AppleWorks 4

The Works

POWERFUL
AUTOMATED
INTEGRATED
SOFTWARE FOR
THE APPLE II

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Quality Computers™
Look what's new with AppleWorks!

*Three desktops allow up to 36 files*
Each desktop can contain twelve files. While the desktops allow you to organize your AppleWorks files into logical "work groups," AppleWorks 4.0's powerful new integration features can link files even if they're on separate desktops.

*Add Files* lists text files and automatically converts them to word processor files
No more "Create new file from a text file" hassles. Optionally, AppleWorks 4.0 can remember that the original file was a text file and intelligently convert the document back to ASCII format when saving.

*Independent clipboards for Word Processor, Database, and Spreadsheet*
lets you move files between word processor documents without worrying about the data base records on the clipboard. Yet it's still easy to move data between the different modules, because AppleWorks 4.0 remembers the last clipboard you moved to data and makes it the default source when pasting. You can also tell Appleworks to use the contents of a specific clipboard whenever necessary. You can add new data to the clipboard (appending instead of replacing the current contents), and all three clipboards are fully editable.

*Built-in Disk and File maintenance*$
Built-in Easier! AppleWorks 4.0 lets you copy disks, files, and subdirectories (using the Desktop memory to reduce disk swapping). Delete, rename, and lock/unlock files, too, all from inside AppleWorks. It's like having the Apple System Utilities built-in!

*Auto-save feature saves files after a preset number of minutes*
Another work-saving feature for people who suffer from frequent power-outages—or plan old mistakes. AppleWorks 4.0 can even keep the last version of your file when you save, so you can go back to the earlier version if you change your mind.

*High-resolution HP DeskJet printing*$
These inexpensive, quiet, high-resolution inkjet printers have been gaining a lot of fans in the Apple Kingdom. AppleWorks 4.0 supports them right out of the box!

*QuickPath eases subdirectory navigation*$
Do you find yourself jumping back and forth between folders on your hard drive? Then QuickPath can help. Any time AppleWorks asks you to select a disk, one keypress instantly displays a list of your most frequently-used pathnames for rapid selection. Other useful shortcuts let you panlessly add and drop subdirectories, sort your file list, and eject 3.5" disks.

*Mouse support*$
AppleWorks 4.0 now supports a mouse! Use it to scroll rapidly in the word Processor, to quickly arrange single-record layouts in the database, and to zoom through your spreadsheets at warp speed.

*Screen blanker saves your monitor*$
Prevent screen burn-in! Automatically blanks your screen after a specified interval to keep your phosphors alive. An optional module, AfterWork, includes animated effects that will keep you entertained for hours.

*Built-in TimeOut and UltraMacros Player*$
Adding new features to AppleWorks has never been easier. AppleWorks 4.0 will even install TimeOut programs and files for you automatically!

*Import selection rules from report formats*$
Set up your most frequently-used sets of selection rules (for example, all sophomores in Mr. Smith's Chemistry I class) and save them in a report. AppleWorks can recall these selection rules later—instantly! And you can now save 30 reports in a data base file, so you can take full advantage of this feature.

*Faster display on large files with selection rules*$
Speeds up display for itself. One of the slowest areas of the program is now significantly faster.

*Lightning-fast finds in sorted categories*$
When you're looking for something in a category that's already in alphabetical or numerical order, AppleWorks 4.0 can take a shortcut when you ask it to find a record. It's called a binary search, and it lets you find records in any size file virtually instantaneously. If you were looking for "Zachary" in the phone book, you wouldn't start looking in the A's, would you? Now, neither does AppleWorks!

*Export/import character-defined text files*$
New file exchange features make it easier than ever to transfer data to and from other, non-AppleWorks, database software.

*Formulas and calculated categories for smarter data*$
Now AppleWorks can do math—using spreadsheet-style formu-
as—in your database. Imagine changing a student's test score and seeing their average change instantly! Even date math is included, making it possible to calculate the number of days between two dates, or to recalculate the date a certain number of days into the future from a given date.

*Glossary, import, and export capabilities link data base files*$
Imagine entering a state abbreviation and having the state's full name imported into the database from a separate data base file containing state names. Imagine getting a pop-up menu of all the students in your class and having their student ID entered automatically. Imagine posting a student's final grade in one class to a master grade database containing all final grades for all students. You can do all this and more with one of the most powerful new integration features in AppleWorks 4.0!

*Data masking feature makes data entry foolproof*$
Want to ensure that all phone numbers are entered the same way? AppleWorks 4.0 makes it easy! You can set up a mask (a kind of template) for entry of any kind of formatted data. AppleWorks will reject invalid keystrokes and automatically enter any spacing characters for readability.

*Word Processor window*$
Set up a help file for your data base file, using the word processor, and call it up anytime. Each category of the data base can have a separate section inside the help file for context-specific tips. You can even link individual records to sections of a word processor document to store free-form data that doesn't fit easily inside a rigid data base structure.

*More categories and bigger capacity*$
AppleWorks 4.0 doubles your data base storage space—to 60 categories per record, and 2,500 characters per record.