



# Tech Info Library

## AppleWorks: Time-saving tips

Article Created: 1 May, 1987

### Article Change History

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01/19/93 -Updated Vendor information

- Beagle Brothers now Word Perfect Corporation

1. A quick way to duplicate fields is the use an Open-Apple-" (quotation mark). Select the multi-record layout, position the cursor directly underneath the field with the information that you want to duplicate and press Open-Apple ". Hold the keys down to automatically update several fields.

Remember that you can also use the Open-Apple V (Standard Value) function to automatically fill in fields with input that you specify.

2. Open-Apple Q: This command will display all files that are currently on the desktop and allows you to choose any file quickly with the cursor or the keyboard. (Hint: This is also a excellent method of avoiding having to press Escape several times when you wish to change Printer Options from several folder levels down.)
3. Plan Ahead: Whenever you create a new DataBase file, create several "dummy" fields and label them 1,2,3, etc. Then, if you decide later to add a category, you won't lose all your report formats.
4. Open-Apple Tab backs up one field.
5. Open-Apple Y: Deletes from the cursor to the end of the current line or field.
6. Transferring "values only" from one spreadsheet to another is tricky. One way is to print to a DIF file the section that you want to transfer. Create a new spreadsheet from the DIF file and then cut and paste the values into your final spreadsheet from the one created with the DIF file.
7. "Some Cells were Lost.....": Have you ever seen this message? You'll generally run into this message when you are copying cells in the far right hand section of an AppleWorks spreadsheet. AppleWorks versions 1.1 thru 1.3 allocate 2K of RAM for formulas and formatting

information per row; the error message indicates that you have run out of the memory reserved for this purpose. There are two workarounds:

- a. you can re-organize the spreadsheet in a vertical fashion, making it "taller" instead of "wider", or
  - b. you can upgrade to AppleWorks 2.0. The new version of AppleWorks reserves 10K of RAM for formulas and formatting information.
8. Label Printing: If AppleWorks isn't recognizing your form size, follow these steps:
- a. From the main menu, select number 5, "Other Activities".
  - b. Select number 7, "Specify information about your printer(s)". You should now see a menu entitled "Printer Information".
  - c. Under the heading "Change printer specifications", select the name of the printer you want to use.
  - d. Change item number 2, "Accepts top-of-page commands", to NO.
9. Need to print two or three up labels? Try MacroWorks from Beagle Brothers (now WordPerfect Corporation). MacroWorks also adds Macro capability to AppleWorks.
10. Want to learn more about AppleWorks? "The Main Menu" is a specialty Newsletter exclusively for AppleWorks users. For more information call (800) 258-5473. A subscription is \$49.97 per year.

To locate a vendor's address and phone numbers, use the vendor name as a search string.

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Keywords: <None>

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19960215 11:05:19.00

Tech Info Library Article Number: 117