Photos courtesy eBay
AppleWorks™

New Features Update
Read Before Using AppleWorks Version 1.3

The Apple II
Copy the data base into the word processor

In order to transfer data base information into a word processor document, you have to print the report to the clipboard, and then copy it from the clipboard into the word processor.

Preparing to print

When you want to print a data base report—either on paper, or to the clipboard—you have to prepare to print it by getting a report format.

1. Press (6)P. That's for Prepare to print.

The Report Menu appears, with five options:

1. Get a report format
2. Create a new "table" format
3. Create a new "label" format
4. Duplicate an existing format
5. Erase a format

The option to get a report format is highlighted, because you've already set one up for New Pies.

2. Choose Get a report format.

Now AppleWorks offers a list of current report formats. There's only one format set up. It's called Organic Pie Sales, and it's highlighted.

3. Choose Organic Pie Sales.

The file appears on your screen in report format.
AppleWorks combines the three most popular applications for personal computers into one powerful, integrated package.

AppleWorks contains:
- the Word Processor for producing letters and reports.
- the Spreadsheet— for budgeting, forecasting, even handling your own personal finances.
- the Data Base for collecting and organizing personal and business data and for creating mailing labels.

AppleWorks saves you time and effort:
- commands are consistent among applications, so when you know one application, you know them all.
- you can merge files easily from the three applications to produce your final document.

System Requirements
- Apple IIc; or Apple IIe with 80-column card and disk drive
- three blank disks
- monitor

Recommended:
- compatible printer
- second disk drive
- extended 80 column card on Apple IIe for 128K memory (standard on Apple IIc)
Congratulations! You have just purchased one of the most advanced productivity tools on the market. We are confident that you will find it powerful, easy to learn, and fun to use for your professional and home applications.

But even excellent products can be improved, and we want your suggestions! After you’ve spent some time with AppleWorks, please send in the Tell Apple card at the back of the AppleWorks Reference Manual. Thanks for your help.

Getting Started with AppleWorks
1. Set up your Apple so it’s ready to use. (If you haven’t set it up, see your owner’s guide for instructions.)
2. Read the AppleWorks Tutorial. It tells you:
   - Which disks to copy (this is important)
   - How to start up the training disks (Apple Presents AppleWorks, Sides 1 and 2)
   - How to use the major features of AppleWorks.
5.25" original disks for an AppleWorks version predating 1.3