Teleworks *Plus*™

*Communications Software
for the Apple® IIGs™*

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for the Apple® IIGS™

Credits

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For the best service, be sure to *note the subject of your inquiry on the outside of the envelope.*

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Introduction

Teleworks Plus, together with your Apple IIGS and a modem, provides you with an efficient way to communicate with on-line information services such as CompuServe, Delphi, Dow Jones News/Retrieval, MCI Mail, and The Source. You can also use *Teleworks Plus* to communicate with just about any other personal computer that's also equipped with a modem and standard telecommunications software. You can communicate not just with another Apple IIGS, but also with an Apple II, II+ , IIc, or IIe, a Macintosh® or even an MS-DOS computer.

What makes using *Teleworks Plus* efficient is the many ordinary tasks it takes care of for you. For example, you can have *Teleworks Plus* not just dial the phone number of the service or other computer you want to communicate with, you can also have it automatically sign you on to the service. *Teleworks Plus* can, in fact, record and reproduce just about any series of actions you can carry out using the keyboard or the menus. You can, for example, have *Teleworks Plus* dial The Source, sign on, check the latest stock market quotes, save them, sign off, and hang up the phone—all automatically. You never have to go through a complicated procedure more than a single time—once *Teleworks Plus* has recorded it, it will accurately repeat the procedure step by step. *Teleworks Plus* also lets you edit procedures it has recorded, so that if a small part of a procedure changes, you don't have to record the entire procedure again to change it.

You can also set up *Teleworks Plus* to allow your computer to act as a *host*—that is, to allow other computers to call yours to leave messages for you, copy files you've saved, or send files to you. When you set up your computer as a host, *Teleworks Plus* waits for the phone to ring and answers it automatically when it does.

Teleworks Plus also has some of the features of a word processor. You can create memos and letters; cut, copy, and paste text in them; save them, print them, and send them to the computer or service you're connected to. You can record any text that appears on the screen during a communications session, save it, and edit it just as if you had typed it yourself. You can also send and receive documents that have been created with a word processor such as *Writer's Choice elite.*™

How to Use this Guide

This guide has four sections.

"A Guided Tour of *Teleworks Plus*" takes you through the basic features of *Teleworks Plus*. It lets you experiment with the program and become familiar with how it works.

The "Reference" section covers every aspect of *Teleworks Plus*. It's the place to find anything that isn't covered in the guided tour. The "Reference" section is organized by the way things appear on the screen: the menu functions are listed according to the menu they appear on.

The "Appendix" has two parts. Appendix A, "Procedure Commands" lists the commands you can use in writing or editing a procedure. Appendix B, "Error Messages" lists and explains the error messages you might receive.

The "Glossary" lists and defines special terms used in the guide that you may not know.

What You'll Need

- An Apple IIGS with at least 768K RAM.

- At least one 3 1/2 inch disk drive.

- A blank initialized disk. It's always best to save the files you create on a disk other than the *Teleworks Plus* program disk.

- A printer, if you want to make printed copies of the files you create.

(Refer to the sticker on the box for specific system requirements.)

Making a Back-up Copy

The *Teleworks Plus* disk isn't copy-protected, so you can install it on a hard disk or make a back-up copy of it *for your use only*.

Keep the original *Teleworks Plus* disk in a safe place and use the back-up copy for everyday use; that way you won't risk damaging your original. And remember, you must be a registered owner to be eligible for support and program updates.

To make a back-up copy on a floppy disk:

1. If your computer isn't on, put the *Teleworks Plus* application disk in drive 1, then turn on the computer. If your computer is already on, go to the Finder.

   The Finder appears on the screen.

2. If you have two disk drives, put a blank disk in drive 2.

   If you have a single disk drive, choose **Eject** from the **Special** menu to eject the *Teleworks Plus* application disk, and replace it with a blank disk. (Don't drag the icon of the disk to the Trash Can to eject it; use the **Eject** command so the disk icon remains on the screen.)

3. If the blank disk you're using isn't initialized, a message box appears that asks you if you want to initialize it. Click the **Initialize** button. A dialog box appears that asks you to name the disk. Type **Teleworks Backup**, and click **OK**.

   When the disk is initialized, an icon representing the disk apepars on the desktop.

4. Point to the icon of the *Teleworks Plus* application disk, hold down the mouse button, and drag the outline of the disk to the icon of the *Teleworks Backup* disk. Release the mouse button.

   A dialog box appears that asks if you want to completely replace the contents of the initialized disk.

5. Click **OK**.

   If you have a single disk drive, the Finder prompts you to switch disks.

   A message box appears that tells you how many blocks remain to be copied. The process takes a little over a minute (it takes longer if you have a single disk drive). When the message box disappears, the process is complete.

To copy *Teleworks Plus* onto a hard disk:

1. If your computer isn't on, put the *Teleworks Plus* application disk in drive 1, then turn on the computer. If your computer is already on, go to the Finder.

   The Finder appears on the screen.

2. Put the *Teleworks Plus* application disk in the disk drive.

3. Double-click both the hard disk icon and the *Teleworks Plus* application disk icon to open them.

4. Click the title bar of the hard disk window to make it active, then choose **New Folder** from the **File** menu. When the new folder appears, name it **TELEWORKS**.

5. Copy **TELEWORKS.SYS16** and **STARTUPSCREEN** from the *Teleworks Plus* application disk to the folder you just created on the hard disk.

Using the Mouse

This guide uses four terms to designate the different ways you can use the mouse. Here's what the terms mean:

Click means position the pointer and then press and quickly release the button on the mouse.

Double-click means position the pointer and then press and quickly release the mouse button twice.

Drag means position the pointer and hold the mouse button down while you move the mouse. You release the mouse button to choose a menu item or when you reach the end of the text you're selecting.

Press means position the pointer and then hold down the mouse button without moving the mouse.

The Command Key

Throughout this guide, keys are referred to by the name printed on them. This key
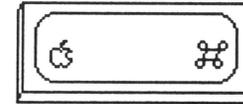
is called the ***command*** key.

A Note on Type Styles

In this guide, **boldface** type is used for words and messages that appear on the screen. Boldface is also used for words you're supposed to type or keys you're supposed to press. For example,

Press ***delete***

means that you're to press the key that has the word *delete* printed on it.

Terms that appear in *italics* are explained in the Glossary.

A Guided Tour
Chapter 1
Getting Started

Setting Up Your Modem

If you haven't set up your *modem* yet, do so before you go on. When you set up your modem, follow the instructions in the user's guide that came with it. You may also need to install an interface card in your computer before you can connect the modem to it.

Starting Teleworks Plus

There are two ways to start *Teleworks Plus.* The method you use depends on whether your computer is off or whether it's on and the Finder is on the screen.

If the computer is off:

1. If you have a printer, be sure it's off.

2. Turn on the monitor, but not the computer.

3. Put the *Teleworks Plus* back-up disk in the disk drive with the label side up.

4. Turn on the computer (and your printer, if you have one). The Finder loads into the computer. After a few moments, the Finder appears on the screen. It looks like this:


```
Select the file you want to open:
🖫  /Teleworks.V1.0/

🖘 PRODOS                    ⇧        (  Disk  )
☐ SYSTEM
🖘 TELEWORKS.SYS16                    (  Open  )

                                     (  Close  )

                            ⇩        (  Quit  )
Version 2.1
```
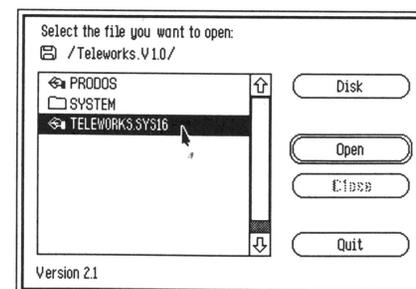
5. Double-click the icon of *Teleworks Plus* disk to open it.

6. Double-click **TELEWORKS.SYS16** to start *Teleworks Plus*.

After a minute or two, the title screen appears and then the work area.

The screen should look like the illustration on page 9.

If the Finder is on the screen:

1. The screen looks something like this:
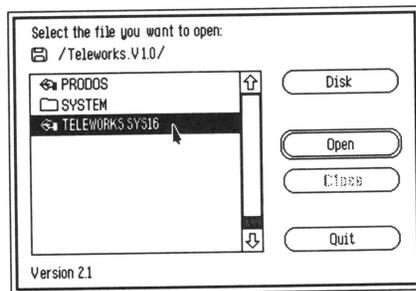
2. If the *Teleworks Plus* back-up disk isn't in the drive, eject the disk that's there and replace it with the *Teleworks Plus* disk, label side up. Then position the pointer on the **Disk** button and click the mouse button. In a moment, a new list of names appears on the screen.

Note: Don't eject a disk when the disk drive is running. Wait until the drive stops, then eject the disk.

3. Double-click the icon of the *Teleworks Plus* disk to open it.

4. Double-click **TELEWORKS.SYS16** to start *Teleworks Plus*.

After a minute or two, the title screen appears and then the work area.

The screen should look like this:

Menu Bar
Time and Memory Counters

Communications Area
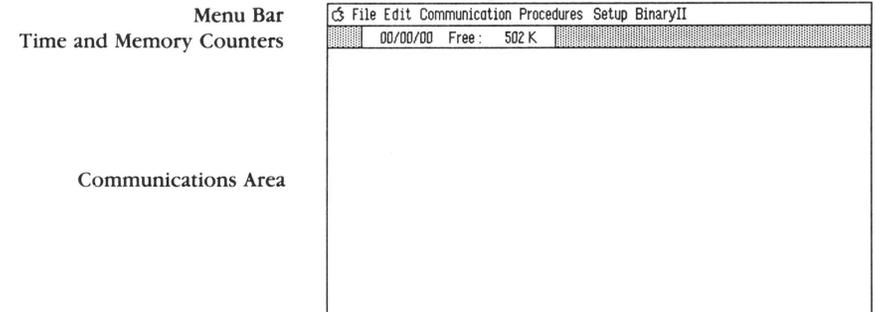
Teleworks Plus is now ready for you to use.

The Screen

Teleworks Plus' screen has four elements: a menu bar, time and memory counters, and a communications area. They provide you with everything you need to communicate with *on-line* services or other computers—from dialing the phone to creating procedures you can use to run your communications sessions automatically.

The Menu Bar

Look at the top line on the screen. It looks like this:

The *menu bar* contains the seven menus you can choose from when you're using *Teleworks Plus*. To see the commands each of the menus contain, hold down the mouse button and point to the name of each menu in turn.

The **Apple** menu gives you information about the version of *Teleworks Plus* you're using. See the "Reference" section for more information about it.

The **File** menu contains the commands, such as **Save** and **Print**, that apply to an entire communications session. You'll find explanations of the commands on the **File** menu later in this chapter, in Chapter 3, "Editing, Saving, and Printing," and in the "Reference" section.

The **Edit** menu contains commands you use to work with text that's part of a file or a procedure. Chapter 2, "Signing On," Chapter 3, "Editing, Saving, and Printing," and the "Reference" section explain how to use those commands.

The **Communications** menu contains the commands that you use during a communications session. You'll find out how to use those commands in Chapter 2, "Signing On" and in the "Reference" section.

The **Procedures** menu contains the commands you use to create a procedure (a procedure is a script *Teleworks Plus* follows during a communications session). Chapter 4, "Creating and Using Procedures" explains how to work with procedures.

The **Setup** menu contains the commands you use to select the settings you need to conduct a communications session. Some of the Setup commands are covered in Chapter 2, "Signing On"; the rest are explained in the "Reference" section.

The **Binary II** menu contains two commands, **Pack** and **Unpack**, that let you compress documents for transmission and return compressed documents to their normal format. Both commands are covered in the "Reference" section.

The Counters

The time counter works only when you're engaged in a communications session. It starts as soon as you make a connection, and it keeps track of the time you're connected to a service or a computer. (Keeping track of how long you're connected to a service is important since most services charge you by the length of time you're connected.)

The memory counter keeps track of how much free space is available in your computer's memory. *Teleworks Plus* stores in memory all the information that appears in the communications area during a session. If you run out of space in memory, you can continue with the session, but the information you exchange won't be stored in memory.

The Communications Area

The communications area is the part of the screen where information appears when you're in contact with a service or another computer. You can also display information from sessions you've saved there.

The information from a single session is usually more than the communications area can display at one time. You can use the *scroll bar* to scroll the information up or down through the communications area so you can read all of it.

To display the scroll bar, move the pointer to the right edge of the communications area. To use the scroll bar, you point to the *scroll box,* hold down the mouse button, and move the box in the direction you want the document to move; or you point to an arrow and click the mouse button.

Windows and Boxes

When you're using *Teleworks Plus,* you'll see three different types of elements appear in the communications area: windows, dialog boxes, and message boxes.

Windows. Windows are areas you use when you're creating a memo, editing text information you've *captured,* or creating or editing a procedure. Both the procedure and memo windows look the same:

Close Box   Untitled   Title Bar
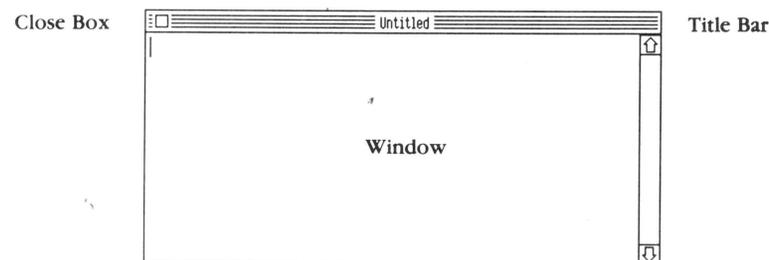
Window

You can move a window to a different place on the desktop. You point to the title bar, hold down the mouse button, and drag the outline line that appears wherever you want the window to be. When you release the mouse button, the window is redrawn in the new location.

The *close box* lets you remove a window from the communications area. To use the close box, you point to it and click the mouse button.

Dialog boxes. A dialog box appears when *Teleworks Plus* needs specific instructions about a task you've given it before it can carry out the task. For example, you use a dialog box to name a procedure you're about to have *Teleworks Plus* save; you also use a dialog box to select the settings that will let you send a file to another computer.

```
 /Teleworks.V1.0/
Free: 258k out of 800k            (  Disk  )
 Loader               ⇧         ( New Folder )
 Prodos
 Startup                        (  Open  )
 System
 Teleworks.Sys16      ⇩         (  Close  )

Save As:                        (  Save  )
Untitled                        ( Cancel )
```

Message boxes. A message box appears when *Teleworks Plus* has information about a task it's carrying out. For example, it might display a message to tell you that your modem isn't working properly.

```
 Modem doesn't answer
        (   OK   )
```

The Keyboard

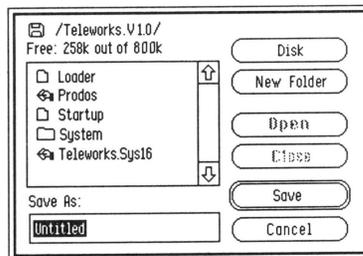The keyboard of the Apple IIGS has all the keys that are standard on computer keyboards plus a few that are unique to the keyboards of Apple computers. The following keys have important functions in *Teleworks Plus*:

return   *option*
delete   *command*
esc

The *option* and *command* keys are unique to Apple computers. Make sure you know where they are located.

The special uses that keys have in *Teleworks Plus* are explained throughout this guide. If you need information about the usual way that any of the keys function, check the "Glossary" at the back of this guide or "The Mouse and the Keyboard" in the Apple IIGS owner's guide.

Setting up Teleworks Plus

Before you can use *Teleworks Plus* for the first time, you have to set it up to work with your modem. *Teleworks Plus* is already set up to work with most popular modems and interface cards—all you have to do is select the modem and card or port you're using.

That's simple to do:

First, select **Choose Interface/Modem** from the **Setup** menu. This dialog box appears:

```
 Card              Modem
 Serial Port   ⇧    Universal Apple  ⇧
 Smartmodem 1200    Hayes
 ProModem 1200A     Smartmodem 1200
                    ProModem 1200A
                    Other RS232
              ⇩                     ⇩
                        (   OK   )
                        ( Cancel )
```
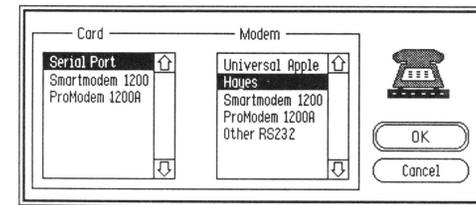
The catalog on the left lists, along with the serial port, the interface cards *Teleworks Plus* is set up to work with. Select either the serial port or the name of the card you're using.

The catalog on the right lists the modems *Teleworks Plus* is set up to work with. Select the name of the modem you're using. If you're using a Hayes-compatible modem, select **Hayes.** (If your modem isn't listed see "Choose Interface/Modem" and "Modem" under "Setup Menu" in the "Reference" section.)

Next, click the **OK** button.

To save those settings permanently, choose **Save Setup** from the **Setup** menu. This dialog box appears:

```
┌─────────────────────────────────────────────┐
│ Save As:                                      │
│ ┌─────────────────────┐                       │
│ │Untitled             │         ┌──────────┐  │
│ └─────────────────────┘         │   Save   │  │
│  💾 /Teleworks.V1.0/            └──────────┘  │
│                                 ┌──────────┐  │
│  ┌──────────────────┐ ┌──┐      │   Open   │  │
│  │ 📁 Icons         │ │⬆ │      └──────────┘  │
│  │ 📁 Loader        │ └──┘      ┌──────────┐  │
│  │ 🖴 Prodos        │           │  Close   │  │
│  │ 📁 Startup       │           └──────────┘  │
│  │ 📁 System        │           ┌──────────┐  │
│  │ 🖴 Teleworks.V1.0│ ┌──┐      │  Folder  │  │
│  └──────────────────┘ │⬇ │      └──────────┘  │
│                       └──┘      ┌──────────┐  │
│                                 │  Drive   │  │
│                                 └──────────┘  │
│  ☐ Use at startup               ┌──────────┐  │
│                                 │  Cancel  │  │
│                                 └──────────┘  │
└─────────────────────────────────────────────┘
```
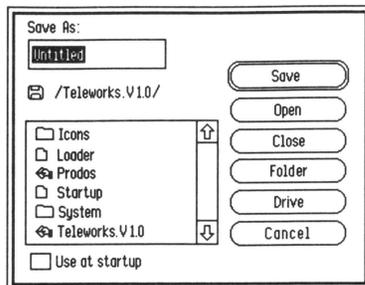
First, give the settings you're about to save a name. The name **Untitled** appears in the space under **Save As** (**Untitled** is highlighted to show it's selected). Replace **Untitled** with a name such as "Modem.Setup" (because **Untitled** is selected, it's erased as soon as you start typing).

At the bottom of the dialog box, there's an empty check box to the left of **Use at Start-up**. Point to the check box and click the mouse button. An *X* appears there. The *X* tells *Teleworks Plus* to automatically use the settings you're saving unless you give it different settings.

Finally, click the **Save** button. *Teleworks Plus* saves the new settings on the program disk, so make sure the write notch on the disk is covered.

Quitting Teleworks Plus

If you want to quit *Teleworks Plus* at any time, first save the information that's in the communications area (see Chapter 3, "Editing, Saving, and Printing"), then choose **Quit** from the **File** menu.
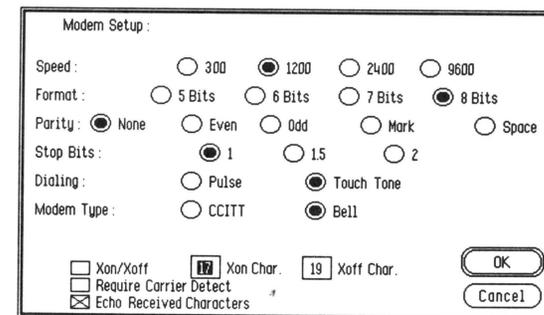

Signing On

This chapter explains how to use *Teleworks Plus* to communicate with an on-line service. You can follow the same basic steps to communicate with bulletin boards and other computers.

Checking Compatibility

Before you communicate with a service or another computer, you should make sure that your modem settings and theirs are compatible. This chapter is going to lead you through the steps for signing onto the Activision Electronic Support Bulletin Board System. These are the settings for the Activision BBS:

Speed: 300, 1200, or 2400 (Speed is also called *baud rate*.)
Format: 8 bits
Parity: None
Stop Bits: 1

To check your modem's compatibility, choose **Modem** from the **Setup** menu. This dialog box appears:

```
┌────────────────────────────────────────────────────────────┐
│ Modem Setup :                                                │
│                                                              │
│ Speed :        ○ 300    ◉ 1200   ○ 2400   ○ 9600             │
│ Format :       ○ 5 Bits ○ 6 Bits ○ 7 Bits ◉ 8 Bits          │
│ Parity : ◉ None  ○ Even  ○ Odd      ○ Mark     ○ Space       │
│ Stop Bits :        ◉ 1      ○ 1.5    ○ 2                      │
│ Dialing :          ○ Pulse      ◉ Touch Tone                 │
│ Modem Type :       ○ CCITT      ◉ Bell                       │
│                                                              │
│  ☐ Xon/Xoff   [17] Xon Char.  [19] Xoff Char.  ┌────────┐   │
│  ☐ Require Carrier Detect                       │   OK   │   │
│  ☒ Echo Received Characters                     └────────┘   │
│                                                 ┌────────┐   │
│                                                 │ Cancel │   │
│                                                 └────────┘   │
└────────────────────────────────────────────────────────────┘
```

If you need to, change the settings that appear in the dialog box to match the ones listed above. Make sure the item at the very bottom of the dialog box, **Echo Received Characters**, is checked (**Echo Received Characters** lets the service or computer you're receiving information from know that you've received the information it has sent). Also make sure that the **Dialing** setting that's selected is correct for the phone system you're using.

Click **OK** when the settings are correct.

Before Dialing

If you have an auto-dialing modem, there are two things you may need to have *Teleworks Plus* do before it dials the Activision BBS number: dial for an outside line and cancel call waiting. You can use the **Dialing Prefix** option on the **Setup** menu to have *Teleworks Plus* dial for an outside line or cancel call waiting automatically before each call.

Dialing an Outside Line

If you have to dial 9 to get an outside line before you make a phone call, follow these steps to make 9 a dialing prefix:

Choose **Dialing Prefix** from the **Setup** menu. A dialog box appears. In the space that's provided near the bottom of the box, type **9** followed by a comma. The comma tells *Teleworks Plus* to pause for a second before it dials the rest of the phone number; the pause gives the phone system time to connect your phone with an outside line. Click **OK**.

From now on, *Teleworks Plus* will dial 9 and pause for a second before every number you have it dial.

Disabling Call Waiting

If you have call waiting, you need to disable it. If you don't disable it and a call comes in while you're on-line, the connection you've established will be disrupted. Most electronic bulletin boards and on-line information services automatically end a communications session when there's such a disruption. To disable call waiting, you dial *70 before the number you want to reach.

Here's how to set up *70 as a dialing prefix:

Choose **Dialing Prefix** from the **Setup** menu. A dialog box appears. In the space that's provided near the bottom of the box, type *70. (If you've already set up the system to dial 9 to get an outside line, **9,** will appear in the dialog box; type *70 following the comma.) Then click **OK.**

Dialing *70 before you make a call cancels call waiting only for the call you're about to make. As soon as you hang up, call waiting goes into effect again.

Dialing a Number

The **Dial a Number** option on the **Communications** menu can dial a number for you if you have an *auto-dialing* modem. You can also use **Dial a Number** to store names and numbers in memory (if you want to save the names and numbers you've stored, you use the **Save Setup** option on the **Setup** menu).

Choose **Dial a Number** from the **Communications** menu. A dialog box appears. If you've set up a dialing prefix, notice that it appears in the upper right corner of the dialog box.

If you have an auto-dialing modem and you want to dial a number without storing it in memory, you type the number in the space to the right of **Number to dial**, then click **OK**. If you want to store a number in memory before you dial it, you can click the **Add** button and type the number (and a name along with it) in a second dialog box.

Follow these steps to store the number of the Activision BBS in memory (later you'll have *Teleworks Plus* save it):

Click the **Add** button. The second dialog box appears. In the space under **Name**, type **Activision BBS**. Press the *tab* key, and in the space under **Number**, type **415-329-7684**; if you live in the 415 area, type just **329-7684**. Click **OK** to return to the first dialog box.

Activision BBS appears in the *catalog* on the left side of the dialog box, and the number appears in the space to the right of **Number to dial**.

To dial the number, click **OK**.

- If you have an auto-dialing modem, *Teleworks Plus* dials the number for you.

- If you don't have an auto-dialing modem, dial the number yourself, wait until you hear the *carrier* (a high-pitched tone), then click the **OK** button in the dialog box.

When you're connected with the Activision BBS, **Connection Successful** appears followed by a welcome message.

Signing On

You're now connected with the Activision BBS, but you have to sign on before you can actually use the service. "Signing on" means to identify yourself to the service, bulletin board, or computer you're connected to.

The last line on the screen says **First Name?**, and next to it is a flashing cursor. Type your first name, then press *return*.

The Activision BBS asks:

Last Name?

Type your last name, and press *return*.

The Activision BBS asks:

Calling from (City, State)?

Type the city and state you're calling from, and press *return*.

The Activision BBS displays your name and the city and state you're calling from, then asks **Is this correct?** If the information is correct, type **y** for *Yes.* Otherwise, type **n** for *No.* Then type the information again.

The Activision BBS next asks you for information about your computer so it can send information to you in the proper format.

The first thing the Activision BBS wants to know is how many characters will fit across the screen in a single line. Type **80** next to **Terminal Width (10-132)?**, and press *return*.

The Activision BBS displays a list of terminals and asks you to type the letter that matches the terminal you're using.

The Activision BBS displays the settings it uses for Apple IIGs:

Upper/Lower Case
Line Feeds Needed
00 Nulls after each <CR>

It then asks if you want to modify those settings. Type **n**.

The Activision BBS asks if you want it to pause after each full screen of text. If you answer *No,* text will scroll up the screen as fast as *Teleworks Plus* can display it; if you answer *Yes,* the Activision BBS will send *Teleworks Plus* only a single screenful of text at a time. Type **y** or **n**.

The Activision BBS asks how many lines there are on each page—that is, how many lines of text will fit on the screen. Type **18**, and press *return*.

The Activision BBS next asks you to create a password for yourself. A password serves two functions: it distinguishes you from anyone else using the bulletin board who might have the same name as you, and it prevents anyone else from pretending to be you when they sign on the system (for example, it prevents someone from ordering a product from Activision and charging it to you).

Your password can be up to eight letters long and it can be made up of letters, numbers, symbols, punctuation marks, or spaces. Upper- and lower-case letters make a difference—for example, if you type your password as *Sesame* now, the Activision BBS won't accept *sesame* or *SESAME* when it asks you for your password in the future.

Type a password and press *return*. Write down the password you've chosen in case you forget it, and put it in a safe place.

You are now "signed on" to the Activision BBS. (In the future, the process is much simpler: you need only to type your name and your password.)

The Activision BBS displays information about which messages you've read, how long you can stay connected, whether you have any messages waiting for you, and so on. Then it displays the main menu.

Browse through some of the options that appear on the menu to see what the Activision BBS has to offer (remember that the clock just above the communications area keeps track of how long you've been on-line).

Signing Off

When you're ready to sign off, type **g** (to choose *Good-bye*). A log off menu appears; type **g** again to end the session.

The Activision BBS displays another menu. If you select **Activision**, the BBS displays the Product Support Area, which contains a specific section of information about *Teleworks Plus*.

The *sysop,* or system operator, is the person who manages the bulletin board. If you have any questions about how the bulletin board works or any suggestions that might make it work better, you can leave a message for the sysop. You'll receive a reply by way of electronic mail. If you want to leave a message for the sysop, choose **p** from the BBS main menu to go to the Post Office (E-mail). Choose **l** to leave a message; address it to the sysop. You can also leave a message for the sysop in the Teleworks section of the Product Support Area. Otherwise, type **g** to end the session.

The Activision BBS displays the time you *logged on* (connected with the system) and the time you *logged off* (ended the session). It also asks you to hang up. If you have an auto-dialing modem, it will probably hang up automatically.

Hanging Up

If your modem doesn't hang up automatically after a communications session, you can use the **Hang Up** option on the **Communications** menu. **Hang Up** not only breaks the telephone connection, it also tells *Teleworks Plus* that the session is over.

To use **Hang Up**, just choose it from the **Communications** menu. *Teleworks Plus* immediately breaks the telephone connection and stops the clock that's above the communications area. Be sure to put the telephone handset back in its cradle if you've taken it off hook.

Saving the Current Setup

Before you go on, save the Activision BBS phone number, the dialing prefix (if you entered one), and the modem settings you chose. To do so, choose **Save Setup** from the **Setup** menu, name the current settings **Activision BBS**, then click the **Save** button.

The next chapter explains how to save the information you've received from the Activision BBS. If you don't have time to continue with Chapter 3 right now, save the information that appeared on the screen in the session you just ended so that you can use it when you get around to Chapter 3.

Here's how:

Choose **Save As** from the **File** menu. A dialog box appears. In the space under **Save as**, at the bottom of the box, type **Activision.Tour**. Click **Save**.

_____ *Editing, Saving, and Printing*

This chapter explains how to extract useful information from a communications session, and how to save and print the information.

Reviewing a Session

Teleworks Plus automatically stores in memory the information that is exchanged in a communications session. (If you run out of space in memory during a session, you can continue with the session, but the information you exchange won't be stored in memory.) You can review the session with the Activision BBS by doing this:

First, move the pointer to the right edge of the communications area to display the scroll bar. Then scroll through the text of the entire session either by clicking the scroll arrows or by dragging the scroll box up and down the scroll bar.

Editing the Text in Memory

After reviewing a session, you may find that you want to save some or most of the information you received during the session. To edit the information in memory—deleting text you don't want to keep and perhaps rearranging what you do want to keep—you use the **Edit Memo** function.

Choose **Edit Memo** from the **Edit** menu. An editing window appears. The window lets you scroll through the very same text that you scrolled through in the communications area. But the window also lets you make any changes you want to the text there.

Erasing Text

There are three ways to erase text: you can use the *delete* key and erase text character by character; you can select a block of text, then press *delete* to erase it all at once; or you can select a block of text, then use the **Cut** or **Clear** function.

Erase everything above the line where **First Name?** appears:

First, position the insertion point to the left of **First**. You do that by placing the pointer just to the left of **First** and then clicking the mouse button.

Next, press *delete*. When you do, the blank line above **First Name?** is erased, and the line that **First Name?** is on moves up.

If you erase something by mistake, you can use **Undo** to restore it to the window. Choose **Undo** from the **Edit** menu and watch what happens. (**Undo** also reverses the effects of **Cut, Paste,** and **Clear**.)

Press *delete* again. Once again, the blank line above **First Name?** is erased, and the line **First Name?** is on moves up. If you keep pressing *delete* over and over, you'll eventually get the job done. But there's a quicker way to erase everything above **First Name?**: that's to select everything above **First Name?**, then press *delete* just once.

Here's what to do:

Place the pointer in the upper left corner of the window, hold down the mouse button, and drag the mouse down until everything above **First Name?** is highlighted. Then press *delete*. The entire highlighted area is deleted.

The difference between selecting a block of text and pressing *delete* and selecting a block of text and using **Cut** is that when you use **Cut**, you can use the text you cut over again.

Try this:

Select the line **First Name?** is on. Then choose **Cut** from the **Edit** menu. The line disappears just as the text above it did when you pressed *delete*. Now place the insertion point to the left of **Calling from** on the line below **Last Name?**, and choose **Paste** from the **Edit** menu. **First Name?** reappears there.

When you use **Cut**, the text you've cut is placed on the *Clipboard,* where it stays until you cut something else.

Copying Text

Copy, which is also on the **Edit** menu, works much the same way as **Cut**: whatever you copy is placed on the Clipboard. The difference between the two is that text you copy isn't removed from the window as it is when you use **Cut**.

Pasting Text

You can use **Paste**, which is also on the **Edit** menu, to insert whatever is on the Clipboard back into the text in the window.

You can use **Cut** and **Paste** together to move text from one part of the window to another. To remove it from its original location, you select it and then cut it. Then you move the insertion point to the place where you want to move the text and choose **Paste** to insert it there.

Even after you paste a copy of text on the Clipboard into the text in the window, the text remains on the Clipboard until you cut or copy a different section of text. That allows you to insert the same text into as many places as you want in the window.

Use *delete*, **Cut**, **Copy**, and **Paste** to trim down the text in the window until just the main menu appears—you can use it as a reference for future sessions.

Saving Information

To save the information that's in memory—whether you've edited it or not—you use the **Save** function.

Choose **Save** from the **File** menu. A dialog box appears. In the space under **Save as**, at the bottom of the box, you type the name you want to give to the information you're saving. For the information you're saving from your session on the Activision BBS, type **Activision.Tour**.

Before you save the information, eject the *Teleworks Plus* program disk from the drive, and insert a initialized data disk. Click the **Disk** button.

Notice the **Cancel** button in the lower right corner of the dialog box. You can't use **Undo** to "unsave" information once *Teleworks Plus* has started to save it (in fact, you can't undo any of the commands on the **File** menu once *Teleworks Plus* has started to carry out the command). Instead, you use the **Cancel** button to leave the dialog box without carrying out the **Save** command.

Click **Save** to save the information. Once you've saved the information, it's called a file or a document.

The **Save** dialog box appears only the first time you save a document. If you change the document and want to save it again, **Save** assumes you want to replace the old version with the new version. If you want to save different versions of a document, use **Save As** and give each version a different name.

Printing Information

You can print the information that's in memory only if the editing window is in the communications area. Before you can print anything for the first time, you have to let *Teleworks Plus* know what type of printer you have connected to your computer and which port the printer is connected to.

Note: If you're using AppleTalk,® see "Choose Printer" in the "Reference" section for important information.

Select **Choose Printer** from the **File** menu. A dialog box appears. If the printer type and printer port selected in the box match your system, click **OK**. If not, point to the correct printer and port and click the mouse button. When you've selected the printer and port you want, click **OK**. *Teleworks Plus* saves the selections you've made on the program disk.

To print the information in the editing window, first make sure that your printer is connected to the computer, and that it's turned on and on-line. Then choose **Print text** from the **File** menu. Leave all the options displayed in the dialog box set as they are. Click **OK**. The information you've saved from your tour of the Activision Electronic Bulletin Board System is printed.

Printing During a Session

You can print information just as you receive it during a communications session.

Pull down the **Edit** menu and you'll notice that **Edit Memo** has been replaced on the menu by **Stop Editing Memo**. Choose **Stop Editing Memo** to close the editing window. (Notice that the changes you've made in the editing window are reflected in the communications area.)

Pull down the **File** menu and you'll see that **Print text** has been replaced by **Continuous Printing**. If you select **Continuous Printing** during a communications session, all of the information that appears in the communications area will also be printed.

Note: Continuous Printing will not work if your printer is on a network.

Creating and Using Procedures

You'll find that there are certain things that you do almost every time you're in a communications session—for example, dialing a service and signing on with your ID and password. You can create procedures that *Teleworks Plus* can use to carry out such actions automatically.

A procedure is like a script. It consists of a series of actions you want *Teleworks Plus* to carry out. An action can be a command (such as **Dial a Number** or **Clear Screen**), or it can involve typing text in response to a prompt. The only difference in the way you and *Teleworks Plus* perform the actions is that *Teleworks Plus* can carry them out faster than you can.

There are two different ways of creating a procedure. One is to write the actions down one by one. The other is to have *Teleworks Plus* record the actions as you actually carry them out in a communications session.

Recording a Procedure

To record a procedure, you choose **Record a Procedure** from the **Procedures** menu when you're at the point where you want *Teleworks Plus* to start monitoring each action you take (**Stop Recording** replaces **Record a Procedure** on the menu).

Teleworks Plus records the commands you use and the text you type until you choose **Stop Recording**.

Follow these steps to record the procedure you use to sign on to the Activision BBS:

First, choose **Record a Procedure** from the **Procedures** menu.

Next, choose **Dial a Number** from the **Communications** menu. When the dialog box appears, select **Activision**, then click **OK**.

- If you have an auto-dialing modem, *Teleworks Plus* dials the number for you.

- If you don't have an auto-dialing modem, dial the number yourself, wait until you hear the carrier (a high-pitched tone), then click the **OK** button in the dialog box.

When you're connected to the Activision BBS, **Connection Successful** appears in the dialog box. The bulletin board welcome message appears, and then the Activision BBS prompts you to enter your first name. The next section explains how to record information in response to a prompt.

Waiting for a Prompt

Most of the text you type when you're communicating with a service is in response to prompts. The service always expects you to type a certain kind of information after a prompt. It's important when *Teleworks Plus* is following a procedure that it keep in step with the prompts that appear, or its actions won't make sense to the service it's communicating with.

You can make sure *Teleworks Plus* keeps in step with the prompts by using the **Wait for Characters** option. **Wait for Characters** keeps *Teleworks Plus* from proceeding with the next step in the script until it receives the appropriate prompt from the service.

The prompt **First Name?** is now in the communications area. To make sure that *Teleworks Plus* doesn't type your first name before the Activision BBS is ready for it, you should use the **Wait for Characters** option (which *Teleworks Plus* will record) before you type your first name.

Here's what to do:

Choose **Wait for Characters** from the **Procedures** menu. A dialog box appears. Notice that the last three characters of the prompt, **ame?**, already appear in the space to the right of **Wait for Characters**. (Only the last four characters of a prompt appear because that's usually enough to distinguish it from the text that comes before it.) Click **OK**, and *Teleworks Plus* adds the instruction to wait for **ame?** to the procedure it's recording. (For more information about other options in the dialog box, see "Wait for Characters" in the "Reference" section.)

Type your first name the same way you entered it when you first signed on to the bulletin board in Chapter 2, then press *return*.

The Activision BBS asks you for your last name. Choose **Wait for Characters** again, click **OK**, then type your last name, and press *return*.

The bulletin board responds with the name of the city and state you're calling from and asks if it's correct. Choose **Wait for Characters**, click **OK**, then type **y**.

(If the name of the wrong city or state appears, it means one of two things: either someone who has the same name as you and lives somewhere else has used the Activision BBS, or you've typed your name wrong. Choose **Stop Recording** from the **Procedures** menu. Type **n** until the bulletin board responds with the correct city and state. If the correct city and state don't appear, choose **Hang Up** from the **Communications** menu and start over.)

Finally, the Activision BBS prompts you to type your password.

To record your password, first choose **Wait for Characters** to record the password prompt, then click **OK**. Type your password just as you originally entered it. *Teleworks Plus* displays only asterisks (*) on the screen so that no one can find out your password by seeing it on the screen. Press *return*.

Recording your password makes signing on much easier, but it also means that anyone can sign on to the Activision BBS with your name by just running the procedure you're recording. If you'd rather not keep a procedure file that has your password in it, you can delete the file you're creating at the end of this chapter.

After you've entered your password, the Activision BBS displays some introductory information, and then the main menu.

Record the following selections from the bulletin board's menus. The procedure will then automatically take you to the Post Office, where you can leave a message for another user.

Choose **Wait for Characters** to record the command prompt that follows the main menu; then click **OK**. Type **p** to choose **Post Office (E-Mail)**.

When the Post Office menu appears, choose **Wait for Characters** to record the command that follow the menu, then click **OK**. Type **s** to choose **Send E-Mail**.

A prompt appears that asks **Who is the message to?**

Choose **Stop Recording** from the **Procedures** menu to end the procedure.

A dialog box appears. It works just like the box you used in the last chapter to save the information from your first Activision BBS session. Replace **Untitled** with **Bbs.Signon**, and click **Save**. *Teleworks Plus* saves the procedure.

You can continue using the Activision BBS if you want to, or you can type **g** to sign off. Remember to select **Hang Up** from the **Communications** menu (if you need to) after you sign off.

Editing a Procedure

Once you've recorded a procedure, you can review it and edit it just like any other information file. You'll remember that to display the information in memory in an editing window, you chose **Edit Memo** from the **Edit** menu. To display a procedure in an editing window, you choose **Edit a Procedure** from the **Procedures** menu.

To take a look at Bbs.Signon, choose **Edit a Procedure**. A dialog box appears. Select **Bbs.Signon**, then click **Open**. An editing window appears with the Activision BBS sign-on procedure in it.

You edit a procedure the same way you edit information from a session. Suppose you decide after you use the Activision BBS a few times that instead of automatically going to the Post Office, you always want to see if any other users are in conference before you do anything else. Instead of rerecording the entire procedure, you only need to change a few steps.

Here's what to do:

Find the place near the end of the procedure where **p** appears. It's the command that chooses **Post Office (E-Mail)**.

Select **p** and type **c**. The letter *c* chooses **Conference Hall #1**. When you choose the Conference option, the Activision BBS displays a message telling you which conference you've joined and how many other callers are currently in the conference.

The final two commands, <**Wait "and:"**> and ≪**s**≫ are now unnecessary. Select them and press *delete*.

Click the close box at the left end of the title bar. Before the editing window closes, a dialog box appears that asks if you want to save the modifications you've made. Click **Yes**. The procedure is saved again, this time with the two conference commands included.

The next time you use the procedure you've created to sign on to the Activision BBS, *Teleworks Plus* will automatically instruct the bulletin board to display the names of the users in conference.

Writing a Procedure

You can also create a procedure by actually writing the script action by action. Writing a procedure is more difficult than recording one because you have to be careful to use the correct procedure commands, punctuation, and syntax.

Procedure Commands

A procedure command is a word that does the same thing in a procedure that you do when you choose a command from a menu.

Choose **Edit a Procedure** and open **Bbs.Signon** again so you can take a look at the commands it contains.

Notice that the **Dial a Number** command from the **Communications** menu is represented in the procedure by the single word **Dial**. **Wait for Characters** is represented by **Wait**. Every command that you can choose from a menu or dialog box has a procedure command that carries out the same action. All the procedure commands are listed in Appendix A, "Procedure Commands."

Punctuation

Punctuation is just as important in a procedure as it is in a sentence. Punctuation tells *Teleworks Plus* how to treat the text it sets off.

For example, you'll notice that each command and the information the command uses are surrounded by angle brackets (< >). The angle brackets tell *Teleworks Plus* that it's to treat the text they set off as a command. You'll also notice that the information a command uses—for example, the phone number following **Dial**—is set off by quotation marks. The quotation marks make it clear to *Teleworks Plus* which characters are the command itself and which are the information the command uses.

Two left angle brackets (≪) tell *Teleworks Plus* to type all the text that follows until it comes to two right angle brackets (≫).

Syntax

Syntax is the order that commands, punctuation, and text appear in. The order in which you arrange things lets *Teleworks Plus* make sense of the various elements you're using.

For example, text you want *Teleworks Plus* to type comes after two left angle brackets, not before them. The information a command uses comes after, not before, the command.

Appendix A, "Procedure Commands," which lists the procedure commands, also tells you what the correct syntax is and how to use punctuation correctly.

Before you go on, click the close box at the left end of the editing window's title bar to close the window Bbs.Signon is in.

Creating a Sign-off Procedure

The steps below lead you through the process of creating a sign-off procedure for the Activision BBS.

First, choose **Write a Procedure** from the **Procedures** menu. An empty editing window appears.

You'll remember that the first thing you do to start the sign-off procedure is to type **g** at a command prompt. You don't want to start the procedure you're writing with an instruction to wait for the command prompt because you won't run the procedure until the command prompt has already appeared. Instead, begin by typing two left angle brackets:

<center>≪</center>

The two left angle brackets tell *Teleworks Plus* to type whatever text follows until it comes across two right angle brackets (≫).

Type **2** (to choose Good-bye), then two right angle brackets. The text in the editing window should look like this:

<center>≪2≫</center>

The Activision BBS responds to the Good-bye command with a message telling you you're about to log off (leave the bulletin board). It displays the log-off menu. To have *Teleworks Plus* wait for the command prompt, type:

<center><Wait "and:"></center>

The left angle bracket at the beginning of the line tells *Teleworks Plus* that the text that follows is a command. **Wait**, like the **Wait for Characters** option on the **Procedures** menu, tells *Teleworks Plus* to wait until the text between the quotation marks appears before it continues. In this case, the text between the quotation marks, **and:**, is the last four letters of **Command:**, the text of the prompt.

Under normal circumstances you'll type *L* to choose **LOGOFF**. (Remember that you don't have to use the procedure you're creating to sign off; if you want to leave a message for the sysop before you sign off, you can type the sign-off commands yourself.)

To choose **LOGOFF**, type l.

The Activision BBS then responds with a message that looks something like this:

Logged on at 13:47:41
Logged off at 13:59:02

Thanks for calling, call back soon!
Please Hang Up Now

If you have an auto-dialing modem, you don't need to add anything else to the procedure—your modem will hang up for you automatically. But if you don't have an auto-dialing, you want *Teleworks Plus* to wait for the final line of the bulletin board's good-bye message—**Please Hang Up Now**—before it does anything else. Type:

<center><Wait " Now"></center>

Be sure to include the space that precedes **Now**.

When **Please Hang Up Now** appears, you can have *Teleworks Plus* choose **Hang Up** from the **Communications** menu. In the script type:

<center><Hang Up></center>

The script for the sign-off procedure is complete. The text in the window should look like this:

```
 ≪2≫
   Wait "and:"
 ≪1 ≫
&lt;Wait " Now"&gt;
&lt;Hang Up&gt;
```

To save the procedure, click the close box. As before, a dialog box appears that asks if you want to save the modifications you've made. Click **Yes**. A second dialog box appears. It works just like the box you used earlier to save Bbs.Signon. Replace **Untitled** with **Bbs.Signoff**, and click **Save**. *Teleworks Plus* saves the procedure.

Running a Procedure

When you want to use a procedure you've saved, you choose **Run a Procedure** from the **Procedures** menu (**Stop a Procedure** replaces **Run a Procedure** on the menu). The Open dialog box appears to let you select the procedure you want to run. You select it, then click **Open**. The procedure begins running. You can stop it whenever you want by choosing **Stop a Procedure**.

You can also have *Teleworks Plus* run a procedure automatically as soon as you start the program. See "Start-up Procedure" under "Procedures" in the "Reference" section for information.

Sending and Receiving Files

Most bulletin boards and on-line information services let you post brief public notes and send longer private messages to other subscribers. Most bulletin boards and information services also let you send (or *upload*) and receive (or *download*) files of just about any length. Any kind of file that you can create using Apple IIGS software, you can send or receive with *Teleworks Plus*—for example, a *Writer's Choice elite* document, a *List Plus* list, a *Draw Plus* graphic, or a *Paintworks Gold* picture. This chapter explains how to send and receive the simplest kind—text files.

If you quit *Teleworks Plus* at the end of the last chapter, start it again.

Receiving Files

The steps you follow to receive a file depend a great deal on the bulletin board or information service you're receiving the file from. But no matter how different the overall process may be, every procedure for downloading files has these same basic steps:

- Set up the *protocol* for exchanging the file.

- Select the file you want to receive.

- Start the transfer.

- Save the file when the transfer is complete.

Setting Up the Protocol

A telecommunications protocol is a set of rules that the computers at both ends of a connection follow to make sure that the file that's received is the same as the file that was sent. A protocol contains, among other things, ways to check for errors that have been introduced into a file during its transmission. There are many different protocols; some are designed specifically for text, others for graphics, still others for *binary* files, and so on.

To select a protocol for either sending or receiving files, you choose **Transfer a File** from the **Setup** menu. This dialog box appears:
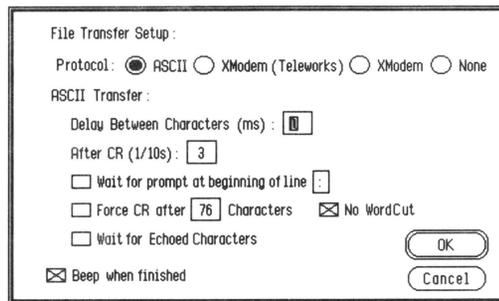
```
┌─────────────────────────────────────────────────────┐
│  File Transfer Setup :                               │
│                                                      │
│    Protocol:  ● ASCII  ○ XModem (Teleworks)  ○ XModem  ○ None │
│                                                      │
│    ASCII Transfer :                                  │
│      Delay Between Characters (ms) : [0]             │
│      After CR (1/10s) : [ 3 ]                        │
│      ☐ Wait for prompt at beginning of line [ : ]    │
│      ☐ Force CR after [ 76 ] Characters   ☒ No WordCut │
│      ☐ Wait for Echoed Characters        ┌────────┐  │
│                                          │   OK   │  │
│    ☒ Beep when finished                  └────────┘  │
│                                          ( Cancel )  │
└─────────────────────────────────────────────────────┘
```

To set up a protocol, you click the button next to the protocol you want to use. If you select the *ASCII* transfer, you also have to fill in the other information in the box. Then you click **OK** to record the selection you've made.

In a later section of this chapter, you're going to download a file from the Activision BBS. Before you sign on, set up the protocol you'll use, then:

First, choose **Transfer a File** from the **Setup** menu. The File Transfer Setup dialog box appears. Click the button next to **XModem** (the other protocols are described in the "Reference" section under "Transfer a File"). Once you've chosen the *XModem* protocol, you don't need to select any other setting in the box. Click **OK**. The dialog box disappears.

Run **Bbs.Signon** (the sign-on procedure you created in the last chapter) to sign on to the Activision BBS. When the main menu appears, type **a** to choose **Activision**. The Activision main menu appears.

Type **p** to choose **Product Support**. The Activision Product Support menu appears.

Type **T** to choose **Teleworks Plus**. The *Teleworks Plus* main menu appears.

Selecting a File

The *Teleworks Plus* main menu has two options you're going to use in this chapter: **Download a File** and **Upload a File**. To display a list of the files you can download, type **d** at the command prompt.

Let the bulletin board scroll through the list until **TELEWRKS.TXT** appears, then type **S** to stop the listing. A prompt appears where you can type a selection (as well as display the list again, set a protocol, or exit).
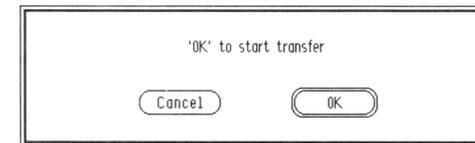
TELEWRKS.TXT is a special file that's on the Activision BBS just so you can use it to learn how to use *Teleworks Plus* to download files. To select it, type **telewrks.txt** at the prompt, then press *return*.

The bulletin board then displays a list of the protocols that are available for downloading the file. Type **4** to select the **XMODEM protocol**.

The bulletin board next displays the number of records the file you've selected contains and the amount of time it will take to transmit the file. It displays another prompt to tell you that it's waiting for you to start the transfer.

Starting the Transfer

To start the transfer, choose **Receive a File** from the **File** menu. This dialog box appears:

```
┌─────────────────────────────────────────┐
│                                          │
│           'OK' to start transfer         │
│                                          │
│     ( Cancel )        (   OK   )         │
│                                          │
└─────────────────────────────────────────┘
```

When you're ready to start, click **OK**.

As the Activision BBS transmits the file, *Teleworks Plus* displays the number of blocks that it has received. (*Teleworks Plus* means the same thing by "blocks" that the Activision BBS means by "records.") When the entire file has been transmitted, *Teleworks Plus* displays **Transfer Successful** in the dialog box.

Press any key to continue.

Saving the File

Teleworks Plus displays the **Save** dialog box so that you can save the file you've just received.

In the space below **Save as**, type **DownloadTest**, then click the **Save** button. *Teleworks Plus* saves the file on the disk.

The process of downloading a file from a bulletin board or an information service is that simple. While the exact steps will vary depending on the system you're downloading from, the four steps you've just completed are always the essential part of the process.

Sending a File

The process of sending a file is not that different from receiving a file—just as the process of opening a file isn't that different from saving one.

This section leads you through the process of sending back to the Activision BBS the file you've just received from it. The steps for sending a file—like the steps for receiving a file—depend a great deal on the bulletin board or information service you're sending the file to. But every procedure for uploading files has these same basic steps:

- Set up the *protocol* for exchanging the file.

- Select the file you want to send.

- Start the transfer.

Go to the *Teleworks Plus* main menu, and type **u** to select **Upload a File**.

The bulletin board asks you to enter a name. The name you type doesn't have to be the same as the file's current name because it's the name the bulletin board is going to use for the copy of the file you send it. The name can be from 1 to 8 characters, followed by a period and a 3 letter extention (for example, Telewrks.txt).

For the file you're going to send, type the first eight letters of your name, a period and **twp** (for example, *patwilli.twp*), and press **return**. If a message appears that says the file already exists, it means that someone with a name similar to yours has already uploaded the file; try a different form of your name.

The next prompt asks for a description of the file you're uploading. You can use up to 40 characters for the description.

The next prompt asks you to choose a protocol for the transfer.

Setting Up a Protocol

Setting up a protocol for sending a file is exactly the same as setting up a protocol to receive a file. In fact, since you're sending a file back to the same system you received it from, you don't need to make any change to the protocol setting.

Since you're using XModem again, type **4** to choose **XMODEM Protocol Checksum**. (*Checksum* is a way of checking for errors by making sure the file that's received contains exactly the same amount of information as the file that was sent.)

Starting the Transfer

To start the transfer, choose **Send File** from the **File** menu. A dialog box that's identical to the Open dialog box appears. Select **DownloadTest** from the list, then click the **Open** button.

A second dialog box appears that tells you that *Teleworks Plus* is ready to send **DownloadTest.** Click **OK** to start the transfer.

Teleworks Plus displays the number of blocks it has sent as it transmits them. When it has transferred the entire file, it displays **Transfer Successful.**

Press any key to remove the dialog box from the communications area and end the uploading process.

You can continue working with the Activision BBS (you may want to download some of the other files that are available), or you can sign off.

Reference
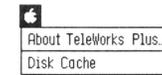
Contents

Reference

Apple

About Teleworks Plus

About Teleworks Plus gives you information about the version of *Teleworks Plus* you're using and the name of the document that's currently open on the desktop.

To use **About Teleworks Plus**:

• Choose **About Teleworks Plus** from the **Apple** menu.

   A message box with information about *Teleworks Plus* appears.

• To go back to the desktop, click **OK**.
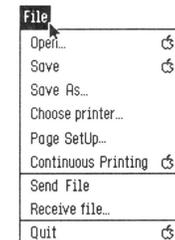
File

Occasionally, when you choose a selection from the **File** menu, a dialog box appears that asks if you want to save the changes you've made to the document on the screen since you last saved it. The dialog box gives you a chance to save those changes.

The three buttons in the box give you these choices:

Yes. Click **Yes**, and a dialog box appears that lets you save the document. Name the document if you need to, then click **Save**. Once you've saved the document, the command you've selected is carried out.

No. Click **No**, and the command you've selected is carried out immediately. The document on the screen isn't saved and you can't get it back.

Cancel. Click **Cancel** if you decide you don't want the command you've selected to be carried out.

Open

Use **Open** to redisplay a document you've saved on a disk.

To use **Open**:

• Choose **Open** from the **File** menu, or hold down *command* and type **O**.

A dialog box appears.

• Click the name of the document you want to open.

The buttons on the box give you these choices:

Disk. If the document you want to open is on a disk other than the one in the drive, put the new disk in the drive and then choose **Disk** to display the names of the documents (and other files) on the new disk.

Open. Click **Open** to have the document you've selected displayed on the desktop.

Close. Click **Close** if there's a folder open and you want to close it. If there's no folder open, Close is dimmed.

Cancel. Click **Cancel** if you decide not to open a file.

Save

Use **Save** to make a permanent copy of a document on a disk. If there's already a document (or any other file) on the disk that has the same name as the document you want to save, the document you're saving erases it and replaces it.

You can also use **Save** to create a folder to save documents in. Saving documents in a folder is an easy way to keep documents that are related together.

To use **Save**:

• Choose **Save** from the **File** menu, or hold down *command* and type **S**.

If you've saved the document before, *Teleworks Plus* saves it again immediately.

If you're saving a document for the first time, a dialog box appears.

• Type a name for the document in the space under **Save As**.

The buttons in the box give you these choices:

Disk. If you want to save the document on a disk other than the one in the drive, replace the disk in the drive with the new disk. Click **Disk** to display the names of the documents on the new disk.

New Folder. To create a new folder, type a name for it in the space under **Save As**, then click **New Folder**. Use **Open** to open the new folder whenever you want to save another document in it.

Open. If you want to save a document in a folder, select the folder from the catalog and click **Open**.

Close. You can use **Close** only if a folder is open. Click **Close** to close the folder.

Save. Click **Save** when you're ready to save the document.

If a dialog box appears that says **Volume full**, there isn't enough room on the disk to save the document. Click **OK**, then eject the disk from the drive and replace it with an initialized disk that has space on it.

Cancel. Click **Cancel** if you decide not to save the document.

Save As

Use **Save As** to save different versions of the same document. You first give a new name to a document you've already saved, and then save the document under the new name.

As long as you give the new version a different name, **Save As**, unlike the **Save** command, doesn't replace the old document with the new one.

You can't undo **Save As** once it has been carried out.

To use **Save As**:

• Choose **Save As** from the **File** menu.

A dialog box appears that's just like the one that accompanies the **Save** command. The functions of the buttons that are available are explained above.

Choose Printer

Use **Choose Printer** to let *Teleworks Plus* know what type of printer you have connected to your computer and which port the printer is connected to.

If you're using AppleTalk, see "Using AppleTalk" later in this section, then follow the instructions below.

To use **Choose Printer**:

• Make sure that the *Teleworks Plus* application disk is in the drive that's active.

• Select **Choose Printer** from the **File** menu.

A dialog box appears.

• Select one of the printers from the printer type catalog. Use the arrows to scroll the list up or down if you need to.

• Select one of the ports from the printer port catalog.

The buttons in the box give you these choices:

OK. Click **OK** when you've selected your printer and the port it's connected to.

Cancel. Click **Cancel** to return any settings you've changed to the way they were originally and to return to the desktop.

Using AppleTalk. If you want to choose AppleTalk as the printer port:

• Go to the Control Panel. To do so, first hold down *control* and *command*, then press *esc*.

The Desk Accessories window appears.

• Select **Control Panel**, then press *return*.

The Control Panel menu appears.

• Use the arrow keys to highlight **Slots**, then press *return*.

A list appears that shows the settings of your computer's slots.

• Use the up and down arrows keys to highlight **Slot 1**, then use the right arrow key to display **Your Card** next to it.

Note: Make sure **Slot 1** is not set to **Printer Port**, or your computer will stop working when you try to use AppleTalk.

• Use the arrow keys to highlight **Slot 7** and set it to **Built-in AppleTalk**.

• Press *return* to save the slot settings and to return to the **Control Panel** menu.

• Select **Quit** to return to the Desk Accessories menu.

• Select **Quit** on the Desk Accessories menu to go back to *Teleworks Plus*.

• If you want to save a copy of the document on the screen, save it.

• Quit *Teleworks Plus*, and turn the computer off.

The changes you made to the settings of the slots on the Control Panel won't take effect until you start the computer again.

• Turn on the computer again and restart *Teleworks Plus*.

• Follow the instructions for using **Choose Printer** above, and choose **AppleTalk** from the printer port catalog.

When you're finished using AppleTalk, go to the Control Panel and change the settings of the slots back to the way they were. Then turn the computer off, turn it back on, and restart *Teleworks Plus*.

Page SetUp

Use **Page SetUp** to indicate how your printer is to print a document. **Page SetUp** determines how a document appears on a page: you can, for example, print a document on its side (with the lines of text parallel to the long edge of the paper rather than the short edge), or you can print text at half its usual size.

The settings you choose are saved when you save the document.

To use **Page SetUp**:

• Choose **Page SetUp** from the **File** menu.

A dialog box appears. The settings you can choose from differ depending on the type of printer you selected in the Choose Printer dialog box.

ImageWriter. If you chose ImageWriter in the Choose Printer dialog box, the Page SetUp dialog box gives you these settings to choose from:

Paper:

US Letter. For 8 1/2 by 11 inch paper.

US Legal. For 8 1/2 by 14 inch paper.

A4 Letter. For 8 1/4 by 11 2/3 inch paper.

International Fanfold. For 8 1/4 by 12 inch paper.

Vertical Sizing:

Normal. The printed text looks just like it does on the screen—the page is printed with the same number of rows of dots as the text on the screen is displayed in.

Condensed. The text is printed half the height of the text on the screen, but with the same number of dots as normal text.

Printer Effects:

50% Reduction. The list is printed half its normal size.

No Gaps Between Pages. The list is printed continuously, without page breaks.

Orientation:

Tall. The text is printed upright on the page, with the top line at the top of the page.

Wide. The text is printed sideways on the page, with the top line down the right side of the page.

LaserWriter. If you chose **LaserWriter** in the Choose Printer dialog box, the Page SetUp dialog box gives you settings like the ones for the Image-Writer, with these differences:

Vertical Sizing:

Normal. The printed text looks just like it does on the screen (the page is printed with the same number of rows of dots as the text on the screen is displayed in).

Intermediate. The letters in the printed text look two-thirds as high as the text on the screen (the page is printed with one and a half times the number of rows of dots as the text on the screen is displayed in). Select this option to fit a full page of text on paper that's being printed in the Wide rather than the Tall orientation.

Condensed. The text is the same height as it appears on the screen, but it's printed with twice as many rows of dots as the text on the screen is displayed in. The result is a high resolution printed copy that resembles what a Macintosh would produce.

Printer Effects:

Smoothing: The printer adds extra dots in between points that form a line to produce a higher-resolution copy.

Font Substitution. When you use certain *fonts*, a LaserWriter substitutes different fonts for the ones you've used when it prints the document. *Teleworks Plus* uses a font named Shaston. A LaserWriter substitutes Helvetica for Shaston automatically whether or not you've selected this option.

Reduce or Enlarge. To reduce or enlarge the text of the document, type the percentage you want the text reduced or enlarged in the space next to **Reduce or Enlarge?**.

You can type a number from 25% to 400% (50% reduces the text to half its normal size; 200% enlarges the text to twice its normal size.)

The buttons in the box give you these choices:

OK. Click **OK** to record the settings you've chosen.

Cancel. Click **Cancel** to return any settings you've changed to the way they were originally and to return to the desktop.

Continuous Printing

Continuous Printing appears on the **File** menu unless you're creating or editing a procedure. If you're creating or editing a procedure, **Print text**, which is explained below, appears.

Use **Continuous Printing** to print text as you receive it.

To use **Continuous Printing:**

Select **Continuous Printing** from the **File** menu, or hold down ***command*** and type **P**.

Note: **Continuous Printing** will not work if your printer is on a network.

Print Text

Print text appears on the **File** menu when you're creating or editing a procedure. Otherwise, **Continuous Printing**, which is explained above, appears.

Use **Print text** to print the document on desktop. To stop printing once it has started, hold down ***command*** and type a period.

To use **Print text:**

• Choose **Print text** from the **File** menu, or hold down ***command*** and type **P**.

A dialog box appears. The settings you can choose from differ depending on the type of printer you selected in the Choose Printer dialog box.

ImageWriter. If you chose **ImageWriter** in the Choose Printer dialog box, the Print dialog box gives you these settings to choose from:

Quality:
Better Text. Produces the highest quality printed copy, but takes the longest to print. **Better Text** produces high quality printed text by using a font that's twice the size of the actual font you've used, then condensing that font to half its size.

Better Color. Produces a high quality printed copy and takes less time than **Better Text** to print.

Draft. Produces a printed copy more quickly than either **Better Text** or **Better Color.**

Page range:
All. All the pages of the document are printed.

From:_____ To:_____. Lets you pick a range of pages you want *Teleworks Plus* to print. Click the check box, then type the numbers of the first and last pages you want to have printed.

Copies:
If you want more than one copy, type the number of copies you want.

Paper Feed:
Automatic: For continuous computer paper.

Manual. For single sheets of paper that you feed into the printer by hand, one at a time.

Color. This option is for use only with applications such as *Paintworks Gold, Writer's Choice elite,* or *Draw Plus* that produce files that contain color.

LaserWriter. If you chose **LaserWriter** in the Choose Printer dialog box, the Print dialog box has no Quality or Color settings. The other settings are the same as those for the ImageWriter.

The buttons in the box give you these choices:

OK. When you've selected the setting you want, click **OK** to start printing.

Cancel. Click **Cancel** to return to the desktop without printing the document. Any settings you've changed return to the way they were originally.

Send File/Cancel

Use **Send File** to send a document to another computer or to "upload" a document to a bulletin board or information service.

When you choose **Send File**, **Cancel** appears on the menu in place of **Send File.** Use **Cancel** to stop sending a file.

To use **Send File:**

• Make sure the settings in the File Transfer Setup dialog box are correct. (For more information, see "Transfer a File" under "Setup Menu".)

- Establish communications with the computer or service you want to send a file to.

- If you're asked to, type a name for the file you're about to send and a description of it; select the same protocol you chose in the File Transfer Setup dialog box.

- Choose **Send File** from the **File** menu.

The dialog box just like the Open dialog box appears.

- Select the file you want to send. (The buttons in the box give you the same options as those explained under *Open* in the beginning of this section.)

A second dialog box appears that displays the name of the file you've chosen to transfer and that lets you start the transfer. The buttons in the box give you these choices:

Cancel. Click **Cancel** if you change your mind about starting the transfer.

OK. Click **OK** to start the transfer.

As the transfer is made, the dialog box displays the number of blocks send.

- To stop sending a file before it has been completely transmitted, choose **Cancel** from the **File** menu, or press *esc.*

Transfer Successful appears when the transfer has been completed.

- Press any key to continue.

The bulletin board or information service you're using returns to its normal mode of operation.

Receive File/Cancel

Use **Receive File** to receive a document from another computer or to "download" a document from a bulletin board or information service.

When you choose **Receive File, Cancel** appears on the menu in place of **Receive File.** Use **Cancel** to stop receiving a file.

To use **Receive File:**

- Make sure the settings in the File Transfer Setup dialog box are correct. (For more information, see "Transfer a File" under "Setup Menu".)

- Establish communications with the computer or service you want to receive a file from.

- Select the file you want to receive, and select the same protocol you chose in the File Transfer Setup dialog box.

The bulletin board or information service you're receiving the file from asks you to start the transfer.

- Choose **Receive File** from the **File** menu.

A dialog box appears that lets you start the transfer. The buttons in the box give you these choices:

Cancel. Click **Cancel** if you change your mind about starting the transfer.

OK. Click **OK** to start the transfer.

As the transfer is made, the dialog box displays the number of blocks received.

- To stop receiving a file before it has been completely transmitted, choose **Cancel** from the **File** menu, or press *esc.*

Transfer Successful appears when the transfer has been completed.

- Press any key to continue.

The **Save** dialog box appears. The options the buttons give you are explained under "Save."

Quit

Use **Quit** to leave *Teleworks Plus.* You can't undo **Quit** once it has been carried out.

To use **Quit:**

- If you want to keep the document that's on the screen, save it.

- Choose **Quit** from the **File** menu, or hold down *command* and type **Q.**

The entire screen is erased, and you can start another application. (If a dialog box appears that asks if you want to save the document currently on the desktop, see the instructions under "File" at the beginning of this section.)

```
 Edit
  Undo        ⌘ Z
  Cut         ⌘ X
  Copy        ⌘ C
  Paste       ⌘ V
  Clear
  Select All  ⌘ A
  Edit Memo   ⌘ M
  Erase Memo
 √Capture
```

Edit

Undo

Use **Undo** to cancel the last change you made to a procedure or document.

Note: You can't use **Undo** to cancel any of the commands on the **File** menu.

To use **Undo:**

• Choose **Undo** from the **Edit** menu, or hold down *command* and type

Cut

Use **Cut** together with **Paste** to move text from one place in a procedure to another. You can also use **Cut** to place text on the Clipboard so you can use the text while you're telecommunicating (see **Paste** from more information.)

To use **Cut:**

• Select the text you want to cut.

• Choose **Cut** from the **Edit** menu, or hold down *command* and type **X**.

The text you've selected disappears from the procedure window and is placed on the Clipboard. You can now go to the new location and use the **Paste** command to place the text there.

Copy

Use **Copy** to make one or more copies of text that's in a document or procedure.

To use **Copy:**

• Select the text you want to copy.

• Choose **Copy** from the **Edit** menu; you can also hold down *command* and type **C**.

A copy of the text you've selected is placed on the Clipboard.

• To insert a copy of the text in a procedure, use the **Paste** command.

Paste

Use **Cut** together with **Paste** to move text from one place in a procedure to another. Use **Copy** together with **Paste** to move text from a document to a procedure or to move text from one place in a procedure to another without erasing the text from its original location.

You can also use **Paste** while you're telecommunicating to insert text on the Clipboard at a prompt just as if you'd typed it there.

To use **Paste:**

• First select the text you want to use, then use **Cut** or **Copy**. (You can either cut or copy text from a procedure; you can only copy text from a document.)

• Go to the place in the procedure you want to move the text to.

• Choose **Paste** from the **Edit** menu, or hold down *command* and type **V**.

Repeat the last two steps if you want to insert the text in more than one place. The text stays on the Clipboard until you cut or copy something else.

Clear

Use **Clear** to erase selected text from a procedure.

To use **Clear:**

• Select the text you want to erase.

• Choose **Clear** from the **Edit** menu, or press *delete*.

Select All

Use **Select All** to select an entire document or procedure.

To use **Select All:**

• Choose **Select All** from the **Edit** menu.

The text of the entire document or procedure is highlighted to show that it's selected.

Edit Memo/Stop Editing Memo

Use **Edit Memo** to edit the document that's currently in memory.

When you choose **Edit Memo, Stop Editing Memo** appears on the menu in place of **Edit Memo**. When you're finished editing the text in the window, use **Stop Editing Memo** to return to the communications screen.

To use **Edit Memo:**

• If you want to edit a document you've saved previously, open it.

• Choose **Edit Memo** from the **Edit** menu, or hold down *command* and type **M**.

A window appears on the desktop. Inside the window is the text of the document that's currently in memory. You can edit the text—insert, delete, cut, copy, and paste text—just as you would with any standard Apple IIGS word processor such as *Writer's Choice elite.*

To use **Stop Editing Memo:**

• Choose **Stop Editing Memo** from the **Edit** menu; hold down *command* and type **M;** or click the **Close** box.

The editing window closes. The changes you've made in the editing window are reflected in the text in the communications area.

Erase Memo

Use **Erase Memo** to erase the text currently in memory. **Erase Memo** doesn't save the text before it erases it; if you want to save the text, use **Save** or **Save As.**

To use **Erase Memo:**

• Choose **Erase Memo** from the **Edit** menu.

The text in memory is erased.

Capture

Use **Capture** to store in memory all of the information that appears in the communications area. **Capture** is automatically selected when you start *Teleworks Plus* (a check mark next to **Capture** on the menu indicates that it's active).

The amount of information you can store depends on how much memory there is in your computer. A message warns you when the memory is full. **Capture** is then deactivated and appears dimmed on the menu.

```
┌─────────────────────┐
│ Communication       │
├─────────────────────┤
│ Clear Screen    ⌂E  │
│ Dial a number... ⌂D │
│ Wait for a Call     │
│ Hang Up         ⌂H  │
│ Send a Break    ⌂B  │
│ Blind Mode          │
│ Send ASCII Codes... │
│ Automatic Hangup    │
└─────────────────────┘
```
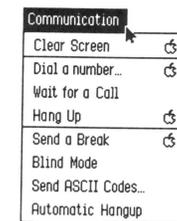
The Communications Menu

Clear Screen

Use **Clear Screen** to erase the text on the screen without changing the position of the cursor.

To use **Clear Screen:**

• Choose **Clear Screen** from the **Communications** menu, or hold down *command* and type **E**.

Dial a Number

Use **Dial a Number** to dial the number you want to connect to.

To use **Dial a Number:**

• Choose **Dial a Number** from the **Communications** menu, or hold down *command* and type **D**.

A dialog box appears. The last number you dialed appears in the space to the right of **Number to dial.** If you've set a prefix, it appears below

Prefix (for more information about prefixes, see "Dialing an Outside Line" in Chapter 2). The dialog box lets you either select a number you've saved or type a new number and then dial it. You can also add numbers to the list, or change or erase numbers already on the list.

- To enter a new number, double-click the number in the space to the right of **Number to dial** (to highlight it), then type the new number; the previous number is erased automatically.

- To select a number you've saved, point to the name on the list that identifies the number and click the mouse button.

- To change or erase a number you've saved, first select the name that identifies the number, then click either the **Modify** or the **Delete** button. (See the **Modify** or the **Delete** button for further instructions.)

- To add a number, click the **Add** button. (See the **Add** button for further instructions.)

The buttons in the box give you these options:

OK. Click **OK** to dial the number that appears in the space next to **Number to dial.**

Cancel. Click **Cancel** to return to the communications area without dialing a number.

Modify. Click **Modify** to change the number or modem settings you've saved with the name that's selected.

A dialog box appears.

- Change or edit the name and number displayed in the box any way you want.

- To change the modem settings, point to the setting you want to change, and keep clicking the mouse button until the setting you want appears.

The buttons give you these options:

OK. Click **OK** to save the changes you've made and return to the **Dial a Number** dialog box. As soon as the connection is made, the counter at the top of the communications area is reset to zero to monitor the new session.

If a message box appears that says the modem doesn't answer, your modem may be unplugged, defective, or not operating properly for

some reason. Check the modem; refer to the user's guide that came with it if you need help.

Cancel. Click **Cancel** to return to the **Dial a Number** dialog box without saving the changes you've made.

Add. Click **Add** to save a new number.

The dialog box explained under the **Modify** button appears; you use it the same way.

Delete. Click **Delete** to erase the name that's selected and the number and modem settings you saved with it.

Wait For A Call

Use **Wait for a Call** to let another computer connect to yours (your computer becomes the "host"). To use **Wait for a Call**, you have to have an auto-answering modem.

To use **Wait for a Call:**

- Choose **Wait for a Call** from the **Communications** menu.

When a call comes in, *Teleworks Plus* answers it on the third ring and tries to make a connection. If it can't make a connection in about 20 seconds, it hangs up and waits for the next call.

If a message box appears that says the modem doesn't answer, your modem may be unplugged, defective, or not operating properly for some other reason. Check the modem; refer to the user's guide that came with it if you need help.

Hang Up

Use **Hang Up** to end a session.

To use **Hang Up:**

- Choose **Hang Up** from the **Communications** menu, or hold down *command* and type **H**.

The connection is broken, and the clock at the top of the communications area stops.

Send a Break

Use **Send a Break** to send a BREAK signal to the service you're connected to.

The BREAK signal makes it possible to re-initialize some services and to return to the main menu. (For more information see the user's guides for the services you use.)

To use **Send a Break**:

• Choose **Send a Break** from the **Communications** menu, or hold down *command* and type **B**.

Blind Mode

Use **Blind Mode** if you don't want what you're typing to appear in the communications area.

Blind Mode lets you type confidential information, such as a password. Each time you type a character, only a dot appears on the screen. **Blind Mode** is canceled when you press *return*.

To use **Blind Mode**:

• Choose **Blind Mode** from the **Communications** menu.

A check mark appears next to **Blind Mode** on the menu. A dot appears in the communications area each time you type a character.

• To cancel **Blind Mode**, press *return*.

Send ASCII Codes

Use **Send ASCII Codes** to enter an ASCII code in decimal, from 0 to 255. *Teleworks Plus* will send the character that corresponds to the ASCII code.

To use **Send ASCII Codes**:

• Choose **Send ASCII Codes** from the **Communications** menu.

A dialog box appears.

• Type the decimal value of the ASCII code you want to send in the space provided.

The buttons in the box give you these options:

OK. Click **OK** to send the ASCII code you've typed and to remove the dialog box from the communications area.

Cancel. Click **Cancel** to remove the dialog box from the communications area without sending an ASCII code.

Next Code. Click **Next Code** to send the ASCII code you've typed and keep the dialog box on the screen so you can send another ASCII code.

Automatic Hang-up

Use **Automatic Hang-up** to set the length of time you want a session to last. *Teleworks Plus* breaks the connection automatically when the time is up.

To use **Automatic Hang-up**:

• Choose **Automatic Hang-up** from the **Communications** menu.

A dialog box appears.

• Enter the time you want the session to last in the three boxes: the left box is for hours, the middle box for minutes, and the right box for seconds.

• Click the check box to the left of **Hang-up** after to activate the Automatic Hang-up clock.

The buttons in the box give you these options:

OK. Click **OK** to record the time you've entered. If you've clicked the check box next to Hang up after, the Automatic Hang-up clock will start as soon as you start the next communications session.

Cancel. Click **Cancel** to return to the communications area without saving the changes you made in the dialog box.

```
Procedures
Run a Procedure...
Record a Procedure
Write a Procedure...
Edit a Procedure...
Startup Procedure...
Wait for Characters... ⌂ W
Pause
```
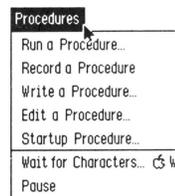
The Procedures Menu

Run/Stop a Procedure

Use **Run a Procedure** to select and use a procedure you've saved. When you choose **Run a Procedure, Stop a Procedure** appears on the menu in place of **Run a Procedure.**

To use **Run a Procedure:**

• Choose **Run a Procedure** from the **Procedures** menu.

A dialog box appears.

• Select the procedure you want to use, then click **Open.**

Teleworks Plus runs the procedure. (You can't use the keyboard while the procedure is running.)

• To stop the procedure that's running, choose **Stop a Procedure** from the menu.

The buttons in the dialog box work the same as they do in the Open dialog box.

Record a Procedure/Stop Recording

Use **Record a Procedure** to save a procedure as you're using it. **Record a Procedure** lets you save a procedure during a communications session; **Write a Procedure** (which is explained next) lets you create a procedure when you're not communicating with a service or another computer.

When you choose **Record a Procedure, Stop Recording** appears on the menu in place of **Recording a Procedure.**

To use **Record a Procedure**:

• Before you start the procedure you want to save, choose **Record a Procedure** from the **Procedures** menu.

To use **Record a Procedure**:

• Before you start the procedure you want to save, choose **Record a Procedure** from the **Procedures** menu.

Teleworks Plus records all the characters you type and any functions you use.

• To stop recording, choose **Stop Recording** from the menu.

A dialog box appears.

• Give the procedure you've just recorded a name, then click **Save.**

The buttons in the box work the same as they do in the Save dialog box.

Write a Procedure

Use **Write a Procedure** to create a "script" for a procedure using procedure commands. **Write a Procedure** lets you create a procedure when you're not communicating with a service or another computer; **Record a Procedure** (which is explained just before this command) lets you save a procedure as you use it during a communications session.

To use **Write a Procedure:**

• Choose **Write a Procedure** from the **Procedures** menu.

A window appears.

• Type the steps of the procedure (the commands you can use are listed in Appendix A, "Procedure Commands"). You can edit the text—insert, delete, cut, copy, and paste text—just as you would with any standard Apple IIGs word processor such as *Writer's Choice elite.* You can enter text in either upper- or lower-case letters; spaces are ignored.

• When you've completed the procedure, click the **Close** box at the left end of the title bar.

A dialog box appears that asks if you want to save the modifications you've made. The buttons in the box gives you these options:

Yes. Click **Yes** to save the procedure you've written. The Open dialog box appears. The options that the buttons give you are explained under "Open" under "File Menu."

No. Click **No** to close the window without saving the procedure.

Cancel. Click **Cancel** to return to the window to add or make changes to the procedure.

Edit a Procedure

Use **Edit a Procedure** to make changes to a procedure you've saved. You can edit a procedure during a communications session.

To use **Edit a Procedure:**

- Choose **Edit a Procedure** from the **Procedures** menu.

A dialog box appears.

- Select the procedure you want to edit, then click **Open**. (The buttons in the box work just as they do in the Open dialog box.)

A window appears with the text of the procedure in it.

- Make whatever changes you want to the procedure. You can edit the text—insert, delete, cut, copy, and paste text—just as you would with any standard Apple IIGS word processor such as *Writer's Choice elite*. You can enter text in either upper- or lower-case letters.

- When you've finished editing the procedure, use either **Save** or **Save As** to save the new version.

Start-up Procedure

Use **Start-up Procedure** to select the procedure you want *Teleworks Plus* to run whenever you start the program.

To use **Start-up Procedure:**

- Choose **Start-up Procedure** from the **Procedures** menu.

A dialog box appears.

- Select the name of the procedure you want to be the start-up procedure, then click **Open.**

The procedure is added to the list with the name "Startup." Whenever you start *Teleworks Plus,* it automatically runs the procedure named "Startup."

The buttons in the dialog box work the same as they do in the Open dialog box.

Wait for Characters

Use **Wait for Characters** to keep a procedure from starting until *Teleworks Plus* receives a certain string of characters from the computer or service you're connected to. **Wait for Characters** lets you make sure your computer and the computer or service you're connected to are synchronized before the procedure begins.

Wait for Characters is active only when you're recording a procedure.

To use **Wait for Characters:**

- Choose **Wait for Characters** from the **Procedures** menu, or hold down *command* and type **W**.

A dialog box appears. These are the settings it contains:

Wait for Characters: _____. If **Record a Procedure** was active before *Teleworks Plus* received the last prompt, the final four characters of that prompt appear in the space to the right of **Wait for Characters.** You can then replace whatever text appears in the space if it doesn't match the text you want *Teleworks Plus* to wait for.

Goto _____ **if not received after** ___ **seconds.** Click the box next to **Goto** if you want to provide *Teleworks Plus* with an alternative in case the characters you have instructed it to wait for aren't transmitted. In the space to the right of **Goto,** type the alternative text you want *Teleworks Plus* to wait for. In the space to the left of **seconds**, type the number of seconds you want *Teleworks Plus* to wait before it goes to the alternative.

The buttons in the box give you these choices:

OK. Click **OK** to record the settings you've entered.

Cancel. Click **Cancel** to remove the dialog box from the communications area without recording characters you want *Teleworks Plus* to wait for.

Note: If the text *Teleworks Plus* is waiting for isn't received when you're running the procedure, choose **Stop a Procedure.** You can continue with the session by entering whatever information is needed yourself.
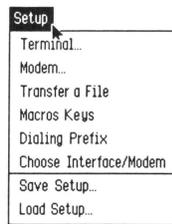
Pause

Use **Pause** to stop the exchange of information for about a second. You can use **Pause** in place of **Wait for Characters** when there are no specific characters you can have *Teleworks Plus* wait for.

Pause is active only when you're recording a procedure.

To use **Pause:**

- Choose **Pause** from the **Procedures** menu.

Teleworks Plus adds a Pause instruction to the procedure you're recording.

```
┌─────────────────────────────┐
│ Setup                       │
├─────────────────────────────┤
│ Terminal...                 │
│ Modem...                    │
│ Transfer a File             │
│ Macros Keys                 │
│ Dialing Prefix              │
│ Choose Interface/Modem      │
│                             │
│ Save Setup...               │
│ Load Setup...               │
└─────────────────────────────┘
```

The Setup Menu

Terminal

Use **Terminal** to set up the way you want *Teleworks Plus* to work as a terminal.

To use **Terminal:**

• Select **Terminal** from the **Setup** menu.

A dialog box appears.

• To select a setting, click the check box to the left of it. An **X** appears in the box.

• To remove the **X** from a check box, click the box again.

These are the settings you can choose from:

Local Echo. Displays in the communications area whatever you type and send to the computer or service you're connected to. If the characters that you type appear twice, it means the service or computer you're connected to is set up to send back to you the characters it receives; if that's the case, don't select **Local Echo.**

Word Wrap. Moves a word that won't fit at the end of a line to the beginning of the next. If you don't choose **Word Wrap**, every letter you type once you reach the end of the line appears in succession at the end of the line.

Send a LF after a CR. Sends a line feed after every carriage return you type.

Automatic LF after CR while receiving. Follows every carriage return you receive with a line feed.

Automatic CR after LF while receiving. Follws every line feed you receive with a carriage return.

Automatic CR after _____ Characters. Inserts a carriage return and line feed each time you receive a given number of characters from the computer or service you're connected to. The preset number is 80, which is the width of the communications area.

Automatic scrolling. Moves all of the text in the communications area up one line when the screen becomes filled so that there's room for the next line at the bottom of the screen. The line at the top of the communications area disappears.

If you don't select Automatic scrolling, the communications area is erased each time it fills up. New text appears starting at the top of the communications area.

Display Control Characters. Displays control characters (carriage return, page feed, line feed, audible signal, escape, and so on) in reverse video. If you don't select this setting, control characters aren't displayed.

Erase when Backspacing. Lets you erase the character preceding the cursor with the *delete* key.

Smooth Scrolling. Slows down the speed text is displayed. When you're using a fast communications speed, such as 1200 baud, **Smooth Scrolling** makes it possible for you to read the text as you receive it.

Blank Screen after _____ minutes. Changes the screen to black if you haven't interacted with the program for a given number of minutes. Blanking the screen keeps the image that's there from burning permanently into the phosphorescent coating on the inside of the tube. Nothing on the screen is changed; you can display the image again by clicking the mouse button or pressing any key.

The buttons give you these options:

OK. Click **OK** to record the settings you've selected and go back to the communications area. (To save the settings permanently, choose **Save Setup** from the **Setup** menu.)

Cancel. Click **Cancel** to ignore any changes you've made and go back to the communications area.

Modem

Use **Modem** to select the setting for the modem you're using.

Note: When you choose a modem from the Interface/Modem dialog box, *Teleworks Plus* automaically selects the modem settings normally used with the modem you've chosen. Check the user's guides for your modem and the service you're using before you make any changes.

To use **Modem:**

• Choose **Modem** from the **Setup** menu.

A dialog box appears.

• To select a setting, point to either the button or the check box to the left of it and click the mouse button. Settings that are dimmed aren't available with the modem you've chosen.

These are the features you can select a setting for:

Speed. The speed at which you want the modem to send and receive information.

Format. The format you want information sent and received in.

Parity. The *parity* you want to use.

Stop Bits. The number of *stop bits* you want to use.

Dialing. Select the type of dialing you want to use.

Modem Type. Select the type of network you're calling out on.

Xon/Xoff _____Xon Char. _____Xoff Char. Click the check box next to select the Xon/Xoff protocol. If you need to change the Xon and Xoff characters, type a value in each box. (The bulletin board or information service you're using tells you if you need to use Xon/Xoff and what the correct settings are.)

Require Carrier Detect. A carrier is a tone emitted by a modem that means it's ready to communicate. Click the check box if your modem can't transmit the carrier to your computer. Your computer then acts as if it has detected the carrier.

Echo Received Characters. Click the check box to send every character your computer receives back to the sender. The echo makes it possible for the sender to check whether the information is being sent

correctly. (An **X** in the check box means *Teleworks Plus* is operating at full duplex; no **X** means it's operating at half duplex.)

The buttons in the box give you these options:

OK. Click **OK** to record the settings you've selected and go back to the communications area. (To save the settings permanently, choose **Save Setup** from the **Setup** menu.)

Cancel. Click **Cancel** to ignore any changes you've made and go back to the communications area.

Transfer a File

Use **Transfer a File** to set up the protocol you want to use when you send information to another computer.

To use **Transfer a File:**

• Choose **Transfer a File** from the **Setup** menu.

A dialog box appears.

• To select a setting, click the button or check box to the left of the setting you want to use.

These are the settings you can choose from:

Protocol:

ASCII. Use to send text-only files. When you choose **ASCII,** check the settings under "ASCII Transfer" to make sure they're correct.

XModem (Teleworks). Use to send a file to another Apple IIGS that's using *Teleworks Plus.* The other computer will receive the file exactly as you send it.

XModem. Use to send a file with the standard XModem protocol. XModem is a standard error-correction protocol.

None. Use to send a file with any protocol or to operate locally.

YModem. Use to send multiple files with the standard YModem protocol.

ASCII transfer:

Delay Between Characters (ms):_____. The number of milliseconds you want *Teleworks Plus* to wait to send a character after it sends or receives another character.

Delay After CR (1/10s):_____. The length of time (in tenths of seconds) you want *Teleworks Plus* to wait to send a character after it sends a carriage return. A delay after carriage return controls the transmission of characters better than a delay between characters because it keeps *Teleworks Plus* from sending the next line of text before the time you've given has elapsed.

Wait for a prompt at the beginning of line _____. If you want *Teleworks Plus* to wait for a specific character before starting to send a file, click the check box and type the character you want *Teleworks Plus* to wait for. (*Teleworks Plus* will start sending the file in 20 seconds if it doesn't receive the character.)

Force CR after _____ Characters. If you want to set the width of text as it's received, click the check box and type the number of characters you want to appear in each line.

No Word-Wrap. Click the check box to wrap around to the next line a word that won't fit at the end of the previous line. Otherwise, *Teleworks Plus* breaks a word where the line ends and displays the rest of the word on the next line.

Wait for Echoed Characters. Click the check box if you want *Teleworks Plus* to send a character only after it receives an echo of the previous character it sent. Waiting for an echo guarantees that all the characters you send are received.

Beep when finished. Click the check box if you want *Teleworks Plus* to beep when it has finished sending the file.

The buttons in the box give you these options:

OK. Click **OK** to record the settings and go back to the communications area. (To save the settings permanently, choose **Save Setup** from the **Setup** menu.)

Cancel. Click **Cancel** to ignore any changes you've made and go back to the communications area.

Macros Keys

Use **Macros Keys** to assign up to 16 characters to one of the number keys. Then, whenever you hold down *option* and type the number, all the characters you assigned to it appear just as if you'd typed them. Macro keys are good for words, phrases, or numbers you use often (for example, your Activision BBS ID number).

To use **Macros Keys:**

• Choose **Macros Keys** from the **Setup** menu.

A dialog box appears.

• To assign text to a key, type it in the space to the left of the key you want to assign it to.

The buttons in the box give you these options:

OK. Click **OK** to record the text you've assigned to the macro keys and go back to the communications area. (To save the text permanently, choose **Save Setup** from the **Setup** menu.)

Cancel. Click **Cancel** to ignore any changes you've made and go back to the communications area.

Dialing Prefix. Use this option if you have to dial a prefix in order to get an outside line. For example, if you have to dial 9 every time you dial out, enter **9** in the **Dialing Prefix** box.

Choose Interface Modem

Use **Choose Interface/Modem** to set up *Teleworks Plus* to work with your interface card and modem.

To use **Choose Interface/Modem:**

• Select **Choose Interface/Modem** from the **Setup** menu.

A dialog box opens. The catalog on the left lists interface cards *Teleworks Plus* is set up to work with. The catalog on the right lists the modems *Teleworks Plus* is set up to work with.

• Point to the name of the interface card you're using and click the mouse button. If your card doesn't appear on the list, select **Serial Port.**

• Point to the name of the modem you're using and click the mouse button. If your modem doesn't appear on the list, select **Other RS232.** The modem you choose affects the settings in the Modem dialog box (see ''Modem'' earlier in this section for more information).

The buttons in the box give you these options:

OK. Click **OK** to record the interface card and modem you've selected and go back to the communications area. (To save the selections you've made permanently, choose **Save Setup** from the **Setup** menu.)

Cancel. Click **Cancel** to ignore any changes you've made and return to the communications area.

Save Setup

Use **Save Setup** to save permanently the current settings in all of the **Setup** menu dialog boxes.

To use **Save Setup:**

• Choose **Save Setup** from the **Setup** menu.

A dialog box appears.

• Type a name for the settings in the space under **Save As.**

• To have *Teleworks Plus* use the settings you're saving as soon as you start it, click the check box to the left of **Use at Startup** at the bottom of the box.

The buttons in the box give you these options:

Save. Click **Save** to save the settings.

Open. If you want to save the settings in a folder, select the folder from the catalog and click **Open.**

Close. You can use **Close** only if a folder is open. Click **Close** to close the folder.

Folder. To create a new folder, type a name for it in the space under **Save As,** then click **Folder**. Use **Open** to open the folder whenever you want to save settings in it.

Drive. If you want to save the settings on a disk other than the one in the drive, replace the disk in the drive with the new disk. Click **Drive** to display the names of the documents on the new disk.

Cancel. Click **Cancel** if you decide not to save the settings.

Use at Startup. If you want the current settings to be loaded every time you start *Teleworks Plus*, click **Use at Startup.**

Load Setup

Use **Load Setup** to get settings you've saved on a disk.

To use **Load Setup:**

• Choose **Load Setup** from the **Setup** menu.

A dialog box appears.

• Select the name of the settings you want to use, and click **Open.**

The buttons in the dialog box work the same as they do in the Open dialog box.

The Binary II Menu

Unpack

Use **Unpack** to return documents compressed using Binary II to their normal format.

To use **Unpack:**

• Choose **Unpack** from the **Binary II** menu.

A dialog box appears.

• Select the name of the Binary II file that contains the documents you want to return to normal.

• Click **Open**. (The buttons in the dialog box work the same as they do in the Open dialog box.)

After **Unpack** returns each document to normal, it automatically saves each one separately in the folder that's currently open.

Pack

Use **Pack** to save documents in Binary II's compressed format (compressed documents take less time to send and receive than documents in their normal format). You can compress and save more than one document in a single Binary II file.

The person you send compressed documents to needs a Binary II utility to return the documents to their original format. (The person doesn't, however, need *Teleworks Plus;* there are many telecommunications applications that can handle Binary II.)

To use **Pack:**

• Choose **Pack** from the **Binary II** menu.

A dialog box appears.

• Select the document you want to compress, then click the **Open/Add** button. If you want to compress more than one document, select them one at a time and click **Open/Add** after each one.

- When you've selected all the documents you want to compress, click **Done**.

Another dialog box appears.

- Type a name for the Binary II file that contains the compressed documents. (It's a good idea to make something like *BII* part of the name of the file so you can distinguish compressed files from normal documents.

- Click **Save**.

A message box appears that lists each document as *Teleworks Plus* compresses and saves it. When the message box disappears, all the documents you've selected have been compressed and saved.

Glossary

active window

The window that's in front of the others; its title bar has four parallel lines, stretching from one end to the other. It's the window where you're currently working.

ASCII

American Standard Code for Information Interchange. A standard way of translating text into a numerical code and back again. It's used to transfer information between applications and between computers.

auto answer

A feature that enables a modem to automatically detect an incoming call and connect with the phone line it's on.

auto dial

A feature that enables a modem to connect with a phone line and dial a number automatically.

auto hang-up

A feature that enables a modem to end a connection with a phone line automatically.

baud rate

A way of measuring transmission speed, roughly equal to the number of bits of information transmitted in a second. Most modems transmit information at 300, 1200, or 2400 baud. The abbreviation *bps* (bits per second) means approximately the same thing.

Bell

Signifys modems that confirm to the transmission standards developed by AT&T.

binary file

A file that contains information recorded in the simplest form. Binary files are usually used to transmit application files.

Binary II

A method of storing files that lets you send and receive files with their original attributes intact.

bit

The smallest piece of information a modem can send or receive. The speed at which a modem can send or receive information is measured in bits per second.

branch

Teleworks Plus usually follows a procedure line by line from top to bottom. Sometimes, however, *Teleworks Plus* skips part of a procedure or jumps from one part to another to take care of special circumstances that arise (for example, if it's waiting to receive a certain word or phrase, and a different one is sent). Any place in a procedure that *Teleworks Plus* can skip to or jump to is known as a branch.

break

A signal that makes it possible to re-initialize some services and to return to the main menu. (For more information about what a break can do, see the user's guides for the services you use.)

buffer

A place in the computer's memory where information is stored temporarily.

byte

A group of consecutive bits forming a unit of storage in the computer and used to represent one alphanumeric character: a byte usually consists of 8 bits but may contain more or fewer bits depending on the model of computer.

Capture

The command that tells *Teleworks Plus* to automatically store in memory all the information that appears on the screen during a session.

carrier

A signal that indicates that a computer is ready to transmit and receive information through a modem.

CCITT

Abbreviation for Consultive Committee for International Telegraph and Telephone; an advisory committee established under the United Nations to recommend worldwide standards for data and voice transmission.

character

A character is any single letter, numeral (1, 2, 3, . . .), punctuation mark (comma, period, and so on), symbol (%, $, . . .), or space.

checksum

A method for detecting if any errors have been introduced into a file while it was being transmitted. The number of pieces of information in the file that has been received is checked against the number of pieces of information in the file that was sent.

control character

A character that makes *Teleworks Plus* (or the service it's connected to) do something. It's different from a display character (such as a letter, number, or symbol), which appears on the screen. For example, breaks, line feeds, and carriage returns are all caused by control characters.

dial pulse

A feature modems have that allows them to produce the clicks a rotary dial phone makes when you dial it.

dial tone

1. A feature modems have that allows them to produce the sounds a Touch-Tone phone makes when you dial it.
2. The hum a phone line makes when it's not in use.

disconnect

To end a call. You can disconnect intentionally (for example, when you hang up), or it can happen by accident (for example, if there's a problem on the service or bulletin board you're connected to).

download

To receive a file from an information service, a bulletin board, or another computer.

duplex

The kind of transmission that allows information to go in both directions at the same time (also called *full* duplex). Half-duplex transmission allow information to go in both directions, but not at the same time.

echo

To display (or verify) on the sender's system what's being received by the receiver's system.

execute

To carry out a command or procedure.

flow control

A way of controlling the flow of data by starting and stopping what one computer is sending/receiving to another. The receiver sends an Xoff character to stop the sender, and an Xon character to restart it.

handshake

A set of rules about the process of communicating that the computers at both ends of a connection follow. For example, one of the rules tells both computers when to start transmitting information and when to stop.

host

The information service, bulletin board, or computer that you connect with. If you set up your computer to receive calls from other computers, your computer becomes the host.

line feed

A control command that moves the cursor down to the next line.

local

Having to do with your system rather than the service or bulletin board you're using. For example, saving a document is a local operation because you save it on the disk drive attached to your computer; uploading a document isn't a local operation because it involves transferring the document to a different system.

log on/off

Log on means to call an information service, a bulletin board, or another computer and identify yourself to it. *Log off* means to notify the host that you're leaving and then to disconnect.

menu

A list of options or commands you can choose from.

modem

A device that lets a computer transmit information to and receive information from another computer (also equipped with a modem) over a telephone line.

null

A character used to denote the absence of information which can be inserted or deleted in a sequence without affecting the meaning of the sequence. Nulls are generally used as communications control characters to fill time in synchronous transmissions.

off line

Not connected to a service or bulletin board. For example, you can write a message off line, then sign on to a service to send it.

on line

Connected to a service or bulletin board. For example, you have to be on line to upload or download documents.

parity (odd and even)

A method of detecting errors in a transmission of information. Odd and even parity both use an extra bit added to an ASCII code to check for errors.

procedure

A list of instructions you can create for *Teleworks Plus* to follow if you want to carry out certain operations (such as signing on to a service) automatically.

prompt

Text that a service or bulletin board displays on your screen to ask you to make a choice or type information (for example, *Who is the message to?*) or simply to indicate the type of choice or information you can enter (for example, *Command:*). A prompt remains on the screen until you respond to it.

protocol

A set of rules that the computers at both ends of a connection follow to make sure that the file that's received is the same as the file that was sent. A protocol contains, among other things, ways to check for errors that have been introduced into a file during its transmission.

RS-232C

A special type of connector designed for connecting such things as computers, modems, and communications lines.

serial

Transferring information one bit at a time (rather than transferring several bits simultaneously).

smart modem

A modem that can cary out certain operations, such as answering a call or dialing a number, automatically.

stop bit

The bit that signals the end of the data being transmitted.

string

Any series of characters. For example, a word or phrase is a text string; a telephone number is a numeric string.

sysop

The person who manages a bulletin board.

TTY

An abbreviation for teletypewriter. A device for automatically printing received messages.

upload

To transmit a file to an information service, bulletin board, or another computer.

window

An area where you can create or change a procedure or file. You can open or close a window, move it around, change its size, scroll through it, and edit its contents.

XModem

A standard set of rules that check for errors when information is transmitted from one computer to another.

Xon/Xoff

A standard handshake protocol (that is, a set of rules about the process of communicating that the computers at both ends of a connection follow).

Procedure Commands

This appendix lists the commands you can use in writing or editing a procedure.

To use commands in *Teleworks Plus*, use a single left angle bracket (<) before the command and a single right angle bracket (>) after the command. If you want *Teleworks Plus* to send text as if you were typing it from the keyboard, type two left angle brackets (< <), type the text you want to send—including tabs, spaces, returns, and so on—then type two right angle brackets (> >). the result looks something like this:
<text>

ASCII. Abbreviation for **American Standard Code for Information Interchange.** A standard 7-bit coded word that allows information to be interchanged between *Teleworks Plus* and other computers.

Format: <**ASCII**>

Beep. Use **Beep** if you want *Teleworks Plus* to beep when it has finished sending a file.

Format: <**Beep**>

(See "Beep when finished" under "Transfer a File" in the "Reference" section.)

Break. Use **Break** to stop *Teleworks Plus* from carrying out a procedure.

Format: <**Break**>

Carrier. Use **Carrier** if your modem can't transmit a carrier to your computer (a carrier is a tone emitted by a modem that means it's ready to communicate). Your computer then acts as if it has detected the carrier.

Format: <**Carrier**>

(See "Require Carrier Detect" under "Modem" in the "Reference" section.)

ClrMem. Use **ClrMem** to erase the text currently in memory.

Format: <**ClrMem**>

(See "Erase Memo" in the "Reference" section.)

ClrScreen. Use **ClrScreen** to erase the text on the screen without changing the position of the cursor.

Format: **<ClrScreen>**

(See "Clear Screen" in the "Reference" section.)

CR. Use **CR** to send a carriage return.

Format: **<CR>**

Delete. Use **Delete** to remove a document from the disk where it's saved. Be careful when you use **Delete** in a procedure: *Teleworks Plus* doesn't ask you to confirm that you want it to delete the document you've named.

Format: **<Delete *"name"*>**

Replace *name* with the name of the document you want to delete.

Dial. Use **Dial** to dial the number you want to connect to.

Format: **<Dial *"number"*>**

Replace *number* with the phone number you want to dial. You can include a prefix and an area code. Don't put any punctuation, such as dashes or parentheses, when you type in the number.

(See "Dial a Number" in the "Reference" section.)

DialPref. Use **DialPref** to record a prefix you want *Teleworks Plus* to dial before every number it dials (for example, a prefix that connects you with an outside line).

Format: **<DialPref *"prefix"*>**

Replace *prefix* with the number and symbols you want *Teleworks Plus* to dial before every number. A prefix can contain a comma (which causes a pause), an asterisk (*), or a pound sign (#), as well as numbers.

(See "Dialing Prefix" in the "Reference" section.)

Echo. Use **Echo** to send every character your computer receives back to the sender. The echo makes it possible for the sender to check whether the information is being sent correctly. Use **On** after **Echo** to have *Teleworks Plus* operate at full duplex; use **Off** after **Echo** to operate at half duplex.

Format: **<Echo on or Echo Off>**

(See "Echo Received Characters" under "Modem" in the "Reference" section.)

EditMem. Use **EditMem** to edit the document that's currently in memory.

Format: **<EditMem>**

(See "Edit Memo" in the "Reference" section.)

End. Use **End** at the end of a procedure that's not at the end of a procedure file. For example, if you write a procedure that incorporates several different procedures each of which you want *Teleworks Plus* to branch to under certain conditions, you'd use **End** at the end of each of those procedures.

Format: **<End>**

Goto. Use **Goto** if you want to provide *Teleworks Plus* with an alternative in case the characters you have instructed it to wait for with the **Wait** command aren't transmitted.

Format: **<Goto *"text,seconds"*>**

Replace *text* with the alternative text you want *Teleworks Plus* to wait for. Replace *seconds* with the number of seconds you want *Teleworks Plus* to wait before it goes to the alternative.

(See "Wait for Characters" in the "Reference" section.)

Hangup. Use **Hang Up** to end a session. The connection is broken, and the clock at the top of the communications area stops.

Format: **<Hangup>**

(See "Hang Up" in the "Reference" section.)

Info. Use **Info** in a procedure to display *Teleworks Plus'* About dialog box.

Format: **<Info>**

Label. Use **Label** to identify a portion of a procedure with a name. This command works much like a Pascal or Basic label; it tells *Teleworks Plus* what part of the procedure to jump to when you use the **<Goto *"labelname"*>**

Format: **<Label *"labelname"*>**

Link. Use **Link** to stop the current procedure that is running and start executing another specified procedure stored on disk.

Format: **<Link *"filename"*>**

LoadSetup. Use **LoadSetup** to get settings you've saved on a disk.

Format: **<LoadSetup *"name"*>**

(See "Load Setup" in the "Reference" section.)

Lock. Use **Lock** to protect a document so that you can't write over it or delete it using *Teleworks Plus* or any other application.

Format: <**Lock** *"name"*>

Replace *name* with the name of the document you want to lock.

Memorize. Use **Memorize** to store in memory all of the information that appears in the communications area. (**Capture**—the menu equivalent of **Memorize**—is automatically selected when you start *Teleworks Plus*.)

Format: <**Memorize**>

(See "Capture" in the "Reference" section.)

Message. Use **Message** to have *Teleworks Plus* notify you when a procedure detects a specific word or phrase. You can use **Message**, for example, if you're waiting for a message about a specific topic.

Format: <**Message** *"text"*>

Replace *text* with the word or phrase you want *Teleworks Plus* to watch for.

Off. Use **Off** after **Echo** if you want *Teleworks Plus* to operate at half duplex.

Format: <**Echo Off**>

(See "Echo Received Characters" under "Modem" in the "Reference" section.

On. Use **On** after **Echo** if you want *Teleworks Plus* to operate at full duplex.

Format: <**Echo On**>

(See "Echo Received Characters" under "Modem" in the "Reference" section.)

OpenASCII. Use **OpenASCII** to open a file saved in ASCII format.

Format: <**OpenASCII** *"name"*>

Replace *name* with the name of the file you want to open.

Pause. Use **Pause** to stop the exchange of information for about a second. You can use **Pause** in place of **Wait** when there are no specific characters you can have *Teleworks Plus* wait for.

Format: <**Pause**>

(See "Pause" in the "Reference" section.)

Print. Use **Print** to print text as you receive it.

Format: <**Print**>

(See "Continuous Printing" in the "Reference" section.)

Quit. Use **Quit** to leave *Teleworks Plus*.

Format: <**Quit**>

(See "Quit" in the "Reference" section.)

ReceiveTalk. Use **ReceiveTalk** to receive a file from another Apple IIGS that's using *Teleworks Plus*. You will receive the file exactly as the other computer sends it.

Format: <**ReceiveTalk**>

(See "Xmodem (Teleworks)" under "Transfer a File" in the "Reference" section.)

ReceiveXmodem. Use **ReceiveXmodem** to receive a file with the standard XModem protocol.

Format: <**ReceiveXmodem**>

(See "Xmodem" under "Transfer a File" in the "Reference" section.)

ResetTempo. Use **ResetTempo** to reset the Time counter.

Format: **ResetTempo**

SaveASCII. Use **SaveASCII** to save a file in ASCII format. (In ASCII format, *Teleworks Plus* saves only text—not fonts, font sizes or styles, or graphics.)

Format: <**SaveASCII** *"name"*>

Replace *name* with the name you want to give the file you're saving.

SaveSetup. Use **SaveSetup** to save permanently the current settings in all of the **Setup** menu dialog boxes.

Format: <**SaveSetup** *"name"*>

Replace *name* with the name you want to give the setup you're saving.

(See "Save Setup" in the "Reference" section.)

SendASCII. Use **SendASCII** to send only the text of a document (not the format setting, fonts, styles, and so on). When you use **SendASCII**, check the settings under "ASCII Transfer" in the File Transfer Setup dialog box to make sure they're correct.

Format: < **SendASCII** *"name"* >

(See "ASCII" under "Transfer a File" in the "Reference" section.)

SendBreak. Use **SendBreak** to tell the service, bulletin board, or computer *Teleworks Plus* is communicating with to stop whatever it's doing.

Format: < **SendBreak** >

SendTalk. Use **SendTalk** to send a file to another Apple IIGS that's using *Teleworks Plus*. The other computer will receive the file exactly as you send it.

Format: < **SendTalk** >

(See "Xmodem (Teleworks)" under "Transfer a File" in the "Reference" section.)

SendXmodem. Use **SendXmodem** to send a file with the standard XModem protocol.

Format: < **SendXmodem** >

(See "Xmodem" under "Transfer a File" in the "Reference" section.)

Unlock. Use **Unlock** to remove the protection from a document that keeps you from writing over it or deleting it.

Format: < **Unlock** *"name"* >

Replace *name* with the name of the document you want to unlock.

Wait. Use **Wait** to keep a procedure from starting until *Teleworks Plus* receives a certain string of characters from the computer or service you're connected to. **Wait** lets you make sure your computer and the computer or service you're connected to are synchronized before the procedure begins.

Format: < **Wait** *"text"* >

Replace *text* with the characters you want *Teleworks Plus* to wait for.

(See "Wait for Characters" in the "Reference" section.)

WaitCall. Use **WaitCall** to let another computer connect to yours. To use **WaitCall**, you have to have an auto-answering modem.

Format: < **WaitCall** >

(See "Wait for a Call" in the "Reference" section.)

Error Messages

Bad Format. The format you've used doesn't work with the command you're using.

brackets. The text in the procedure needs to be enclosed in angle brackets.

Break. The procedure has been interrupted because *Teleworks Plus* has received a break.

Busy Signal. The line is busy. Try again later.

Disk error. The disk is damaged. Use a back-up copy or another disk.

Disk removed. The disk containing the information *Teleworks Plus* needs isn't in the disk drive.

File locked. You can't make changes to the file until you unlock it.

File not found. The file you want to use isn't on the disk in the disk drive.

Illegal Name. At least one character in the name you've typed isn't allowed.

Invalid number. The number you've selected doesn't work in the environment you've selected.

Memory full. The memory space reserved for storing files, procedures, or the Clipboard, is full. Save the information on a disk before you go on.

Modem does not answer. Your modem isn't turned on or it isn't connected with the computer properly. Check the cables to make sure they're attached properly, and check the modem to make sure it's getting power.

No dial tone. The telephone or telephone line you're using isn't working.

Not enough memory. There isn't enough memory in your computer to use *Teleworks Plus*.

Option not available on demo version. The setup or function you want to use doesn't work with the demonstration version of *Teleworks Plus*.

Option unavailable. The setup or function you want to use doesn't work with this version of *Teleworks Plus*.

Please reboot. Start *Teleworks Plus* again.

Protected disk. The write-protect notch on the disk is uncovered.

Sub-volume not found. The folder containing the file you want isn't on the disk in the disk drive.

Syntax error. There's an error in the procedure you've just written. Check the syntax of the procedure against the format in Appendix A, "Procedure Commands."

Undefined reference. The label you want the procedure to branch to doesn't exist.

Unknown error. An error has occurred, but *Teleworks Plus* can't pinpoint the problem.

Volume full. The disk in the disk drive is full. If you want to save the file on the disk in the disk drive, delete files you don't want anymore from it. Otherwise, use a different disk.

Volume not found. The disk containing the file you want isn't in the disk drive.

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