: Indent				
P2: Proportional-2					JU: Justified				

Figure 17. The Monitor Screen After Changing The Right Margin To 0.5 Inches.

- (9) Press the ESC key once. Your monitor screen should appear similar to the picture shown in Figure 18.

File: LIBRARY.INST. REVIEW/ADD/CHANGE Escape: Main Menu

document number, then the data disk numbers should have at least one numeral more or less. Following this suggestion, the first data disk in the library might be numbered either 0001 or 0C0001. You will see the reason for this when you read the section of this document titled, ^LOCATING^ ^DOCUMENTS IN THE LIBRARY^

File: DOC.LIBRARY.03

Page 1

Report: LIBRARY

89JUN15

DOC. DO KEY WORD SUBJECT: TITLE: AUTHOR DATE: DISK N DOC.  
FORM DOC.

-----  
00001 WP Training FESEC Std Tn Instructions Schlen Sep 8 000001  
Instructi LORST  
00002 WP Training Communicatio Radiotelepho Schlen Sep 8 000001  
Lesson P1 LORST  
00003 WP Training Communicatio Messages Schlen Sep 8 000001  
-----

Type entry or use @ commands Line 88 Column 1 @-? for Help

Figure 18. The Monitor Screen After Exiting The Print Option Function.

- (10) If you do not see left and right margin information printed on the screen, press the OPEN-APPLE and the "2" keys at the same time.
- (11) Move the cursor to the row directly following the last data base information.
- (12) Press the OPEN-APPLE and the "0" keys at the same time and using the same procedure as you used to make the margins narrower, restore each margin to 1 inch.
- (13) Press the ESC key. Your monitor screen should now appear similar to the example shown in Figure 19.

```

File: LIBRARY.INST'.                 REVIEW/ADD/CHANGE                 Escape: Main Menu
=====|=====|=====|=====|=====|=====|=====|=====|=====|=====|=====|=====|=====
00012 WP Training Records          Records of T Schlen Dec 6 000002
Letter          LORST
00013 WP Training Lesson Plans Use of Stand Schlen Dec 7 000002
Letter          LORST
00014 WP Training Training Gui FESEC LORSTA Schlen Dec 19 000002
Letter          LORST
00015 WP Training Training Gui FESEC LORSTA Schlen Dec 21 000002
Letter          LORST

```

^DOCUMENT FORM (DOC. FORM:)^: The document form indicates whether the document is a letter, Rapidraft, memo, instruction, lesson plan and so on.

^DOCUMENT RECEIVER/USER (DOC. RCVR/USER:)^: The document user or receiver is the person or people the Author intended to have receive and or use the document. Some examples of people who might fall into this category are; All Har s, Petty Officer Jones, ecv, G-PQ-3, D14(eee) and so on.

---

Type entry or use @ commands    Line 130    Column    6    @-? for Help

---

Figure 19. The Monitor Screen Showing The Altered Data Base Information.

04. Additional Help. If you need additional help altering your file, press the OPEN-APPLE and the "?" keys at the same time and or consult the AppleWorks instruction manual that accompanied the program when it was purchased.