ABSTRACT
        This guide was developed as a "how to" training
device for obtaining help with AppleWorks version 2.0 word processing
files using the Apple IIGS computer with two disk drives.
Step-by-step instructions are provided for program loading; selecting
the help list; and using the help list to copy text, delete text,
find parts of a document, identify page break locations, move part or
all of a document, change file names, replace words, set tabs, use
bold face, use underline, move to the beginning of a file, and move
to the end of a file. Diagrams of the monitor screen are provided for
each step in the process of bringing word processor and spreadsheet
files from a data disks to the computer desktop. (GL)

OBTAINING HELP WITH APPLEWORKS

V2.0 WORD PROCESSING

FILES

USING THE

APPLE IIGS COMPUTER

FIRST EDITION

By

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Pacific Region
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2

INTRODUCTION

"Obtaining Help With AppleWorks V2.0 Word Processing Files Using The Apple IIGS Computer" was developed for use as a "how to" training device. It can be used with Apple IIGS computers which have two disk drives. Its development was accomplished using one 3 1/2" and one 5 1/4" drive, 5 1/4" floppy disks, and the 2.0 Version of the AppleWorks program. The pictures one sees in the Figures of this document are those that will be seen when V2.0 of the AppleWorks program is used to merge spreadsheet files into word processor 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 IIGS computer.

2. Two disk drives.

3. A copy of the AppleWorks program.

4. One data disk upon which is stored, a word processor file and 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 word processor and spreadsheet files from a data disk to the computer desktop.

After using this document, Apple IIGS computer operators should be able to use AppleWorks V2.0 word processing help option with their AppleWorks work processor files. 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.

RMS
89

1

S
T
E
P
S   DIRECTIONS

01. <u>Program Loading</u>.

     a.   Place the AppleWorks program (Version 2.0), startup disk in
          drive #1 slot #5 (for programs on 3 1/2" disks - drive #1
          slot #6 is used with a program on a 5 1/4" disk) if two
          separate drives are used. If you are not sure which disk
          drive has been connected as drive #1, place the program in
          one of the two drives. The computer will normally search
          both drives for the program disk.

     b.   Turn on the computer and load the program into the computer.
          This step may require using two disks, one the startup disk
          and one the program disk or turning the startup disk over
          (watch for directions at the bottom of the monitor screen) if
          the startup and program portions are on opposite sides of the
          same disk, or:

     c.   If the machine is already energized, insert the disk and
          press and hold down the OPEN-APPLE and the CONTROL keys and
          while they are held down:

     d.   Press and release the RESET key and then release the
          OPEN-APPLE and the CONTROL keys (remember, you still may need
          to insert the second disk or turn the disk over).

     e.   With this task completed, your screen should look like Figure
          1 (the "Main Menu" is on the screen).

2

4

```
|  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 1.   The Monitor Screen Showing The Main Menu.

02.   Getting Started.

   a.   Place your data disk in drive #1 slot 6.

   b.   With the "Add files to the Desktop" option highlighted, press
        the RETURN key (see Figure 2).

3

```
|‾‾‾‾‾‾‾‾‾‾‾‾‾‾‾‾‾‾‾‾‾‾‾‾‾‾‾|‾‾‾‾‾‾‾‾‾‾‾‾‾‾‾‾‾‾‾‾‾‾‾‾‾‾‾‾‾‾‾‾‾‾‾‾‾‾‾
|    Main Menu            |_____
|    |‾‾‾‾‾‾‾‾‾‾‾‾‾‾‾‾‾‾‾‾‾|                                        |
|    |   Add Files       |_____|__
|    |                   |                                        |  |
|    |                                                            |  |
|    |       Get files from:                                      |  |
|    |                                                            |  |
|    |   1.  The current disk: Disk 1 (Slot 6)                    |  |
|    |   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   410K Avail.

Figure 2.   The Monitor Screen After Selecting The Add Files Option.

    c.   With the,"Current disk: Disk 1 Slot (6)" option highlighted,
       press the RETURN key (see Figure 3).

4

```
|   Main Menu                    |_____
|   _____      |                                       |
|  |   Add Files               |_____|__
|  |   _____   |                                    |
|  |  |   AppleWorks files     |_____|__
|  |  |   Disk volume /DATA000123 has 10K available                  |
|  |  |   Name              Type of file    Size    Date      Time    |
|  |  |   =========================================================   |
|  |  |   WP00989.007       Word Processor   17K    8/27/89           |
|  |  |   WP00990.007       Word Processor    3K    8/27/89           |
|  |  |   WP00993.007       Word Processor    5K    8/27/89           |
|  |  |   WP00994.007       Word Processor   17K    8/27/89           |
|  |  |   WP00996.007       Word Processor   14K    9/28/89           |
|  |  |   WP00998.007       Word Processor    2K    8/27/89           |
|  |  |   WP01002.007       Word Processor    1K    8/27/89           |
|__|  |   WP01004.007       Word Processor    3K    8/27/89          |
|  |  |   WP01006.007       Word Processor    2K    8/27/89           |
|__|  |   WP01007.007       Word Processor    2K    8/27/89           |
|  |_____ More _____|
```

Use Right Arrow to choose files, Left Arrow to undo   511K Avail.

Figure 3.   The Monitor Screen Showing A Disk Catalog.

  d.   Use the DOWN-ARROW to highlight one of your word processor
       files.

  e.   Press the RETURN key once.   An example of the results can be
       seen in Figure 4.

5

```
File: WP00989.007              REVIEW/ADD/CHANGE              Escape: Main Menu
=====|=====|=====|=====|=====|=====|=====|=====|=====|=====|=====|=====|=====|=====|=====|===
                        FROM THE CROWS NEST..........

     At the risk of seeming long winded, I'll use the same format as I
did in the May/June issue of the Newsletter to describe what I've seen
of science education both nationally and in DoDDS-Pacific since then.
First, however, let me take this opportunity to welcome you all back
to school.  I hope you have all had an enjoyable summer, that this
will be your best year yet in teaching and you'll have fun teaching
science over the coming weeks and months.  Let's all of our new
stateside hires and those transferring in from other regions a hearty
welcome.  Its going to be an exciting year in science education around
DoDDS-Pacific.

BOULDER WORKSHOP.  Twenty-six DoDDS personnel recently completed the
two week DoDDS sponsored elementary science workshop at the University
of Colorado, Boulder.  The attendees conducted hands-on science
activities, visited a variety of industries to look at the application
of scientific principals to technological problems of the 80's,
examined ways of using museums in science programs, listened to guest
speakers, saw a star show.  On the weekend between weeks one and two,
-----------------------------------------------------------------------
Type entry or use @ commands            Line 2  Column  1         @-? for Help
```

Figure 4.   An Example Word Processor File.

03.   <u>Help List</u>.

      a.   Press the OPEN-APPLE and the "?" keys at the same time. Your
           monitor screen should look like the picture shown in Figure
           5.

                    @-C   Copy text (includes cut and paste)

                    @-D   Delete text

                    @-F   Find occurrences of....

                    @-K   Calculate page numbers

                    @-M   Move text (includes cut and paste)

                    @-N   Change name of file   .

                    @-O   Options for print formatting

                    @-P   Print

                    @-R   Replace occurrences of....

                    @-T   Set and clear tab stops

Use arrows to see remainder of Help   493K Avail.

Figure 5.   The Monitor Screen Showing The First Portion Of The Help
             List.

     b.   Press the DOWN-ARROW key until the @-Z statement is at the
          top of the screen (see Figure 6).

7

9

                            @-Z   Zoom In or Out to display or not
                                        display printer options

                      @-Space bar   Sticky space

                      Control-B   Begin or end bold face

                      Control-L   Begin or end underline

                      RETURN   Mark end of paragraph

                      DELETE   Delete preceding character

                      Arrows   Move the cursor

                      @-Up arrow   Back up a full screen

                      @-Down arrow   Go forward a full screen

---

Figure 6.   The Monitor Screen Showing The Second Portion Of The Help
             List.

    c.   Press the DOWN-ARROW keys until the monitor screen no longer
        changes. The monitor screen now looks like the picture in
        Figure 7. Notice the similarities between Figures 6 and 7.

8

                DELETE   Delete preceding character

                Arrows   Move the cursor

                @-Up arrow   Back up a full screen

                @-Down arrow   Go forward a full screen

                @-Right arrow   Go to next word

                @-Left arrow   Go to previous word

                TAB   Go to next tab stop

                @-TAB   Go to previous tab stop

                @-1   Go to beginning of file
                  through   through
                @-9   Go to end of file

Use arrows to see remainder of Help   493K Avail.

Figure 7.   The Monitor Screen Showing The Last portion Of The Help
            List.

    d.   Insure that your printer is on and ready to print.

    e.   Press the OPEN-APPLE and the "H" keys at the same time.

    f.   Press the UP-ARROW key until the @-Z message is at the top of
         screen.

    g.   Press the OPEN-APPLE and the "H" keys at the same time.

    h.   Press the UP-ARROW key until the screen no longer changes.

    i.   Press the OPEN-APPLE and the "H" keys at the same time.

9

J. Press the ESC key once. The screen now appears similar to the example shown in Figure 8.

File: WP00989.007   REVIEW/ADD/CHANGE   Escape: Main Menu
=====|====|====|====|====|====|====|====|====|====|====|====|====|====|====|===
FROM THE CROWS NEST..........

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---

Type entry or use @ commands   Line 2   Column 21   @-? for Help

---

Figure 8. The Monitor Screen After Exiting The Help List.

04. <u>Using The Help List</u>.

     a. Copy text.

         (1) Use the ARROW keys and set the cursor under the first letter of the first word in your text that you wish to copy.

         (2) Press the OPEN-APPLE and the "C" keys at the same time. Your monitor screen will appear similar to the example shown in Figure 9.

10

Advancement of Science started a science curriculum development
project, with financial support from the National Science Foundation,
intended to produce curriculum materials for grades K-12. The
materials when finished should integrate science, technology and
society. The project, now beginning its fourth year, will take over a
decade and heavily involves K-12 classroom teachers. The major work
now is being done at the University of Colorado by approximately 200
teachers from around the U. S. who come together during the summer.
We are looking for ways that a number of our DoDDS-Pacific teachers
can become involved in the project. If you are interested in this
possibility, send me an informal note at the regional office.

5TH INTERNATIONAL SYMPOSIUM ON WORLD TRENDS IN SCIENCE AND TECHNOLOGY
EDUCATION. Its seldom happens that there is a conference close
enough so that some of us can attend. well, here's one, part of which
that some of us can attend. It will be held at the Manila Garden
Hotel, 11-21 December 1989. For additional information, contact Dr.
Adoracion D. Ambrosio, Symposium Chairman, PSHS, Dillman, Quezon City,
Philippines P.O. Box 10096, Q.C.

Copy Text? Within document To clipboard From clipboard

Figure 9. The Monitor Screen Showing The Copy Option Selected.

(3) With the "With a Document" option selected
     (highlighted), press the RETURN key once (see Figure
     10).

11

13

=====|=====|=====|=====|=====|=====|=====|=====|=====|=====|=====|=====|=====|=====|===
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Use cursor moves to highlight block, then press Return   492K Avail.

Figure 10.   The Monitor Screen Showing The "Within Document" Option
             Selected.

         (4)   Use ARROW keys and highlight the portion of your
               document you wish to copy (directions at bottom of
               monitor screen).

         (5)   Press the RETURN key once (see Figure 11).

12

14

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

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Move cursor to new location, then press Return   492K Avail.

Figure 11.   The Monitor Screen Before Moving The Copy.

(6)   Use the ARROW keys and move the cursor to the location
      in the document where you wish the copy of your text to
      be placed. See the example in Figure 12.

13

```
File: WP00989.007                 COPY TEXT           Escape: Review/Add/Change
=====|====|====|====|====|====|====|====|====|====|====|====|====|====|====|===
after the fairs at each of the elementary schools.  Participants to
represent each school in the island wide fair were chosen from the
participants at each of the various elementary school science fairs.
The fair was coordinated by Elaine Prarie from Bechtel Elementary
School.  Elaine can be contacted for further details at AUTOVON
622-7504.

PROJECT 2061.  Haley's Commet passed close to Earth in 1985 and will
again be close in 2061.  In 1985, the American Academy for the
Advancement of Science started a science curriculum development
project, with financial support from the National Science Foundation,
intended to produce curriculum materials for grades K-12.  The
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can become involved in the project.  If you are interested in this
possibility, send me an informal note at the regional office.
-----------------------------------------------------------------------------
Move cursor to new location, then press Return                    492K Avail.
```

Figure 12.   The Monitor Screen Showing An Example Location Where The
             Copy Is To Be Moved.

(7) Press the RETURN key once (See Figure 13).

14

16

=====|====|====|====|====|====|====|====|====|====|====|====|====|====|===
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represent each school In the island wide fair were chosen from the
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materials when finished should integrate science, technology and
----
Use cursor moves to highlight block, then press Return   491K Avail.

Figure 14.   The Monitor Screen After Selecting The Clipboard Option.

> (11) Follow the directions provided on the screen,
>   highlighting the portion of the document you wish to
>   copy using the ARROW keys, and then press the RETURN
>   key once. Following this action, your screen will
>   appear similar to the example shown in Figure 15.

16

=====|====|====|====|====|====|====|====|====|====|====|====|====|====|====|===
after the fairs at each of the elementary schools. Participants to
represent each school in the island wide fair were chosen from the
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materials when finished should integrate science, technology and
_____
Type entry or use @ commands   Line 262 Column 1   @-? for Help

_____

Figure 13.   The monitor Screen Showing Copied Text.

    (8) Press the OPEN-APPLE and the "C" keys at the same
         time.

    (9) Press the RIGHT-ARROW key and move the cursor to
         highlight the "To clipboard (cut)" option.

    (10) Press the RETURN key once (see Figure 14).

15

18

=====|====|====|====|====|====|====|====|====|====|====|====|====|====|===
622-7504.
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----
Type entry or use @ commands   Line 262 Column 1   @-? for Help

---

Figure 15.   The Monitor Screen After Copying Part Of A document To The
              Clipboard.

(12) Use whatever combination of keys that is necessary and
     bring the document, that is to receive the copied
     portion of your original document, to the screen (see
     Figure 16).

17

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

---

Figure 16.   The Monitor Screen Showing An Example Of A New File To
             Which Part Of A Copied Document Is To Be Moved.

       (13) Use the ARROW keys and place the cursor at the spot
            where you want the beginning of the copied document to
            be placed.

       (14) Press the OPEN-APPLE and the "C" keys at the same time.

       (15) Use the RIGHT-ARROW key to highlight the "From
            clipboard" option.

       (16) Press the RETURN key once (see Figure 17).

18

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

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Type entry or use @ commands   Line 11   Column   1   @-? for Help

---

Figure 17.   The Monitor Screen After Copying The Section Of The
Original Document Into The New Document.

     b.   Deleting part of your text.

        (1)   Identify the part of your document that you need to
delete.

        (2)   Use a combination of ARROW keys and place the cursor
under the first letter or number in the document to be
deleted.

        (3)   Press the OPEN-APPLE and the "D" keys at the same time
(see Figure 18).

19

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Use cursor moves to highlight block, then press Return   490K Avail.

Figure 18.   The Monitor Screen Showing The Delete Text Function
             Selected.

        (4)   Use a combination of ARROW keys to highlight the part of
              the text that needs to be deleted.

        (5)   Press the RETURN key once and the compare Figures 18 and
              19.

20

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

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Type entry or use ⊘ commands   Line 15   Column 45   ⊘-? for Help

Figure 19.   The Monitor Screen Showing Part Of The Text Deleted.

    c.   Finding parts of or within a document.

       (1)   Press the OPEN-APPLE and the "F keys at the same time
           (see Figure 20).

21

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Find? Text Page Marker Case sensitive text Options for printer

Figure 20.   The Monitor Screen Showing The Find Option Selected.

       (2)   Use the RIGHT-ARROW key to highlight the type of
            information you want to find within your document.

       (3)   If you highlight the "Options for printer" and press the
            RETURN key once the monitor screen will appear similar
            to the example shown in Figure 21.

22

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<div align="center">FIND PRINTER OPTIONS</div>

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	MM: Mail Merge

Figure 21.   The Monitor Screen After Selecting The "Find Printer
             Options" Option.

(4) Select either the "Text" or the "Case sensitive text"
     option and press the RETURN key. The monitor screen
     will appear like the example shown in Figure 22.

23

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TECHNOLOGY EDUCATION. Its seldom happens that there is a
conference close enough so that some of us can attend.
well, here's one, part of which that some of us can attend.
It will be held at the Manila Garden Hotel, Philippines
P.O. Box 10096, Q.C.

_____

Find what text?

_____

Figure 22.   The Monitor Screen Showing A Find Text Option Selected.

     (5)   If you elect to choose the "Page" option and press the
           RETURN key you will need to supply the number of the
           page for which you are looking.

     (6)   Select the "Text" option by highlighting it.

     (7)   Press the RETURN key once.

     (8)   Type in the text (word or words) you wish to find as
           directed at the bottom of the monitor screen (see Figure
           23).

24

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-------- --
Find what text?   INTERNATIONAL

Figure 23   The Monitor Screen Showing The Words Of The Text To Be
            Located.

        (9) Press the RETURN key once (see Figure 24).

25

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Find next occurrence? No Yes

Figure 24.   The Monitor Screen Showing The First Location Of The
             Desired Text.

> (10) Follow the directions provided at the bottom of the
>   screen until you have found the desired location in the
>   document.
>
> (11) Insure the "No" option is highlighted and press the
>   RETURN key once (see Figure 25).

26

28

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conference close enough so that some of us can attend.
well, here's one, part of which that some of us can attend.
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P.O. Box 10096, Q.C.

Type entry or use @ commands   Line 11   Column   5   @-? for Help

Figure 25.   The Monitor Screen After Exiting The Find Function.

d.   Identifying the locations of page breaks. This option allows
     you to identify the exact locations of the ends of the pages
     in your document. If you want to change the locations of the
     ends of the pages, you need to use the OPEN-APPLE-O command.

     (1)   Press the OPEN-APPLE and the "K" keys at the same time.
           You will see a message on your monitor screen similar to
           the one shown in Figure 26.

27

Which printer will be used when
the file is actually printed?

1.   NCR

2.   ImageWriter II

3.   EPSON

4.   A text (ASCII) file on disk

Type number, or use arrows, then press Return   490K Avail.

Figure 26.   The Monitor Screen After Selecting The Page Break Command.

        (2)   Use the ARROW keys and select the type of printer
              connected to your machine by highlighting its name.

        (3)   Press the RETURN key once and examine Figure 27. Your
              monitor screen will appear similar to this Figure.

28

```
File: WP00989.007              REVIEW/ADD/CHANGE              Escape: Main Menu
=====|====|====|====|====|====|====|====|====|====|====|====|====|====|====|===
STARLAB PLANETARIUM WORKSHOPS.  The dates for the fall 1989 workshops
set so far are: Korea - 13 and 15 September at Seoul Elementary
School; Japan except Misawa - 4-6 October at Yokota High School;
- - - - - - - - - - - - - - - - End of Page 1 - - - - - - - - - - - - - - - - -
Misawa Air Base, Japan - 10 October at Sollars Elementary School;
Okinawa - 16 October at Bob Hope Elementary School.  The dates for the
Philippines have not yet been set.

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Industry Program during the summer of 1990.  Stipends and college
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to Jim Hubbard, Colorado Alliance For Science, College of Education,
Campus Box 249, University of Colorado, Boulder, CO 80309-0249.  If
you are interested apply now.

SUMMER 1990 TEACHER IN NATIONAL LABORATORY PROGRAM.  Associated
Western Universities Inc. has again asked DoDDS-Pacific to participate
in their summer Teacher In National Laboratory Program for the summer
of 1990.  Joan Miller of their staff, in a recent meeting offered us
--------------------------------------------------------------------------
Type entry or use @ commands          Line 73   Column 21      @-? for Help
```

Figure 27.   The Monitor Screen After Completing The Identification Of
             Page Breaks.

    e.   Moving part or all of a document.

         (1) Set your cursor under the first letter or number of the
              text to be moved.

29

=====|====|====|====|====|====|====|====|====|====|====|====|====|====|====|===
set so far are: Korea - 13 and 15 September at Seoul Elementary
School; Japan except Misawa - 4-6 October at Yokota High School;
Misawa Air Base, Japan - 10 October at Sollars Elementary School;
Okinawa - 16 October at Bob Hope Elementary School. The dates for the
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in their summer Teacher in National Laboratory Program for the summer
of 1990. Joan Miller of their staff, in a recent meeting offered us
as many as nine positions, dependent upon the backgrounds of our
applicants and a sufficient number of applications. Each position,
----
Move Text? Within document To clipboard From clipboard

Figure 28.   The Monitor Screen After Selecting The Move Information
             Option.

     (2)   Press the OPEN-APPLE and the "M" keys at the same time
           (see Figure 28).

     (3)   Select the "Within document" option by insuring that it
           is highlighted and pressing the RETURN key once (see
           Figure 29).

30

32

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

set so far are: Korea - 13 and 15 September at Seoul Elementary
School; Japan except Misawa - 4-6 October at Yokota High School;
Misawa Air Base, Japan - 10 October at Sollars Elementary School;
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as many as nine positions, dependent upon the backgrounds of our
applicants and a sufficient number of applications. Each position,
----
Use cursor moves to highlight block, then press Return   490K Avail.

Figure 29.   The Monitor Screen After Selecting The Within Document
             Option.

        (4)   Use the ARROW keys to highlight that portion of your
              document which you desire to move.

        (5)   Press the RETURN key once and examine the example
              results in Figure 30.

31

=====|====|====|====|====|====|====|====|====|====|====|====|====|====|====|===
set so far are: Korea - 13 and 15 September at Seoul Elementary
School; Japan except Misawa - 4-6 October at Yokota High School;
Misawa Air Base, Japan - 10 October at Sollars Elementary School;
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as many as nine positions, dependent upon the backgrounds of our
applicants and a sufficient number of applications. Each position,
----
Move cursor to new location, then press Return   490K Avail.

Figure 30.   The Monitor Screen After Entering The Text To Be Moved.

     (6)   Use arrow keys and move the cursor to the position in
your document where you wish to move the highlighted
text.

     (7)   Press the RETURN key once (see Figure 31).

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Type entry or use @ commands   Line 284 Column 1   @-? for Help

---

Figure 31.   The Monitor Screen After Moving Part Of The Text.

(8)   If you desire to move part of your document to the
      clipboard and then on to another file, the procedure is
      the as that for moving part of the document within the
      file, except that you must select the "To clipboard"
      option.

f. Changing the names of files. This is an extremely important
    option because it allows you to retain your original file on
    a data disk while at the same time rapidly creating a new
    document which, when completed, may be quite similar to the
    original document without having to create the new document
    from scratch.

    (1)   Press the OPEN-APPLE and the "N" keys at the same time
          (see Figure 32).

33

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you are interested apply now.

Type filename: WP00989.007   490K Avail.

Figure 32.   The Monitor Screen With The Name Change Option Selected.

      (2)   Press the OPEN-APPLE and the "Y" (yank) keys at the same
          time (see Figure 33).

34

=====|====|====|.====|====|====|====|====|====|====|====|====|====|====|====|===

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you are interested apply now.

_____

Type filename: 490K Avail.

Figure 33.   The Monitor Screen After Using The Yank Function.

        (3)   Type the new file name (see Figure 34).

35

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

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you are interested apply now.

Type filename: SCIENCE.NEWS   490K Avail.

Figure 34. The Monitor Screen After Typing New File Name.

(4) To enter the new file name in the computer memory, press
     the RETURN key once. Examine the upper left corner of
     Figure 35 and then compare Figures 34 and 35.

36

38

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you are interested apply now.

Type entry or use @ commands   Line 284   Column 1   @-? for Help

---

Figure 35.   The Monitor Screen After Entering The New File Name.

g. Replacing the wording of part of your document with new
    wording.

    (1) Press the OPEN-APPLE and the "R" keys at the same time
         (see Figure 36).

37

```
File: SCIENCE.NEWS                    REPLACE        Escape: Review/Add/Change
=====|====|====|====|====|====|====|====|====|====|====|====|====|====|====|===
```

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Replace? Text   Case sensitive text

Figure 36.   The Monitor Screen After Selecting The Replace Option.

      (2)   Select the "Text" option by insuring that it is
            highlighted and then pressing the RETURN key once. See
            Figure 37 - the picture would be identical if you chose
            the "Case sensitive text" option.

38

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

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Replace what?

Figure 37.   The Monitor Screen After Selecting The Text Option.

        (3)   Type the word or words to be replaced (see Figure 38).

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Replace what?   TEACHER

Figure 38.   The Monitor Screen Showing Text To Be Replaced.

     (4)   Press the RETURN key once (see Figure 39).

40

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Replace with what?   490K Avail.

Figure 39. The Monitor Screen After Entering The Text To Be Replaced.

(5) Type the replacement text (see Figure 40).

41

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Replace with what? EDUCATOR   490K Avail.

Figure 40.   The Monitor Screen Showing The Replacement Text.

        (6) Press the RETURN key once (see Figure 41).

42

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

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you are interested apply now.

Replace? One at a time All

Figure 41. The Monitor Screen Showing The Replacement Text Entered.

       (7)   Select the "One at a time" option by pressing the RETURN
            key. Your monitor screen will show the first occurrence
            of the text to be replaced (see Figure 42).

43

=====|====|====|====|====|====|====|====|====|====|====|====|====|====|====|===
possibility, send me an informal note at the regional office.

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_____

Replace this one? No Yes

_____
Figure 42.   The Monitor Screen Showing The First Occurrence Of The
             Text To Be Replaced.

        (8)   Use the RIGHT-ARROW key to highlight the "Yes" option.

        (9)   Press the RETURN key once to accomplishment the
              replacement (see Figure 43).

44

=====|====|====|====|====|====|====|====|====|====|====|====|====|====|====|===
possibility, send me an informal note at the regional office.

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_____

Find next occurrence? No Yes

Figure 43.   The Monitor Screen After The First Replacement Is Made.

      (10) If you want to continue on to the next occurrence of
           the text to be replaced, highlight the "Yes" option and
           press the RETURN key or press the ESC key to return to
           the document.

      (11) Press the ESC key (see Figure 44).

45

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you are interested apply now.

Type entry or use @ commands   Line 284   Column 21   @-? for Help

Figure 44.   The Monitor Screen After Returning To The Original
             Document.

h. Setting tabs.

    (1) Press the OPEN-APPLE and the "T" keys at the same time
         (see Figure 45).

46

48

=====|=====|=====|=====|=====|=====|=====|=====|=====|=====|=====|=====|=====|=====|=====|===
possibility, send me an informal note at the regional office.

5TH INTERNATIONAL SYMPOSIUM ON WORLD TRENDS IN SCIENCE AND TECHNOLOGY
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so that some of us can attend. well, here's one, part of which that
some of us can attend. It will be held at the Manila Garden Hotel,
11-21 December 1989. For additional information, contact Dr.
Adoracion D. Ambrosio, Symposium Chairman, PSHS, Diliman, Quezon City,
Phillppines P.O. Box 10096, Q.C.

SUMMER 1990 EDUCATOR IN INDUSTRY PROGRAM. DoDDS-Pacific has again
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In Industry Program during the summer of 1990. Stipends and college
credit are available for this program. If you are interested, write
to Jim Hubbard, Colorado Alliance For Science, College of Education,
Campus Box 249, University of Colorado, Boulder, CO 80309-0249. If
you are interested apply now.

Tab stops: S: Set   C: Clear   R: Remove all   (Column 21)

_____

Figure 45.   The Monitor Screen After Selecting The Tab Set Option.

        (2) Press the "R" key (see Figure 46).

47

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Tab stops: S: Set   C: Clear   R: Remove all   (Column 21)

_____

Figure 46.   The Monitor Screen After Removing All Preset Tabs.

    (3)   Use the RIGHT-ARROW key and move the cursor to column
        #6. You can easily tell when your cursor is in column
        #6 by examining the lower right corner of the monitor
        screen.

    (4)   Press the "S" key once (see Figure 47).

48

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Tab stops: S: Set   C: Clear   R: Remove all   (Column 6)

Figure 47. The Monitor Screen Setting A Tab Cue In Column #6.

(5) Press the ESC key once (see Figure 48).

49

51

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Type entry or use @ commands   Line 284   Column 21   @-? for Help

---

Figure 48.   The Monitor Screen After Escaping From The Tab Option.

   1. Bold facing.

      (1) Identify a word or group of words in your document that
           you would like to print in "bold face."

      (2) Use the ARROW keys and move the cursor directly under
           the first letter of the first word you would like
           printed in "bold face."

      (3) Press and hold down the CONTROL key and while it is held
           down, press and release the "B" key.

      (4) Press the LEFT-ARROW key once. Your monitor screen will
           appear similar to the example shown in Figure 49.

50

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Type entry or use @ commands   Boldface Begin   @-? for Help

Figure 49.   The Monitor Screen Showing Bold Face Begin.

   (5)   Use the RIGHT-ARROW key and move the cursor to the
         column (space) immediately following the last letter
         that is to be printed in bold face.

   (6)   Press and hold down the CONTROL key and while it is
         being held down, press and release the "B" key.

   (7)   Move the cursor one space to the left, using the
         LEFT-ARROW key (see Figure 50).

51

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Type entry or use @ commands   Boldface End   @-? for Help

Figure 50.   The Monitor Screen Showing Bold Face End.

   J.   Underlining part of your text. The procedure for underlining
        part of your text is the same as the bold face procedure
        discussed above in "i" except that the "L" key instead of
        the "B" is used with the CONTROL key.

   k.   Moving to the beginning of a file. Press and hold down the
        OPEN-APPLE key and while that key is held down, press and
        release the "1" key. An example of the result is shown in
        Figure 51, with the cursor now located at the beginning of
        the file.

52

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                    FROM THE CROWS NEST..........

     At the risk of seeming long winded, I'll use the same format as I
did in the May/June issue of the Newsletter to describe what I've seen
of science education both nationally and in DoDDS-Pacific since then.
First, however, let me take this opportunity to welcome you all back
to school. I hope you have all had an enjoyable summer, that this
will be your best year yet in teaching and you'll have fun teaching
science over the coming weeks and months. Let's all of our new
stateside hires and those transferring in from other regions a hearty
welcome. Its going to be an exciting year in science education around
DoDDS-Pacific.

BOULDER WORKSHOP. Twenty-six DoDDS personnel recently completed the
two week DoDDS sponsored elementary science workshop at the University
of Colorado, Boulder. The attendees conducted hands-on science
activities, visited a variety of industries to look at the application
of scientific principals to technological problems of the 80's,
examined ways of using museums in science programs, listened to guest
speakers, saw a star show. On the weekend between weeks one and two,
----
Type entry or use @ commands   Line 2 Column 6   @-? for Help

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Figure 51.   The Monitor Screen After Using The OPEN-APPLE-1 Option.

     1.   Moving to the end of a file. Press and hold down the
          OPEN-APPLE key and while it is held in the down position,
          press and release the 9 key (see Figure 52).

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Type entry or use @ commands   Line 293 Column 1   @-? for Help

Figure 52.   The Monitor Screen After Exercising THe OPEN-APPLE-9
             Option.

     m.   Additional help. For additional help, consult the AppleWorks
          instruction book.

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