AppleWorks combines the three most popular personal computer productivity applications—word processing, data-base management, and spreadsheet analysis—in one powerful and easy-to-use tool. New features include built-in mail merge capability (to quickly create personalized form letters), larger maximum-file size, and additional spreadsheet functions.

File: User Group Memo       REVIEW/ADD/CHANGE      Escape: Main Menu

Dear <First Name>:</Dear

Thank you for attending the AppleWorks Users Group. Several applications of AppleWorks were discussed at our various Education Special Interest Group meetings. Please feel free to contact the key contacts of the Bay Area on education and the key contacts of the AppleWorks on our membership database. Please feel free to contact them.

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Phone Number</th>
<th>Special Interest</th>
</tr>
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<tbody>
<tr>
<td>Field</td>
<td>Kelly</td>
<td>555-9872</td>
<td>Administrative/Education</td>
</tr>
<tr>
<td>Diaz</td>
<td>Elizabeth</td>
<td>555-7541</td>
<td>Social Studies Curriculum</td>
</tr>
<tr>
<td>Hara</td>
<td>Bob</td>
<td>555-1232</td>
<td>Science Curriculum</td>
</tr>
</tbody>
</table>

Type number, or use arrows, then press Return. 52K Avail.
AppleWorks gives you three applications—word processing, data-base management, and spreadsheet functions—in one powerful, easy-to-use package. Because these applications are integrated, you can exchange information between them with only a few keystrokes. AppleWorks also includes a built-in mail merge capability, allowing you to customize form letters with information from a data base.

**Word Processor.** Whether you're using AppleWorks in a small business, at school, or at home, its word processor will help you express your ideas more effectively. You'll enjoy such professional features as boldfaced and underlined text, superscripts and subscripts, proportional spacing, headers and footers, and on-screen display of page breaks.

**Data Base.** The AppleWorks data base is an indispensable personal organizer for all kinds of information, from personnel files to sales records to inventories of household valuables. Its versatile report generator lets you produce information in either tabular or label form.

**Spreadsheet.** Anyone who works with numbers—whether for financial statements, gradebooks, or home budgets—will benefit from using the AppleWorks spreadsheet. It easily performs complex or repetitive calculations, letting you make quick changes to easily evaluate various "What if?" situations.

**New Features.** AppleWorks' mail merge capability lets you combine data-base information (such as names and addresses) with a word-processing document to create personalized form letters.

Increased file-size capacity allows you to create larger spreadsheets, data bases, and word-processing documents.

New spreadsheet features (such as logical ands and ors) let you create more powerful formulas than ever before.

AppleWorks. It's the all-in-one solution for maximum personal productivity.

---

This package contains:
- Three 5¼-inch disks:
  - Startup and program disk
  - Apple Presents AppleWorks tutorial disk
  - Sample files disk
- Two 3.5-inch disks:
  - Startup, program, and sample files disk
  - Apple Presents AppleWorks tutorial disk
  - Using AppleWorks reference manual
  - AppleWorks Tutorial manual
  - AppleWorks Reference Card

Optional equipment:
- Apple® Imagewriter® II
- Second disk drive (5¼-inch or 3.5-inch)
- Apple Memory Expansion Card

---

Developed by Rupert Lissner.
Required equipment:
Apple IIe
(minimum 128K)
or Apple IIgs
with Disk Drive,
or Apple IIc,
and Monitor
Packing List

This package contains the following items:

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<th>Item Description</th>
<th>Code</th>
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<td>Apple Presents AppleWorks, Sides I and II</td>
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<td>AppleWorks Sample Files</td>
<td>691-0034</td>
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