



Using Apple Writer™ II on the
Apple® II UniDisk™ 3.5

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This package contains the following items:

1	Disk: <i>Apple Writer Master</i>	680-3006
1	Disk: <i>Apple Presents Apple Writer II</i>	691-0009
1	Disk: <i>Blank</i>	680-3009
1	Manual: <i>Apple Writer User's Manual</i>	030-0995
1	Manual: <i>Word Processing Language</i>	030-0997
1	Manual: <i>Using Apple Writer II on the Apple II UniDisk S.5</i>	030-1274

If you have a question, please contact your authorized Apple dealer.

Copying Apple Writer II to a 3½-Inch Disk

If you have an Apple® UniDisk™ 3.5, you can copy your *Apple Writer™ II Version 2.0 Master* disk onto a 3½-inch disk. (Although this manual refers to version 2.0, you can also use any later version of Apple Writer on the UniDisk 3.5.) When you start up Apple Writer from the 3½-inch disk, Apple Writer will run faster, and the 3½-inch disk provides additional storage for data files.

The following sections will give you step-by-step instructions for copying Apple Writer II onto a 3½-inch disk by using the *System Utilities* or the *ProDOS® User's Disk*. The last section tells you how to start and use Apple Writer II from the UniDisk 3.5.

What You Will Need

To copy your Apple Writer II program to a 3½-inch disk, you need one of the following:

- the Apple II *System Utilities*, version 2.0 or a later version
- the *ProDOS User's Disk*, ProDOS 1.1 Based Utilities
- a third-party product, such as *Catalyst™* (a product of Quark™ Incorporated)

You can use the *System Utilities* with an Apple IIc or an enhanced Apple IIe with 128 kilobytes (K) of random-access memory (RAM). The operation of the *System Utilities* is essentially the same on both computers.

Note: Apple IIc users must have the Apple IIc Add-On Kit enhancement to use the UniDisk 3.5.

The *ProDOS User's Disk* can be used with an Apple IIe or IIc and requires only 64K RAM.

Products such as Quark's *Catalyst* will install programs on your UniDisk 3.5 and provide a menu for starting them. See your authorized Apple dealer for further information about these products.

Copying With the System Utilities

If you are using the *System Utilities* with an Apple IIc or an enhanced Apple IIe, you will perform two operations: format the 3½-inch disk, and then copy the Apple Writer II files onto the disk.

Formatting the 3½-Inch Disk

Follow these steps to format your 3½-inch disk.

1. Start up the *System Utilities*, version 2.0 or a later version.
 - **For the Apple IIc:** Use the built-in disk drive. The *System Utilities* will display 80 or 40 columns based on your 80/40 Column switch setting.
 - **For the Apple IIe:** Use drive 1. You will be asked if you prefer an 80-column display. Type \vee if you prefer an 80-column display, or N if you prefer a 40-column display.

Apple IIe Users

If the *System Utilities* does not start, check to see that you have version 2.0 or a later version.

If you have the Apple IIe enhancement, you will see the MouseText characters C and A at the bottom of your screen. If you do not have the enhancement, and wish to add it, see your authorized Apple dealer.

2. Highlight **Format a Disk** by using the arrow keys or by pressing 6 . Then press RETURN .
3. Select the location of the disk to be formatted.
 - **For the Apple IIc:** Highlight **External Disk 3.5 #1** and then press RETURN .
 - **For the Apple IIe:** Press RETURN to select **SLOT AND DRIVE**, then press 4 to specify slot 4. (Slot 4 is the recommended slot for the UniDisk 3.5. If you have placed the UniDisk 3.5 controller card in another slot, type that number.) Press 1 to specify drive 1.

Apple IIc Users

If **External Disk 3.5** is not one of the options suggested on your screen, you need either to update your *System Utilities* to version 2.0 (or a later version) or to add the Apple IIc Add-On Kit enhancement in order to use your UniDisk 3.5. See your authorized Apple dealer.

4. Select the operating system **PRODOS**, which is already highlighted, by pressing **[RETURN]**.
5. Type **AW2MASTER** as the new volume name and then press **[RETURN]**.
6. Insert a blank 3½-inch disk into your UniDisk 3.5 and press **[RETURN]**. If you are reusing an old disk that you no longer need, press **[Y]** to indicate that it's OK to erase what's on the disk, and then press **[RETURN]**.
7. Notice that after a few moments the red light on your UniDisk 3.5 turns off and you see the message **Formatting...Done!**
8. Press **[ESC]** to return to the *System Utilities* Main Menu.

Copying the Apple Writer II Files

Follow these steps to copy the Apple Writer files to your 3½-inch disk.

1. Remove the *System Utilities* disk and place the *Apple Writer II Version 2.0 Master* disk in your 5¼-inch disk drive.
2. Highlight **Copy Files** by using the arrow keys or by pressing **[1]**. Then press **[RETURN]**.
3. Highlight the location of the Apple Writer II source disk by using the arrow keys or by pressing the number.
 - **For the Apple IIc:** Highlight **Built-in Drive** and then press **[RETURN]**.
 - **For the Apple IIe:** Select the highlighted option **<SLOT AND DRIVE>** by pressing **[RETURN]**.

Apple IIe Users

The slot and drive numbers you will type next depend on how you have your 5¼-inch disk drive installed. The recommended slot for the 5¼-inch disk drive is 6.

In response to the prompts that appear next on the display, type the number of the slot in which you have installed the controller card for your 5¼-inch disk drive, and the drive number of the drive in which you have placed your Apple Writer II disk. Or press **[RETURN]** to accept the suggested location (slot 6, drive 1).

4. Indicate the location of the destination disk.
 - **For the Apple IIc:** Highlight `External DISK 3.5 #1` and then press `[RETURN]` to indicate the location of your 3½-inch disk.
 - **For the Apple IIe:** Press `[RETURN]` to select `<SLOT AND DRIVE>`. As you did for the source slot and drive numbers, type the number for the slot and the drive for the 3½-inch destination disk. The recommended slot is 4, and the drive is usually 1.
5. Highlight `All` and press `[RETURN]` to specify *All files*.

You'll see messages on your display, starting with these:

```
Copying PRODOS ... Done!
Copying AW.SYSTEM ... Done!
Copying SYS.PRT ... Done!
Copying SYS.TAB... Done!
Copying AWC.SYS ...Done!
```

The messages will continue for about 40 lines. The copy operation will take about 6 minutes.

6. Remove the 3½-inch disk from your UniDisk 3.5 by pressing the eject button. Label the disk *Apple Writer II Master Version 2.0*.
7. Press `[ESC]` to return to the *System Utilities* Main Menu.

Now you're finished. Skip to the sections "Starting Apple Writer II From a 3½-Inch Disk" and "Using Apple Writer II From a 3½-Inch Disk."

Copying With the ProDOS User's Disk

If you are using the *ProDOS User's Disk*, you will perform four operations: format the 3½-inch disk, create a new directory, copy the Apple Writer II files onto the disk, and rename the disk.

Formatting the 3½-Inch Disk

Follow these steps to format your 3½-inch disk.

1. Start up the *ProDOS User's Disk* in your 5¼-inch disk drive.
 - **For the Apple IIc:** Use the built-in disk drive.
 - **For the Apple IIe:** Use drive 1.
2. Press `[F]` for `ProDOS Filer`.

3. Press **[V]** for **VOLUME COMMANDS**.
4. Press **[F]** for **FORMAT A VOLUME**.
5. Put a 3½-inch disk in your UniDisk 3.5.
6. Type the number of the slot containing your UniDisk 3.5 controller card.
 - **For the Apple IIc:** Press **[5]**.
 - **For the Apple IIe:** Press **[4]** (if you have installed the UniDisk 3.5 controller card in slot 4).
7. Press **[1]** to specify drive 1.
8. Type **AW2** as a temporary name for your 3½-inch disk (ignore the remaining characters of the default name on the display). Press **[RETURN]**.
9. If you are reusing an old disk that you no longer need, press **[Y]** to indicate that it's OK to erase what's on the disk.
10. When you see the message **FORMAT COMPLETE**, press **[ESC]** twice to get back to the ProDOS File menu.

Creating a New Directory

The *Apple Writer II Version 2.0 Master* disk contains many files, some of which are organized into a *subdirectory*. A subdirectory is a special file containing the names of other files. On large storage devices such as the UniDisk 3.5, subdirectories are a convenient way of organizing files that are related in some way. You can learn more about subdirectories in the *ProDOS User's Manual*.

Follow these instructions to create the required subdirectory on your 3½-inch disk.

1. Press **[F]** for **FILE COMMANDS**.
2. Press **[M]** for **MAKE DIRECTORY**.
3. Type **/AW2/HS4** (don't forget the slashes) to create a subdirectory **/HS4** on the volume **/AW2**. Press **[RETURN]**.
4. When you see the message **MAKE DIRECTORY COMPLETE**, press **[ESC]** once to return to the File Commands menu.

Copying the Apple Writer II Files

Follow these steps to copy the Apple Writer II files onto your 3½-inch disk.

1. Press **[C]** for **Copy Files**.
2. Type the pathname **/AW2MASTER/HS4/=** (don't forget to type the slashes and the equal sign) and press **[RETURN]** to copy all the files from the subdirectory **HS4** on the source disk named **AW2MASTER**.
3. Type the pathname **/AW2/HS4/=** (with the slashes and equal sign) to copy all the files to the subdirectory **HS4** on your 3½-inch disk (which has the temporary name **AW2**). Press **[RETURN]**.
4. When you see the message **--INSERT DISKS AND PRESS <RET>--**, place the *Apple Writer II Version 2.0 Master* disk in one of your 5¼-inch disk drives. Then press **[RETURN]**.

You'll see these messages start to appear on the display:

```
H4E.LOAD
COPIED -->H4E.LOAD

H4E.FIND
COPIED -->H4E.FINE

H4E.LOAD.CONT
COPIED -->H4E.LOAD.CONT
```

About 13 files will be listed. After a few minutes you will see the message **COPY COMPLETE**.

5. Press **[ESC]** to return to the File Commands menu.
6. Press **[C]** to select **Copy Files** so that you can copy the remaining files on the *Apple Writer II Version 2.0 Master* disk.
7. Type the pathname **/AW2MASTER/=** (with the slashes and equal sign) to copy all the files from the source disk **AW2MASTER**. Press **[RETURN]**.
8. Type the pathname **/AW2/=** to copy all the files to your 3½-inch disk (with the temporary name **AW2**). Be sure to include the slashes and equal sign. Press **[RETURN]**.

9. Press **[RETURN]** at the message `-- INSERT DISKS AND PRESS <RET>--`.

You'll see the messages beginning with

```
PRODOS
COPIED -->PRODOS

AW.SYSTEM
COPIED -->AW.SYSTEM

SYS.PRT
COPIED -->SYS.PRT
```

About 30 files will be listed. The copy will take about 5 minutes. You will then see the message `COPY COMPLETE`.

10. Press **[ESC]** twice to return to the Filer menu.

Renaming the Disk

Follow these steps to rename your 3½-inch disk.

1. Press **[V]** for `VOLUME COMMANDS`.
2. Press **[R]** for `RENAME A VOLUME`.
3. Type the number of the slot containing your UniDisk 3.5 controller card, as you did when you formatted the disk.
 - **For the Apple IIc:** Press **[5]**.
 - **For the Apple IIe:** Press **[4]** (if you have installed the UniDisk 3.5 controller card in slot 4).
4. Press **[1]** to specify drive 1.
5. Enter the new volume name for the Apple Writer II program: type `AW2MASTER` and then press **[RETURN]**.
6. Remove the 3½-inch disk from your UniDisk 3.5 by pressing the eject button. Label the disk *Apple Writer II Master Version 2.0*.
7. Press **[ESC]** twice to get back to the ProDOS Filer menu, and quit.

Continue your reading with the following sections.

Starting Apple Writer II From a 3½-Inch Disk

There are several ways to start Apple Writer II depending on where you're starting from and which computer you're using. Make sure your new copy of Apple Writer II is in the UniDisk 3.5.

1. With the power off:

- **Apple IIc Users:** Remove any disk from the built-in disk drive and turn on the computer. Apple Writer II will start automatically from the UniDisk 3.5.
- **Apple IIe Users:** Turn on the computer and press **CONTROL-RESET** to enter BASIC (indicated by a] prompt). Then type **PR#4** and press **RETURN** (if you have installed your UniDisk 3.5 controller card in slot 4).

Apple IIe Users

After you have copied your programs to your 3½-inch disks, you can move the controller card of the UniDisk 3.5 to a slot with a higher number than that of the slot holding the controller card for your 5¼-inch disk drive. For example, you can move your UniDisk 3.5 controller card to slot 6 and move the controller card for your 5¼-inch disk drive to slot 4. The Apple IIe will then automatically use the UniDisk 3.5 as the startup drive whenever you turn on your Apple IIe.

2. From BASIC (indicated by a] prompt):

- **Apple IIc Users:** Type **PR#5** and then press **RETURN**.
- **Apple IIe Users:** Type **PR#4** and then press **RETURN** (if you have installed the UniDisk 3.5 controller card in slot 4).

3. From a utility program:

- **From the *ProDOS User's Disk*:** Press **B** from the Main Menu to enter BASIC (indicated by a] prompt), and proceed from BASIC as described above.
- **From the *System Utilities*:** Highlight **Exit System Utilities** on the Main Menu and then press **RETURN**. Press **RETURN** again to respond *Yes* to the prompt asking if you are sure. You will then be in BASIC (indicated by a] prompt). Proceed from BASIC as described above.

Using Apple Writer II From a 3½-Inch Disk

When using Apple Writer from the UniDisk 3.5, you should be aware of one difference in the operation of Apple Writer II.

You cannot format a 3½-inch disk from Apple Writer II. That is, the **Format Volume** option of the ProDOS Commands menu will not format 3½-inch disks. You will need to use the *ProDOS User's Disk* or the *System Utilities* for that purpose. It's a good idea to have a number of disks formatted ahead of time.

Storing Data Files on the UniDisk 3.5

When you start up Apple Writer II from your UniDisk 3.5, the 3½-inch disk becomes your default data disk. Any time you save or load a file, Apple Writer II will use this disk.

Because the storage capacity of the UniDisk 3.5 is so large, you will probably want to use subdirectories to help you keep track of data files more easily. You can create one or more subdirectory files. The subdirectory names can then be used as part of the pathname to point to related data files.

For example, if you are using Apple Writer II both for business and for home, you might have a subdirectory named **business** for your business data files and one named **home** for your home data files. Then, when you set the ProDOS prefix in Apple Writer II to include the subdirectory name, you will see *only* those files contained in that subdirectory.

The chapter "Managing Files" in your Apple Writer II manual explains how to work with data files.

You can use the *System Utilities* or the *ProDOS User's Disk* to create subdirectories on your 3½-inch disk. Refer to the *ProDOS User's Manual* for an explanation of subdirectories and pathnames.

