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AUTHOR   Schlenker, Richard M.; Schlenker, Deborah S.
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ABSTRACT
                This guide was developed as a "how to" training
device for printing spreadsheet files using AppleWorks on the Apple
IIe computer with a Duodisk or two disk drives. Step-by-step
instructions are provided for selecting the print option; printing
entire files; and for printing specific rows, columns, or blocks of
the file. For each step, a diagram of the screen display is included.
(GL)

PRINTING APPLEWORKS V1.3

SPREADSHEET FILES

USING THE

APPLE IIe COMPUTER

FIRST EDITION

By

LCDR Richard M. Schlenker USCGR

And

SK2 Deborah S. Schlenker USCGR
United States Coast Guard Loran Station Gesashi
Box CG
APO San Francisco, CA 98770-0053

INTRODUCTION

"Printing AppleWorks V1.3 Spreadsheet Files Using 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 print spreadsheet files. 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 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 spreadsheet file.

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

1. Turn on the computer.

2. Bring spreadsheet 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 print spreadsheet 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.

<div align="right">

RMS
DSS

</div>

1

S
T
E
P
S   DIRECTIONS

01. <u>File Loading</u>. Bring the spreadsheet file with which you wish
     to work to the desktop. Your monitor screen will appear similar
     to the example shown in Figure 1.

```
File: SS00915.006              REVIEW/ADD/CHANGE           Escape: Main Menu
=========A=========B=========C=========D=========E=========F=========G=========H
  1|
  2|                                                                    .
  3|STATUS                 ITEM DESCRIPTION    NSN                             BO
  4|                                                              _
  5|                                                          TOTALS         $32
  6|
  7|RCVD 14 APR            ELEC GLOVES RUBBER  8415-01-158-9448
  8|RCVD 14 APR            GLOVES SHELL, ELEC  8415-00-264-3618
  9|RCVD 19 APR            RESISTER, 600SL     5905-00-778-1950            $27
 10|RCVD 05 MAY            SLEEVING, INS ELEC  5970-00-059-7325
 11|RCVD 10 MAY            TRANSISTOR          5961-00-422-3466
 12|RCVD 05 MAY            CAP 50 V            5910-00-550-1871             $1
 13|RCVD 15 MAY            CAP 1800PT          5910-00-608-3171             $3
 14|RCVD 10 MAY            LAMP INCN 116W 120V 6240-00-842-2887
 15|RCVD 31 MAY            TELEPHONE CABLE     6145-00-823-2280
 16|SHIP 26 MAY            PN 17-162-L TERM BD 5940-00-502-8058
 17|CODE 2A                PN 8-160-R TERM BD  5940-00-935-3410
 18|RCVD 19 APR            PN 10-161-R TERM BD 5940-00-238-2902
------------------------------------------------------------------------------
A1

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

Figure 1.   The Monitor Screen Showing An Example Spreadsheet File.

02. <u>Selecting The Print Option</u>.

     a. Press the OPEN-APPLE and the "P" keys at the same time (see
         Figure 2).

2

```
File: SS00915.006                    PRINT            Escape: Review/Add/Change
=========C=========D=========E=========F=========G=========H=========I=====
  1|
  2|
  3|ITEM DESCRIPTION       NSN                                BO 1    BO 2
  4|
  5|                                       TOTALS          $691.44   $0.00
  6|
  7|ELEC GLOVES RUBBER   84 5-01-158-9448
  8|GLOVES SHELL, ELEC   8415-00-264-3618
  9|RESISTER, 600SL      5905-00-778-1950              $270.00          :
 10|SLEEVING, INS ELEC   5970-00-059-7325
 11|TRANSISTOR           5961-00-422-3466                $.54
 12|CAP 50 V             5910-00-550-1871              $18.30
 13|CAP 1800PT           5910-00-608-3171              $31.60         _
 14|LAMP INCN 116W 120V  6240-00-842-2887
 15|TELEPHONE CABLE      6145-00-823-2280
 16|PN 17-162-L TERM BD  5940-00-502-8058
 17|PN 8-160-R TERM BD   5940-00-935-3410
 18|PN 10-161-R TERM BD  5940-00-238-2902
---------------------------------------------------------------------------
I2

Print?  All  Rows  Columns  Block
```

Figure 2. The Monitor Screen After Selecting The Print Option.

03. <u>Printing The File</u>.

    a. Printing the entire file.

       (1) With the, "All," option highlighted, press the RETURN
           key (see Figure 3).

3

The information that you identified
is 150 characters wide.

The Printer Options values allow
204 characters per line.

Where do you want to print the report?

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

Type number, or use arrows, then press Return   17K Avail.

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

    (2) Use the ARROW keys and highlight the name of the printer
         used with your computer.

    (3) Press the RETURN key once (see Figure 4).

File: SS00915.006   PRINT   Escape: Restore former entry
===

_____

Type report date or press Return: 17K Avail.

_____
Figure 4. The Monitor Screen After Selecting The Printer Type.

           (4) Type the date (see Figure 5).

File: SS00915.006   PRINT   Escape: Restore former entry
==

Type report date or press Return: 89JUN15   17K Avail.

Figure 5. The Monitor Screen Showing The Report Date Typed.

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

```
File: SS00915.006                    PRINT            Escape: Review/Add/Change
===============================================================================






How many copies?  1                                              17K Avail.
```

Figure 6. The Monitor Screen After Entering The Date.

> (6) Type the number of copies you want printed.
>
> (7) Press the RETURN key once. Figure 7 shows the printed file.

7

BUAZUS		ITEM DESCRIPTION	NSN		BO 1
◆				TOTALS	$320.44
RCVD 14 APR		ELEC GLOVES RUBBER	8415-01-158-9448		
RCVD 14 APR		GLOVES SHELL, ELEC	8415-00-264-3618		
RCVD 19 APR		RESISTER, 600SL	5905-00-778-1950		$270.00
RCVD 05 MAY		SLEEVING, INS ELEC	5970-00-059-7325		
RCVD 10 MAY		TRANSISTOR	5961-00-422-3466		$.54
RCVD 05 MAY		CAP 50 V	5910-00-550-1871		$18.30
RCVD 15 MAY		CAP 1800PT	5910-00-608-3171		$31.60
RCVD 10 MAY		LAMP INCN 116W 120V	6240-00-842-2887	—	
RCVD 31 MAY		TELEPHONE CABLE	6145-00-823-2280		
SHIP 26 MAY		PN 17-162-L TERM BD	5940-00-502-8058		
CODE 2A		PN 8-160-R TERM BD	5940-00-935-3410		
RCVD 19 APR		PN 10-161-R TERM BD	5940-00-238-2902		

Figure 7.   The Printed Spreadsheet Document.

(8)   Notice that there overstrikes and all of the file is not
printed suggesting that a smaller print size is
required. Using the print option, OPEN-APPLE-O, you may
change the number of characters (CI) per inch that the
printer (ImageWriter II) will print to 17. While
AppleWorks will print up to 24 characters per inch, the
printer will not unless you direct it to do so. If you
are unable to print your spreadsheet file the way you
want, consult your printer technical manual and the
AppleWorks reference manual for additional details or
use one of the alternate printing methods outlined
below.

(9)   Return to the spreadsheet file (see Figure 8).

8

```
File: SS00915.006            REVIEW/ADD/CHANGE              Escape: Main Menu
=======C=========D=========E=========F=========G=========H=========I=====
 1|
 2|
 3|ITEM DESCRIPTION      NSN                              BO 1     BO 2
 4|
 5|                                         TOTALS     $320.44    $0.00
 6|
 7|ELEC GLOVES RUBBER    8415-01-158-9448
 8|GLOVES SHELL, ELEC    8415-00-264-3618                            '
 9|RESISTER, 600SL       5905-00-778-1950            $270.00
10|SLEEVING, INS ELEC    5970-00-059-7325
11|TRANSISTOR            5961-00-422-3466               $.54
12|CAP 50 V              5910-00-550-187.             $18.30        -
13|CAP 1800PT            5910-00-608-3171             $31.60
14|LAMP INCN 116W 120V   6240-00-842-2887
15|TELEPHONE CABLE       6145-00-823-2280
16|PN 17-162-L TERM BD   5940-00-502-8058
17|PN 8-160-R TERM BD    5940-00-935-3410
18|PN 10-161-R TERM BD   5940-00-238-2902
---------------------------------------------------------------------------
[1

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

Figure 8.   The Monitor Screen Showing The Spreadsheet File.

   b.   Printing Specific Rows.

       (1)   Using the ARROW keys, move the cursor to the first cell
             of the first row that you want to print.

       (2)   Press the OPEN-APPLE and the "P" keys at the same time.

       (3)   Use the RIGHT-ARROW key and highlight the "Rows" option.

       (4)   Press the RETURN key once (see Figure 9).

9

```
File: SS00915.006                    PRINT              Escape: Review/Add/Change
========C========D========E========F========G========H====== ===I=====
  1|
  2|
  3|ITEM DESCRIPTION      NSN                            BO 1    BO 2
  4|
  5|                                      TOTALS       $320.44   $0.00
  6|
  7|ELEC GLOVES RUBBER   8415-01-158-9448
  8|GLOVES SHELL, ELEC   8415-00-264-3518
  9|RESISTER, 600SL      5905-00-778-1950               $270.0C
 10|SLEEVING, INS ELEC   5970-00-059-7325
 11|TRANSISTOR           5961-00-422-3466                 $.54
 12|CAP 50 V             5910-00-550-1871               $18.30      -
 13|CAP 1800PT           5910-00-608-3171               $31.60
 14|LAMP INCN 116W 120V  6240-00-842-2887
 15|TELEPHONE CABLE      6145-00-823-2280
 16|PN 17-162-L TERM BD  5940-00-502-8058
 17|PN 8-160-R TERM BD   5940-00-935-3110
 18|PN 10-161-R TERM BD  5940-00-238-2902
---------------------------------------------------------------------------
E1

Use cursor moves to highlight Rows, then press Return              17K Avail.
```

Figure 9.   The Monitor Screen After Selecting The Rows Option.

    (5)   Use the DOWN-ARROW key and highlight the rows that you
          want to print.

    (6)   Press the RETURN key once (see Figure 10).

```
The information that you identified
is 150 characters wide.

The Printer Options values allow
204 characters per line.


Where do you want to print the report?

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

Type number, or use arrows, then press Return   17K Avail.

Figure 10.   The Monitor Screen After Entering The Rows To Be Printed.

(7)   The remainder of the process is the same as it was for printing all of the files (above).

(8)   Press the ESC key once (see Figure 11).

11

```
File: SS00915.006              REVIEW/ADD/CHANGE              Escape: Main Menu
========C========D========E========F========G========H========I=====
 1|
 2|
 3|ITEM DESCRIPTION     NSN                                  BO 1    BO 2
 4|
 5|                                        TOTALS        $320.44    $0.00
 6|-
 7|ELEC GLOVES RUBBER   8415-01-158-9448
 8|GLOVES SHELL, ELEC   8415-00-264-3618
 9|RESISTER, 600SL      5905-00-778-1950              $270.00
10|SLEEVING, INS ELEC   5970-00-059-7325
11|TRANSISTOR           5961-00-422-3466                 $.54
12|CAP 50 V             5910-00-550-1871               $18.30
13|CAP 1800PT           5910-00-608-3171               $31.60
14|LAMP INCN 116W 120V  6240-00-842-2887
15|TELEPHONE CABLE      6145-00-823-2280
16|PN 17-162-L TERM BD  5940-00-502-8058
17|PN 8-160-R TERM BD   5940-00-935-3410
18|PN 10-161-R TERM BD  5940-00-238-2902
-----------------------------------------------------------------------
E1

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

Figure 11.   The Monitor Screen Showing The Spreadsheet File.

    c. Printing Specific Columns.

        (1) Use the ARROW keys and highlight the first cell of the first column you wish to print.

        (2) Press the OPEN-APPLE and the "P" keys at the same time.

        (3) Use the RIGHT-ARROW key and highlight the "Column" option.

        (4) Press the RETURN key once (see Figure 12).

```
File: SS00915.006                    PRINT              Escape: Review/Add/Change
========C========D========E========F========G========H========I=====
  1|
  2|
  3|ITEM DESCRIPTION      NSN                           BO 1    BO 2
  4|
  5|                                       TOTALS     $320.44      $0.00
  6|
  7|ELEC GLOVES RUBBER   8415-01-158-9448
  8|GLOVES SHELL, ELEC   8415-00-264-3618
  9|RESISTER, 600SL      5905-00-778-1950              $270.00
 10|SLEEVING, INS ELEC   5970-00-059-7325
 11|TRANSISTOR           5961-00-422-3466                $.54
 12|CAP 50 V             5910-00-550-1871              $18.30
 13|CAP 1800PT           5910-00-508-3171              $31.60
 14|LAMP INCN 116W 120V  6240-00-842-2887
 15|TELEPHONE CABLE      6145-00-823-2280
 16|PN 17-162-L TERM BD  5940-00-502-8058
 17|PN 8-160-R TERM BD   5940-00-935-3410
 18|PN 10-161-R TERM BD  5940-00-238-2902
--------------------------------------------------------------------
E1

Use cursor moves to highlight Columns, then press Return          17K Avail.
```

Figure 12.   The Monitor Screen After Selecting The Columns Option.

> (5) Use the ARROW keys and highlight the columns to be
>   printed.
>
> (6) Press the RETURN key once (see Figure 13).

13

The information that you identified
is 50 characters wide.

The Printer Options values allow
204 characters per line.

Where do you want to print the report?

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

Type number, or use arrows, then press Return   17K Avail.

Figure 13.   The Monitor Screen After Entering The Columns To Be
Printed.

(6) The remainder of the process is the same as it was when
printing all of the files (above).

(7) Press the ESC key once to return to the spreadsheet (see
Figure 14).

14

```
File: SS00915.006          REVIEW/ADD/CHANGE              Escape: Main Menu
=========C=========D=========E=========F=========G=========H=========I=====
  1|
  2|
  3|ITEM DESCRIPTION      NSN                            BO 1    BO 2
  4|
  5|                                       TOTALS      $320.44    $0.00
  6|
  7|ELEC GLOVES RUBBER   8415-01-156-9448
  8|GLOVES SHELL, ELEC   8415-00-264-3618
  9|RESISTER, 600SL      5905-00-778-1950             $270.00
 10|SLEEVING, INS ELEC   5970-00-059-7325
 11|TRANSISTOR           5961-00-422-3466               $.54
 12|CAP 50 V             5910-00-550-1871             $18.30
 13|CAP 1800PT           5910-00-608-3171             $31.60
 14|LAMP INCN 116W 120V  6240-00-842-2887                         —
 15|TELEPHONE CABLE      6145-00-823-2280
 16|PN 17-162-L TERM BD  5940-00-502-8058
 17|PN 8-160-R TERM BD   5940-00-935-3410
 18|PN 10-161-R TERM BD  5940-00-238-2902
---------------------------------------------------------------------------

  E1


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

Figure 14.   The Monitor Screen Showing The Spreadsheet File.

    d.   Printing Blocks Of The File.

        (1)   Use the ARROW keys and move the highlight to one of the
            corners on the block of information you wish to print.

        (2)   Press the OPEN-APPLE and the "P" keys at the same time.

        (3)   Use the RIGHT-ARROW key to highlight the "Block" option.

        (4)   Press the RETURN key once (see Figure 15).

15

```
File: SS00915.006                      PRINT            Escape: Review/Add/Change
=========C=========D=========E=========F=========G=========H=========I=====
 1|
 2|
 3|ITEM DESCRIPTION      NSN                                 BO 1    BO 2
 4|
 5|                                          TOTALS       $320.44   $0.00
 6|
 7|ELEC GLOVES RUBBER    8415-01-158-9448
 8|GLOVES SHELL, ELEC    8415-00-264-3618
 9|RESISTER, 600SL       5905-00-778-1950              $270.00
10|SLEEVING, INS ELEC    5970-00-059-7325
11|TRANSISTOR            5961-00-422-3466                $.54
12|CAP 50 V              5910-00-550-1871              $18.30
13|CAP 1800PT            5910-00-608-3171              $31.60
14|LAMP INCN 116W 120V   6240-00-842-2887
15|TELEPHONE CABLE       6145-00-823-2280
16|PN 17-162-L TERM BD   5940-00-502-8058
17|PN 8-160-R TERM BD    5940-00-935-3410
18|PN 10-161-R TERM BD   5940-00-238-2902
----------------------------------------------------------------------------
E1

Use cursor moves to highlight Block, then press Return          17K Avail.
```

Figure 15   The Monitor Screen With The Block Option Selected.

      (5)   Use the ARROW keys and highlight the the block you wish
            to print.

      (6)   Press the RETURN key once (see Figure 16).

16

```
=========C=========D=========E=========F=========G=========H=========I=====
  1|
  2|
  3|ITEM DESCRIPTION      NSN                                  BO 1     BO 2
  4|
  5|                                           TOTALS      $320.44     $0.00
  6|
  7|ELEC GLOVES RUBBER    8415-01-158-9448
  8|GLOVES SHELL, ELEC    8415-00-264-3618
  9|RESISTER, 600SL       5905-00-778-1950                  $270.00
 10|SLEEVING, INS ELEC    5970-00-059-7325
 11|TRANSISTOR            5961-00-422-3466                    $.54
 12|CAP 50 V              5910-00-550-1871                  $18.30
 13|CAP 1800PT            5910-00-608-3171                  $31.60
 14|LAMP INCN 116W 120V   6240-00-842-2887
 15|TELEPHONE CABLE       6145-00-823-2280
 16|PN 17-162-L TERM BD   5940-00-502-8058
 17|PN 8-160-R TERM BD    5940-00-935-3410
 18|PN 10-161-R TERM BD   5940-00-238-2902
---------------------------------------------------------------------------
E1
```

Type entry or use ∂ commands   ∂-? for Help

Figure 16. The Monitor Screen After Entering The Blocks To Be
            Printed.

(7) The remainder of the printing process is the same as it
     was when all of the document was printed (above).

05. Additional Directions. For additional directions, consult the
     AppleWorks instruction book.