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# MultiScribe Desk Accessories

Expand the power of word processing on your Apple IIe or IIc with these useful online features. The scientific calculator



gives you trigonometric functions, memory, inverse, and all math functions.

The clock can timestamp documents, even without a clock card. To help you plan your schedule



in advance, the calendar has

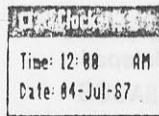
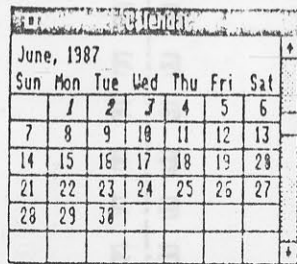
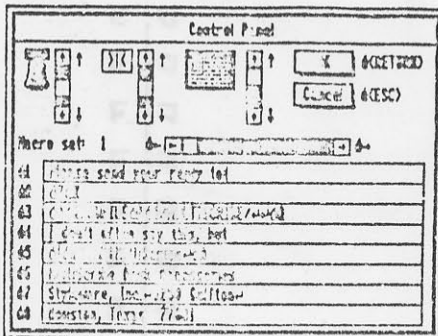


a notepad for each day of the year.

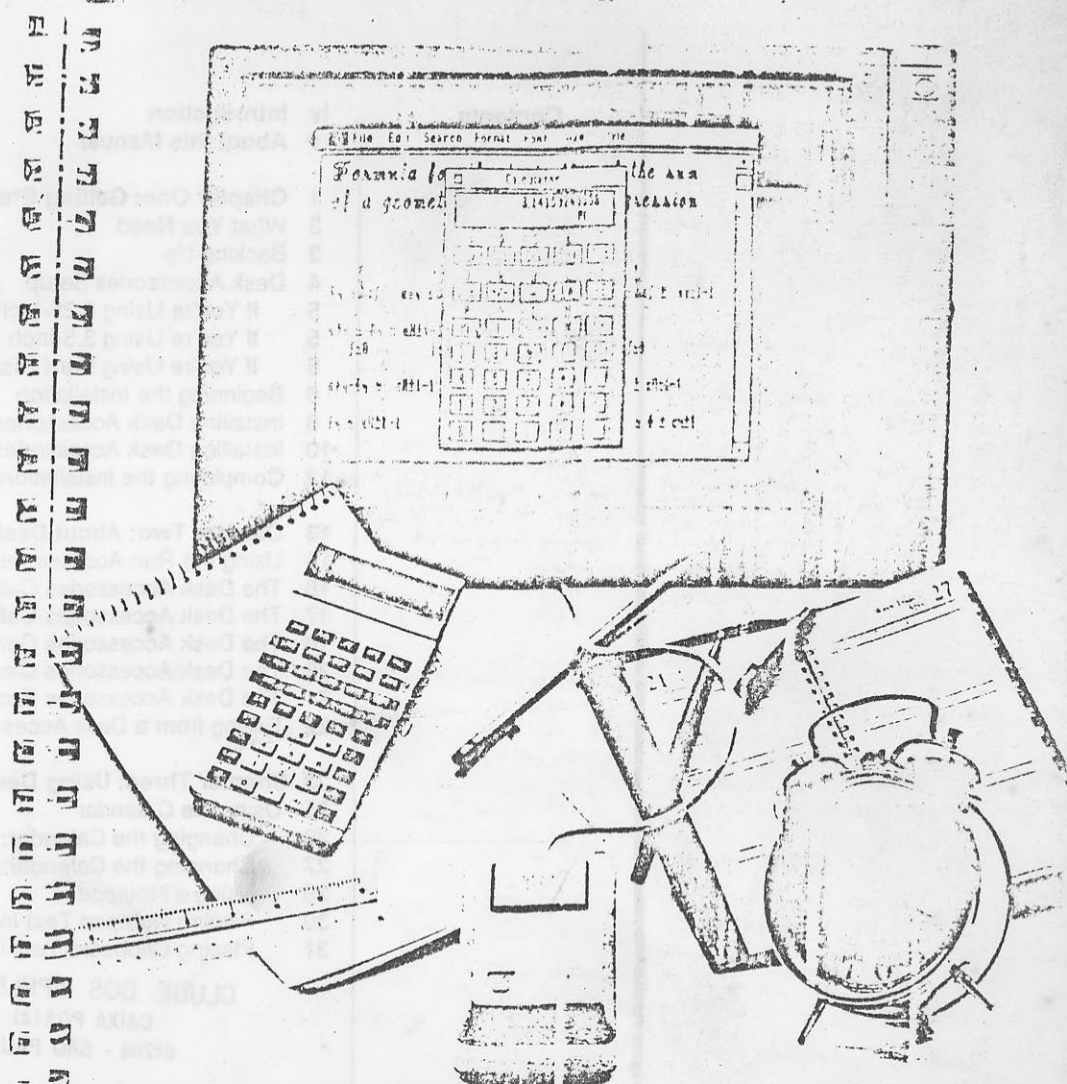
The control panel gives you sound and speed control and lets you create



keyboard macros. The puzzle, well, it's for fun when you want a quick break.



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## MultiScribe™ DESK ACCESSORIES

For use with MultiScribe 2.0 on 128K Apple IIe/IIc.



StyleWare, Inc.  
5250 Gullfion Suite 2E  
Houston, Texas 77081



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## Introduction

As you already know by now, MultiScribe 2.0 redefined word processing on the Apple IIe/IIc with its advanced design and easy-to-use features. Now the MultiScribe Desk Accessories package makes your word processing even more productive.

The Desk Accessories package consists of a set of on-line accessories you can access during a word processing session without having to leave and re-enter MultiScribe each time. These accessories include:



**Calendar** — Check your appointments for today, tomorrow, next week, even next year. Cut or copy text from a MultiScribe document and paste it into a notepad. Or paste notes from the calendar into the MultiScribe document you're working on.



**Calculator** — Got a problem? Now you can have access to a full-fledged scientific calculator while working on your documents.



**Control Panel** — Set up macro commands for frequently-used command sequences or strings of text. Or customize your MultiScribe environment.



**Clock** — Even if you don't have a ProDOS-compatible clock card installed in your system, you can still time-stamp your MultiScribe documents.



**Puzzle** — Everyone needs an occasional puzzle.

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The MultiScribe Desk Accessories help make the time you spend at your computer more productive, more convenient, and maybe even a little more fun.

## About this Manual

This manual provides information on:

- Installing your Desk Accessories
- About your Desk Accessories
- Using your Desk Accessories

In addition to this information, a set of appendices has been included:

- Additional setup and installation considerations
- Removing unwanted Desk Accessories
- A brief introduction to scientific calculators

This manual assumes that you are familiar with the basic features of MultiScribe 2.0 and how to use them. You also need to know about some basic system functions such as formatting a disk, making backups, etc. If this is not the case, you'll want to return to the appropriate manuals and brush up on those subjects before continuing here.

But here's a well-kept secret: there's nothing like actually getting a little experience under your belt when it comes to learning about software. Like most MultiScribe features, the Desk Accessories are so easy to use that once you get them installed you may want to go ahead and experiment with them on your own. When you run into a question, check with the manual. It's usually organized according to individual Desk Accessory, so the answer should be easy to find.

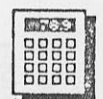
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GETTING  
STARTED



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## Introduction

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## What You Need

To use the MultiScribe Desk Accessories you'll need:

- Either of the following:
  - An Apple IIe computer
  - An Apple IIe computer with an extended 80-column card
- Your working copy of MultiScribe 2.0 (which may be installed on a hard disk drive)
- Blank ProDOS-formatted diskettes

You should make two backup copies of the Desk Accessories program disk. To make these backups, you can use one of the following utilities:

- The Copy Volume or the Copy Files command on the *ProDOS User's Disk*
- The Copy Files command on the *Apple II System Utilities* disk
- The COPY command in the *Copy II Plus* utilities published by Central Point Software, Inc.

When you've completed making your backup copies, store your program disk and one of the backup copies in a safe place. Use your other backup copy for preparing your work copy as described on the next two pages.

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## Preparing Your Work Copy of Desk Accessories

### TIP

For information and ideas on alternative procedures to prepare a work copy of Desk Accessories, see "Appendix A: Additional Installation Considerations."

Before you install your Desk Accessories, you must prepare a work copy of the programs on a disk drive that MultiScribe can access during a session. Ideally, you would like to be able to copy all your Desk Accessories to the same disk that contains your MultiScribe programs. In some cases, however, this may not be possible.

Fortunately, MultiScribe is flexible enough to handle just about any likely combination of disk drives:

- 5.25-inch disk drives
- 3.5-inch disk drives
- Hard disk drives

The following sections contain some general guidelines for setting up your Desk Accessories on different types of disk drives. Exactly how you'll set up your Desk Accessories depends on the type of disk drives your system has as well as the particular copy utility you're using.

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### If You're Using 5.25-inch Disk Drives

The limited formatted capacity of Apple's 5.25-inch disks can pose something of a problem for some Desk Accessories users.

- If your Apple has two or more drives, copy your Desk Accessories programs to your document disk. If you use more than one document disk, you will need to place a copy of your Desk Accessories on each disk.
- If your Apple has a single disk drive, refer to the section on alternative procedures in Appendix A: Additional Installation Considerations. (It's possible to use Desk Accessories on a single 5.25-inch disk drive system, but it's not very convenient.)

### If You're Using 3.5-Inch Disk Drives

Users of 3.5-inch disk drives should have no problem copying the Desk Accessories onto a MultiScribe program disk. If you prefer, you may wish to copy the programs to their own subdirectory as a means of keeping the contents of your disk organized.

It will be necessary, however, to remember to include copies of your Desk Accessories every time you create a new MultiScribe program disk.

### If You're Using a Hard Disk Drive

The best situation of all. Create a directory on the volume and path where your MultiScribe programs and document files reside and copy the Desk Accessories programs to that directory.

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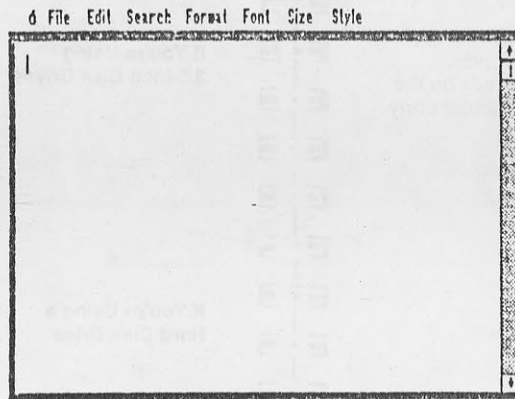
## Beginning the Installation


Once you've finished preparing your work copy, you're ready to begin installing your Desk Accessories. The installation information you're required to enter tells MultiScribe where to look for the Desk Accessories when you choose one during a word processing session.

To begin the installation procedure, follow these steps:

- 1 Start up MultiScribe according to the instructions in the MultiScribe User's Manual.

MultiScribe responds by displaying the document window:

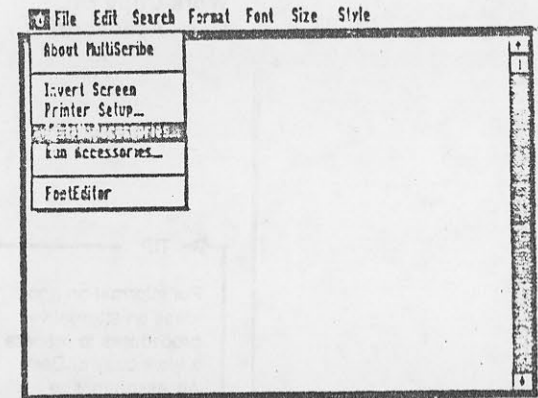


- 2 From the  Menu, choose the Install Accessories command:

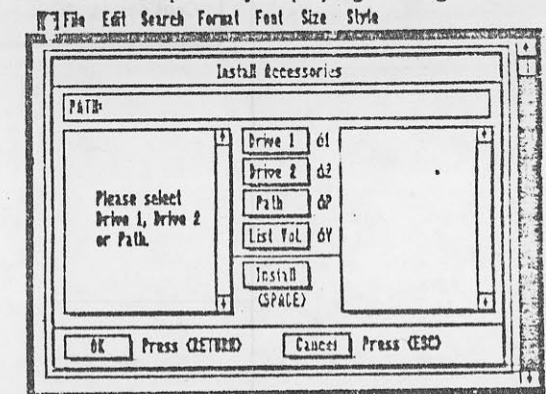


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**TIP**  
If you're a little shaky on the meaning of terms such as pathname and volume, now would be a good time to renew your acquaintance with your *ProDOS User's Manual*.



MultiScribe responds by displaying a dialog box:



- 3 Continue the installation by following the appropriate procedure in the next four pages depending on whether you're using the mouse or the keyboard.



## Installing Desk Accessories: Using the Mouse

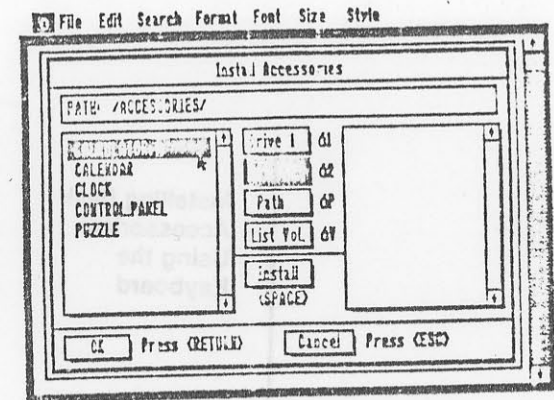
### TIP

If your Apple has both 5.25-inch disk and 3.5-inch disk drives, refer to "Appendix A: Additional Installation Considerations."

To continue the installation of your Desk Accessories using the mouse, follow these steps:

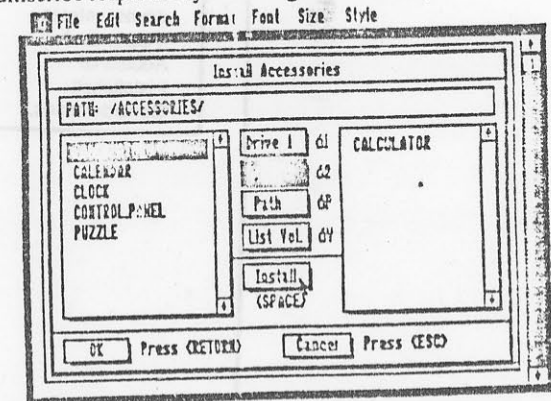
- 1 Tell MultiScribe the volume on which your Desk Accessories are located according to these guidelines:
  - If you set up your Desk Accessories on the same disk drive that contains your MultiScribe programs, click on the Drive 1 button.
  - If you set up your Desk Accessories on the disk drive that contains your document files, click on the Drive 2 button.
  - If you set up your Desk Accessories on a separate directory on either a 3.5-inch disk drive or on a hard disk drive, click on the Path input box or the Path button and enter the pathname of the directory.
  - Use the List Vol. button to display the available volumes on your disks. Double-click on the volume name where you think the Desk Accessories are located and MultiScribe displays all the directories on that volume.

When you've entered the correct drive or pathname for the location of the Desk Accessories programs, MultiScribe displays the Desk Accessories available for installation in the scroll window on the left:



- 2 Choose the Desk Accessory to install by double-clicking on the appropriate accessory name in the list, or by clicking on the accessory in the list and then clicking on the Install button.

MultiScribe responds by installing the accessory:



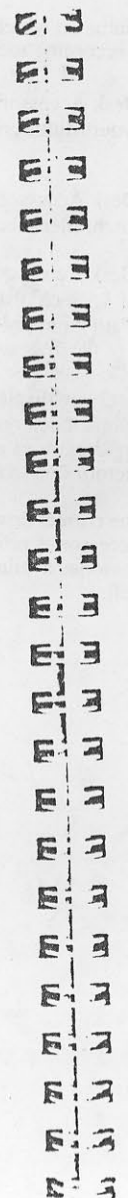
- 3 Repeat this procedure until all the Desk Accessories are installed.
- 4 Go to the section entitled "Completing the Installation."

## Installing Desk Accessories: Using the Keyboard

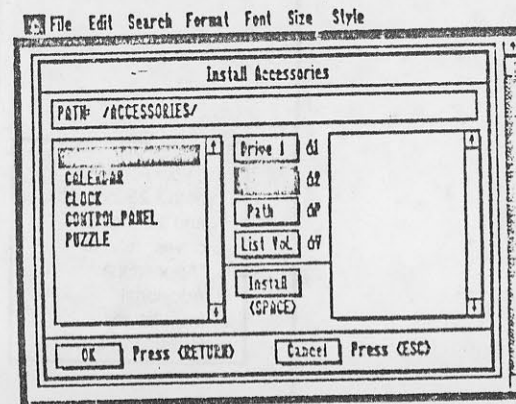
**TIP**  
If your Apple has both 5.25-inch disk and 3.5-inch disk drives, refer to "Appendix A: Additional Installation Considerations."

To continue the installation of your Desk Accessories using the keyboard, follow these steps:

- ① Tell MultiScribe the volume on which your Desk Accessories are located according to these guidelines:
  - If you set up your Desk Accessories on the same disk drive that contains your MultiScribe programs, indicate drive 1 by pressing  $\odot 1$ .
  - If you set up your Desk Accessories on the same disk drive that contains your MultiScribe programs, indicate drive 2 by pressing  $\odot 2$ .
  - If you set up your Desk Accessories in a separate directory on either a 3.5-inch disk drive or on a hard disk drive, press  $\odot P$  and enter the pathname of the directory.
  - Press  $\odot V$  to show the available volumes on your disk(s).

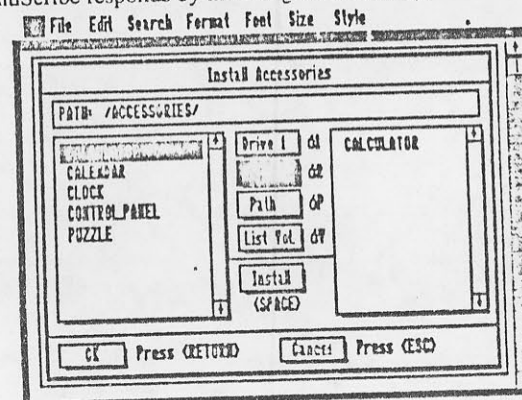


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- ② Choose the Desk Accessory to install by using the  $\uparrow$  and  $\downarrow$  keys to select each accessory and then pressing the space bar to install it.

MultiScribe responds by installing the accessory:



- ③ Repeat this procedure until all the Desk Accessories are installed.
- ④ Go to the section entitled "Completing the Installation."

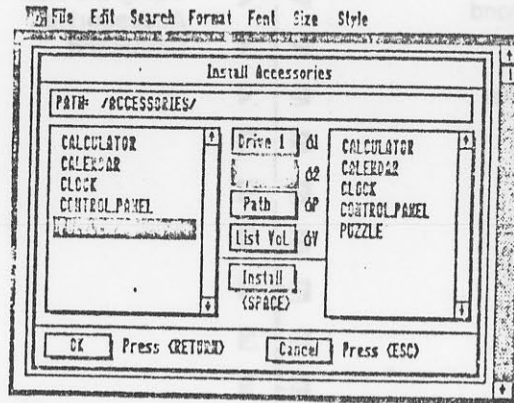
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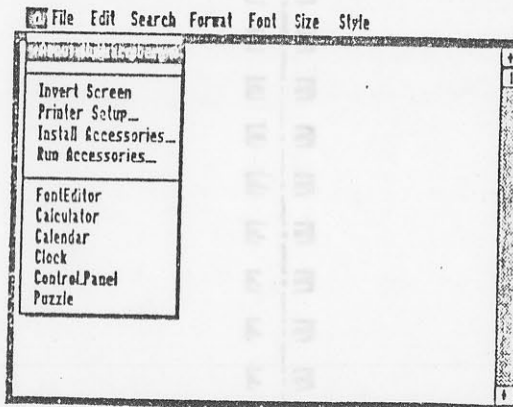
## Completing the Installation

- 1 Check that all the Desk Accessories have been installed.





- 2 Complete the installation by clicking on the OK button, or by pressing Return.

MultiScribe saves the installation information and returns to the document window. You can check that the installation was successful by seeing if your Desk Accessories are listed on the  Menu:



### TIP

Some Desk Accessories aren't listed on the  Menu? Remember, the  Menu only displays a total of seven accessories, including application accessories such as FontEditor. To display all the installed accessories, use the Run Accessories command.

## CHAPTER TWO



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



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- 22 Exiting from a Desk Accessory

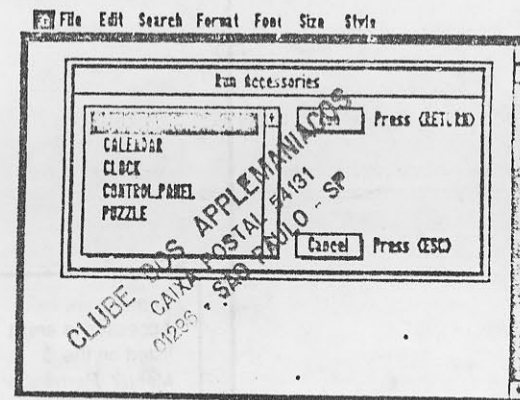
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## Using the Run Accessories Command

Once you've installed your Desk Accessories, you can choose them from the  Menu as you would any other command. However, although you can install as many as fifteen accessories, the  Menu only displays FontEditor and a maximum of six other accessories at any one time. If you wish to run an installed accessory not displayed on the  Menu, you must use the Run Accessories command as follows:


- ① Choose the Run Accessories command from the  Menu.

MultiScribe responds by displaying a dialog box:

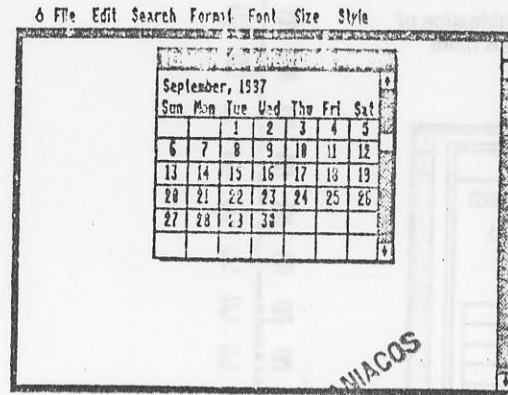


- ② Using the mouse scroll the list by pressing the scroll arrows until the desired accessory is selected or click on the accessory. If you're using the keyboard scroll the list with the  and  until the accessory you want is selected.
- ③ Once the desired accessory is highlighted, choose it by using the mouse to double-click on its name or click on the Run button, or by pressing the Return key. If you're using the keyboard, press return.

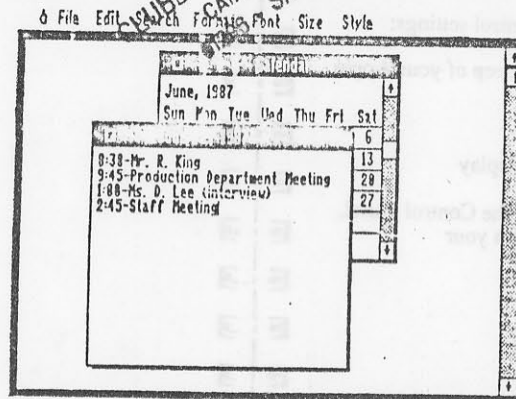
MultiScribe responds by opening the accessory in the document window.

 **The Desk Accessories Calendar**

The Desk Accessories Calendar allows you to view a monthly calendar for any date from November 1, 1901 to December 31, 2156:




Each date has its own notepad which you can use to enter text associated with that date, such as a list of appointments, for example.



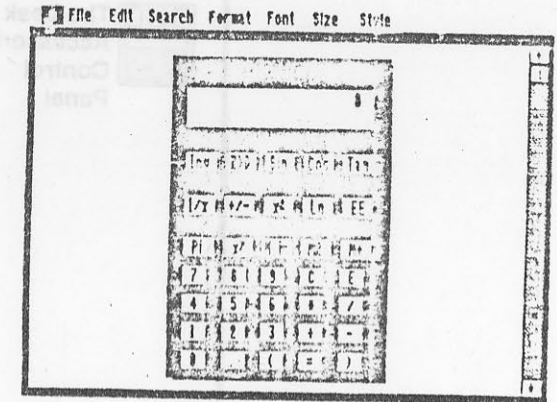
You may cut or copy this notepad text to the Clipboard and then paste it into the document you're working on in MultiScribe, or you may place Clipboard text into the notepad.

**TIP**

Every time you enter text for a notepad, MultiScribe saves it on the disk where your Desk Accessories Calendar is installed. The number of Calendar notepads you may store is only limited by the space on your Desk Accessories disk.

 **The Desk Accessories Calculator**

The Desk Accessories Calculator gives you access to a full-featured scientific calculator at any time during a MultiScribe session.



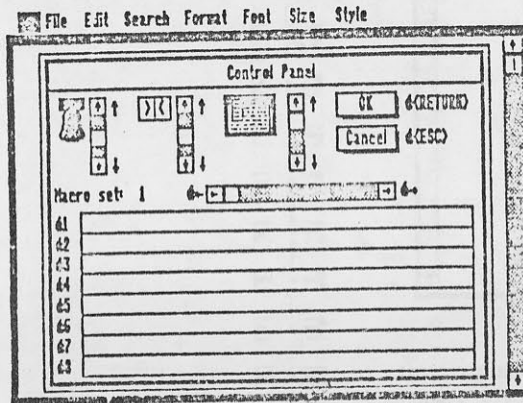
With this Desk Accessory, you can perform many of the most common types of scientific calculations:

- Arithmetic operations
- Derivation of powers and roots
- Memory functions
- Scientific notation
- Natural logarithms
- Trigonometric functions



### The Desk Accessories Control Panel

The Desk Accessories Control Panel offers a combination of useful functions to make your MultiScribe sessions more productive.



Use the Control Panel to adjust your session control settings:

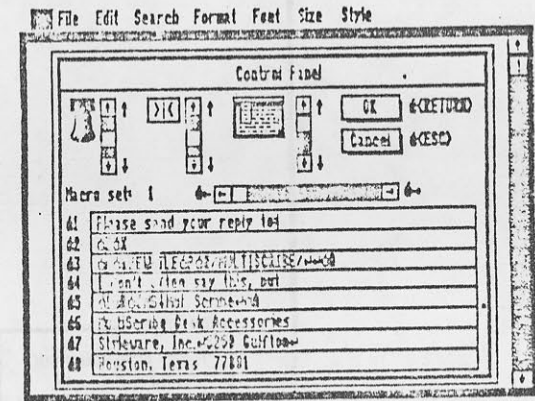
- Raise or lower the pitch for the audible beep of your Apple
- Adjust the blinking rate of your cursor
- Change between standard and inverse display

By making and saving these adjustments using the Control Panel, you can have MultiScribe start up each time with your personalized settings.

Perhaps the most useful feature of the Control Panel is its ability to store multiple macro commands that can be recalled with a single combination of keystrokes.

With macro commands you can increase your productivity during a MultiScribe session by eliminating the retyping of frequently used command sequences or strings of text. For example, you could set up a macro command sequence to conduct a particular find-and-replace operation you use often.

The Control Panel allows you to enter and store up to eight different sets of macro commands. Each set can consist of up to eight separate macros.



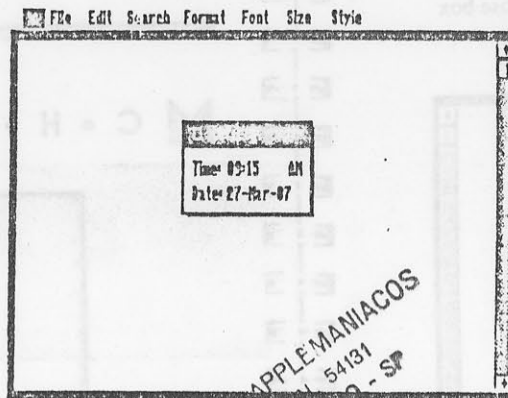
Once you've entered a macro set in the Control Panel, and pressed **Return**, it is saved to the control panel. If you've entered and stored more than one set of macros, only the set currently displayed on the Control Panel is active. The active macro set is saved to your MultiScribe disk. The set of macros that is active when you finish your MultiScribe session will be the active set when you begin your next session.

Opening the Control Panel accessory is not necessary to invoke a macro. You can call up a macro from the active set at any time during a MultiScribe session by simply pressing the **Command** key and the number corresponding to the macro.



### The Desk Accessories Clock

The Desk Accessories Clock gives users equipped with a ProDOS-compatible clock card the ability to check the current time and date without leaving MultiScribe.

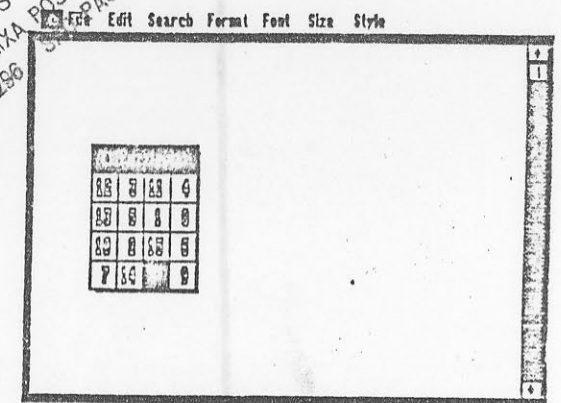


If you don't have a clock card installed, you can use the Desk Accessories Clock to enter the current time and date for each session and take advantage of such MultiScribe features as time- and date-stamped headers and footers.



### The Desk Accessories Puzzle

A number puzzle to entertain you. Arrange the numbers in sequential order by moving pieces of the puzzle.

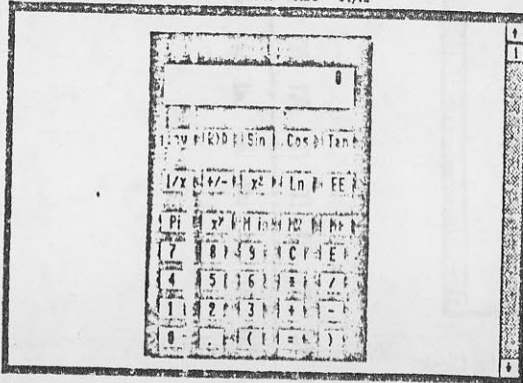


## Exiting from a Desk Accessory

For almost all of the Desk Accessories, you can always return to MultiScribe in one of two ways:

- Use the mouse to click on the accessory's close box
- Press the Esc key

File Edit Search Format Font Size Style



The only exceptions to this general rule are the Control Panel, which interprets commands differently because of its function of storing macros and the Calendar and its notepad, which uses Esc to activate pull-down menus from the keyboard.

There are two methods of exiting the Control Panel or Calendar while saving any changes you may have made:

- Use the mouse to click on the OK button in the Control Panel, or the close boxes in the Calendar
- Press  $\text{⌘}$ -Return in the Control Panel or press  $\text{⌘}$ -Esc for the Calendar

To exit the Control Panel without saving any changes:

- Use the mouse to click on the Cancel button
- Press  $\text{⌘}$ -Esc

## CHAPTER THREE



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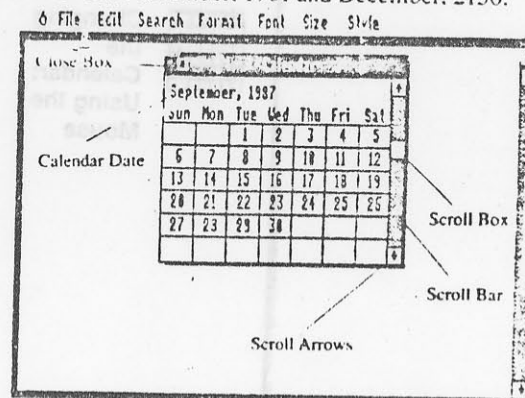
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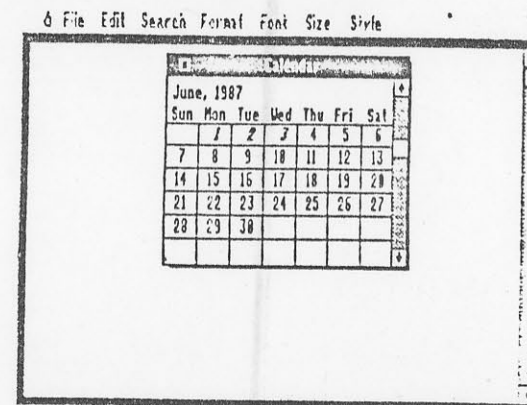
Using the Calendar

The Desk Accessories Calendar can display the calendar for any month between November, 1901 and December, 2156.



The Calendar comes up displaying the calendar for the current month based on either the date read from your clock card or the date you've entered on the Desk Accessories Clock. If the program can't detect a date, the default calendar for January, 1987 is displayed.

A date that appears in an italicized font indicates that there is text in the notepad associated with that date:



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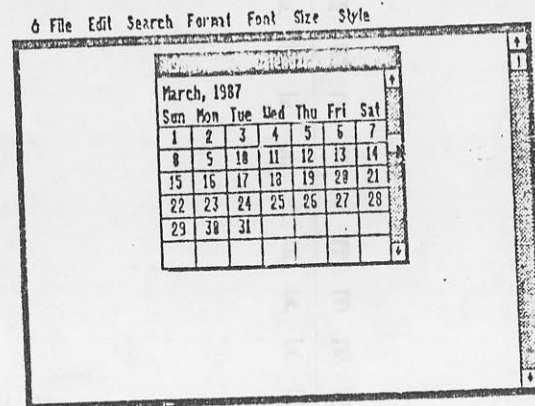


### Changing the Calendar: Using the Mouse

If you wish to change the date of the calendar being displayed, there are several methods available, depending on how far in the past or future the desired date is:

- To move forward one day, use the pointer to select the day and click on it
- To move backward one day, use the pointer to select the day and click on it
- To move forward one month, click on the up scroll arrow
- To move backward one month, click on the down scroll arrow
- To move forward one year, click on the scroll bar above the scroll box
- To move backward one year, click on the scroll bar below the scroll box

You can also move rapidly through the entire 256-year span of the Calendar by using the mouse to drag the scroll box up or down along the scroll bar:



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### Changing the Calendar: Using the Keyboard

If you wish to change the month of the calendar being displayed with the keyboard, there are several methods available, depending on how far in the past or future the desired month is:

- To move forward one day, press the tab key one time
- To move backward one day, press the  $\leftarrow$  and Tab keys one time
- To move forward one month, press the  $\rightarrow$  key
- To move backward one month, press the  $\leftarrow$  key
- To move forward one year, press the  $\uparrow$  key
- To move backward one year, press the  $\downarrow$  key

Note that there is no keyboard equivalent to moving through the entire Calendar span by dragging the scroll box.



### Using a Notepad

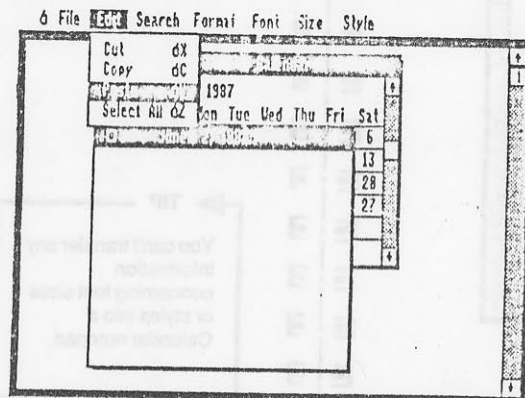
The notepad feature allows you to enter up to ten lines of text for dates displayed by the Calendar. Using the notepad you can jot down such things as appointment schedules, lists of things to do, or notes from meetings. Once you've entered this information in a Calendar notepad, it is on-line and readily accessible according to date during any MultiScribe session.

The number of separate notepads you can maintain is only limited by the amount of disk space available.

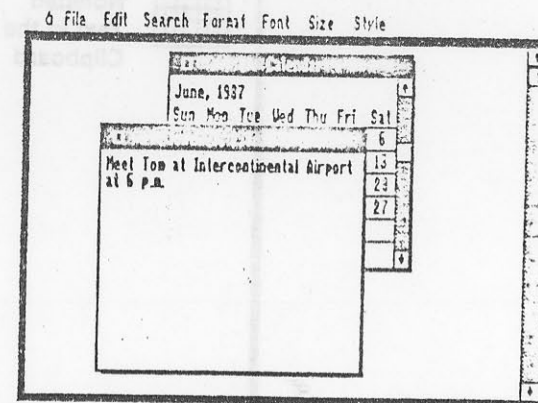
To use the notepad feature of the Calendar, follow these steps:

- ① Open the Calendar and choose the date for which you wish to enter text as follows:
  - If you're using the mouse, double-click on the desired date
  - If you're using the keyboard, use the Tab key to position the cursor on the desired date and press Return

The program responds by displaying a blank notepad containing the insertion point:



- ② Enter up to ten lines of text in the notepad. Unlike the document window, the notepad only allows you to use the standard font and style and many word processing features such as find-and-replace are not available.



- ③ When you're finished entering text, close the notepad by one of the following methods:

- Use the mouse to click on the close box
- Press ⌘-Esc

The program responds by closing the notepad, saving the text to disk, and placing the date on the Calendar to italics to indicate that the date has a notepad associated with it.

#### TIP

MultiScribe saves the notepad text to the same directory that contains your Desk Accessories Calendar. If not enough disk space is available, MultiScribe displays a warning message and the text for that notepad will not be saved.

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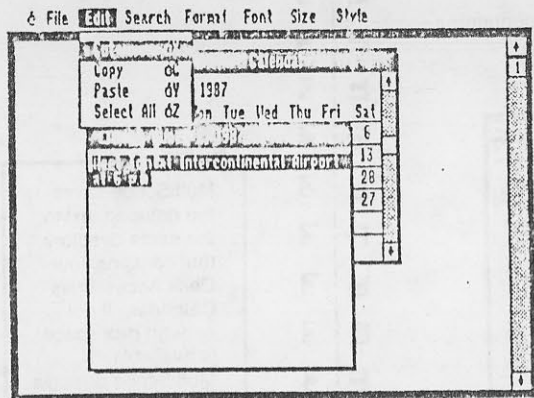


### Placing Notepad Text in the Clipboard

You can place some or all of the text entered in a Calendar notepad directly into your MultiScribe document by placing the text in the Clipboard according to these steps:

- ① Open the notepad that contains the text you wish to move into your MultiScribe document.
- ② Select the text you wish to place in the Clipboard. (You may also use the Select All command on the Edit Menu if you wish to place all the text for that notepad into the Clipboard.)
- ③ Pull down the Edit Menu and complete the procedure by choosing the Cut or Copy command.

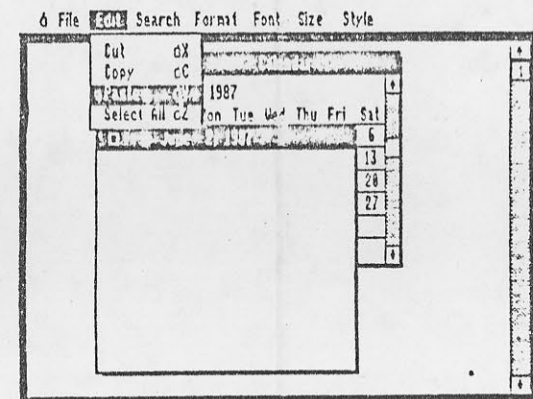
**TIP**  
 Refer to the *MultiScribe User's Manual* for information on using the Clipboard.



### Placing Clipboard Text in a Notepad

You can also place selected text from a MultiScribe document into a Calendar notepad by following these steps:

- ① Select the text in the MultiScribe document you wish to place in the notepad and use the Cut or Copy command to move it to the Clipboard.
- ② Run the Desk Accessories Calendar and open the notepad where you wish to place the text.



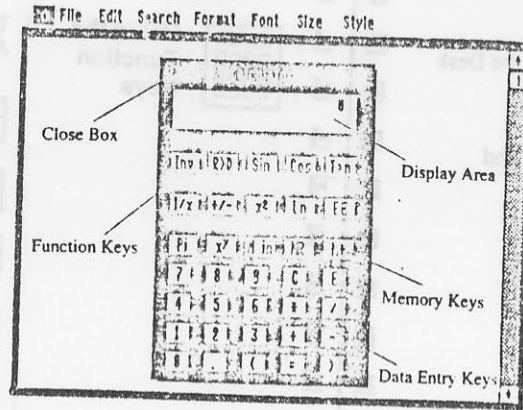
**TIP**  
 You can't transfer any information concerning font sizes or styles into a Calendar notepad.

- ③ Choose the Paste command from the Edit Menu.  
 MultiScribe responds by placing as much Clipboard text as it can into the notepad. Any excess text is truncated.



### Using the Calculator

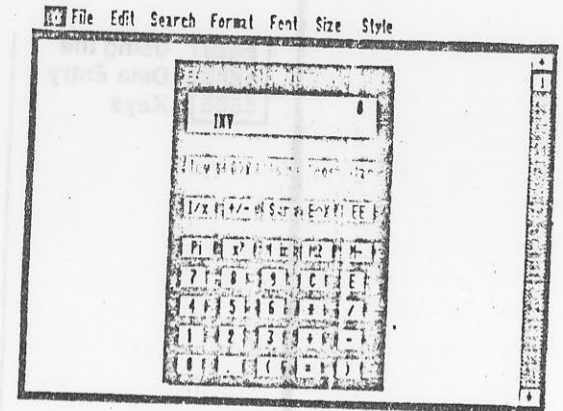
The Desk Accessories Calculator provides the convenience of an on-line scientific calculator during MultiScribe sessions:



The Calculator's display area shows the current result as well as the last key pressed.

You may operate the Calculator with either the mouse or the keyboard. If MultiScribe doesn't detect a mouse installed in your Apple, the Calculator displays key legends beneath many of the key caps to indicate which keys to press to perform those functions. To display these key legends even if you have a mouse installed, press ? (hold down the Shift key and press the "/" key).

The Desk Accessories Calculator also provides an inverse mode to allow for additional operations:



You can place the Calculator in the inverse mode by using the mouse to click on the **Inv** key on the Calculator, or by pressing the **Inv** key on your keyboard.

The following pages provide a brief description of these groups of Calculator keys:

- Data entry keys
- Function keys
- Memory keys

#### TIP

If you've never used a scientific calculator before, or if you're interested in learning more about what they can do, check out the information in "Appendix C: An Introduction to Scientific Calculators."

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**Using the Data Entry Keys**

The following is a list of the data entry keys available on the Desk Accessories Calculator:

- enters numeric values 0 — 9 and decimal point
- addition
- subtraction
- multiplication
- division
- displays the result of the current calculation
- changes the order of mathematical operation
- clears the last entry made while leaving any previous entries unaffected
- clears current calculation

**TIP**  
 The Desk Accessories Calculator allows you to use as many as 64 sets of parentheses in any one calculation.



**Using the Function Keys**

The following is a list of the function keys available on the Desk Accessories Calculator:

- places Calculator in inverse mode
- changes display radians to degrees
- sine function
- cosine function
- tangent function
- calculates reciprocal of displayed value
- changes sign of displayed value
- squares displayed value
- calculates natural log of displayed value
- used to enter exponent for scientific notation
- displays the value of  $\pi$  (3.14159265358)
- raises any value of  $x$  to the power of  $y$



**Using the Function Keys: Inverse Mode**

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The following is list of additional function keys that are available by placing the Desk Accessories Calculator in the inverse mode:

- D>R** — changes display degrees to radians
- Asin** — arc sine function
- Acos** — arc cosine function
- Atan** — arc tangent function
- Sqr** — calculates square root of displayed value
- E^X** — calculates natural antilogarithm of displayed value



**Using the Memory Keys**

The following is a list of the memory keys available on the Desk Accessories Calculator:

- M in** — places displayed value into memory
- MR** — displays contents of memory
- M+** — adds displayed value to memory
- M-** — inverse mode; subtracts displayed value from memory

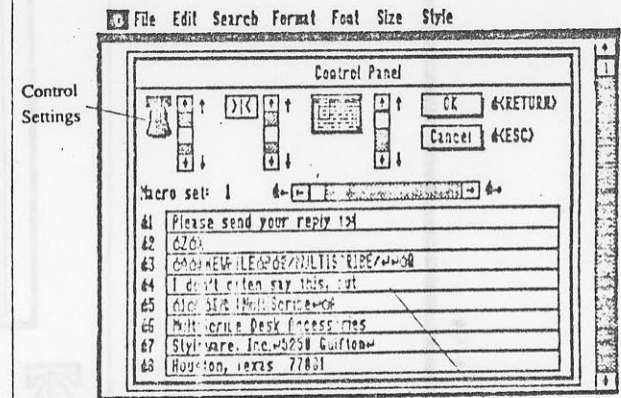


**Using the Control Panel**

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The Desk Accessories Control Panel provides two important functions to MultiScribe users:

- Adjusting MultiScribe control settings
- Creating, editing, and storing sets of macro commands



Macro Command Lines

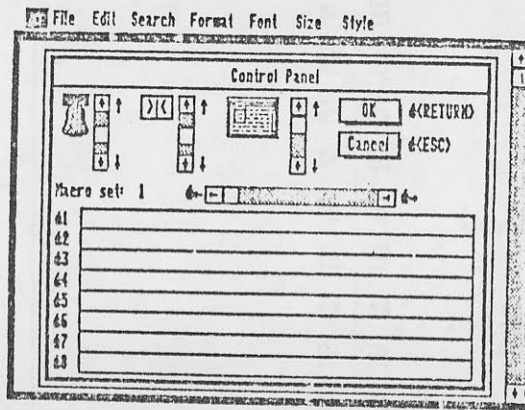
When using the Control Panel, it's important to remember that it works slightly differently than other Desk Accessories. These differences include:

- You can't use the cursor keys to move around the screen as you can with other Desk Accessories.
- Commands entered through the keyboard may produce unexpected results when you're editing macro command lines.
- If you're using the keyboard, you must press **⌘-Return** to leave with your changes saved. If you wish to exit without saving any changes, you must press **⌘-Esc**.



### The Control Settings

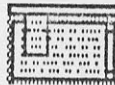
The top half of the Control Panel screen allows you to adjust control settings while you're within a MultiScribe session:



— Raise or lower the pitch of the audible beep your Apple makes



— Adjust the blinking rate of your cursor



— Change between standard and inverse display

Although you can alter the display mode using the Invert Screen command from the ⌘ Menu, changing the setting using the Control Panel saves the change even if you exit the MultiScribe session.



### Changing the Control Settings: Using the Mouse

To change the control settings using the mouse, follow these steps:

- ① Move the cursor to the scroll bar next to the setting you wish to change.
- ② Click on the up or down scroll arrow to adjust the setting.
- ③ To save the changes and return to the document window, click on the OK button.



### Changing the Control Settings: Using the Keyboard

To change the control settings using the keyboard, follow these steps:

- ① To move the insertion point to the control options, press ⌘↑.
- ② Choose the control setting(s) you wish to change with the ← and → keys.
- ③ Adjust the setting using the ↑ and ↓ keys.
- ④ To save the changes and return to the document window, press ⌘-Return. To return without saving your changes, press ⌘-Esc.





Creating Macro Commands

Perhaps the most powerful feature of the Control Panel is its ability to store up to eight sets of macro commands. Each set can contain as many as eight separate command lines consisting of a maximum of 31 characters. Remember, however, that many MultiScribe commands require two keystrokes.

To enter a MultiScribe command for a macro, press the key or keys corresponding to that command while the insertion point is positioned on the command line. For example, if you want to create a macro command that includes the Quit command (⌘Q), simply press the ⌘ key and the Q key simultaneously; to enter a return, simply press the Return key; and so on.

Macro command lines can contain text only, MultiScribe commands only, or combinations of text and commands.

In addition to keyboard commands and text you can insert symbols that are the equivalent of special keys and cursor keys in your macros.

- ⌘ - Represents a stroke of the Delete key
- ⌘ - Represents a stroke of the Esc key
- ⌘ - Represents a stroke of the ⌘ key
- ↵ - Represents a stroke of the Return key
- ⌘ - Represents a stroke of the Tab key
- ↓ - Represents a stroke of the ↓ key
- ↑ - Represents a stroke of the ↑ key
- ← - Represents a stroke of the ← key
- - Represents a stroke of the → key

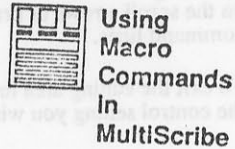
The following are examples of possible macro command lines you can enter with the Control Panel.

To select all text in the current document and delete it:

⌘Z⌘X

**TIP**  
For a complete list of keyboard commands available in MultiScribe, see Appendix E: Keyboard Commands, in the MultiScribe User's Manual.

Examples of Macro Command Lines



Using Macro Commands in MultiScribe

**Tip**  
Ordinarily, it doesn't matter in MultiScribe whether you use the ⌘ key or the ⌘ key with a number 1 — 9 when entering the relative cursor positioning command. However, if you have the Desk Accessories Control Panel installed, pressing ⌘ and a number results in MultiScribe performing that macro command.

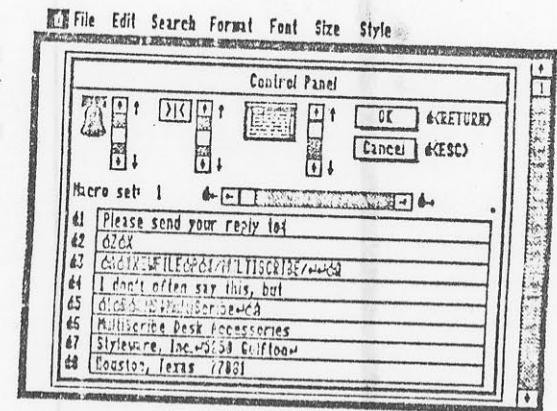
To save a document as /MULTISCRIBE/NEWFILE and quit MultiScribe:

⌘A⌘ (delete) NEWFILE ⌘P ⌘ /MULTISCRIBE ⌘J ⌘Q

To find all occurrences of "MS" in the document and replace them with "MultiScribe":

⌘1⌘R⌘ MS ↓ MULTISCRIBE ⌘A

Once you've created and stored a set of macro commands using the Control Panel, you can call them up at any time during a MultiScribe session by simply pressing ⌘ and the number of the command line. For example, if the Control Panel displays the following set of commands:



Pressing ⌘1 during a MultiScribe session results in the text appearing in the document.

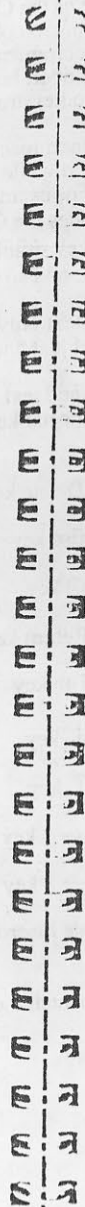
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### Editing Macro Command Lines: Using the Mouse

The following guidelines apply when editing macro command lines using the mouse:

- To delete a character in a command line, position the insertion point to the right of the character and press **⌘-Delete**.
- To move to a different command line, click on the desired line.
- To change the macro command set being displayed, click on the scroll arrows or drag the scroll box above the command lines.
- To exit the editing area to adjust control settings, click on the control setting you wish to adjust.
- To exit the control settings area and return to editing, click on the desired command line.
- To leave the Control Panel and save the changes you've made, click on the OK button.
- To leave the Control Panel without saving any changes, click on the Cancel button.



### Editing Macro Command Lines: Using the Keyboard

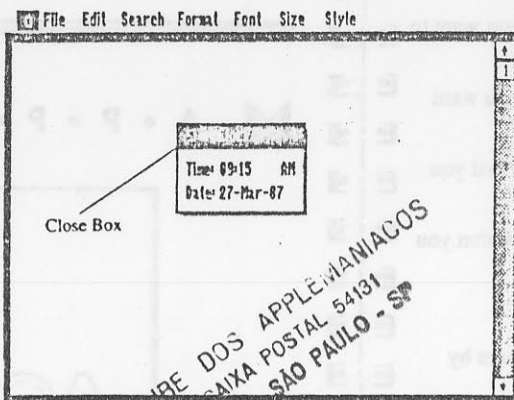
The following guidelines apply when editing macro command lines using the keyboard:

- To delete a character to the left of the insertion point, press **⌘-Delete**.
- To move the insertion point to a different command line, press **⌘↑** or **⌘↓**.
- To change the macro command set being displayed, press **⌘→** or **⌘←**.
- To exit the editing area to adjust control settings, move the insertion point to the top command line and press **⌘↑**.
- To exit the control settings area and return to editing macros, press **⌘↓**.
- To leave the Control Panel and save the changes you've made, press **⌘-Return**.
- To leave the Control Panel without saving any changes, press **⌘-Esc**.



### Using the Clock

The Desk Accessories Clock displays the system time and date read from a ProDOS-compatible clock card installed in your Apple.

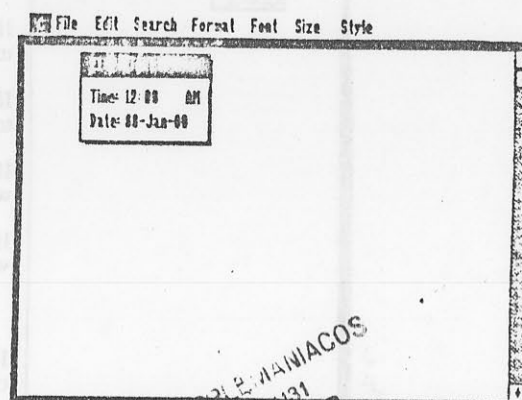


The Clock allows you to check the time and/or date without having to exit your MultiScript session. This is a particularly useful feature if you wish to check the time/date MultiScript will use in a header or footer.



### Entering a Time and Date

If you don't have a ProDOS-compatible clock card installed in your Apple, the Desk Accessories Clock comes up with the date and time fields blank:



You can enter a time and date by typing in the information required, pressing the Return key to move from field to field within the Clock.

The Clock stores the time and date during the MultiScript session unless you change it. If you leave the session and then re-enter MultiScript, you'll have to re-enter the information.

1	2	3	4
5	6	7	8
9	10	11	12
13	14	15	

### Using the Puzzle

If you use the keyboard to work the puzzle move the numbers bordering the blank space by using the arrow keys.

If there is a number directly above the blank space that you want to move down, press the ↓ key.

If there is a number directly below the blank space that you want to move up, press the ↑ key.

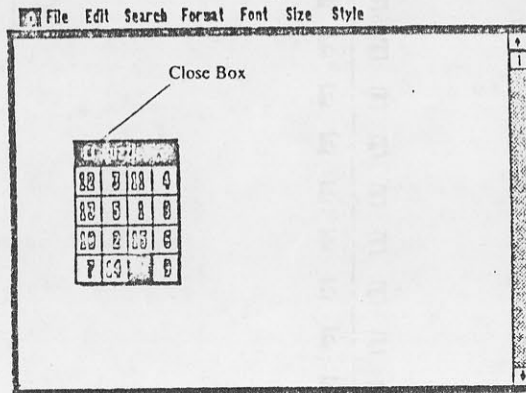
If there is a number bordering the left of the blank space that you want to move to the right, press the → key.

If there is a number bordering the right of the blank space that you want to move to the left, press the ← key.

If you use the mouse to work the puzzle, move the numbers by clicking on the number.

Clicking on a number bordering a blank space will move it into the blank space.

Arrange the numbers to organize the puzzle in the desired sequence.



## A • P • P • E • N • D • I • C • E • S



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## APPENDIX A: ADDITIONAL INSTALLATION CONSIDERATIONS

Although the information in Chapter One on installation procedures should cover most cases, it's possible that the system you're using may pose a slightly more complicated situation. As a result, this appendix contains additional installation information. Among the topics covered are:

- Alternative strategies for making a work copy using 5.25-inch disk drives
- Apple systems using both 5.25-inch and 3.5-inch disk drives

### Alternative Procedures Using 5.25-inch Drives

If your Apple is limited to a single 5.25-inch disk drive, you may wish to place your working copy of Desk Accessories on the same disk that contains your MultiScribe program in order to avoid having to swap disks every time you wish to open an accessory. If you're willing to make some compromises, this procedure is possible.

To place your work copy of Desk Accessories on the same 5.25-inch disk that contains your MultiScribe program you'll have to make some extra room on your MultiScribe disk. Some of the ways to do this are:

- Not copying all your desk accessories to your MultiScribe disk
- Removing little-used fonts from your MultiScribe disk

A word to the wise: Even if you're able to place your Desk Accessories on your MultiScribe program disk, there will be some unavoidable side effects which may prove to be unacceptable later on. For example, this setup reduces the maximum size of the Clipboard, as well as leaving little or no room for calendar notepad entries.

### Using 5.25-inch and 3.5-inch Drives Simultaneously

If your Apple uses both 5.25-inch disk and 3.5-inch drives, you may be interested in how the Install Accessories command designates which drives as Drive 1 and Drive 2 during the installation procedure.

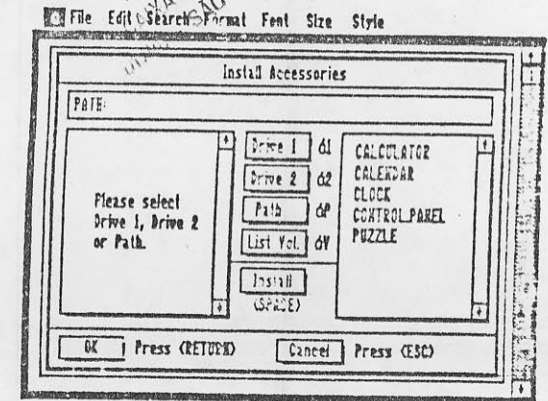
MultiScribe searches for Drive 1 by starting at the highest-numbered slot in your Apple and looking for a controller for a disk drive. The first drive thus encountered (in most cases, it will be a 5.25-inch drive controller in slot 6) is designated Drive 1. If there is another drive on that controller, MultiScribe designates that drive as Drive 2.

As a result, if you had one 5.25-inch disk drive on a controller in slot 6 and a 3.5-inch drive on a controller installed in slot 5, MultiScribe designates the 5.25-inch drive as Drive 1 and does not recognize a Drive 2. To install your Desk Accessories from the 3.5-inch drive in this case, you must enter a pathname including the slot and drive number for the drive.

## APPENDIX B: REMOVING DESK ACCESSORIES

If you wish to remove one or more Desk Accessories from the Menu, follow these steps:

- 1 From the Menu, choose the Install Accessories command:



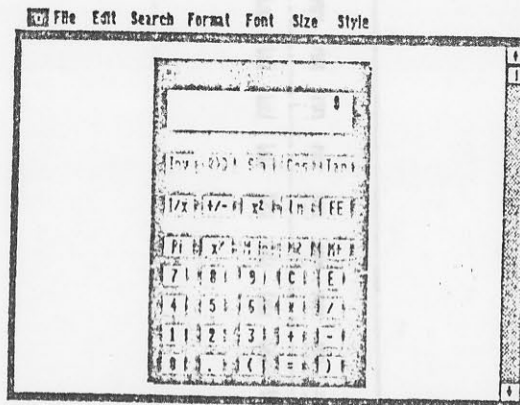
- 2 Select the desk accessories you wish to remove using the mouse or the ↑ and ↓ keys.
- 3 Remove the selected desk accessories with one of the following techniques:
  - Use the mouse to double-click on its name
  - Use the mouse to click on the Remove button
  - Press the space bar
- 4 Click on the OK button or press Return to save the changes and return to the document window.

## APPENDIX C: AN INTRODUCTION TO SCIENTIFIC CALCULATORS

Somewhere between the dawn of time and the introduction of Apple computers, human beings decided they needed a better way to keep track of numbers besides counting their fingers and toes. After experimenting with notched sticks, abacuses, and sliderules, everyone agreed that the handheld scientific calculator was an elegant tool for solving just about any problem involving numbers.

Chalk one up for progress.

If you're one of the people that thinks that mathematics is still a four-letter word, read on. This appendix is designed to provide a brief introduction to some of the basic mathematics behind your Calculator's functions. We'll also include some simple applications that show what your Calculator can do in the real world.



### Order of Calculation



As you know, a mathematical expression such as  $8 - 3 * 2 = x$  can produce different results for  $x$  depending on whether you perform the subtraction or the multiplication first.

To keep the confusion to an absolute minimum, mathematicians have settled on a standard *order of calculation* in which mathematical operations in a single equation are performed in the following order:

- ① Powers and roots
- ② Multiplication and division
- ③ Addition and subtraction
- ④ Equals (=)

Thus the expression  $8 - 3 * 2$  always produces a result of 2 since multiplication takes precedence over subtraction and so is performed first.

With your Desk Accessories Calculator, you can use the ( and ) keys to change the order of calculation since operations contained within parentheses are performed first without regard to other rules of precedence.

#### EXAMPLE:

Change the order of calculation for  $8 - 3 * 2 = x$  so that subtraction is performed first.

key in:

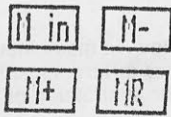
( 8 - 3 ) \* 2 =

result:

10

Note that it's not necessary to enter both parentheses if one occurs at the beginning or the end of the calculation.

**Memory Keys**



These four memory functions are possible with your Desk Accessories Calculator:

- M in** — insert the displayed value in memory
- M+** — add the displayed value to the value in memory
- M-** — subtract the displayed value from the value in memory
- MR** — display the current value held in memory

These functions allow you to save keystrokes by storing entered or calculated values for use in later calculations.

**EXAMPLE:**

You have \$10.00 to spend at the concession stand. Having skipped lunch, you decide that a Tub 'O' Popcorn (\$3.25), a Texas-sized soft drink (\$1.75), and at least three boxes of chocolate-covered raisins (\$1.25 each) would be an appropriate repast. Will \$10.00 cover it?

key in:

10 **M in**  
 3.25 **Inv M-**  
 1.75 **Inv M-**  
 1.25 **\* 3 =**  
**Inv M- MR**

result:

1.25 (enough for another box of chocolate-covered raisins!)



**Scientific Notation**



In scientific notation, numbers are expressed as a single positive value (usually referred to as the *mantissa*) multiplied by 10 raised by the value of an exponent. This exponent can be either positive or negative, thus allowing scientific notation to be used for both very small or very large numbers. For example, in scientific notation the number 5,216,700 can be expressed as  $5.2167 \times 10^6$ , while the number 0.000031 can be expressed as  $3.1 \times 10^{-5}$ .

To enter a number on the Desk Accessories Calculator using scientific notation, enter the mantissa, press **EE**, and enter the exponent.

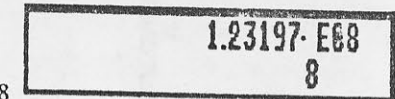
**EXAMPLE:**

Enter the value 123,197.00 in scientific notation.

key in:

1.23197 **EE** 8

result::



1.23197 X 10<sup>8</sup>

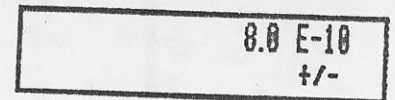
**EXAMPLE:**

Enter the value 0.000000008 in scientific notation.

key in:

8 **EE** 10

result:



$8 \times 10^{-10}$



## Natural Logarithms

$\boxed{\text{Ln}}$   $\boxed{E^{\wedge}x}$

In the bad old days before there were handheld calculators, scientists and mathematicians were constantly on the lookout for shortcuts when it came to cranking out really large calculations. Clever fellows that they are, they eventually realized that by turning an exponential function such as  $2^3 = 8$  inside out, they could come up with the following *logarithm*:  $\log_2 8 = 3$ .

So what? Well, it turns out there are some general properties of logarithms that make them extremely handy when it comes to performing calculations involving large numbers:

- $\log xy = \log x + \log y$
- $\log x/y = \log x - \log y$
- $\log x^y = y \log x$

Of course calculators have since eliminated much of the original need for logarithms, but you'll still find plenty of scientific and engineering formulas that use them.

Although common logarithms use a base of 10 (i.e.,  $\log_{10} x = y$ ) one log that has proven to be particularly useful over the years is a *natural logarithm* that uses a special number (approximately 2.718281828) for its base. Your Desk Accessories Calculator includes both a natural logarithm key ( $\boxed{\text{Ln}}$ ) and a natural antilogarithm key ( $\boxed{E^{\wedge}x}$ ).

**EXAMPLE:**  
Compute the natural logarithm of 12.  
key in:

12  $\boxed{\text{Ln}}$

result:  
2.4849066

**EXAMPLE:**  
Compute the natural antilogarithm of 2.4849066

key in: 2.4849066  $\boxed{\text{Inv}}$   $\boxed{E^{\wedge}x}$

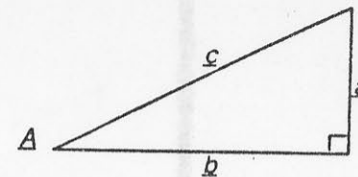
result:  
12

## Trigonometric Functions

$\boxed{\text{Sin}}$   $\boxed{\text{Cos}}$   $\boxed{\text{Tan}}$

$\boxed{\text{Asin}}$   $\boxed{\text{Acos}}$   $\boxed{\text{Atan}}$

For reasons that have never been satisfactorily explained, the ancient Greeks spent a lot of time thinking about right triangles. As an aid in this somewhat unusual pursuit, they developed a set of functions that expressed the following relationships:



- Sine function:  $\sin A = a/c$
- Cosine function:  $\cos A = b/c$
- Tangent function:  $\tan A = a/b$

There was no stopping them now. To the horror of future generations of high school students, trigonometry was here to stay.

Your Desk Accessories Calculator provides both the standard trigonometric functions ( $\boxed{\text{Sin}}$   $\boxed{\text{Cos}}$   $\boxed{\text{Tan}}$ ), as well as their inverse functions ( $\boxed{\text{Asin}}$   $\boxed{\text{Acos}}$   $\boxed{\text{Atan}}$ ).

**EXAMPLE:**  
Find the sine of a  $30^\circ$  angle.

key in:

30  $\boxed{\text{Sin}}$

result:  
0.5

**EXAMPLE:**

Find the angle that has a sine of 0.5

key in:

.5 **Inv** **Asin**

result:  
30

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**Miscellaneous  
Function Keys**



As if that wasn't enough, the following is a list of the other function keys on your Desk Accessories Calculator.



— Calculates the square of the displayed value



— Calculates the square root of the displayed value



— Raises the value of  $x$  to the power of  $y$

**EXAMPLE:**

Find the cube of 112.

key in:

112 **x<sup>y</sup>** **=**

result:  
1404928



— Calculates the reciprocal of the displayed value

**EXAMPLE:**

Find the decimal equivalent of 3/16.

key in:

**1/x** **3** **16** **=**

result:  
0.1875



— Changes the sign of the displayed value



— Displays the value of  $\pi$  to 11 places (3.14159265358)



— Changes an angular measurement from degrees to radians (a radian is defined as  $180/\pi$ )

**EXAMPLE:**  
Change 90° to radians.

key in:  
90 **Inv** **DXR**

result:  
1.57079632679

**R>D** — Changes an angular measurement from radians to degrees

### Sample Applications

The following are some examples of the types of applications you can perform using your Desk Accessories Calculator.

On homecoming weekend you return to your old high school. Your former ballet instructor, now a science teacher, still delights in keeping you on your toes. "If 200 ml of gas is heated from 20° C to 40° C, what is the volume at the higher temperature, assuming that the pressure remains constant?" she suddenly asks.

*approach*  
The volume of a gas is proportional to the temperature as follows:

$$V_2 = \frac{V_1 T_2}{T_1}$$

where  $V_1$  is the original volume,  $V_2$  is the new volume,  $T_1$  is the original temperature,  $T_2$  is the new temperature, and where temperature is expressed as absolute temperature °C + 273.

key in:  
250 **x** 40 **(** 27 **+** 273 **)** **/** 20 **+**  
273 **=**

result:  
Approximately 267.1 ml

APPLICATION NUMBER

You answer an ad for a job for someone who wants to get to the top of radio broadcasting. When you get to the station, the manager hands you a tape measure and asks you to measure their transmission tower in order to measure it. Fortunately, you've noticed that at 200 feet away the top of the tower can be sighted with a 35° angle of elevation:

*approach:*  
Rewrite the tangent function ( $\tan A = \frac{a}{b}$ ), to solve for  $a$ :

$$\tan A * b = a$$

*key in:*  
35  Tan  \*  200  =

*result:*  
Approximately 140 feet

APPLICATION NUMBER

Although you really want a motorcycle, you purchase a car for \$10,000, putting \$2000 down. The loan is for 3 years at 15% annual interest. What is your monthly payment?

*approach:*  
Monthly payments can be determined with the following formula:

$$P = PV(1 - (1 + I)^{-N}) / I$$

where  $P$  is the payment amount per period,  $PV$  is the present value,  $I$  is the interest per period, and  $N$  is the number of periods.

*key in:*

1  -  (  1  +  .15  /  12  )  x<sup>y</sup>  36  +/-  (  /  )  .15  /  12  =  1/x  \*  8000  =

*result:*  
\$277.32 per month

APPENDIX C: INTRODUCTION TO CALCULATORS

On the advice of your brother-in-law, you have invested \$100.00 at 4.5% annual interest. He claims you will double your money "almost overnight." You decide to figure it out yourself.

*approach:*

Compound interest can be determined by the formula:

$$FV = PV(1 + I)^N$$

where  $FV$  is the future value,  $PV$  is the present value,  $I$  is the interest per period, and  $N$  is the number of periods.

To discover the value of  $N$ , you can rewrite the formula using natural logarithms:

$$N = \frac{\ln\left(\frac{FV}{PV}\right)}{\ln(1 + I)}$$

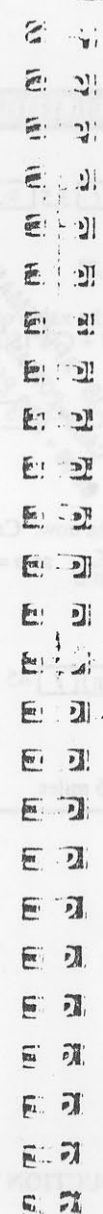
*key in:*

200 / 100 = / Ln ( .045 / 12 + )

Ln =

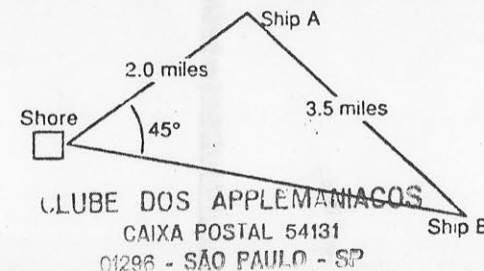
*result:*

Approximately 185 months, or over 15 years



APPENDICES

A former admiral in the Swiss navy, you still take a keen interest in nautical matters. One evening you notice two ships offshore. You estimate that ship A is 3.5 miles from ship B and 2.0 miles from where you stand on shore. The two ships form an angle of 45°. You wonder how far ship B is from your position.



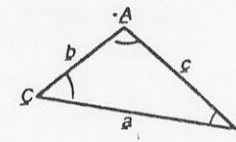
*approach:*

Two sets of equations that apply to all triangles can be used here:

$$\frac{a}{\sin A} = \frac{b}{\sin B} = \frac{c}{\sin C}$$

$$A + B + C = 180^\circ$$

where:



Since you know the values of  $C$ ,  $b$ , and  $c$  in this case, you can

determine  $B$  with  $\frac{b}{\sin B} = \frac{c}{\sin C}$  by rewriting it as  $\sin B =$

$\frac{c \sin C}{b}$  and then using the arc sine function.

APPLICATION NUMBER 6

key in:

2  $\times$  45  $\sin$  / 3.5  $=$   $\text{Inv}$   $\text{Asin}$

result:

Approximately 23.8°

Now you can use the value of B to determine the value of A by rewriting  $A + B + C = 180^\circ - (B + C) = A$

key in:

180  $-$  23.8  $=$

result:

111.2°

You're getting close now. Calculate the value of a by rewriting

$$\frac{a}{\sin A} = \frac{c}{\sin C} \text{ as } a = \frac{c(\sin A)}{\sin C}$$

key in:

3.5  $\times$  111.2  $\sin$  / 45  $\sin$   $=$

result:

Approximately 4.6 miles

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