

ED 314 013

IR 014 054

AUTHOR Schlenker, Richard M.; Schlenker, Deborah S.
 TITLE Printing Appleworks V1.3 Word Processor Files Using
 the Apple IIe Computer. First Edition.
 INSTITUTION Dependents Schools (DOD), Washington, DC. Pacific
 Region.
 PUB DATE 88
 NOTE 9p.; For other titles in this series, see IR 013
 968-979, IR 014 050-055, ED 304 090, and ED 305
 087.
 PUB TYPE Guides - Classroom Use - Materials (For Learner)
 (051)
 EDRS PRICE MF01/PC01 Plus Postage.
 DESCRIPTORS *Computer Software; Instructional Materials;
 *Microcomputers; *Word Processing
 IDENTIFIERS *Apple IIe; *AppleWorks

ABSTRACT

This guide was developed as a "how to" training device for printing word processor files using AppleWorks on the Apple IIe computer with a Duodisk or two disk drives. Step-by-step instructions are provided for file loading, selecting the print option, and printing files. For each procedure, a diagram of the screen display is included. (GL)

 * Reproductions supplied by EDRS are the best that can be made *
 * from the original document. *

PRINTING APPLEWORKS V1.3
WORD PRCESSOR FILES
USING THE
APPLE IIe COMPUTER
FIRST EDITION

U.S. DEPARTMENT OF EDUCATION
Office of Educational Research and Improvement
EDUCATIONAL RESOURCES INFORMATION
CENTER (ERIC)

This document has been reproduced as
received from the person or organization
originating it.
 Minor changes have been made to improve
reproduction quality.

• Points of view or opinions stated in this docu-
ment do not necessarily represent official
OERI position or policy.

ED314013

By

LCDR Richard M. Schlenker USCGR

And

SX2 Deborah S. Schlenker USCGR
United States Coast Guard Loran Station Gesashi
Box CG
APO San Francisco, CA 98770-0053

1988

"PERMISSION TO REPRODUCE THIS
MATERIAL HAS BEEN GRANTED BY

Richard M. Schlenker

RO14054

INTRODUCTION

"Printing AppleWorks V1.3 Word Processor Files Using The Apple IIe Computer" was developed for use as a "how to" training device. It can be used with Apple IIe computers which have a Duodisk or two disk drives. Its development was accomplished using an Apple Duodisk drive, 5 1/4" floppy disks, and the 1.3 Version of the AppleWorks program. The pictures one sees in the Figures of this document are those that will be seen when V1.3 of the AppleWorks program is used to print 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 IIe computer.
2. A Duodisk or two disk drives.
3. AppleWorks startup and AppleWorks program disks. These items may be located on opposite sides of the same computer disk.
4. One data disk upon which is stored, a word processor 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 files from a data disk to the computer desktop.

After using this document, Apple IIe computer operators should be able to use AppleWorks V1.3 to print word processor documents. 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.

Mistakes found in this document are our's.

RMS
DSS

File: WP00920.006

PRINT MENU

Escape: Review/Add/Change

-----Right Margin: 0.5 inches

-----Left Margin: 0.5 inches

-----Chars per Inch: 6 chars

-----Centered

^INTRODUCTION^

-----Chars per Inch: 10 chars

-----Justified

"Printing AppleWorks V1.3 Word Processor Files Using The Apple IIe Computer" was developed for use as a "how to" training device. It can be used with Apple IIe computers which have a Duodisk or two disk drives. Its development was accomplished using an Apple Duodisk drive, 5 1/4" floppy disks, and the 1.3 Version of the AppleWorks program. The pictures one sees in the Figures of this document are those that will be seen when V1.3 of the AppleWorks program is used to print 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

Print from? Beginning This page Cursor

Figure 2. The Monitor Screen After Selecting The Print Option.

03. Printing The File.

- a. Use the ARROW keys to highlight the type of printing you want to do.
- b. Press the RETURN key once (see Figure 3).

Where do you want to print the file?

1. Apple DMP
2. ImageWriter
3. EPSON
4. A text (ASCII) file on disk

Type number, or use arrows, then press Return

39K Avail.

Figure 3. The Monitor Screen After Selecting The "Beginning" Option.

- c. Use the DOWN-ARROW key and highlight the type of printer used with your equipment.
- d. Press the RETURN key once (see Figure 4).

File: WP00920.006

PRINT MENU

Escape: Review/Add/Change

=====

How many copies? 1

39K Avail.

Figure 4. The Monitor Screen After Entering The Printer Type.

- e. Type the number of copies you wish the computer to print (see Figure 5).

File: WPO0920.006

PRINT MENU

Escape: Erase entry

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

How many copies? 6

39K Avail.

Figure 5. The Monitor Screen Showing The Number Of Copies To Be Printed.

- f. Insure that your printer is on, has paper fed to it and so on.
- g. Press the RETURN key once. Your should print your document and, following completion of the print operation, return the document to the monitor screen again (see Figure 6).

