

ClarisWorks

Step by Step

Macintosh Version 4.0

**Word
Processing**

Graphics

Spreadsheets

Databases

George & Helen Lynch

Computer
Literacy
Press

ClarisWorks

Step by Step



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Press

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This entire book has been user tested on computers with *ClarisWorks 4.0v1* installed. All figures in the book were created from that version of the software.

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This book is a guide to learning and using *ClarisWorks*, not a formal specification of the software as delivered to the buyer now or in future software revisions. Claris Corporation makes no warranties with respect to this book or to its accuracy in describing any current or future version of *ClarisWorks*.

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Contents

/ iii

Macintosh Basics	Give menu commands	3	Set up desktop	6	Start ClarisWorks	9	
	Explore windows	4	Prepare floppy disk	7	Use application menu	10	
Use mouse actions	2	Use scroll bars	5	Find file	8	Set preferences	11

ClarisWorks Word Processing	ClarisWorks Graphics	ClarisWorks Spreadsheets	ClarisWorks Databases				
Create new document	14	Create new drawing	52	New spreadsheet	86	Create new database	124
Save document	15	Add & delete object	53	Enter data & save	87	Make entries	125
Use save as	16	Use drawing aids	54	Print document	89	Use list mode	126
Open, print document	17	Draw more objects	55	Highlight cells	90	Move through records	128
Find text	19	Select objects	56	Automatic sequences	91	Edit entries	129
Change text	20	Line appearance	57	Font size, style . . .	92	Sort records	130
Check spelling	21	Fill & line pattern	58	Column width, row ht.	93	Find records	131
Highlight text	23	Fill & line color	59	Set display & borders	95	Store sorts & searches	133
Cut, copy, paste, clear	24	Use gradient fill	60	Use shading	97	Create, rename layouts	135
Change fonts, sizes	25	Change stacking order	61	Headers & footers	98	Create reports	136
Apply character styles	26	Copy object	62	Use shortcuts palette	99	Print labels	138
Use stylesheet—1	27	Rotate & reflect object	63	Format numbers	100	<i>Edit layout (5 units):</i>	
Multiple documents	29	Align objects	64	Format dates & times	101	Change header & body	140
Apply alignment	30	Group objects	65	Use formulas	102	Move fields	141
Indents, line spacing	31	Add text box	66	Use function	103	Resize & align fields	142
Format paragraphs	32	Format text in box	68	Copy formulas (rel.)	105	Change text styles	143
Use tab stops	33	Format text box	69	Copy formulas (abs.)	107	Number formats	144
Use tab leaders	34	Add linked text boxes	70	Use math functions	109	<i>Calculations (5 units):</i>	
Use stylesheet—2	35	Add painting box	73	Clear, delete, insert	110	Create database	145
Create lists, outlines	37	Painting vs. drawing	74	Sort cells	111	Enter data	146
Add graphic object	39	Use painting tools	76	Divide window	112	Change formats, styles	147
Add columns	40	Select area of painting	77	Lock cells	113	Add grand summary	148
Page, column breaks	41	View master page	79	Make chart	114	Add sub-summary	150
Headers & footers	42	Edit master page	80	Modify chart	116	<i>Data-entry (3 units)</i>	
Create, format sections	43	Create body pages	82	Add bar chart	117	Use lists & ranges	153
Format document	44	Create slide show	83	Chart whole table	119	Set auto entries	155
Use shortcuts	46			Spreadsheet in text	121	Use new tools	156
Use mail merge	48						

Preface to 3rd edition

The success of *ClarisWorks Step by Step* is based on the old Chinese proverb, “I hear, and I forget. I see, and I remember. I do, and I understand.” Each page of the book is a simple list of steps for you to do at the computer. Do them, and you’ll understand.

You’ll quickly see how to use the powerful ClarisWorks tools for writing, editing, checking spelling, formatting text, printing form letters, drawing and painting, making slide show presentations, doing complex calculations, creating charts and graphs, organizing data, searching for information, and creating reports.

You need not go through the whole book from beginning to end. If you’re already a Macintosh user, skip pages 1–5. Everyone should do pages 6–24. After that, either continue in order or jump to topics especially interest you. To help you navigate from topic to topic, icons in the upper left corner of the page will warn you when some previous topic or activity should have been done first. Here’s a list of the icons and what they mean:



Be sure you have completed the previous topic before beginning this one.



Make sure a document of the correct type is open before doing the first step on this page.



Make sure your floppy disk has the named document saved on it before beginning this page.

A word of advice. Read each step carefully, do exactly what it says, watch the screen to see what happens, and go on to the next step. Sometimes you’ll be tempted to go off and check out a few ideas on your own. *Don’t give in to the temptation!* The result can change things in ways that make later steps in the book produce surprising results.

This is not to say exploring on your own is bad. Just the reverse—you should feel free to try anything out. Just make sure you complete a set of topics in the book, save your document if necessary, and then do all the explorations you want. When you finish, discard the document you used for experimentation.

Macintosh **Basics**

/ 1

- 
- 2 Use mouse actions**
 - 3 Give menu commands**
 - 4 Explore windows**
 - 5 Use scroll bars**
 - 6 Set up desktop**
 - 7 Prepare floppy disk**
 - 8 Find file**
 - 9 Start ClarisWorks**
 - 10 Use application menu**
 - 11 Set preferences**



Experienced Macintosh users should skip to page 6.

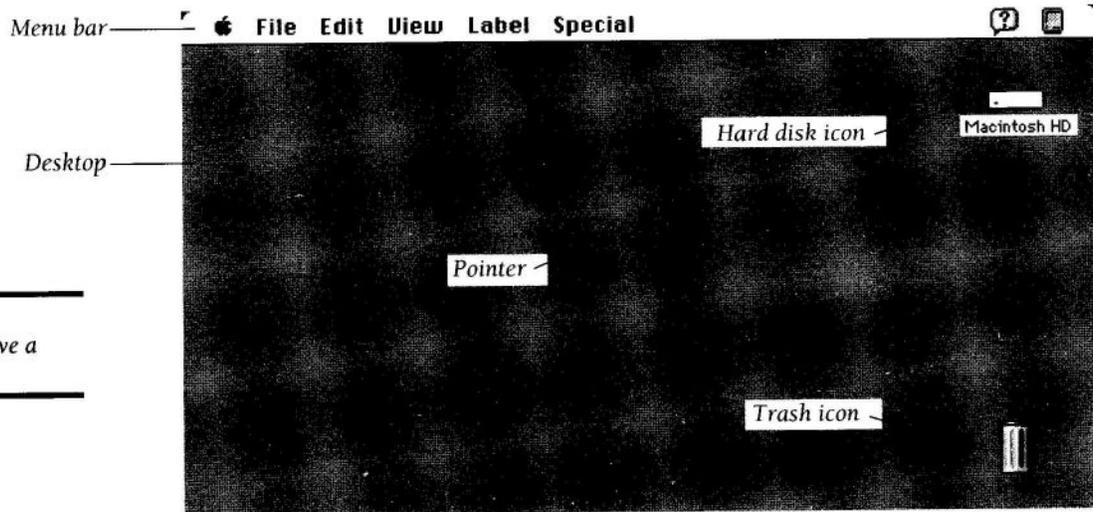
Use mouse actions

To use the Macintosh efficiently, you need to master the mouse and the five main ways to use it.

2 / Macintosh Basics

1 Switch on computer and monitor.

Screen should have all features in figure. You may see others.



By the way

Your hard disk icon may have a different name or shape.

2 Move pointer:

Hold mouse on smooth surface, wire away from you.

Watch pointer on screen as you slide mouse toward and away from you.

Watch pointer as you move mouse left and right.

Move mouse in circle.

Try to move pointer off screen.

3 Click object to select it:

Move pointer tip inside Trash icon at lower right.

Watch Trash icon as you tap mouse button.

4 Click-hold object to see more:

Move pointer to File in menu bar.

Watch screen as you hold down mouse button for a few seconds.

5 Drag object to move it:

Move pointer to Trash icon.

Hold mouse button as you move mouse inch or so.

Release mouse button.

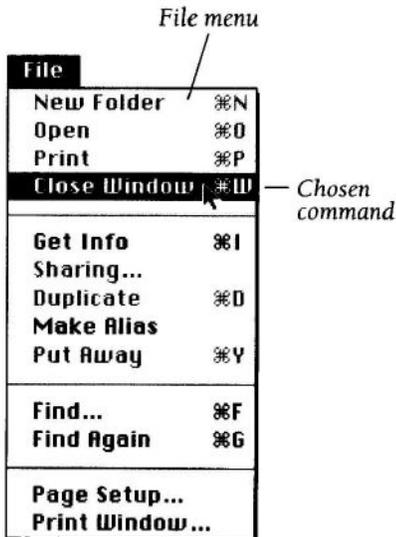
6 Double-click object:

With pointer tip inside Trash icon, quickly tap mouse button twice.

This is shortcut for "opening" Trash window. It's probably empty.

Give menu commands

Macintosh applications always have a menu bar at the top of the screen. You do things by choosing commands on menus.



1 Give command to close Trash window:

If stripes do not appear at top of Trash window, double-click Trash icon.

Stripes mean window is active. Menu commands affect active window.

Click-hold File in menu bar at top of screen.

Drag pointer down to Close Window.

If your computer uses System 6, command is Close.

Release mouse button to choose command.

Trash window disappears.

2 Close other windows:

Use last three steps above to close any other open windows.

3 Give command to get information about Trash:

Click Trash icon once to select it.

Click-hold File on menu bar.

Drag pointer down to Get Info.

Release mouse button.

*From now on, steps like last three are abbreviated as follows:
"On File menu, choose Get Info."*

4 Close Get Info window:

On File menu, choose Close Window.

5 Open and close Trash window again:

If Trash icon is not highlighted, click it once to select it.

On File menu, choose Open.

You can open icon this way or by double-clicking it.

On File menu, choose Close Window.

Explore windows

Macintosh applications always display information in windows. You control the position and size of windows.

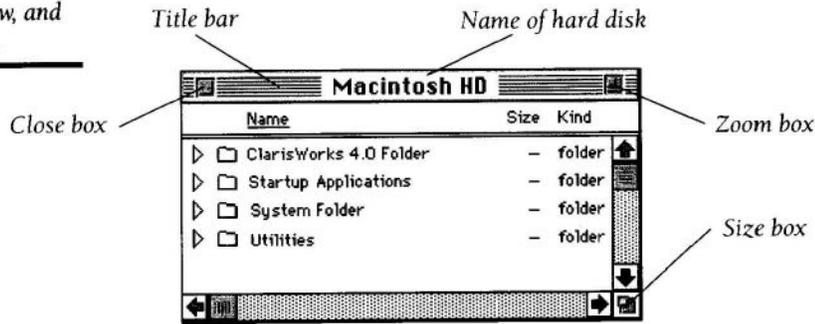
By the way

Your hard disk window may show large icons with names below, and you may see different items.

1 Open hard disk window:

Double-click hard disk icon (just below right end of menu bar).

Double-clicking is shortcut for clicking icon and then giving Open command.



2 Move window:

Click-hold stripes in title bar at top of window.

Drag window to new location.

3 Use size box:

Click-hold size box (dual squares, lower-right corner).

Drag in any direction.

4 Use zoom box:

Click zoom box (dual squares, upper-right corner).

Click again to return to previous size.

5 Explore two windows:

Double-click System Folder in hard disk window.

If necessary, drag System Folder window so you can see part of hard disk window.

Click anywhere in hard disk window. Look at title bar.

Click anywhere in System Folder window. Look at title bar.

Stripes in title bar show which window is active. Commands affect active window.

6 Close both windows:

Click close box (square box, upper-left corner) of each window.

Clicking close box is shortcut for Close Window command.

Use scroll bars

A Macintosh window may not show all the information in a document. Scroll bars let you bring all parts into view.

1 Open System Folder window:

Double-click hard disk icon.

Double-click System Folder in hard disk window.

Click close box of hard disk window.

You may have to drag System Folder window out of way.

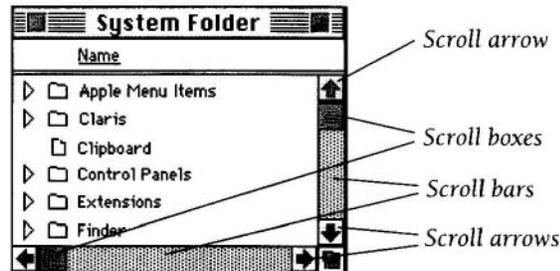
2 Arrange window:

On View menu, choose by Name.

Click zoom box (upper-right corner) of System Folder window.

Click-hold size box (lower-right corner).

Drag size box to make window same size as figure.



By the way
Your system folder may contain more and different items.

3 Use scroll arrows:

Click-hold scroll arrow at bottom of right scroll bar.

Text in window gradually moves up.

Explore both scroll arrows on both scroll bars.

4 Drag scroll box:

Click-hold box in right scroll bar.

Drag up or down.

Release mouse button.

Text quickly moves down or up.

5 Click above or below scroll box:

Place pointer below box in right scroll bar.

Click once to move down one screen length.

Place pointer above box in right scroll bar.

Click once to move up one screen length.

6 Close System Folder window.

Set up desktop

You'll find it convenient in the rest of this book to have your Macintosh desktop set up so starting ClarisWorks is easy.

1 Switch on computer and monitor if necessary.

2 Open hard disk window:

Double-click hard disk icon.

3 List documents and folders by name:

On View menu, choose by Name.

Items in window are listed in alphabetical order. (Your items may differ from ones in figure below.)

4 Move window:

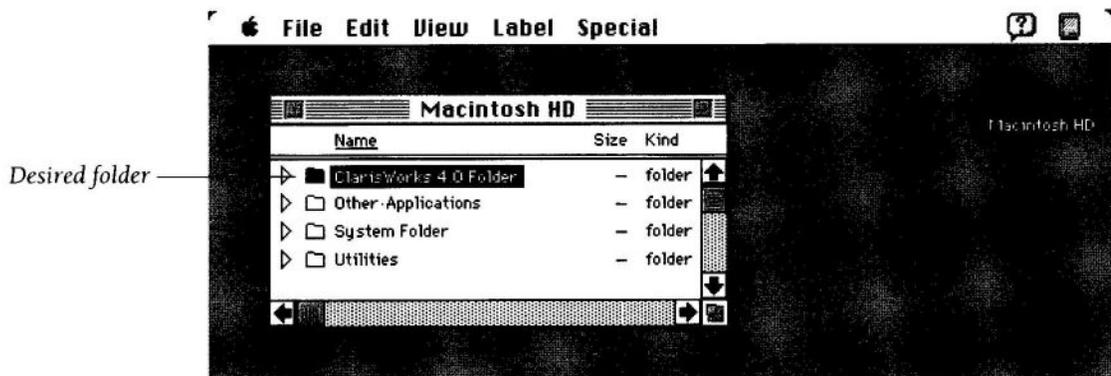
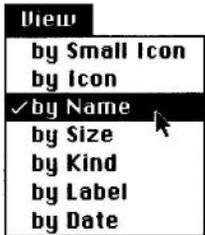
Click-hold stripes at top of window.

Drag window to upper-left corner of desktop.

5 Change size:

Click-hold size box (dual squares, lower-right corner).

Drag to make window similar to one in figure.



6 Open ClarisWorks 4.0 folder:

If you don't see folder, it is inside another folder. Try double-clicking folder named Applications, Software, or the like. If all else fails, use Find command (see page 8).

Double-click ClarisWorks 4.0 Folder (not ClarisWorks application).

On View menu, choose by Name.

Notice ClarisWorks application at top of ClarisWorks 4.0 Folder window.

7 Close all windows except one containing ClarisWorks 4.0 Folder.

Prepare floppy disk

While using this book, you'll be saving all your work on a floppy disk.

1 Insert floppy disk into disk drive:

Insert slider end first, label side up.

2 If dialog box says disk is unreadable, do these steps; if not, skip to step 3.

If dialog box has **Initialize** button, click it. Then Click **Continue**.

OR

If dialog box has **Two-Sided** button, click it. Then click **Erase**.

After a minute or two, floppy disk icon appears at right edge of desktop.

Skip to step 4.

3 If no dialog box appears, erase disk manually:

Click new floppy disk icon (below hard disk icon).

On **Special** menu, choose **Erase Disk**.

Click **Erase** button to erase everything on disk.

4 Name floppy disk:

Click name box under new floppy disk icon at right edge of desktop.

Wait for white line to form around highlighted name.

Type **My Files**.



5 Eject floppy disk this way:

Click-hold pointer on **My Files** floppy disk icon.

Drag icon in front of **Trash** icon.

When **Trash** icon is highlighted, release mouse button.

Disk pops from drive. You did not lose anything; this is how to eject disk.

Remove floppy disk and save.

You will use disk later to store your own files.

Find file

Sometimes you forget where a file is located on a hard disk. The File menu has a special command to help you locate it.

By the way

If you are using System 7.5 or later, the Find dialog box is different, but the purpose is the same. Use the steps here, but expect differences.

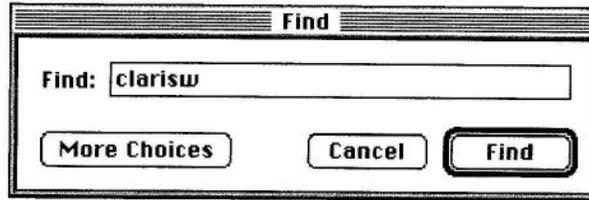
1 Find ClarisWorks application:

On File menu, choose Find.

If Find is not on menu, use Find File on Apple menu (at left end of menu bar). It's slightly different but does same job.

Type `clarisw` in text box next to Find.

Typing only part of file name is usually enough. You can use lowercase or capital letters.



Click Find button at lower right.

Window appears. File or folder with clarisw in name appears highlighted somewhere on screen.

2 If you do not see file you want:

On File menu, choose Find Again.

OR

Hold down  and tap .

Command key  is next to space bar.

Repeat until you find file you want.

3 Close all windows except hard disk window.

4 Shut down computer:

On Special menu, choose Shut Down.

If you see message saying you may switch computer off, do so.

Switch off monitor if necessary.

Set floppy disk aside for future use.

Start ClarisWorks

You're now ready to start the ClarisWorks application running on your Macintosh.

By the way

Your computer may have shortcuts for opening an application. If you're using System 7.5, use the Apple menu at the left to choose Recent Applications, then ClarisWorks. Or, if you see the ClarisWorks icon in the Launcher window, just click it.

1 Switch on computer and monitor if necessary.

2 Locate ClarisWorks application:

Double-click hard disk icon if window not already open.

Find ClarisWorks folder ClarisWorks 4.0 Folder .

It may be inside another folder. If you can't find it, use Find command as explained on page 8.

3 Open ClarisWorks application:

Double-click ClarisWorks folder ClarisWorks 4.0 Folder .

Double-click ClarisWorks application ClarisWorks .

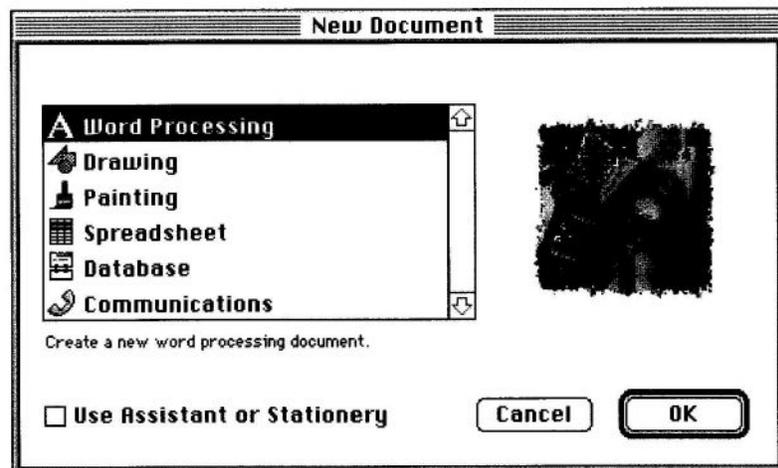
4 If Welcome dialog box appears:

Click Don't show this screen anymore to put X in check box.

Double-click Create a new document.

5 View New Document dialog box.

New Document dialog box normally appears when ClarisWorks starts.



Computer waits for you to choose type of new document to create. You can click Cancel and open existing document or do other things.

6 If this is your first use of ClarisWorks:

Click Cancel button *once only* to close New Document dialog box.

Do activities on next three pages.

Use application menu

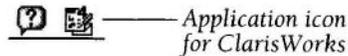
With two applications running at the same time, switching between them by accident is common. Here's the remedy.

1 If necessary, start ClarisWorks application (see page 9):

Click Cancel button once to close New Document dialog box.

2 Switch applications by accident:

Look at application icon (at right end of menu bar).

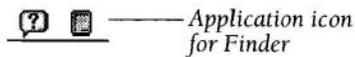


Icon shape shows that ClarisWorks is active application.

Look at icons and windows on desktop.

They were there when you started ClarisWorks. They don't belong to ClarisWorks, but you might click one by accident.

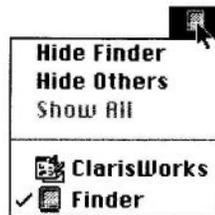
Click anywhere on desktop. Look at application icon.



Icon shape means Finder is active application. (Finder runs as soon as you start computer. Finder displays desktop icons and has menus you see.)

3 Use application menu to switch back to ClarisWorks:

Click-hold application icon.



Check mark shows active application.

On application menu, choose ClarisWorks.

Look at application icon.

4 Avoid accidental window clicks:

Make sure application icon is for ClarisWorks.

On application menu, choose Hide Others.

Windows belonging to Finder disappear. Now there's no temptation to click one. (But clicking desktop, disk icon, or Trash still makes Finder active!)

Tip

When the computer isn't working the way it should, your first step should be to check the application icon and see what is active.

Tip

Whenever you start ClarisWorks in the future, do step 4 here. With the Finder windows hidden, you won't be tempted to click one.

Set preferences

This book assumes certain settings for ClarisWorks. Here is how to check settings and make any changes needed.

1 Start ClarisWorks application (see page 9):

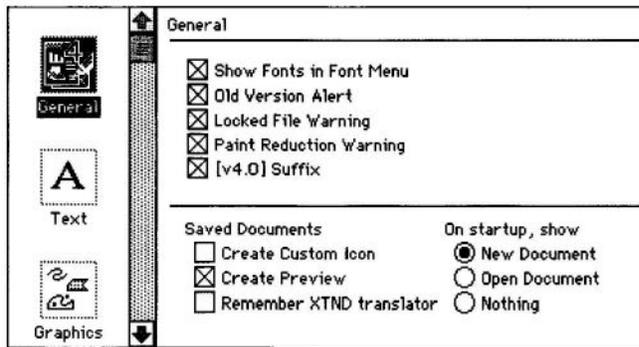
Click Cancel button to close New Document dialog box.

2 Display Preferences dialog box:

On Edit menu, choose Preferences.

3 Make general settings:

Click items as needed to match this figure:

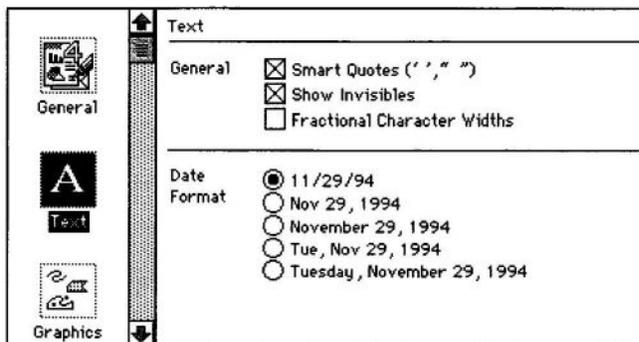


Click Make Default button to save settings.

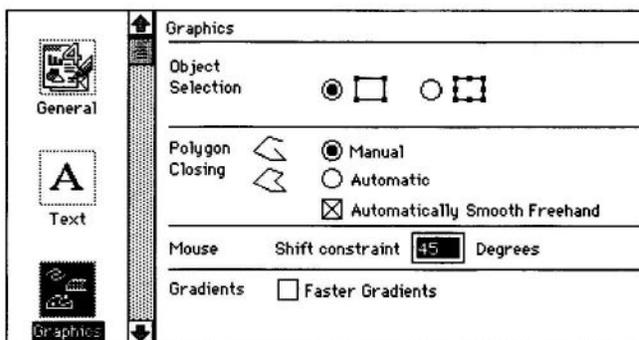
4 Click Text icon, make settings match this figure, and click Make Default:

By the way

Except for one item, all settings in these figures are the standard ones that come with ClarisWorks. The exception is Show Invisibles (in the figure at right). Be sure to put an X there if you don't see one.

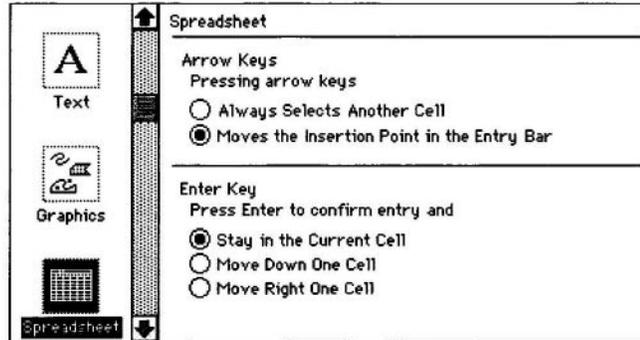
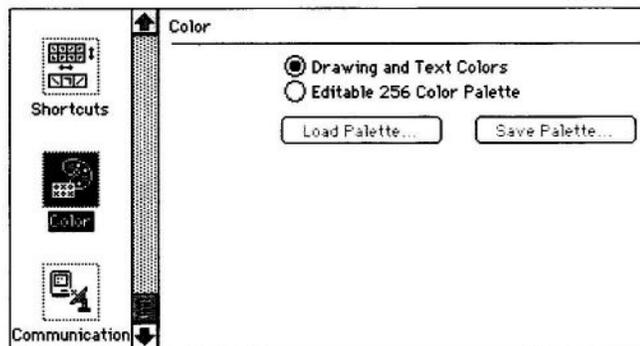


5 Click Graphics icon, make settings match this figure, and click Make Default:



6 Click Spreadsheet icon, make setting match this figure, and click Make Default:

You'll have to scroll to see Spreadsheet icon.

**7** Click Color icon, make setting match this figure, and click Make Default:

Click OK to close dialog box.

8 Quit ClarisWorks:

Be careful not to click items on desktop.

On File menu, choose Quit.

ClarisWorks menus disappear. Finder menus and windows reappear.

Look at application icon (at far right of menu bar).

Computer shape means Finder is now active.

9 End session at computer:

If ClarisWorks Folder window is open, click close box at upper-left corner.

On Special menu, choose Shut Down.

On some Macintosh models, computer automatically switches off. On others, message appears saying that you may now switch off computer and monitor.

By the way

Other groups of preferences are settable, but their settings won't affect your work in this book.

Word Processing



- 14 Create new document
- 15 Save document
- 16 Use save as
- 17 Open & print document
- 19 Find text
- 20 Change text
- 21 Check spelling
- 23 Highlight text
- 24 Cut, copy, paste, clear
- 25 Change fonts & font sizes
- 26 Apply character styles
- 27 Use stylesheet — 1
- 29 Open multiple documents
- 30 Apply alignment
- 31 Apply indents & line spacing
- 32 Format paragraphs
- 33 Use tab stops
- 34 Use tab leaders
- 35 Use stylesheet — 2
- 37 Create lists & outlines
- 39 Add graphic object
- 40 Add columns
- 41 Set page & column breaks
- 42 Add headers & footers
- 43 Create & format sections
- 44 Format & view document
- 46 Use shortcuts
- 48 Use mail merge

Create new document

Entering text into a new document is usually the first step in using a word processor program.

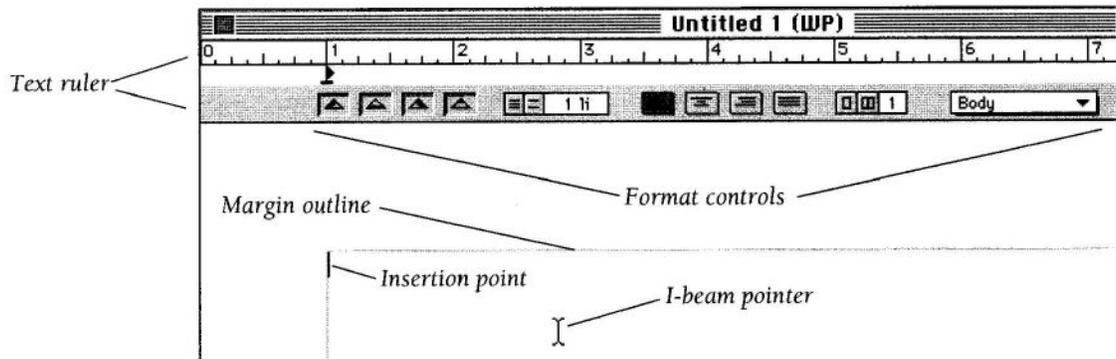
1 Start ClarisWorks application (see page 9).

If ClarisWorks is already running, choose New on File menu.

2 Choose type of new document:

Double-click Word Processing in New Document dialog box.

New word processing window looks like this:



3 Enter text:

Type following Mark Twain quotation. Do not tap **RETURN** at end of lines.

We have a criminal jury system which is superior to any in the world and its efficiency is only marred by the difficulty of finding twelve jurors every day who don't know anything and can't read.

Notice words in paragraph automatically "wrap" (continue on next line when end of line is reached).

Tap **RETURN** twice, first to end paragraph and then to add blank line after it.

Type following quotations, tapping **RETURN** twice after each paragraph:

If you pick up a starving dog and make him prosperous, he will not bite you. This is the principal difference between a dog and a man.

In the first place God made idiots. This was for practice. Then He made School Boards.

4 Correct errors, delete characters:

If you don't see paragraph mark below last paragraph, tap **RETURN**.

Move I-beam pointer just to right of any error you see, then click.

Tap **DELETE** to erase error, then retype.

Key is in upper-right corner of main group of keys.

By the way

A bent arrow appears wherever you tap **RETURN** in a document. It marks the end of the paragraph. If you don't see paragraph marks, go to page 11 and set the Text preferences shown.

Save document

After creating and editing a new document, you need to save it permanently on a disk.

File	
New...	⌘N
Open...	⌘O
Insert...	
<hr/>	
Close	⌘W
Save	⌘S
Save As...	⇧⌘S
Revert	
Document Summary Info	
<hr/>	
Shortcuts	▶
Library	▶
Mail	▶
<hr/>	
Mail Merge...	⇧⌘M
Page Setup...	
Print...	⌘P
<hr/>	
Quit	⌘Q

1 Give Save command:

On File menu, choose Save.

2 Say where to save document:

Click Desktop button in Save dialog box.

If your floppy disk is already in drive, double-click My Files in list at left.

OR

If your floppy disk is not in drive, insert it, slider end first, label side up.

Now My Files appears in box at top. Box shows where file will be saved.

3 Name and save document:

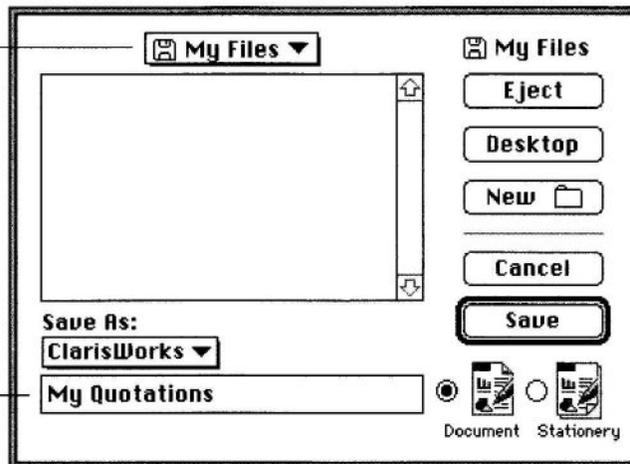
If necessary, tap **TAB** to highlight text box below Save As.

Type **My Quotations** in text box.

Labeled items in figure should look like this on your screen.

Place where document will be saved

Name of document



Click Save button.

Note new name in title bar of document window.

4 Add to document and save again:

Click below last paragraph mark.

Type following paragraph:

It's better to keep your mouth shut and appear stupid than to open it and remove all doubt.

Tap **RETURN** twice.

Give Save command as in step 1.

No dialog box appears this time. Changed file simply takes place of original on floppy disk. Original is permanently erased!

Use save as

Often you need to save a changed document with a new name or in a new location so it won't erase the original.

1 Add more text to My Quotations document:

Click below last paragraph mark.

Type following paragraph:

October. This is one of the peculiarly dangerous months to speculate in stocks. The others are July, January, September, April, November, May, March, June, December, August, and February.

Tap **RETURN**.

2 Save changed document without erasing original:

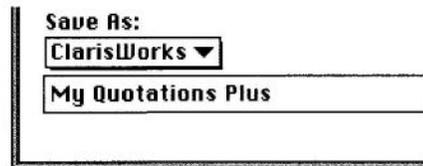
On File menu, choose Save As.

Save As command forces Save dialog box to appear. It shows current location and name of document. You can change either or both.

Leave location as My Files floppy disk.

Click just right of Quotations in text box at bottom.

Type a space and **Plus**.



Click Save.

Now you have two documents on your floppy disk. My Quotations has original text. My Quotations Plus has original text plus paragraph above.

Look at title bar of document window.

Title bar shows new document name. If you use Save command now, only new document is affected.

3 Close My Quotations Plus document:

Click close box at upper-left corner of window.

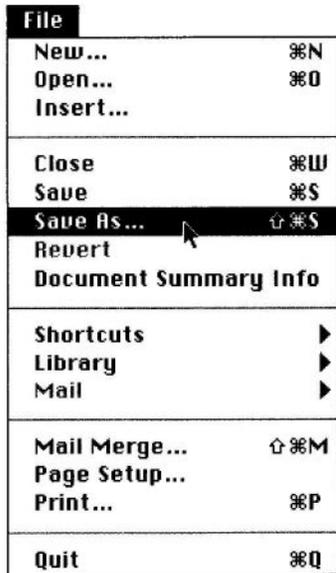
OR

On File menu, choose Close.

If you've made further changes, ClarisWorks asks whether you want to save them. Doing so is like giving Save (not Save As) command.

Be careful not to click anywhere on desktop!

If you do, Finder becomes active application. If that happens, click-hold Finder icon at upper right of screen and drag down to ClarisWorks.



Open & print document

A document must be open for you to print it. You may need to select what size paper to print on and the like before printing.

WP / 17

1 Open document you want to print:

In this exercise, use My Quotations. Here are steps for opening it.

On File menu, choose Open. Look at new dialog box.

It's like Save As dialog box. You want name at top of scroll box to be My Files, and you want to see My Quotations listed in box.

If My Quotations is listed, simply double-click its name.

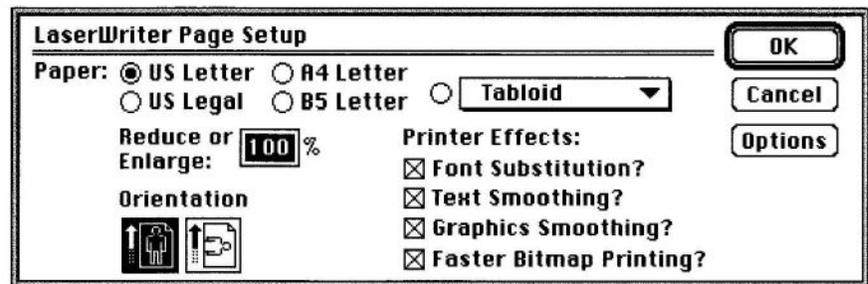
OR

Click Desktop button. Make sure floppy disk is in drive. Then double-click My Files in scroll box. Finally, double-click My Quotations.

2 Open Page Setup dialog box:

On File menu, choose Page Setup.

Page setup in figure is for particular printer. Main features, such as choosing enlargement and orientation, are same for other types.



Paper options at top let you say what kind of paper is in printer. On some versions of dialog box, paper options are on pop-up menu. To choose option, click-hold option shown and drag to new one on menu that appears.

3 Select orientation of printed image on page:

Click right Orientation icon.

Left icon is vertical, or portrait. Right icon is horizontal, or landscape.

4 Reduce or enlarge printed image:

Type 90 in Reduce or Enlarge text box if present.

Some printers allow you to reduce or enlarge image so more or less text fits page. Useful when document doesn't quite fit.

5 Cancel page setup changes:

Click Cancel button.

Page setup returns to what it was when you gave Page Setup command.

By the way

Page setup changes affect all documents you print after that, not just the document currently open.

6 *Before printing, check:*

Is printer plugged in, and is switch on?

Is paper in tray?

Is cable from printer to computer inserted in proper computer port?

If printer has On light or Select light, is it on?

Is Chooser (on Apple menu) properly set for your printer?

7 *Open Print dialog box:*

On File menu, choose **Print**.

Dialog box in figure is for particular printer. Yours may be different.

8 *Specify number of copies:*

Type **4** in Copies text box.

9 *Print range of pages:*

Tap **TAB** to go to From text box. Type **3**.

Tap **TAB**. Type **7** in To text box.

If you leave From and To blank, all pages will be printed.

10 *Print one copy of whole document:*

Change number of copies back to 1.

Click radio button before **All**.

Click **Print** button to start printing.

*If you don't want to print, click **Cancel** instead.*

11 *Close My Quotations without saving changes.*

Click close box at upper-left corner of window.

Click **Don't Save** if asked whether to save changes.

By the way

You use the same methods to change printing options for database layouts, spreadsheets, and graphics documents.



Find text

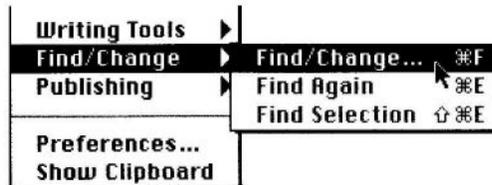
You can get help in finding words you're looking for—a nice feature if your document has lots of text.

1 Open My Quotations document.

See step 1 on page 17 for details.

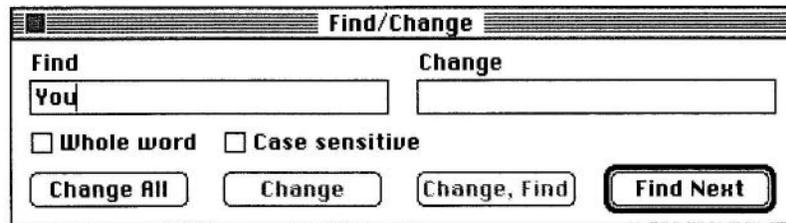
2 Find word:

On Edit menu, choose Find/Change, then Find/Change on submenu.



You must drag down Edit menu to Find/Change, then horizontally into submenu. Find/Change window appears.

Type **You** (with capital Y) in Find text box.



Click Find Next until search repeats.

You appears three times before repeating itself. Note that you in your was also found. (You may have to move dialog box to see text.)

3 Find whole word:

Below Find text box, click **Whole word** to place X in check box.

Click Find Next until you have found all occurrences.

You appears only twice because you asked for only that word (and not others that contain those letters).

4 Find case sensitive word:

Click **Case sensitive** to place X in check box. Click Find Next.

You with first letter capitalized is not found anywhere.

Click OK.

5 Example of Find power:

Double-click in Find text box and type **mouth shut**.

Click Find Next.

In large document, you could go directly to sentence with those words. Close Find/Change window by clicking close box.

By the way

If you have several different words to change, now is the time to do it. You can keep changing words as long as the Find/Change window is open

Change text

Sometimes you need to change one word to another in many places in a document.

1 Bring back Find/Change window:

On Edit menu, choose Find/Change, then Find/Change on submenu.

2 Set window up for changing text:

If necessary, double-click in Find text box to highlight text there.

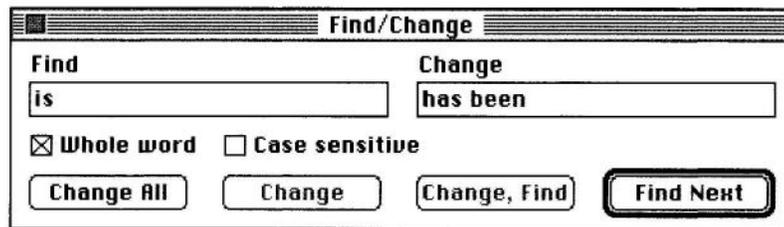
Type **is**.

Tap **TAB** to go to Change text box.

Type **has been**.

Click Case sensitive to remove X from check box.

X in Whole word check box should stay there.



3 Find and change words one at a time:

Click Find Next.

Move window if you can't see word.

Click Change, Find button.

4 Find and change words without checking:

If necessary, double-click in Find text box to highlight it.

Type **This**.

Tap **TAB** and type **That, unfortunately**.

Click Change All.

Click OK when ...not undoable message appears.

All changes are made automatically.

Click OK when ...occurrence(s) replaced message appears.

5 Practice Find/Change with whole word and case sensitive searches.

6 Click in My Quotations window to make it active. Close it without saving changes.

Find/Change window closes automatically.



Check spelling

ClarisWorks can check the spelling of words in your document and add new words to its dictionary.

1 Open My Quotations.

2 Create spelling errors in paragraph 1:

Change *have* to *habe*.

Change *jury* to *gury*.

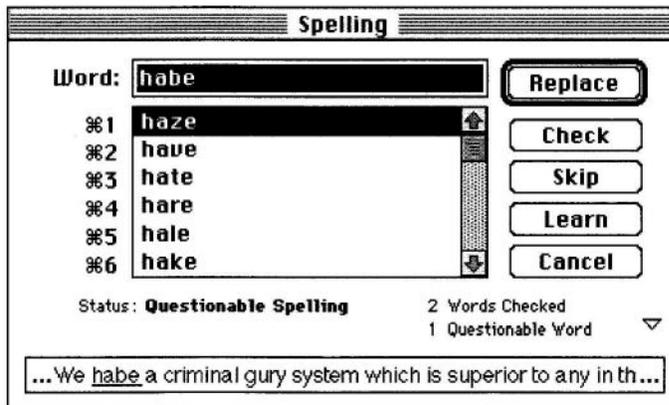
Change *world* to *would*.

Change *twelve* to *twelfe*.

3 Open Spelling window:

On Edit menu, choose Writing Tools, then choose Check Document Spelling.

Click  switch in lower-right corner of Spelling dialog box.



Text box at bottom shows first word not found in spelling dictionary.

4 If asked to locate dictionary:

On Edit menu, choose Writing Tools, then choose Select Dictionaries. Find and open dictionary needed.

5 Correct first misspelled word:

Scroll through suggested spellings in list.

Click correctly spelled suggestion and click **Replace**.

OR

Double-click correctly spelled suggestion.

OR

Type correct spelling in **Word** text box and click **Replace**.

6 Correct other misspelled words:

Use one of methods in step 5 to correct other words.

One error you created in step 1 wasn't found. Can you see why?

7 Add unknown words to dictionary:

Type **Salinas** in Word text box.

Click **Check**.

Status line below scroll box says "Spelling OK" if word is already in dictionary, "Questionable spelling" if not.

If word is not in dictionary, click **Learn**.

Word is added to separate "user dictionary." Both dictionaries are searched when you check spelling.

Click **Done** to close Spelling dialog box.

8 Close My Quotations without saving changes.

Tip

Sometimes an unknown word is not worth adding to the dictionary—the name of a person you're writing a letter to, for example. Just click the Skip button to ignore the word for now.



Highlight text

Text must be highlighted before you can replace it or make changes in font, size, or style.



Tip

If you accidentally delete any text, immediately go to the Edit menu and choose Undo (or tap **⌘Z**).

Tip

If you're using method 2, and the end of the text you want to highlight is not in view, use the scroll bars to see it. Then shift-click there.

1 Open My Quotations document.

See step 1 on page 17 for details.

2 Highlight entire document:

On Edit menu, choose Select All (or hold down **⌘** and tap **A**).

Hereafter, above shortcut will appear as “tap **⌘A**.” Commands you use often may have “command key shortcuts” like this.

Click anywhere in text to deselect highlighted area.

3 Highlight many lines of document:

Place arrow pointer to left of first line you want to select.

Click-hold pointer.

Pointer becomes I-beam.

Drag I-beam pointer down left side of text.

Release mouse button.

Click anywhere in text to deselect highlighted area.

4 Highlight block of text (method 1):

Place I-beam pointer before first letter you want to select.

Click-hold and drag I-beam pointer past last letter you want to select.

End of selection can be on same or different line.

Release mouse button.

5 Highlight block of text (method 2):

Click just before first letter you want to select.

Hold **SHIFT** down.

Click just after last letter you want to select.

Release **SHIFT**.

6 Highlight one word:

Double-click any word.

7 Highlight one line of text:

Click three times quickly anywhere in line.

8 Highlight paragraph:

Click four times quickly anywhere in paragraph.

Cut, copy, paste, clear

After entering text, you often need to erase parts and move sentences or paragraphs around.

Edit	
Can't Undo	⌘Z
Cut	⌘H
Copy	⌘C
Paste	⌘V
Clear	
Select All	⌘A

1 Highlight paragraph 2:

Place arrow pointer to left of first line of paragraph 2.

Drag down to highlight paragraph 2. Include blank line after it.

2 Move paragraph 2 ahead of paragraph 1:

On Edit menu, choose Cut (or tap **⌘X**) to remove highlighted text.

Click before first word in paragraph 1.

Blinking insertion point shows where cut text will be inserted. (If whole line is accidentally highlighted, repeat above step.)

On Edit menu, choose Paste (or tap **⌘V**) to insert text you just cut.

Former paragraph 2 is now paragraph 1.

3 Put copy of paragraph 3 ahead of new paragraph 2:

Highlight paragraph 3. Include blank line after it.

On Edit menu, choose Copy (or tap **⌘C**).

Click before first word in paragraph 2.

On Edit menu, choose Paste (or tap **⌘V**) to insert text you just copied.

Now former paragraph 3 appears twice in document.

4 Delete new paragraph 1:

Highlight paragraph 1. Include blank line after it.

On Edit menu, choose Clear (or tap **DELETE**).

5 Add word:

Click just before any word in any paragraph.

Type **new** and tap **SPACEBAR**.

6 Delete word:

Double-click any word.

Word is highlighted.

Tap **DELETE**.

Word disappears, but extra space remains.

Tap **DELETE** again.

7 Close My Quotations without saving changes.

Tip

If you accidentally make an editing error, immediately go to the Edit menu and choose Undo (or tap **⌘Z**).



Change fonts & font sizes

Text can appear in many different fonts and sizes. Each font specifies the shapes of all the letters, numbers, and symbols.

1 *Open My Quotations document.*

2 *Highlight paragraph 1:*

Place arrow pointer to left of first line of paragraph 1.

Click-hold.

Pointer becomes I-beam.

Drag I-beam pointer down left side of paragraph.

3 *Check current font and size:*

Click-hold Font in menu bar. Look for check mark next to name.

Click-hold Size in menu bar. Look for check mark next to size.

Check marks show font and size of highlighted text.

4 *Change font and size:*

On Font menu, choose Times.

Menu command affects only highlighted text.

On Size menu, choose 18 Point.

5 *Change font and size:*

On Font menu, choose Courier

On Size menu, choose 9 Point.

6 *Experiment with different fonts and sizes.*

Try giving words in each paragraph different fonts and sizes.

7 *Save document with new name:*

On File menu, choose Save As (not Save) command.

Type **Fonts Example** in text box at bottom of dialog box.

Click Save.

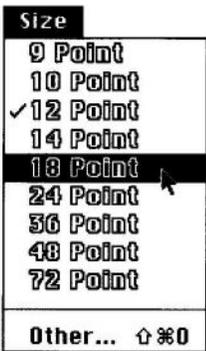
8 *Change font and size for entire document:*

On Edit menu, choose Select All (or tap  .

On Font menu, choose Times.

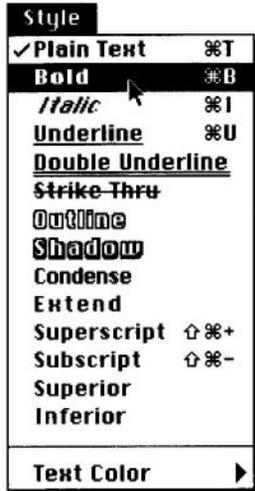
On Size menu, choose 14 Point.

Entire document changes to this font and size.



Apply character styles

You can easily add a style, such as boldface or italic, to selected words in your text.



1 Highlight paragraph 2:

Quickly click four times anywhere in paragraph 2.

2 Apply and remove style:

On Style menu, choose Bold (or tap ⌘ B).

On Style menu, choose Bold (or tap ⌘ B) again.

The command is like on-off switch, so Bold is removed when you choose it again. Check mark on menu tells whether command is on or off.

3 Combine styles:

On Style menu, choose Outline.

On Style menu, choose Italic (or tap ⌘ I).

On Style menu, choose Underline (or tap ⌘ U).

Look at check marks on Style menu.

4 Remove all added styles at once:

On Style menu, choose Plain Text (or tap ⌘ T).

Look at check mark on Style menu.

5 Experiment with other styles:

Try giving the text in each paragraph a separate style.

6 Save document with new name:

On File menu, choose Save As (not Save) command.

Type **Styles Example** in text box at bottom of dialog box.

Click Save.

7 Change style for entire document:

On Edit menu, choose Select All (or tap ⌘ A).

On Style menu, choose Plain Text (or tap ⌘ T).

All added styles are removed from entire document.

Use stylesheet — 1

You can give a name to any combination of font, size, and style.
Then you can apply the combination by name to any text.

1 Use Stylesheet palette to define new combination of formats:

On View menu, choose Show Styles.

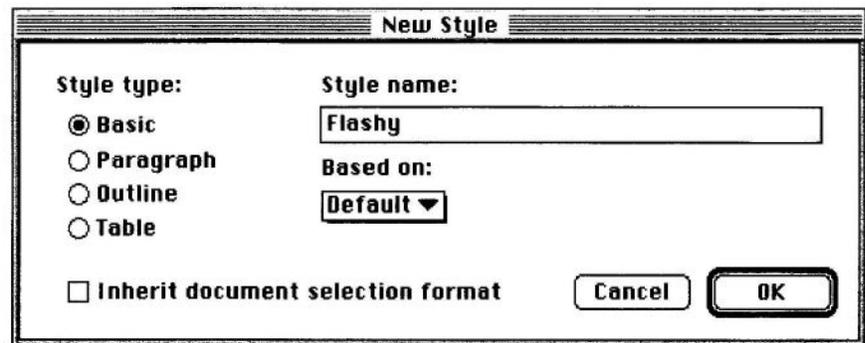
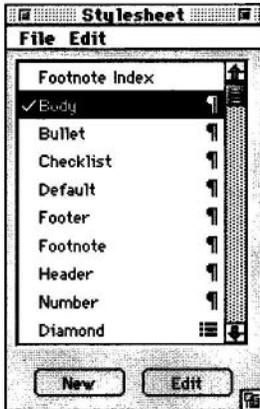
Stylesheet palette appears. Palettes have dotted title bar and are like windows, except that they always stay in front of windows as you work.

Click New button on palette.

In New Style dialog box, type **Flashy** in Style name text box.

Leave Basic radio button selected.

Basic styles are for character formats only. You'll learn other types later.



Click OK.

Notice Flashy highlighted in list of Basic styles. Palette widens. Title is now Edit Style. In edit mode, pointer switches to mouse cursor.

2 Add font, size, and style formats to definition of Flashy:

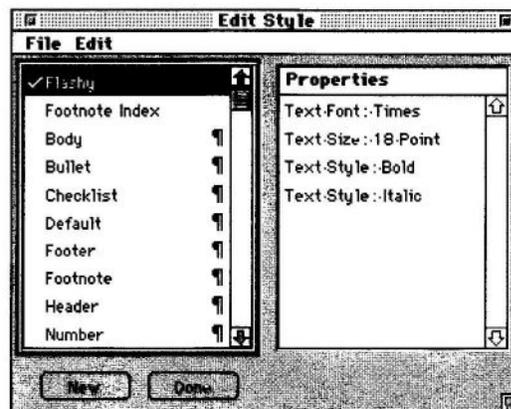
On Font menu, choose Times.

On Size menu, choose 18 Point.

On Style menu, choose Bold.

On Style menu, choose Italic.

Right side of palette shows formats you've chosen for Flashy.



Click Done button at bottom of palette.

3 Apply Flashy format to text:

Highlight any word in document.

On Stylesheet palette, click **Flashy**.

Selected word immediately changes to 18-point boldface italic Times.

Apply Flashy format to other words.

4 Change Flashy format:

Click **Edit** button at bottom of palette.

Pointer again switches to .

If necessary, click **Flashy** at left to highlight it.

On Style menu, choose **Italic** (now checked).

Italic style immediately disappears from all text with Flashy style.

On Style menu, choose **Outline** (now unchecked).

Outline style immediately appears on all text with Flashy format.

Click **Done** button at bottom of palette.

5 Unapply Flashy format:

Highlight any word now in Flashy format.

On palette's **Edit** menu, choose **Unapply Flashy**.

Highlighted characters are no longer tagged with Flashy format.

6 Save document with new name:

On File menu, choose **Save As** (not **Save**) command.

Type **Stylesheet Example** in text box at bottom of dialog box.

Click **Save**.

Stylesheet with new Flashy format is saved with document. Each document has separate stylesheet. Commands on palette's File menu let you export stylesheet as separate file and then import it into other documents.

7 Close document:

On File menu, choose **Close** (or tap  .

OR

Click close box at upper-left corner of window.

Tip

Stylesheets save lots of time in big documents when you haven't made up your mind exactly what formats you want. Just tag text with named formats as you go. If you edit the formats later, your changes occur throughout the document.



Open multiple documents

As with most Macintosh applications, you can have several documents open as separate windows.

1 Open four documents:

On File menu, choose Open.

If My Files floppy disk is not in drive, insert it now.

Double-click name of first document in My Files list.

Repeat above steps (double-clicking different name each time) until you have a total of four open documents.

Last document opened is active and in front of other three.

2 View all documents at one time:

On View menu, choose Tile Windows.

You can see part of all four documents, each in its own window, with scroll bars. Only one window is active.

3 View one of four documents on full screen:

Click window at lower right to make it active.

Click zoom box (dual squares in upper-right corner of active window).

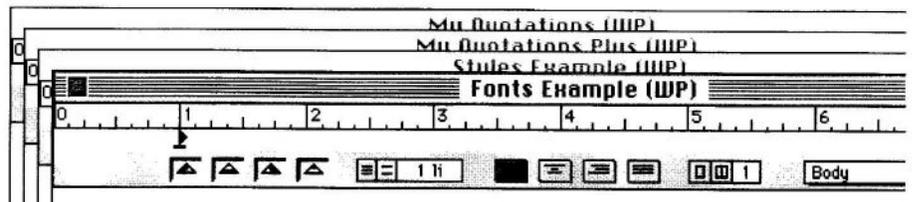
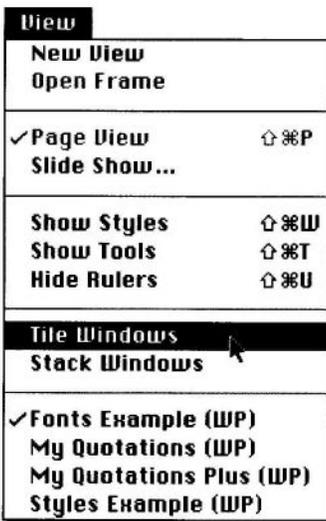
Window enlarges to cover entire screen.

Click zoom box again to return to tiled windows.

4 View documents evenly stacked:

On View menu, choose Stack Windows.

You can see most of one document and names of others that are open. Active window is in front.



Click window behind front window.

Clicked window comes forward, but covers old front window.

On View menu, choose Stack Windows.

Selected window stays in front, but you now see tops of others.

5 Close each document. If asked, don't save changes.

Apply alignment

The lines of text in a paragraph can all align at the left, align at the right, be centered, or be justified between the margins.

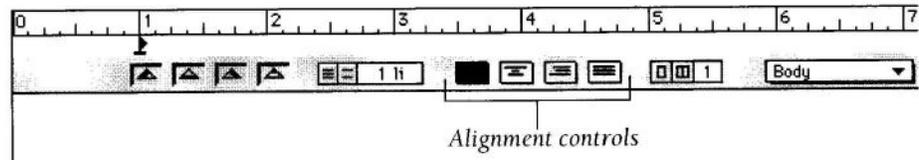
1 Open new word processing document:

On File menu, choose New.

Double-click Word Processing.

2 If there is no ruler at top of page:

On View menu, choose Show Rulers.



Most items in text ruler affect format of whole paragraph. Here you'll learn to control position of lines of text in paragraphs.

3 Type following text using alignment commands:

Click  (center alignment) icon.

Type **Lynch Computer Service.**

Tap **RETURN** twice.

Click  (right alignment) icon.

Type **January 1, 1996.**

Tap **RETURN** twice.

Click  (left alignment) icon.

Type **Mr. John Smith.**

Tap **RETURN** twice.

4 Explore justified alignment:

Click  (justified alignment) icon.

Type following paragraph.

Do not use **RETURN** while typing. Let text wrap.

When you have finished typing this paragraph, your right and left margins should be justified (straight). If they are not justified, then you have done something wrong. Did you succeed? Add another line or two to see the full effect.

5 Close document without saving changes.

By the way

You can also change the alignment of an existing paragraph. Just click inside the paragraph, then click the icon of the alignment you want.



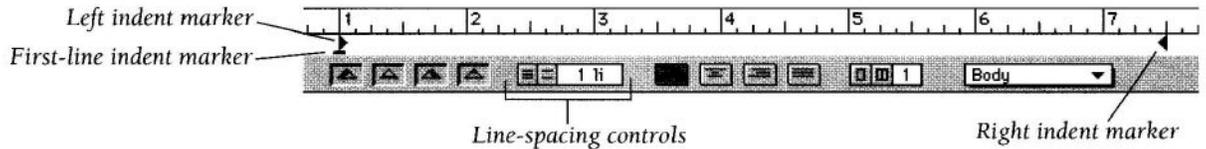
Apply indents & line spacing

Other paragraph format controls let you indent lines from the margins and change vertical line spacing.

1 Open My Quotations.

2 If there is no ruler at top of page:

On View menu, choose Show Rulers.



3 Set right and left indents:

Click inside paragraph 2.

Click-hold right indent marker.

Drag left 2 inches.

Click-hold left indent marker (just triangle, not line under it).

Drag right 1 inch.

Only selected paragraph (one with insertion point in it) is indented. To select more than one paragraph for formatting, highlight text in each.

4 Set first-line indent:

Click inside paragraph 3 to select it. Look at indent markers.

Each paragraph has its own indent markers.

Carefully click-hold solid line under left indent marker.

Line is part of first-line indent marker.

Drag right 1 inch.

This time, only first line of selected paragraph is indented.

5 Locate line-spacing icons in ruler.

6 Practice spacing:

Click inside paragraph 1.

Click once for one and one-half line spacing.

Click inside paragraph 2.

Click twice for double spacing.

Each click adds another half line space.

Click until paragraph 2 returns to single spacing again.

7 Close My Quotations without saving changes.

Tip

Using the first-line indent marker is better than typing spaces at the beginning of a paragraph. Spaces have different sizes in different fonts, and you may forget to type the correct number.



Format paragraphs

The Paragraph dialog box gives you another way to make all the format changes you've learned so far, plus a few more.

1 Open My Quotations.

2 Delete blank lines between paragraphs:

Double-click in blank line after paragraph 1. Tap **DELETE**.

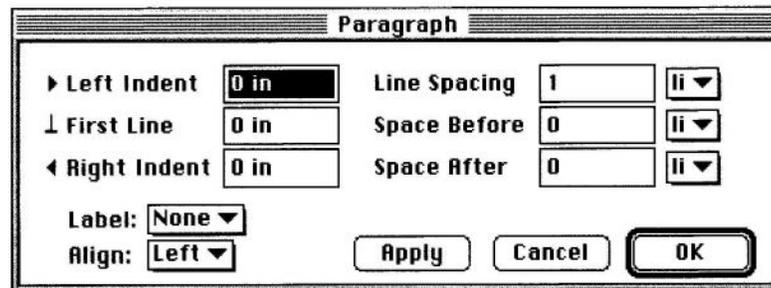
Do same for all other blank lines.

There should be no extra line space between paragraphs.

3 Open Paragraph dialog box:

Highlight some text in paragraphs 1 and 2 to select them for formatting.

On Format menu, choose Paragraph.



Click-hold Paragraph title bar. Drag so paragraphs 1 and 2 are visible.

4 Change indentation of both paragraphs:

If necessary, highlight Left Indent text box. Type 1.

Tap **TAB** to go to First Line text box. Type .5.

Tap **TAB** to go to Right Indent text box, type 1. Click Apply.

Selected paragraphs are indented amounts you entered.

5 Change alignment, then undo all changes:

On Align pop-up menu, choose Right. Click Apply.

Click Cancel.

6 Add space after every paragraph:

Highlight all paragraphs in document.

Open Paragraph dialog box by double-clicking  in ruler.

Highlight Space After box, type 1. Click OK.

*This gives you automatic double space between paragraphs. You don't have to tap **RETURN** twice this way.*

7 Close My Quotations without saving changes.

Tip

A double-click on any alignment button brings up the Paragraph dialog box. ClarisWorks has other such "hot spot" buttons.

Use tab stops

Tab stops are another paragraph format feature. They give you full control over alignment of words in columns.

1 Open new word processing document:

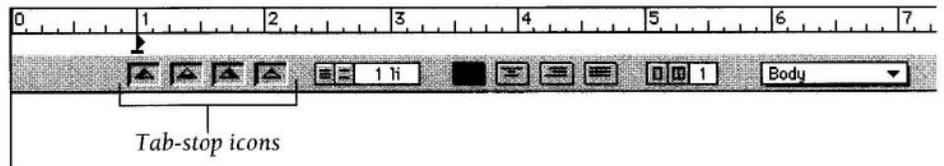
On File menu, choose New.

Double-click Word Processing.

2 If there is no ruler at top of page:

On View menu, choose Show Rulers.

3 Locate tab-stop icons in ruler. Notice thick, dark parts of icons.



4 Set tab stops on ruler:

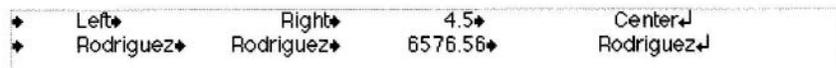
Drag  (left tab) to 1.5 on ruler. Drag  (right tab) to 3.5 on ruler

Points of icons must touch ruler.

Drag  (decimal tab) to 4.5 on ruler. Drag  (center tab) to 6.0 on ruler.

5 Use tab stops on ruler:

Use steps below to duplicate following figure.



Tap **TAB** (at left end of keyboard) before typing each word or number in figure.

Tap **RETURN** at end of each line.

*With Show Invisibles switched on, you see arrow each place you tap **TAB**. (See page 11 for steps needed to switch feature on.)*

6 Clear all tab stops from new paragraph:

Tap **RETURN** to get new line.

Note tab stops are still in effect for new line.

Click-hold tab-stop icon at 1.5 on ruler.

Drag icon straight down to gray area just below ruler and release.

Do same for other tab-stop icons in ruler.

New line now has no tab stops, but stops remain in lines above. Each paragraph has its own format settings.

7 Close document without saving changes.

Use tab leaders

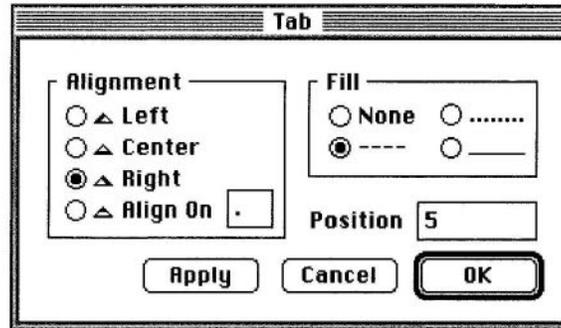
When you use a tab stop, you can easily put a row of dots, dashes, or underlines in the space before the tab stop.

1 Open new word processing document.

2 Create single tab stop with leader:

On Format menu, choose Tab.

Duplicate this Tab dialog box.



It sets one right tab stop with dashed leader extending five inches from left margin.

Click OK.

3 Enter two lines using new tab stop:

Type **Chapter 3**. Tap **TAB**. Type **23**. Tap **RETURN**.

Type **Chapter 4**. Tap **TAB**. Type **45**. Tap **RETURN**.

4 Use different types of tab leaders:

Double-click tab stop at six-inch mark on ruler.

In Tab dialog box, click new Fill button.

For Chapters 5 to 6, use dotted tab leaders shown below.

For Chapter 7 to 8, use solid tab leader shown below.

Chapter 3	-----	23
Chapter 4	-----	45
Chapter 5	56
Chapter 6	61
Chapter 7	_____	75
Chapter 8	_____	87

5 Close document without saving changes.



Use stylesheet—2

Stylesheets let you give a name to any combination of character and paragraph formats and apply them by name.

- 1** Open My Quotations.
- 2** Use Stylesheet palette to name new combination of formats:



On View menu, choose Show Styles.

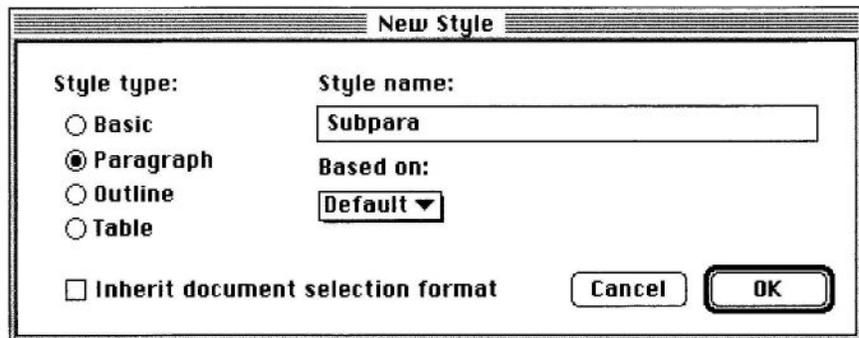
Stylesheet palette appears.

Click New button on palette.

In Style name text box, type **Subpara**.

IMPORTANT: Click Paragraph radio button this time.

You must do this to include paragraph formats in new style.



Click OK.

Notice Subpara highlighted in list of Paragraph styles. Palette widens. Title is now Edit Style. In edit mode, pointer switches to

- 3** Add combination of paragraph and character formats.

Indent both paragraph margins 1 inch.

Drag indent markers in ruler or use Paragraph dialog box.

On Style menu, choose Italic.



Click Done button at bottom of palette.

4 Apply Subpara format from Stylesheet palette:

Click anywhere in paragraph 2.

On Stylesheet palette, click Subpara.

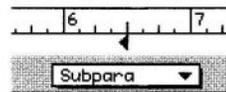
Paragraph with insertion point is indented and has italic type.

5 Apply Subpara format from ruler:

Click close box at upper left of Stylesheet palette.

Look at right end of ruler.

Style of paragraph 2 is Subpara. This pop-up menu lists all Paragraph styles (but not Basic styles).



Click anywhere in paragraph 3. Note **Body** style in pop-up menu.

Body is style name given to all paragraphs when you first create new document.

Click-hold pop-up menu in ruler, and drag down to **Subpara**.

Paragraph 3 changes to Subpara style.

Explore other paragraph styles on pop-up. When finished, change paragraphs 1 and 3 back to **Body** style. Leave paragraph 2 in **Subpara** style.

6 Base Subpara style on Body style:

On View menu, choose Show Styles.

Click Edit button at bottom of palette. Then click **Subpara** in list.

On palette's Edit pop-up menu, choose **Modify Style**.

On **Based on** pop-up menu in new dialog box, choose **Body**. Click OK.

7 Change Body style definition:

While still in edit mode, click **Body** in list at left.

Watch all paragraphs in document as you choose **Chicago** on **Font** menu.

Subpara is now based on Body, so changing Body font also changes Subpara font. (This wouldn't be true if Subpara already had a font as part of its definition.)

Click **Done** at bottom of palette.

8 Close My Quotations without saving changes.



Create lists & outlines

You can use the list and outline modes in ClarisWorks as easy ways to organize ideas.

1 Create new word processing document.

2 Enter text shown in figure.

```

Things-to-do-today:↓
↓
Clean-up-desk↓
Pay-bills↓
Take-Bear-to-vet↓
↓
That's-all-folks↓

```

3 Change to-do items to list styles:

Highlight all three lines of things to do.

Look at paragraph style pop-up menu at right end of ruler.

Style of all three lines is now Body.

Click-hold pop-up menu, and choose **Bullet** style.

Click-hold pop-up menu, and choose **Number** style.

These are both list styles. They're very flexible, as you'll see next.

4 Insert item in list, and change order of items:

Click to right of Pay bills, and tap **RETURN**.

Type **Call broker**.

List is automatically renumbered.

Click-hold just left of new item 3.

Drag up so thick line is between 1 and 2. Release mouse button.

Now Call broker is item 2 and Pay bills is item 3.

With Call broker highlighted, tap **DELETE** to remove item.

5 Make list into outline:

Use steps below to change list to outline like following figure.

```

Things-to-do-today:↓
↓
  I. Clean-up-desk↓
    A. Find-water-bill↓
    B. Dust-monitor↓
  II. Call-mother↓
  III. Pay-bills↓
  IV. Take-Bear-to-vet↓
↓
That's-all-folks↓

```

Click to left of item 1. With **SHIFT** held down, click to right of last item.

Click-hold paragraph style pop-up menu, and choose **Harvard** style.

Harvard outline style begins with roman numerals for main level.

Tip

If you first choose one of the list styles and then enter the items, get out of list mode by choosing Body for the first line after the list.

Outline	
New Topic	
New Topic Left	⌘L
New Topic Right	⌘R
Move Left	⇧⌘L
Move Right	⇧⌘R
Move Above	
Move Below	
Collapse	
Expand	
Expand To...	
Raise Topic	

Click to right of item I.

On Outline menu, choose New Topic Right (or tap **⌘ R**).

Type **Find water bill**. Tap **RETURN**. Type **Dust monitor**.

New items are indented and labeled with capital letters. You would use same method to add sublevels to these new items.

On Outline menu, choose New Topic Left (or tap **⌘ L**).

That gets you back to main level of outline.

Type **Call mother**. Notice renumbering of main items.

6 View other outline styles:

Click to left of first item. With **SHIFT** held down, click to right of last item.

Click-hold paragraph style pop-up menu, and choose **Diamond** style.

Click-hold paragraph style pop-up menu, and choose **Legal** style.

7 Collapse and expand outline:

Click anywhere in first main item.

On Outline menu, choose Collapse (or double-click item number).

Underline under item number reminds you that sublevels are hidden.

On Outline menu, choose Expand (or double-click number again).

8 Make "Pay bills" a sublevel of "Clean up desk":

Click inside Pay bills. On Outline menu, choose Move Above.

You could also drag item up as you did in numbered list.

On Outline menu, choose Move Right.

9 Move first main item after second main item:

Click anywhere in Clean up desk.

On Outline menu, choose Move Below.

Notice that sublevels move along with main level.

```
Things to do today:
↓
1. Call mother
2. Clean up desk
   2.1. Find water bill
   2.2. Dust monitor
   2.3. Pay bills
3. Take Bear to vet
↓
That's all folks
```

10 Close document without saving changes.



My Quotations must be on floppy disk. See page 14.

Add graphic object

You can add an object to a word processing document and make text wrap around it. You'll learn more about graphics later.



1 Open My Quotations.

2 Open library of objects:

On File menu, choose Library, then choose Foods.

On View menu in Foods palette, choose by Object.

Use scroll arrows to see rest of food items.

3 Get object from library:

On View menu, choose Show Tools.

Click  (arrow icon) at upper-left corner of tool panel.

Click-hold Corn icon. Drag over text in document. Release mouse button.

Click close box on palette. Don't save changes.

Object is in front of text. Handles (black squares) show object is selected.

By the way

You can also insert an object in the text itself, where it acts like a single large character. Just skip the Show Tools command, click the object on the library palette, and click the Use button.

We have a criminal jury system which is superior to any in the world and its efficiency is only marred by the difficulty of finding twelve jurors every day who don't know anything and can't read. ↓
 If you pick up a starving dog and make him prosperous, he will not bite you. This is the principal difference between a dog and a man. ↓
 In the first place God made idiots. This was for practice. Then He made School Boards.

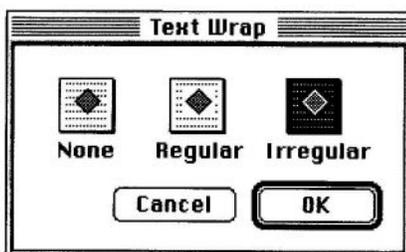


4 Wrap text around object:

With object selected, on Options menu, choose Text Wrap.

In Text Wrap dialog box, click Irregular icon. Click OK.

Lines of text skip past object.



We have a criminal jury system which is superior to any in the world and its efficiency is only marred by the difficulty of finding twelve jurors every day who don't know anything and can't read. ↓
 If you pick up a starving dog and make him prosperous, he will not bite you. This is the principal difference between a dog and a man. ↓
 In the first place God made idiots. This was for practice. Then He made School Boards. ↓
 It's better to keep your mouth shut and appear stupid than to open it and remove all doubt. ↓



Click-hold in middle of object. Drag it wherever you want.

With object selected, click-hold any handle and drag to change size.

Text Wrap works whatever you do to object.

5 Delete object:

With object selected, tap .

6 Close My Quotations without saving changes.

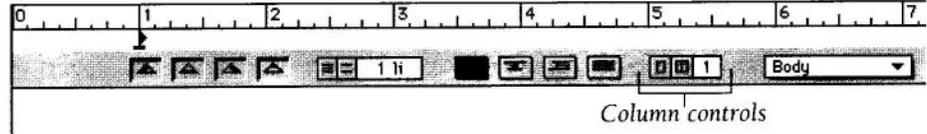


Add columns

ClarisWorks allows you to put more than one column of text on each page. Sometimes text is easier to read this way.

- 1 Open My Quotations.**
- 2 If there is no ruler at top of page:**

On View menu, choose Show Rulers.



- 3 Create columns (method 1):**

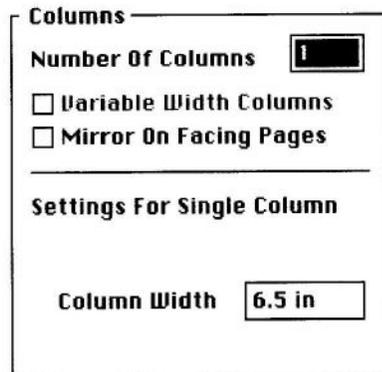
Click (add-column tool) at right of ruler.

Two columns appear. Each click adds another column.

Click (subtract-column tool) to remove one column.

- 4 Create columns (method 2):**

On Format menu, choose Section.



Type 3 in highlighted Number of Columns box. Click OK.

- 5 Change column width:**

Hold **OPTION** down as you click-hold in middle of column guides.

Double-arrow pointer with hollow box appears.

We have a criminal jury system which is superior to any in the world and its efficiency is only marred by the difficulty of finding twelve jurors every day who don't know anything and



With **OPTION** down, drag pointer left or right to adjust width of columns. Release **OPTION** and mouse button.

- 6 Return document to single column:**

Click in ruler twice to get one column again.

Set page & column breaks

You can easily force a paragraph to begin a new page. You can also force text to begin a new column.

1 Insert page break:

Click to left of first word in paragraph 2.

On Format menu, choose Insert Page Break.

New page appears with paragraph 2 at top.

On new page, click to left of first word in last paragraph.

On Format menu, choose Insert Page Break.

2 View pages:

Use right scroll bar to see all pages.

Page numbers of pages in view appear at lower left of window.

3 Remove page break:

On page 1, double-click below all text. Notice highlighted page-break mark below paragraph.

Tap **DELETE** once.

Deleting page-break mark removes page break.

Use same method to remove other page break.

4 Insert column breaks:

Click  (add-column tool) twice.

Click to left of first word in paragraph 2.

On Format menu, choose Insert Column Break.

Use same method to insert column break before paragraph 3.

We have a criminal jury system which is superior to any in the world and its efficiency is only marred by the difficulty of finding twelve jurors every day who don't know anything and can't read.	If you pick up a starving dog and make him prosperous, he will not bite you. This is the principal difference between a dog and a man.	In the first place God made idiots. This was for practice. Then He made School Boards.
---	--	--

5 Delete column breaks:

Double-click below text in column 2. Notice highlighted column-break mark.

Tap **DELETE**.

Use same method to remove column-break mark in column 2.

6 Return document to single-column format.

By the way

In ClarisWorks, each page on the screen looks exactly as it will when printed. This is called WYSIWYG, "What You See Is What You Get."

Add headers & footers

A header or footer can be used to put titles and page numbers at the top or bottom of each page.

Tip

If you check the Title page option, enter 0 as the starting page number. This makes the page after the title page become page 1.

Edit	
Undo Insert	⌘Z
Cut	⌘H
Copy	⌘C
Paste	⌘V
Clear	
Select All	⌘A
Insert Date	
Insert Time	

By the way

You use the same methods to add headers and footers to database layouts, spreadsheets, and graphics documents.

1 Insert header with text:

On Format menu, choose Section.

If Title page check box has X, click to remove it. Click OK.

When checked, this option keeps header and footer from appearing on first page of document.

On Format menu, choose Insert Header.

Note that header uses space in body of page, not top margin.

Click left alignment icon in ruler. Type **Mark Twain**. Tap **TAB**.

Click right alignment icon in ruler. Type **Quotations**.

Tap **RETURN** to add blank line to header.

Mark Twain	Quotations
We have a criminal jury system which is superior to any in the world and its efficiency is only marred by the difficulty of finding twelve jurors every day who don't know.	

2 Insert footer with current date and page number:

On Format menu, choose Insert Footer.

Click left alignment icon in ruler.

On Edit menu, choose Insert Date. Tap **TAB**.

Click right alignment icon in ruler. Type **page** and a space.

On Edit menu, choose Insert Page #. Click OK.

3 View header and footer:

Click-hold 100 at lower-left corner of window, and choose 50%.

If you still can't see both header and footer, use 33%.

4 Insert page break:

Click to left of first word in paragraph 2.

On Format menu, choose Insert Page Break.

Header and footer appear on each page of your document.

5 Remove header and footer and rescale:

On Format menu, choose Remove Header and Remove Footer.

Set view scale back to 100.

6 Close My Quotations without saving changes.



Create & format sections

You can have different sections in a document, each with its own headers, footers, and number of columns.

1 Open My Quotations.

2 Insert section break:

Click to left of first word in paragraph 2.

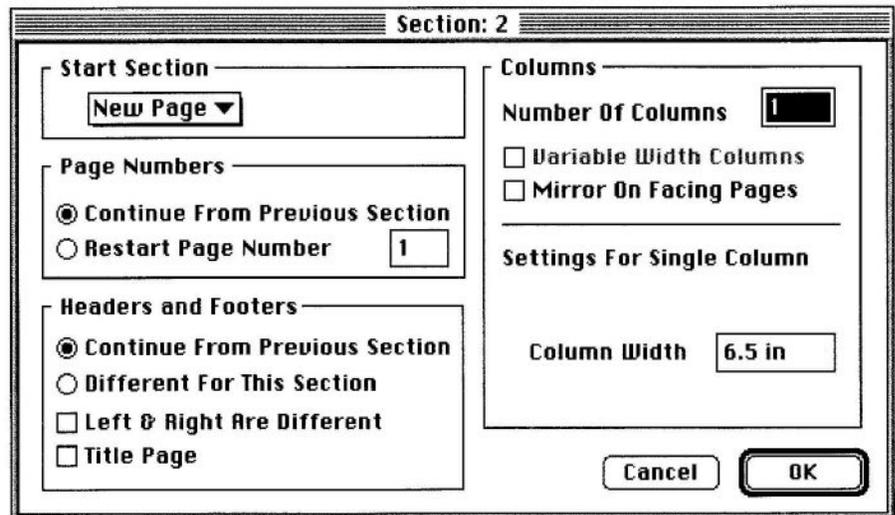
On Format menu, choose Insert Section Break.

Paragraph 1 is in section 1 and others are in section 2. New sections normally begin new page, but you can change that.

3 Format section 2:

On Format menu, choose Section.

Notice dialog box title. It shows insertion point was in section 2 when you gave command. Options chosen now will affect section 2 only.



On Start Section pop-up menu, choose New Line. Click OK.

Section 2 no longer begins a new page. Thin line marks section break.

4 Add different number of columns to each section:

Click anywhere in section 1. Click  (add-column tool) in ruler.

Click anywhere in section 2. Click  twice this time.

Section 1 has two columns. Section 2 on same page has three columns.

5 Remove section break:

Double-click line marking section break. Notice highlighted section-break character. Tap .

Section 1 is only section now. Entire document has two columns.

6 Close My Quotations without saving changes.



Format & view document

ClarisWorks has settings that affect the overall appearance of a document both on the screen and when it is printed.

1 Open My Quotations.

2 Set up document for this activity:

Insert three page breaks wherever you want within text.

Click (add-column tool) at right of ruler.

Hold **OPTION** down, click-hold between columns, and drag right one inch.

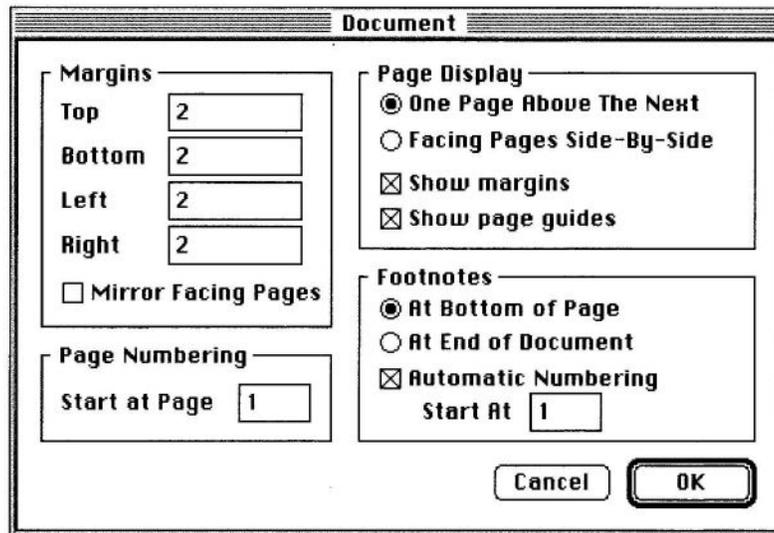
3 Set document margins:

On Format menu, choose Document.

Document formats apply to all pages, all sections.

Type **2** and tap **TAB**.

Repeat until all margins are two inches.



Click OK. Notice how much shorter each text line is now.

4 View all pages:

Click-hold 100 (lower left corner of window), then choose Other.



Type **12** in View Scale dialog box. Click OK.

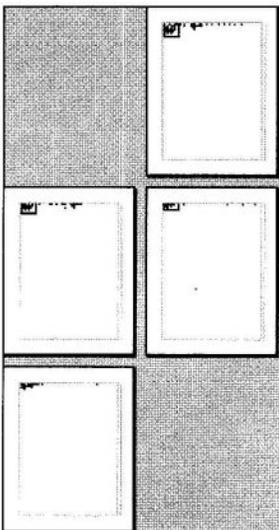
Pages appear in single vertical column. Text is too small to read.

5 Change page display on screen:

On Format menu, choose Document.

In Page Display area, click Facing Pages Side-By-Side. Click OK.

Pairs of pages appear, even-numbered on left and odd-numbered on right, as in a printed book.



6 *Change left and right margins:*

On Format menu, choose Document.

Make left margin 2.5 inches and right margin 1.5 inches. Click OK.

Bigger left margin leaves room to punch holes and put pages in binder. But what if you print on both sides of paper? You'll want even-numbered pages to have bigger right margins. That's easy to do.

7 *Mirror margins on facing pages:*

On Format menu, choose Document.

Look at Left and Right margin names. They will change in next step.

Click Mirror Facing Pages to place X in check box.

Left and Right margin names change to Inside and Outside. This is just what you need for printing on both sides of paper.

Margins	
Top	<input type="text" value="2"/>
Bottom	<input type="text" value="2"/>
Inside	<input type="text" value="2.5"/>
Outside	<input type="text" value="1.5"/>
<input checked="" type="checkbox"/> Mirror Facing Pages	

Click OK.

8 *Mirror column layout on facing pages:*

On Format menu, choose Section.

Document has only one section, so changes will affect everything. If you had more than one section, you would have to do this step for each one.

Click Mirror On Facing Pages to place X in check box.

Columns	
Number Of Columns	<input type="text" value="2"/>
<input checked="" type="checkbox"/> Variable width columns	
<input checked="" type="checkbox"/> Mirror On Facing Pages	

Click OK.

Inner columns on facing pages are same width. Outer columns are same.

9 *Close My Quotations without saving changes.*



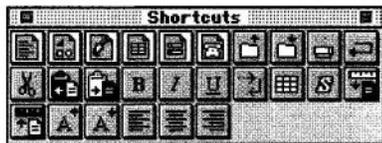
Use shortcuts

A special palette has tool icons you can click to do common things without giving menu commands.

1 Open My Quotations.

2 Open Shortcuts palette:

On File menu, choose Shortcuts, then choose Show Shortcuts.



Dotted pattern in title bar shows this is a palette. Palettes remain in view even if you click window behind them.

3 Identify shortcut icons:

Move pointer over icon and wait until balloon appears.

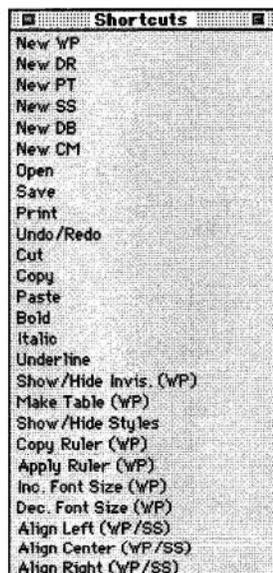
Balloon tells purpose of shortcut icon.

4 Change shortcut icons to words:

On Edit menu, choose Preferences.

At left, scroll down and click Shortcuts icon.

Click Show Names to place X in check box. Click OK.



By the way

Some shortcuts appear all the time. Others appear only with certain types of documents. The letters in parentheses are abbreviations for the types.

5 Experiment with shortcut commands:

Highlight paragraph 3 of document.

Click a few commands in palette.

After each, click Undo in palette (or Cancel if dialog box appears).

6 *Shrink and expand palette:*

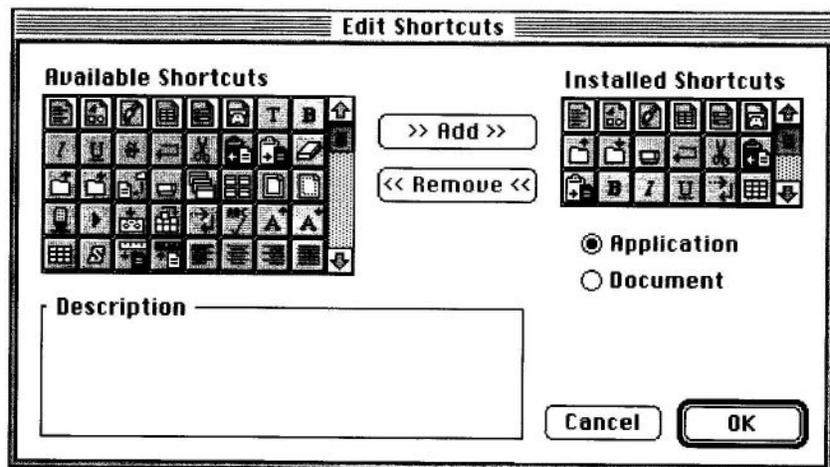
Click box at upper-right corner of Shortcuts title bar.

Only title bar is visible.

Click same box again.

7 *Learn shortcut commands:*

On File menu, choose Shortcuts, then choose Edit Shortcuts.



Click any shortcut icon in dialog box.

Name of icon appears in Description box.

8 *Add or install new shortcuts:*

Click any Available Shortcuts icon you want to add.

Click Add to add it to Installed Shortcuts.

You may have to scroll to see newly installed icons.

9 *Remove or delete shortcuts:*

Click any Installed Shortcuts icon you want to remove.

Click Remove to delete it from Installed Shortcuts.

Click OK when you are finished.

10 *Return to shortcut icons:*

On Edit menu, choose Preferences.

Click Shortcuts icon.

Click Show Icons to place X in check box.

Click OK.

11 *Close My Quotations without saving changes.*

! A ClarisWorks document must be open.

Use mail merge

You can get information from a database file and add it to a printed form, such as a form letter.

Tip

You'll learn all about databases soon. For now, just follow these directions to create a simplified name-and-address database.

1 Open new database document:

On File menu, choose New.

Double-click Database.

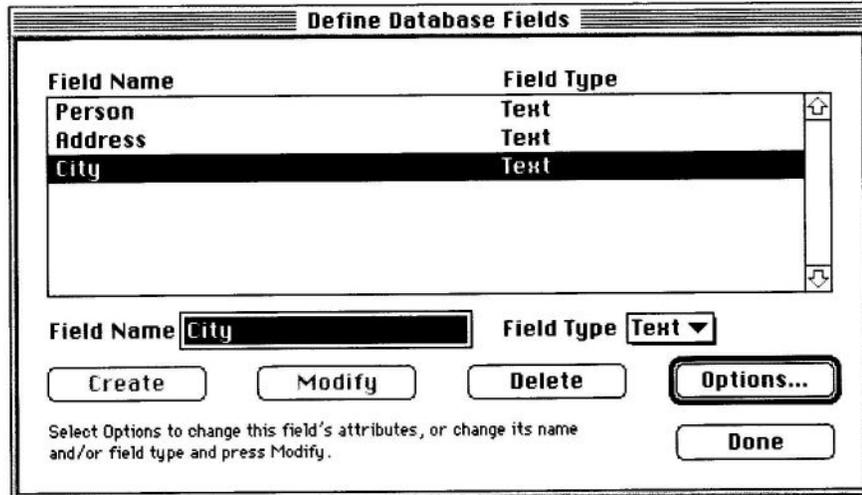
The first step is to define your "fields."

2 Define database fields:

Type **Person** in Field Name text box. Click Create.

Type **Address**. Click Create.

Type **City**. Click Create.



Click Done.

3 Make entries in database document:

Type **George** in Person field box. Tap **TAB**.

Type **1234 Main** in Address field box. Tap **TAB**.

Type **Salinas** in City field box.

Person	George
Address	1234 Main
City	Salinas

On Edit menu, choose New Record.

Type **Helen** in Person field box. Tap **TAB**.

Type **5678 Elm** in Address field box. Tap **TAB**.

Type **Monterey** in City field box.

Your database has information about two people.

4 Save database document on My Files disk:

On File menu, choose Save. Insert My Files disk if necessary.

Type **People** in Name box. Click Save.

Do not close document.

5 Create form document:

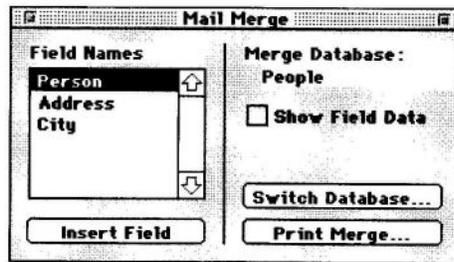
On File menu, choose New. Double-click Word Processing.

Type **I am writing this letter to** and one space.

On File menu, choose Mail Merge.

Double-click **People** (your new database document) in dialog box.

Mail Merge palette appears and lists names of fields in People database.



Drag palette down so you can see top line of text.

Double-click **Person** field in Mail Merge palette.

Tap **[SPACEBAR]**. Type **who lives at**. Tap **[SPACEBAR]**.

Double-click **Address** field in Mail Merge palette.

Tap **[SPACEBAR]**. Type **in the city of**. Tap **[SPACEBAR]**.

Double-click **City** field in Mail Merge palette. Type period.

Your form document is complete.

I am writing this letter to «Person» who lives at «Address» in the city of «City».

6 Save form document on My Files disk:

On File menu, choose Save.

Type **People Form** in Name box. Click Save.

You could print right now, but pretend you're going to do it tomorrow.

7 Close both documents.

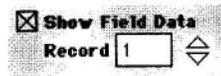
8 *Get ready for mail merge:*

Now pretend it's tomorrow—time to print forms.

Open People Form from your My Files disk.

On File menu, choose Mail Merge.

People Form document is automatically linked to database People.

9 *Preview merged document:*

Click Show Field Data to place X in check box.

In People Form file, field names change to field data.

Click pointers in ⇅ icon to view other records in mail merge.

Each set of data is merged into word processor document.

10 *Print merged documents:*

Click Print Merge button in Mail Merge palette.

Standard Print dialog box appears.

Click Print button to see results.

11 *Quit program:*

On File menu, choose Quit.

Click No if asked whether to save changes.

By the way

You can use the same database to print mailing labels. For the steps, see page 138.



- 52 Create new drawing
- 53 Add & delete object
- 54 Use drawing aids
- 55 Draw more objects
- 56 Select objects
- 57 Change line appearance
- 58 Change fill & line pattern
- 59 Change fill & line color
- 60 Use gradient fill
- 61 Change stacking order
- 62 Copy object
- 63 Rotate & reflect object
- 64 Align objects
- 65 Group objects
- 66 Add text box
- 68 Format text inside box
- 69 Format text box
- 70 Add linked text boxes
- 73 Add painting box
- 74 Compare painting & drawing
- 76 Use painting tools
- 77 Select area of painting
- 79 View master page
- 80 Edit master page
- 82 Create body pages
- 83 Create slide show

Create new drawing

Drawing tools in ClarisWorks let you create and modify rectangles, circles, and other objects.

1 Start ClarisWorks application and choose document type:

Use steps on page 9.

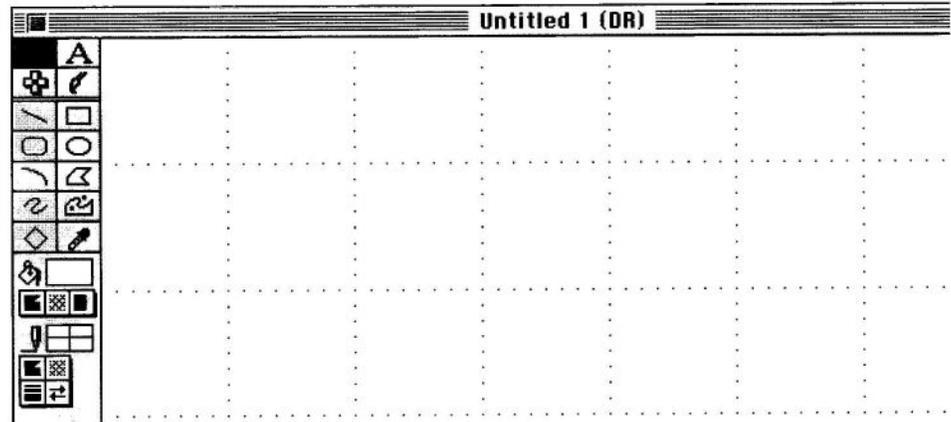
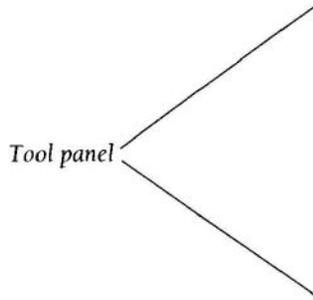
If ClarisWorks is already running, choose New on File menu.

Double-click Drawing in New Document dialog box.

Drawing document has tool panel at left edge of window and dotted grid.

By the way

ClarisWorks has both drawing and painting documents. Because the painting tools can be used in a drawing document, that's the only kind you'll need for learning about painting in ClarisWorks.



2 View full document and add pages:

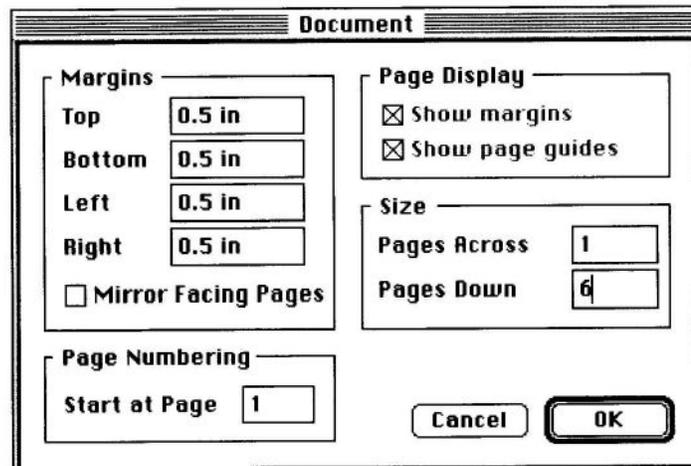
On View menu, choose Page View.

At bottom-left corner of window, click-hold 100 and drag up to 33%.

You see whole document at 33.3 percent scale. It has only one page.

On Format menu, choose Document.

Duplicate dialog box below. Then click OK.



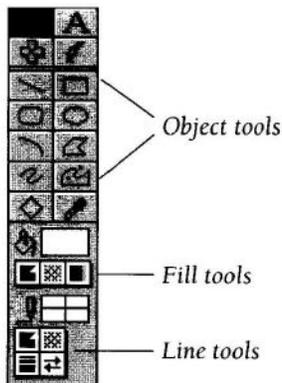
Now there are six pages of drawing space.

On View menu, choose Page View again to turn off.

Set view scale back to 100 percent. Scroll to top of document.

Add & delete object

A drawing document is a collection of objects that you draw with the mouse. You'll begin with a simple rectangle.



1 Draw object:

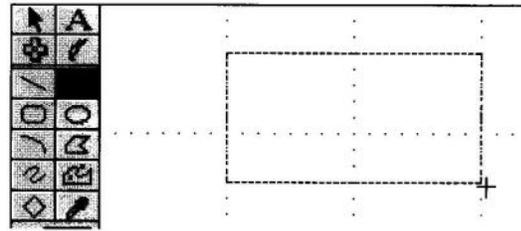
In tool panel at left, click  (rectangle tool).

Gray highlight shows which tool is active.

With mouse button up, move pointer into drawing area. Note crosshair shape.

Click-hold pointer near upper-left corner of drawing area.

Drag diagonally to right and down.



Release mouse button.

Gray highlight goes to  (selection tool at top of tool panel).

2 Deselect and select object:

Note handles (tiny black squares) at corners of rectangle.

Handles show object is selected.

Click in drawing area away from rectangle.

Handles disappear. Object is not selected now.

Click inside object. Note handles.

3 Move object:

Click-hold inside object. Drag pointer to right.

Release mouse button.

4 Change size and shape of object:

Move pointer carefully to handle at lower left.

Click-hold handle. Drag handle up and to left.

Release mouse button.

5 Nudge selected object:

Watch object as you tap each arrow key on keyboard three or four times.

6 Delete object:

If object has no handles, click inside it.

Tap **DELETE**.

By the way

You can also select an object by clicking its outline. In fact, if the object is transparent, your only choice is to click the outline.

Use drawing aids

Freehand drawing can be difficult. The drawing application has aids to ease the task.

1 Draw object:

Click  (rectangle tool). Release mouse button.

Click-hold near upper-left corner of drawing area.

Drag pointer to right and down and release mouse button.

2 See effect of autogrid:

Click-hold inside rectangle.

Watch screen as you very slowly drag outline away from figure and back.

Release mouse button. Tap arrow keys several times.

Outline jumps to lines on invisible one-eighth-inch grid. Grid is useful for aligning objects.

3 Switch autogrid off:

On Options menu, choose Turn Autogrid Off.

Drag rectangle slowly around drawing area as in step 2. Tap arrow keys.

Outline no longer jumps to invisible grid lines.

4 See shift-key effect on moving:

Drag rectangle slightly down and to right. Do NOT release mouse button.

With button down, watch outline as you hold  down. Keep dragging.

Outline snaps upward and moves exactly horizontally.

Release mouse button first, then .

Repeat above steps, but drag rectangle mainly downward this time.

Repeat same steps, but drag rectangle diagonally this time.

5 See shift-key effect on resizing:

Drag any handle toward right. Do NOT release mouse button yet.

With button down, watch outline as you hold  down. Keep dragging.

This changes width of object without changing height.

Release mouse button first, then .

Repeat above steps, but drag handle downward this time to change height.

Repeat same steps, but drag handle diagonally this time.

This keeps shape of object same when size changes.

6 Delete object and switch autogrid on:

With handles on rectangle, tap .

On Options menu, choose Turn Autogrid On.

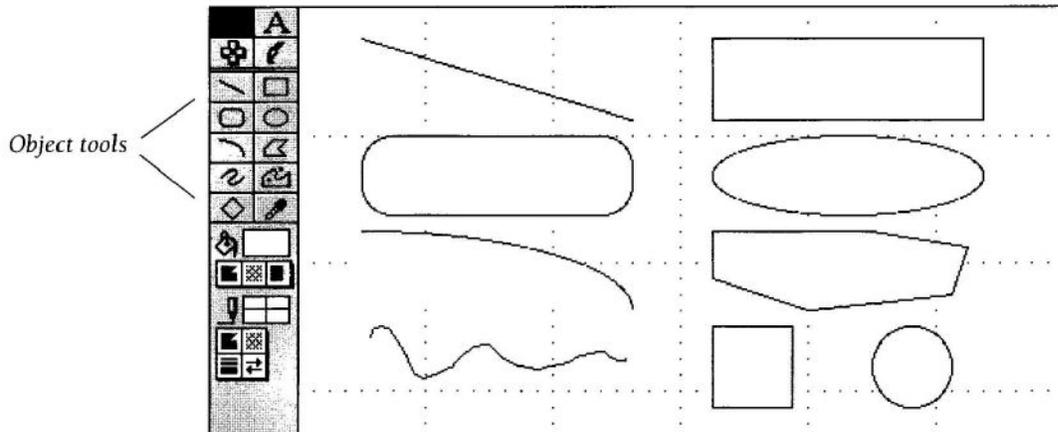
By the way

To draw a horizontal, vertical, or 45-degree diagonal line, hold the shift key down before you complete the line.

Draw more objects

The tool panel has other tools for drawing objects. They work like the rectangle tool. You'll explore the main ones now.

1 Use steps 2–9 to draw objects in this figure:



By the way

After drawing an object, you can move it and resize it. To move it, click-hold any part of the object and drag to a new location. To resize it, click-hold a handle and drag left, right, up, or down.

2 Draw diagonal line:

In tool panel, click  (line tool). Release mouse button.

Click-hold in drawing area and drag diagonally to draw figure at top left.

Release mouse button.

If you don't like result, tap **DELETE** and redraw object.

3 Click (rectangle tool) and use same steps to draw top figure at right.

4 Click (rounded rectangle tool) and draw second figure at left.

5 Click (oval tool) and draw second figure at right.

6 Click (arc tool) and draw third figure at left.

7 Click (polygon tool) and draw third figure at right:

Click at each point of polygon. End by clicking first point.

8 Click (freehand tool) and draw bottom figure at left:

Click-hold at first point. Drag pointer along curve.

Release mouse button at end.

9 Explore shift-key effects:

Click rectangle tool.

Drag right and down in clear area at right. Then hold down **SHIFT**.

Finish figure (square). Release mouse button first, then **SHIFT**.

Repeat above steps, but with oval tool, to draw circle.

Select objects

As with other types of commands, many drawing commands act only on selected objects.

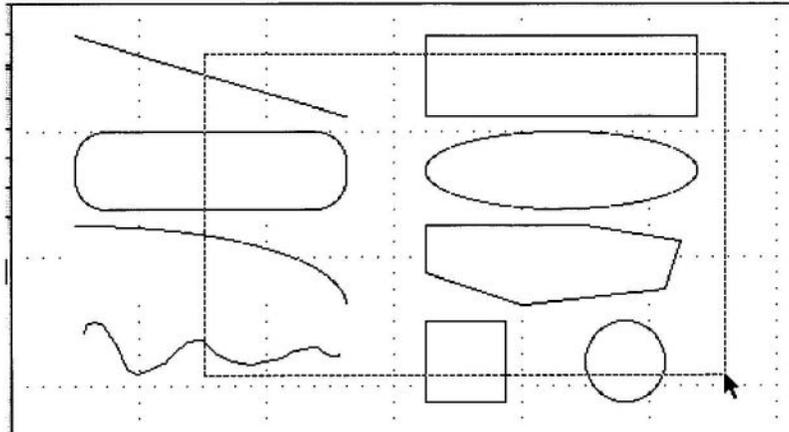
1 Click selection pointer (arrow) inside circle in drawing area.

Handles show circle is only selected object.

2 Use selection marquee:

In drawing area, click-hold just above middle of diagonal line.

Drag pointer diagonally so “marquee” (dashed outline) is like one in figure.



Release mouse button.

Only objects completely inside selection marquee are selected.

3 Add objects to selection:

Hold **SHIFT** down as you click rectangle in drawing area. Hold **SHIFT** down as you click rounded rectangle.

4 Remove oval from selection:

Hold **SHIFT** down as you click oval.

5 Delete selection:

On Edit menu, choose Clear (or tap **DELETE**).

6 Undo change:

On Edit menu, choose Undo Clear (or tap **⌘ Z**).

7 Select all objects:

On Edit menu, choose Select All (or tap **⌘ A**).

8 Deselect all selected objects:

Click inside drawing area away from all objects.

9 Save document on My Files floppy disk:

Use steps on page 15, but type **My Drawing** as document name.



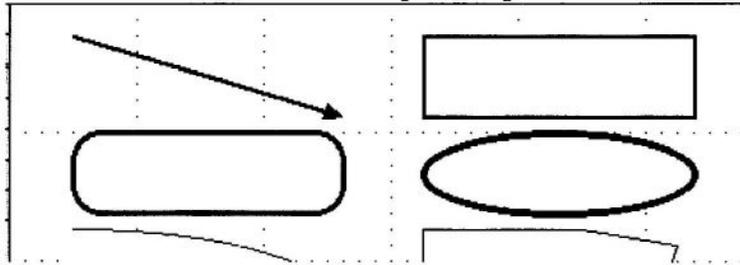
Change line appearance

So far, all the lines in your objects are solid, black, and fairly narrow. You can change these appearances.

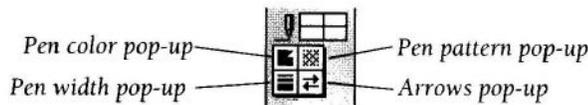
1 If necessary, open My Drawing document from your disk:

Use step 1 on page 17, but double-click My Drawing this time.

2 Use steps 3–7 to make lines look like figure.



3 Look at four icons below Pen icon. Each one is a pop-up menu.



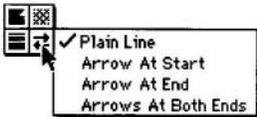
These four pop-up menus control line appearance. You'll explore two now.

4 Put arrowhead on diagonal line:

In drawing area, carefully click line to select it. Make sure you see handles.

Click-hold (arrows pop-up) to see menu.

Drag right and then down to choose Arrow At End.

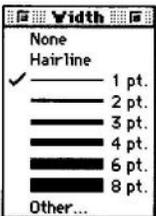


5 Tear Width palette off tool panel:

Click-hold (width pop-up) to see menu.

Drag right until dashed rectangle appears. Release mouse button.

Menu becomes floating palette. Drag title bar to move palette as needed.



6 Make diagonal line 2 points wide:

Make sure line still has handles.

On Width palette, click line labeled 2 pt.

7 Change line width of other objects:

Select object and choose width in palette. Repeat for each object.

Click close box on palette when you are finished.

8 Save changed document:

On File menu, choose Save.

Changed file replaces original on disk.

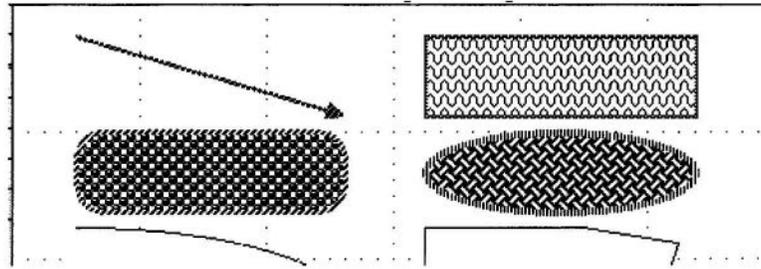
By the way

All pop-up menus in the tool panel can be torn off as palettes—a useful feature when you have many objects to change.

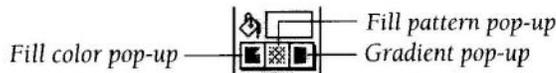
Change fill & line pattern

Objects now have solid black borders and solid white insides. You can easily change that.

1 Use steps 2–6 to make objects look like figure.



2 Look at three icons below paint bucket icon.



These are fill pop-up menus. They control how insides of objects look.

3 Tear off Fill Pattern palette:

In row below paint bucket, click-hold  (fill pattern pop-up).

Drag to right until dashed rectangle appears.

Release mouse button.

Pop-up menu becomes floating palette. Drag it wherever you like.

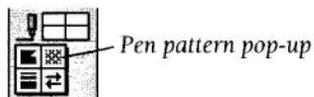


4 Apply fill patterns to objects with insides:

Click any object and click fill pattern you want. Repeat for other objects.

5 Tear off Pen Pattern palette.

Be sure to begin at pen pattern icon, below pen icon (see figure at left). Name in title bar of palette will be Pen Pattern.



6 Apply line patterns to four objects at top:

Click any object and click line pattern you want. Repeat for other objects.

Close both palettes when you are finished.

7 Save changed My Drawing document.

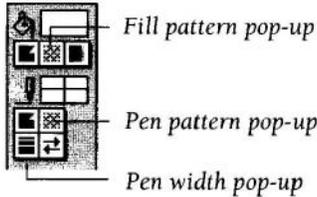


A drawing document must be open.

Change fill & line color

If you have a color monitor, you can change the colors of the outline and inside of an object.

GR / 59



1 If necessary, use scroll bar at right to bring clear drawing area into view.

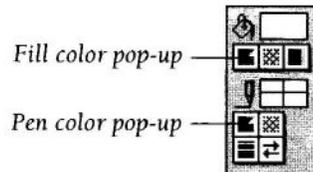
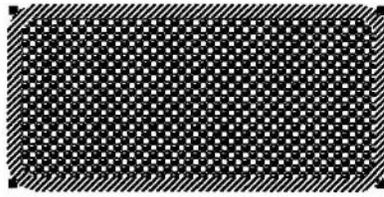
2 Draw rounded rectangle shown in figure below:

Draw rounded rectangle.

On fill pattern pop-up, choose pattern shown.

On pen width pop-up, choose 8 pt.

On pen pattern pop-up, choose pattern shown.



3 Tear off Fill Color palette:

Click-hold fill color pop-up (just below paint bucket icon).

Drag to right until dashed rectangle appears. Release mouse button.

4 Apply color to fill pattern:

Make sure object still has handles.

Click any color in Fill Color palette. Try other colors.

Black parts of pattern become colored. White parts stay white.

Close Fill Color palette.

5 Make fill solid color:

Click-hold fill pattern pop-up (middle icon below paint bucket).

Drag to second box in top row of patterns. Release mouse button.

6 Apply color to outline:

Repeat step 3, but use pen color pop-up (just below pen icon).

Repeat step 4, but use Pen Color palette to apply color to outline.

Repeat step 5, but use pen pattern pop-up (to right of pen color pop-up) to make line solid.

7 Save changed My Drawing document.

! A drawing document must be open.

Use gradient fill

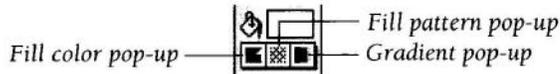
A gradient fill gradually goes from one pattern and color to another in the same object.

1 If necessary, use scroll bar at right to bring clear drawing area into view.

2 Use step 2 on page 59 to draw same rounded rectangle.

3 Tear off Gradient palette:

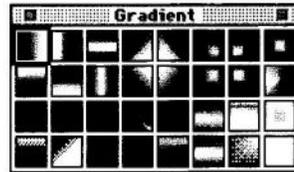
Click-hold gradient pop-up (just right of fill pattern pop-up).



Drag to right until dashed rectangle appears.

Release mouse button.

Drag floating palette wherever you like.

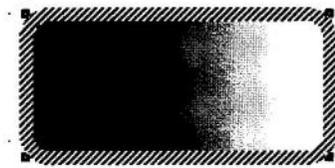


If you do not have color monitor, Gradient palette may look coarse.

4 Apply gradient fill:

Make sure rounded rectangle still has handles.

Click first box in top row of Gradient palette.



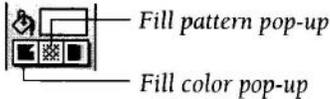
If you have color monitor, try color gradients.

Close Gradient palette.

5 Save changed My Drawing document.

Change stacking order

Each new object is on a layer in front of the rest of the objects, but you can change the order of the layers.



1 If necessary, use scroll bar at right to bring clear drawing area into view.

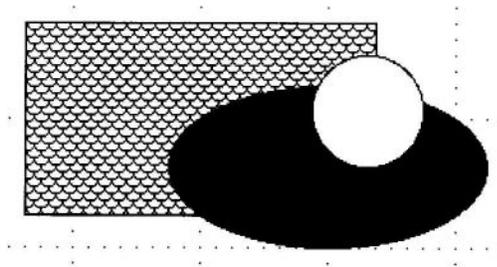
2 Draw rectangle, oval, and circle shown in figure:

Draw rectangle in figure. Use fill pattern pop-up to apply pattern shown.

Draw oval. Use fill color pop-up to apply black or a dark color.

Draw circle (use oval tool with **SHIFT** down). Leave inside white.

If circle is transparent, use fill color pop-up to make it white.



3 Look at stacking order.

Each new object is on layer in front of other object(s).

4 Move circle behind oval:

Select circle if it does not already have handles.

On Arrange menu, choose Move Backward.

Layer with oval is now in front of circle.

5 Put oval layer behind rest:

In drawing area, select oval.

On Arrange menu, choose Move To Back.

6 Put oval layer in front of rest:

On Arrange menu, choose Move To Front.

7 Bring rectangle layer one place forward:

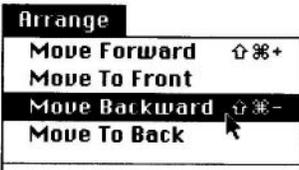
In drawing area, select rectangle.

On Arrange menu, choose Move Forward.

8 Rearrange layers to original order.

There is more than one way to do this.

9 Save changed My Drawing document.



Copy object

The same object often appears many times in a drawing.
Making copies saves time.

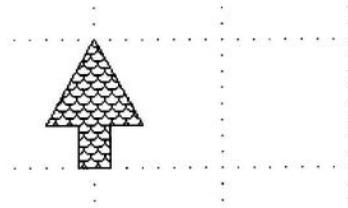
1 If necessary, use scroll bar at right to bring clear drawing area into view.

2 Draw simple object:

Use  (polygon tool) to draw simple object about 2 or 3 inches tall.

Use fill pattern pop-up to choose pattern for object.

Drag any handle toward opposite handle so object is 1 inch tall.



3 Copy and paste object (method 1):

With object selected, choose Copy command on Edit menu.

Choose Paste command on same menu.

It looks like nothing happened. Copy is in front of original.

Click-hold middle of copy and drag it just right of original.

4 Duplicate object (method 2):

Delete copy just made.

Select original.

On Edit menu, choose Duplicate (or use  ).

Copy appears below and to right of original.

With  held down, tap  three times.

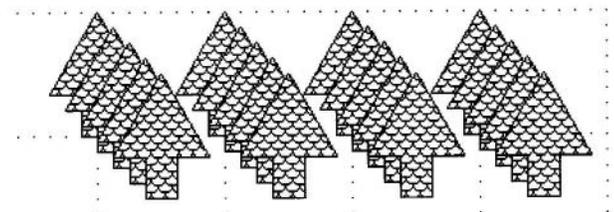
Each tap adds copy same distance away from previous one.

Drag selection marquee around all five objects. Tap  .

Drag five copies just right of originals (see figure below).

Tap   twice.

Changed distance from originals is also duplicated in copies.



5 Save changed My Drawing document.

Rotate & reflect object

After drawing an object, you sometimes need a copy that is the same, except rotated or reversed like a mirror image.

1 If necessary, use scroll bar at right to bring clear drawing area into view.

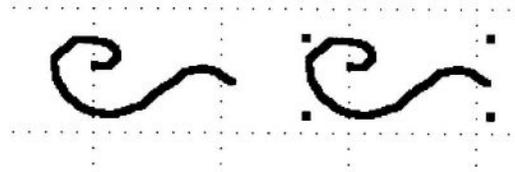
2 Draw and duplicate freehand curve:

Use  (freehand tool) to draw object at left in figure.

On pen width pop-up, choose 4 pt.

On Edit menu, choose Duplicate.

Click-hold line of object (not handle) and drag to right.

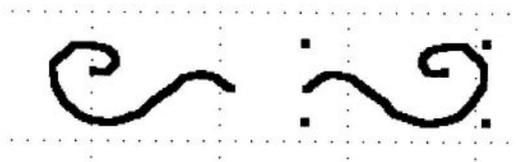


You'll work with copy and compare with original.

3 Reflect object left and right:

On Arrange menu, choose Transform, then choose Flip Horizontally.

Result is mirror image of original.



Flip horizontally again to get back to original figure.

4 Reflect object up and down:

On Arrange menu, choose Transform, then choose Flip Vertically.

Flip vertically again to get back to original figure.

5 Rotate object:

Select object on right if you don't see handles.

On Arrange menu, choose Free Rotate.

Click-hold \times on any handle (little black square).

Drag in circle to desired angle.

Hold **SHIFT** down and drag slowly in circle.

SHIFT forces angle to be horizontal, vertical, or 45-degree diagonal.

On Arrange menu, choose Free Rotate (now checked) to turn off.

6 Saved changed My Drawing document.

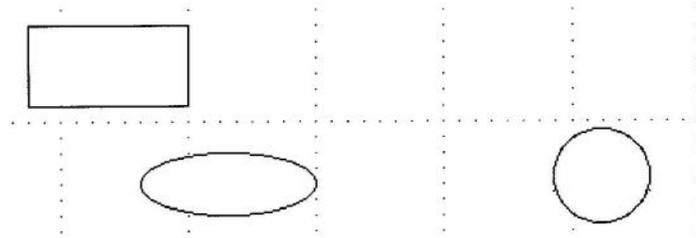
Arrange	
Move Forward	⇧ ⌘ +
Move To Front	
Move Backward	⇧ ⌘ -
Move To Back	
Align To Grid	⌘ K
Align Objects...	⇧ ⌘ K
Reshape	⌘ R
Free Rotate	⇧ ⌘ R
Transform	▶
Group	⌘ G
Ungroup	⇧ ⌘ G
Lock	⌘ H
Unlock	⇧ ⌘ H

Align objects

Often you need two or more objects to line up vertically or horizontally or on their centers. There's a command for this.

1 If necessary, use scroll bar at right to bring clear drawing area into view.

2 Draw rectangle, oval, and circle shown in figure.

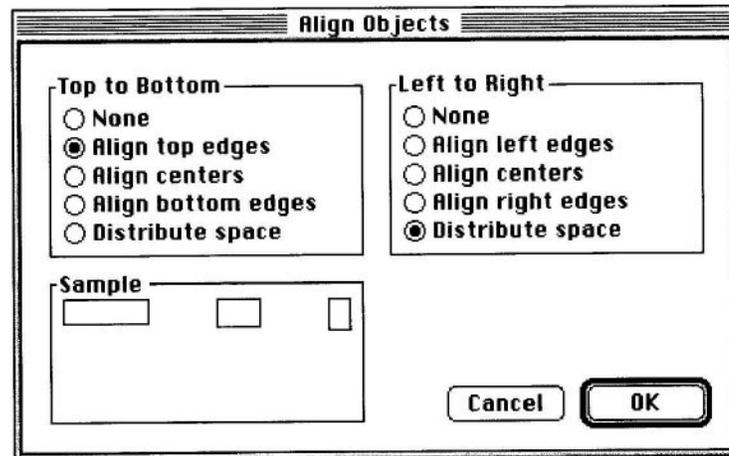


3 Align and space objects:

Drag selection marquee to select all three objects.

On Arrange menu, choose Align Objects.

Duplicate dialog box below.



Click OK.

Tops of three objects are on same horizontal line and space between objects is equal.

4 Align right edges of objects:

Select all three objects if handles are not showing.

On Arrange menu, choose Align Objects.

In Left to Right list, click Align right edges button. Click OK.

Objects are piled on top of each other, right edges aligned.

5 Save changed My Drawing document.

Group objects

After aligning several objects, you often want to treat them as a single object. There's a command for that.

Tip

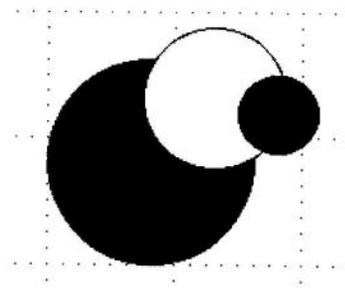
If middle circle is transparent (gridlines show through), select circle, go to fill color pop-up, and choose the white color.

1 If necessary, use scroll bar at right to bring clear drawing area into view.

2 Draw circles shown in figure:

Draw in order of size, largest first.

Select largest and smallest. Apply black or red fill color.



3 Align objects on centers:

Select all three objects.

On Arrange menu, choose Align Objects.

In Top to Bottom list, click Align centers button.

In Left to Right list, click Align centers button. Click OK.

Click in clear drawing area to deselect objects.

Centers are on same point. Figure looks like target.

4 Drag target away:

Click-hold black area of large circle. Drag short distance to right.

Oops! Only large circle moved.

On Edit menu, choose Undo Move.

5 Group objects:

Select all three objects. Make sure handles are on each object.

On Arrange menu, choose Group.

Now only one set of handles appears.

Click-hold large circle and drag to right.

Three circles behave as single object.

Click-hold either handle at left. Drag handle to left.

All circles become ovals.

6 Save changed My Drawing document.

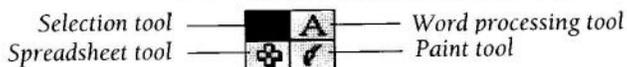
7 Quit ClarisWorks application.

Add text box

You can add a text box to a drawing document. After entering text, you can use word processing commands to format it.

1 Start ClarisWorks application and create new drawing document.

2 Look at four tools at top of panel.



You use selection tool to select, move, and resize objects. Other three tools add special boxes to drawing document.

3 Add text box (method 1):

Click [A] (word processing tool) to select it. Move pointer into drawing area.

Pointer has I-beam shape, not arrow.

Watch names in menu bar as you click I-beam anywhere in drawing area.

Word processing menus take place of drawing menus. ClarisWorks is now in text mode.

Notice small text box with blinking insertion point.

Text box is like tiny word processing page.

Watch text box grow as you type this:

Text can be used to label figures in a drawing.

4 Switch back to draw mode:

Click [Arrow icon] (selection tool). Move pointer into drawing area.

Drawing menus return. Pointer is arrow. ClarisWorks is in draw mode.

Click in text you just typed. Notice handles and box around text.

Click-hold inside text box and drag short distance.

In draw mode, text box is just object you can resize and move.

5 Add text box (method 2):

Click word processing tool.

Click-hold I-beam pointer in drawing area.

Drag to right and down about 2 inches.

Larger text box appears. Menus switch to word processing as before.

Type same text as in step 3.

Click selection tool. Then click in text you just typed.

Text box width stays same, but height shrinks to fit text.

Tip

When you're not sure what mode ClarisWorks is in, check to see which icon is highlighted at the top of the tool panel.

6 Use shortcuts to switch modes:

Click arrow pointer in upper text box.

Clicking selects box as graphic object—still in draw mode. Notice handles.

Click text box with handles.

Clicking text box with handles switches to text mode. Notice menu names.

Click I-beam pointer outside both text boxes.

Clicking in clear drawing area switches to draw mode.

7 Select and deselect both boxes as objects:

On Edit menu, choose Select All.

Click in clear area to deselect objects.

8 Select all text in narrow box:

Click text box once to add handles.

Click again to switch to text mode. Notice blinking insertion point.

On Edit menu, choose Select All.

In text mode, same command selects all text in box.

9 Delete wide text box:

Click in clear area to switch to draw mode.

Click wide text box once to add handles.

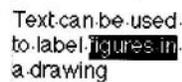
Tap **DELETE**.

10 Delete text inside remaining text box:

Click text box once to add handles.

Click again to switch to text mode.

Drag I-beam pointer to select phrase in figure.



Text can be used
to label figures in
a drawing

Tap **DELETE**.

11 Delete remaining text box:

Click in clear area to switch to draw mode.

Text box you were editing is already selected.

Tap **DELETE**.

By the way

If you delete all the text in a text box, the box also disappears as soon as you leave text mode.

Format text inside box

You can use all word processing format commands with text inside boxes in a drawing document.

1 Draw new text box and enter text:

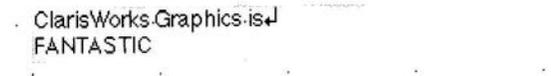
Click word processor tool at top of panel.

Drag rectangle about 5 inches wide in drawing area.

Type **ClarisWorks Graphics is** in box.

Tap **RETURN**.

Type **FANTASTIC**.



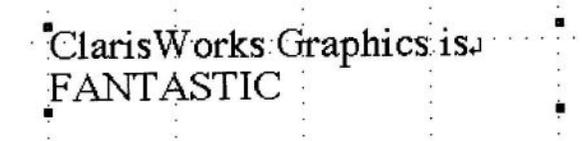
2 Make all text in box 24-point Times (draw mode):

Click outside text box to return to draw mode.

On **Format** menu, choose **Size**, then choose **24 Point**.

On **Format** menu, choose **Font**, then choose **Times**.

In draw mode, format commands apply to all text in box.



3 Make second line in text box 48-point bold (text mode):

Click inside selected text box to go to text mode.

Menus change to word processing. Pointer shape becomes I-beam.

Double-click **FANTASTIC**.

On **Size** menu, choose **48 Point**.

On **Style** menu, choose **Bold**.

In text mode you can format individual characters and paragraphs.



4 Center both text lines (draw mode):

Click outside text box. Notice handles.

On **Format** menu, choose **Alignment**, then choose **Center**.

In draw mode, this centers both one-line paragraphs.

Format text box

Once text is entered, edited, and formatted, you can use drawing tools to change the appearance of the text box.

Tip

If you do not see grid lines through the text box, use the fill pattern pop-up to choose transparent fill (first icon in first row of patterns.)

1 Draw border on text box:

Make sure handles appear on text box.

On pen width pop-up, choose 3 pt.

On pen color pop-up, choose blue (black if you don't have color monitor).



2 Draw rounded rectangle below text:

Click rounded rectangle tool.

Below text box, draw figure slightly larger than text box.

Drag rounded rectangle up so it covers half of text box.

On fill color pop-up, choose red (black if you don't have color monitor).

3 Move text box to front layer:

Click text box.

On Arrange menu, choose Move To Front.

4 Change text box border and type to white:

On pen color pop-up, choose white to change outline color.

On Format menu, choose Text Color, then choose White.

5 Center and group objects:

With **[SHIFT]** held down, click rounded rectangle.

Both objects are selected now.

On Arrange menu, choose Align Objects.

Click both Align centers buttons. Click OK.

On Arrange menu, choose Group.



6 Save document with name Drawing Boxes.

Add linked text boxes

By linking text boxes, you can have the text begin in one box and flow into the next, skipping over figures.

Tip

For best results, you should have the *My Quotations* document on your floppy disk. If you don't, take a few minutes now to create and save the file (see page 14).

By the way

The *Frame Links* command affects whatever text box is selected. If you choose the command with none selected, it will be applied to all future text boxes you create until you switch *Frame Links* back off.

1 Draw regular text box:

If necessary, move graphic object down to allow 1 inch above for text box.

Click word processing tool.

Drag text box above object. Make it as wide as graphic object and one-half inch tall.

Type **Sample text**.

Click outside text box to switch to draw mode.

Height of text box shrinks to hold just one line.

Try to change height of text box.

2 Change to "linked" text box:

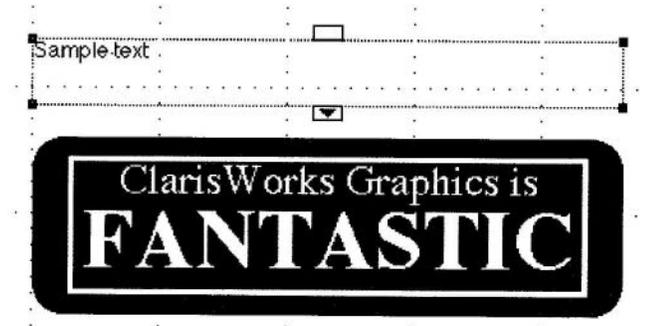
Make sure handles still appear on box.

On **Options** menu, choose **Frame Links** (now unchecked).

Box changes to linked text box. Notice new icons at top and bottom.

Click-hold handle at lower right. Drag down so height of box is one-half inch.

This time, height of text box does not shrink to fit text.



3 Enter more text:

If My Quotations document is not on your disk, skip steps below. Instead, click text box and type more words than will fit in box.

Open *My Quotations* document from your *My Files* disk.

On **Edit** menu, choose **Select All**.

On **Edit** menu, choose **Copy**.

Close *My Quotations* document.

Click inside text box to switch to text mode.

Highlight and delete **Sample text**.

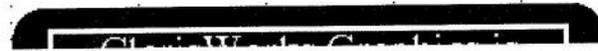
On **Edit** menu, choose **Paste**.

4 View text box:

Note tiny X at lower-right corner of box.

X means there is more text than will fit in box.

We have a criminal jury system which is superior to any in the world and its efficiency is only marred by the difficulty of finding twelve jurors every day who don't know anything and



5 Add text box linked to present one:

Switch to draw mode.

Click icon with triangle at bottom of text box.

ty is only marred by t
every day who don't k



Triangle and outline disappear. Mode switches to text. Pointer is I-beam shape.

Draw similar text box below graphic object, as in next figure.

Some of hidden text appears in linked box. Mode switches to draw.

We have a criminal jury system which is superior to any in the world and its efficiency is only marred by the difficulty of



finding twelve jurors every day who don't know anything and can't read.

If you pick up a starving dog and make him prosperous, he will not bite you. This is the principal difference between a

6 Resize and move text boxes:

In draw mode, boxes behave like regular graphic objects.

Drag bottom handle (not triangle icon) down until all text is visible.

Click top text box. Drag bottom handle down until all of paragraph 1 is in top text box.

Click-hold inside bottom text box. Drag box up to graphic object.

Click in clear drawing area away from all objects.

Tip

Don't forget this step. The triangle icon is the starting point for adding a new link to a chain of text boxes.

7 Explore text in linked boxes:

Your window should look similar to this:

We have a criminal jury system which is superior to any in the world and its efficiency is only marred by the difficulty of finding twelve jurors every day who don't know anything and can't read.

ClarisWorks Graphics is
FANTASTIC

If you pick up a starving dog and make him prosperous, he will not bite you. This is the principal difference between a dog and a man.

In the first place God made idiots. This was for practice. Then He made School Boards.

It's better to keep your mouth shut and appear stupid than to open it and remove all doubt.

Click top text box twice to select it in text mode.

On **Edit** menu, choose **Select All**.

Text in both boxes is highlighted.

Click inside paragraph 1. With **SHIFT** held down, click in paragraph 3.

Selection extends from top box to bottom box.

Click at end of text in top box. Watch insertion point as you tap **→** and **←** a few times each.

Select all text in paragraph 1. Tap **DELETE**.

Former paragraph 2 moves into upper box.

Tap **⌘ Z** to undo deletion.

Switch to draw mode with top box selected.

Tap **DELETE** to remove top text box.

All text is now in bottom text box.

Tap **⌘ Z** to undo deletion.

8 Save changed Drawing Boxes document.**Tip**

Think of linked text boxes as tiny word processing pages. Just as text flows automatically from page to page, so it flows from one linked text box to the next.

Add painting box

Painting is like drawing, except that there are no objects—just tiny square “pixels” that you paint black, white, or a color.

1 If necessary, use scroll bar at right to bring clear drawing area into view.

2 Add painting box to drawing:

Steps are same as for adding other boxes, but with different tool.

Click  (painting tool) to select it. Move pointer into drawing area.

Pointer has paintbrush shape now.

Click-hold near top-left edge of drawing area.

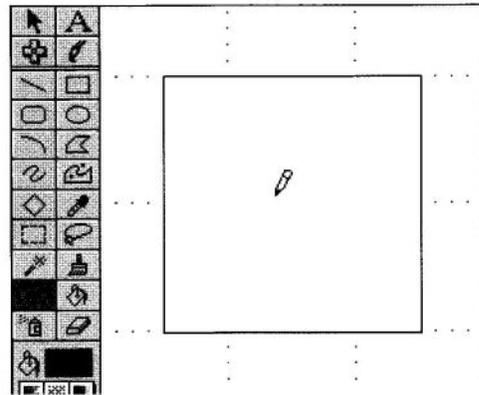
Drag to right and down about two inches.

Release mouse button. Move pointer inside box.

Look at menu bar, pointer, and tool panel.

By the way

You can also create an entire new document as a painting document. All tools learned here work the same way in a painting document.



Painting menus take place of drawing menus. Pointer is pencil inside box. Tool panel has eight new tools. ClarisWorks is now in paint mode.

3 Switch to draw mode:

Click outside painting box and look at menu names, pointer, top of tool panel, and painting box.

Drawing menus return. Pointer is arrow. Selection tool is highlighted.

Handles appear on painting box. ClarisWorks is again in draw mode.

Click-hold any handle and drag short distance.

Tap arrow keys to nudge box.

In draw mode, painting box is just another object that you can resize and move.

Click drawing area away from box to deselect it.

4 Switch to paint mode:

Click painting box once to select it.

Click inside selected painting box.

Painting menus return. Pointer is pencil. Tool panel has painting tools. ClarisWorks is again in paint mode.

Tip

Pay close attention to the pointer when it is inside a painting box. If the pointer shape is an arrow, you're still in draw mode. You've switched to paint mode if the pointer is a pencil.

Compare painting & drawing

Most painting tools work the same way as drawing tools, but the result is painted pixels, not separate objects.

1 Create drawing objects for comparison:

Switch to draw mode (click outside painting box or click selection tool).

Use oval tool and freehand tool to draw objects at right in figure below.

2 Use oval tool in painting box:

Switch to paint mode (click twice inside painting box).

Click oval tool.

Drag as usual to create oval in painting box.

Oops! Oval has black inside. You need to choose white for fill color before painting.

Tap   to undo painting.

Use fill color pop-up to set color to white.

Tool is left icon of three below paint bucket icon.

Drag again to paint oval at left in figure.

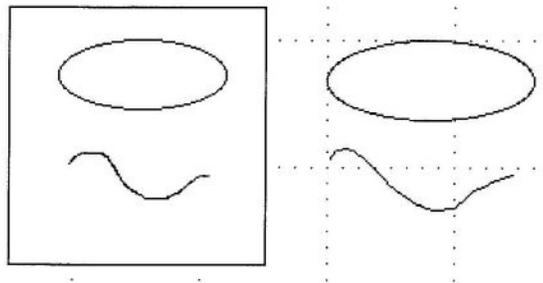
3 Use freehand tool in painting box:

Look at highlighted oval tool in panel.

In paint mode, tools remain selected after use.

Click freehand tool.

Use it in painting box as in figure.



4 Select and move drawn objects:

Switch to draw mode (arrow-shaped pointer).

Click drawn object on right. Drag it away. Drag it back.

5 Try to move painted figures:

Switch to paint mode (pencil-shaped pointer).

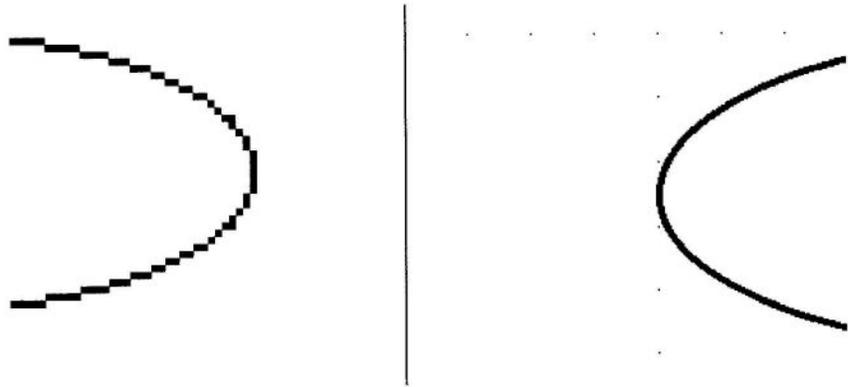
Try to select and move shapes you painted.

You can't. Painted shapes are not objects. They're just black areas on page. Pencil simply makes black mark as you drag.

6 Zoom in on document:

Click-hold 100 at lower-left corner of window and choose 400%.
Use scroll bars to see parts of two figures.

You see page at 400 percent enlargement. Painting box is at left.



7 Compare figures:

Look at painted figures.

They are made up of little black squares called pixels.

Look at drawn figures.

They are smoother because they were redrawn at new view scale.

Change view scale to 800 percent. Scroll to see both ovals.

Pixels are magnified, but drawn figures remain smooth.

8 Paint pixels:

Move pointer inside painting box.

If pointer is arrow shape, click inside box. You may have to click twice.

Click pencil in white area.

You just painted one white pixel black.

Click any black pixel.

Pencil paints black pixels white and white pixels black.

Start with white pixel and drag pencil through white area.

That paints many pixels black. Starting on black paints pixels white.

9 Zoom back out to 100 percent view scale.

10 Delete two drawn objects at right. Delete painting box.

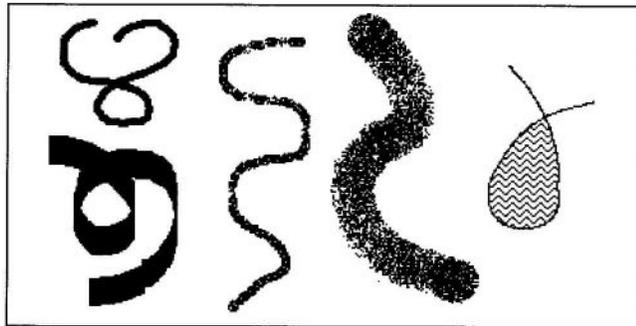
By the way

You enter text in a painting the same way you do in a drawing. In a painting, the letter shapes become so much paint applied to the pixels. After that, you cannot change the font, size, or style.

Use painting tools

In paint mode, you have eight new tools for applying paint to pixels. You'll explore the main ones now.

1 Use steps 2–6 to make painting similar to one shown in figure.



2 Add new painting box:

Click painting tool. Drag to add painting box about 5 inches wide.

3 Use paintbrush:

On fill color tool, choose black.

Click  (paintbrush tool). Draw figure like one at upper left.

Double-click paintbrush tool.

In dialog box, click long vertical line. Click OK. Paint figure like one at lower left.

Change brush shape to circular pattern of dots. Paint next figure to right.

4 Use spray can:

Click  (spray can tool). Drag tool to paint “caterpillar” in clear area of painting box.

Double-click spray can tool. In dialog box, change dot size. Experiment in sample area. Click Cancel when you're ready to continue.

5 Use eraser:

Click  (eraser tool). Drag through part you just painted. Tap .

Double-click eraser tool to erase whole box. Tap .

6 Use paint bucket:

Click  (pencil tool). Draw closed shape like one at right of figure.

Click  (paint bucket tool), just right of pencil tool.

Use fill pattern pop-up to choose pattern like one in figure.

Click bottom of dripping paint inside closed figure.

Click in white painting area away from figures. Tap  to undo change.

7 Save changed Drawing Boxes document.

Select area of painting

Many painting commands act on pixels in a selected area.
Special selection tools let you specify the area.

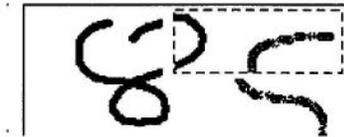
1 Use rectangular selection tool:

Click  (marquee selection tool, next to lasso).

Drag crosshair pointer diagonally across part of painting box.

Line of “crawling ants” shows area selected.

Click-hold inside selection and drag slightly away. Release mouse button.



Tap arrow keys on keyboard.

Drag selection in front of area with black paint. Click away from selection.

White and black paint in selection covers paint behind selection.

Immediately tap   and drag selection to original position.

2 Give commands that affect selection:

On **Transform** menu, choose **Invert**. Repeat step.

White and black pixels in selection switch colors.

On **Transform** menu, choose **Flip Vertically**. Repeat step.

Click outside selection to deselect area.

3 Use lasso selection tool:

Use  (eraser tool) to clear area around figure at far right.

Click  (lasso tool).

Start at upper-right corner of painting box and carefully drag U-shaped path around figure at far right.

Release mouse button. Note area selected.

Lasso outline closes and shrinks to nearest border made of black pixels.



Drag selection to new location. Click to deselect it and apply its paint to new area.

Tip

Think of the magic wand as a lasso in reverse. The lasso shrinks to black pixels inside it. The magic wand expands from the point you click until it meets pixels of a different color.

4 Use magic wand selection tool:

Click  (magic wand tool).

Click any white area completely surrounded by black paint.

Selection includes all adjacent white pixels.



Click in painting area outside selection to deselect it.

Click any black area completely surrounded by white paint.

Selection includes all adjacent black pixels.

5 Select everything:

Double-click lasso selection tool.

This is same as dragging lasso around all black areas.

Tap   to undo selection.

Double-click marquee selection tool.

This is same as dragging selection marquee from one corner of painting area to opposite corner.

Tap   to undo selection.

On Edit menu, choose Select All.

This is same as double-clicking marquee selection tool.

Tap   to undo selection.

6 Quit ClarisWorks application without saving changes.

View master page

Objects you put on the master drawing page appear on all pages—a nice feature for unifying the pages of a presentation.

1 Create new drawing document:

Start ClarisWorks application.

Double-click **Drawing** in **New Document** dialog box.

On **View** menu, choose **Show Rulers**.

On **View** menu, choose **Page View**.

Click-hold **100** at lower-left corner of window and choose **33%**.

You see all of one-page drawing document at 33.3 percent view scale.

2 Reformat document:

On **Format** menu, choose **Document**.

In **Margins** area, type **0 . 7 5** in **Left** and **Right** text boxes.

In **Size** area, type **3** in **Pages down** text box.

Click **OK**.

Scroll from beginning to end of document.

You see three pages with wider margins.

Notice page numbers at lower-left corner of window as you scroll back.

3 Draw objects on master page:

On **Options** menu, choose **Edit Master Page**.

Look in page number box.



Only master page is in view. Scrolling doesn't get to other pages.

Click  (oval tool). Drag diagonally in drawing area to draw oval.

Click  (rectangle tool). Draw another object.

4 View regular body pages:

On **Options** menu, choose **Edit Master Page** again.

Look in page number box. Scroll to see other pages.

Objects you drew on master page appear on all other pages.

Try to select object by clicking it.

Master page objects cannot be selected, moved, or changed on regular pages.

5 Save new document with name **My Presentation**.

Edit master page

You add and change objects on the master page the same way you do on any other page of a drawing document.

1 View master page:

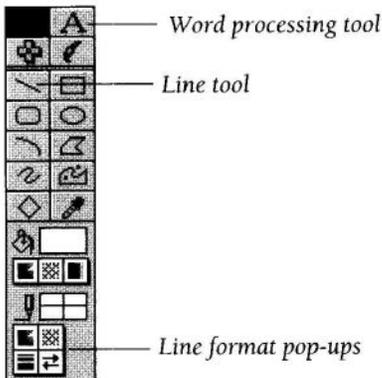
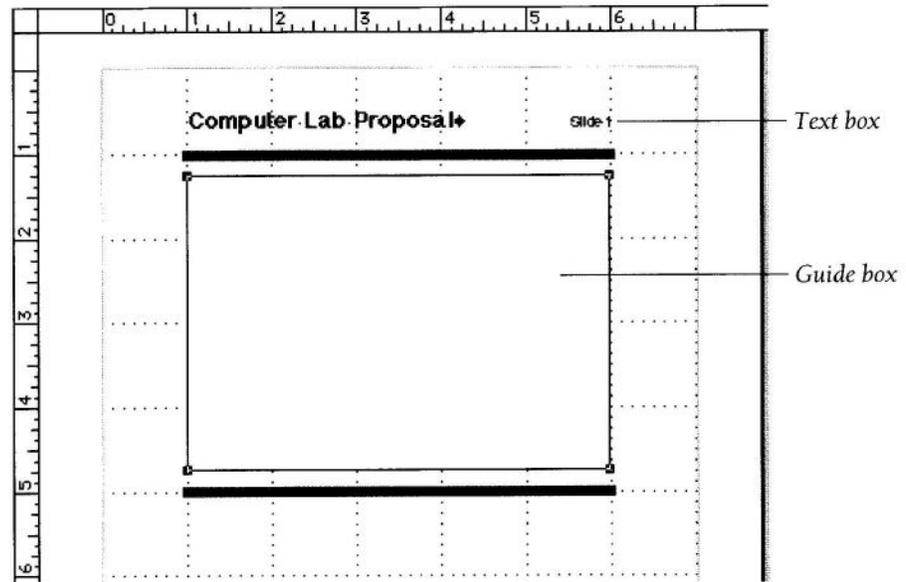
On Options menu, choose Edit Master Page.

Master Page appears in page number box.

Click and delete each object on page.

Click-hold 33.3 at lower-left corner of window and choose 67%.

2 Use steps 3–6 to create master page design like figure.



3 Draw lines at top and bottom:

Click  (line tool). With **SHIFT** held down, draw 5-inch horizontal line like thick one at top in figure.

With line selected, use  (pen width pop-up) to change width to 8 points.

Use  (line pattern pop-up) to change from black to medium gray.

If you have color monitor, use line color pop-up instead. Pick bright color.

With line selected, choose **Duplicate** on Edit menu. Drag copy down to position shown in figure.

4 Add text box above top line:

Click  (word processing tool). Click-hold one-half inch below top margin and drag text box 5 inches wide (see figure above for position).

You'll fine-tune position later.

Type **Computer Lab Proposal** and tap **TAB**.

Type **Slide** and one space.

On Edit menu, choose **Insert Page #**. In dialog box, click **OK**.

5 **Format text:**

Highlight **Computer Lab Proposal**.

On **Size** menu, choose **18 Point**.

On **Style** menu, choose **Bold**.

If you have color monitor, use **Text Color** submenu on **Style** menu to choose contrasting color.

Click outside text box to switch to draw mode.

On **Format** menu, choose **Alignment**, then choose **Right**.

Use arrow keys to nudge text box where you want it.

If necessary, drag handle to change width of text box.

6 **Draw guide box:**

Use rectangle tool to draw guide box shown in figure on previous page.

Nudge and resize box as needed.

Box will act as alignment guide for objects added on each body page. You'll delete box after body pages are complete.

On **View** menu, choose **Hide Rulers**.

With guide rectangle, rulers are no longer needed.

7 **See results on body pages:**

On **Options** menu, choose **Edit Master Page**.

Page 1 appears in page number box near lower-left corner of window.

Scroll to see all pages. Notice number after Slide on each page.

You have beginnings of three-slide presentation about proposal to create new computer lab.

8 **Reset view scale to normal:**

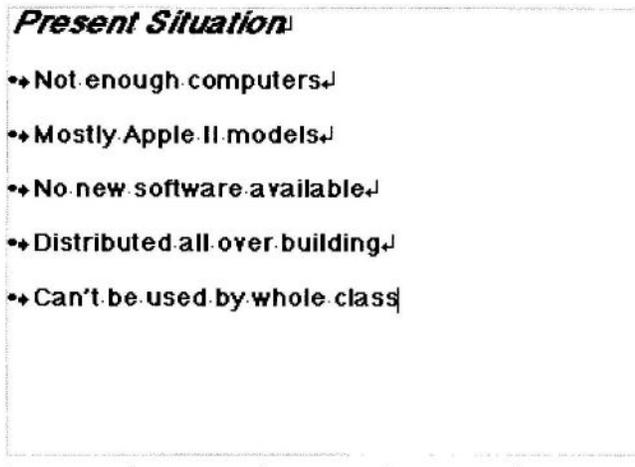
Click-hold 66.7 at lower-left corner of window and choose **100%**.

9 **Save changed My Presentation document.**

Create body pages

Once the master page is complete, you need to put the details of your presentation on separate body pages.

1 Use steps 2–3 below to add text similar to figure slide 1 (first body page):



2 Add text box:

Click word processing tool.

Drag text box from upper-left to lower-right corners of guide rectangle.

3 Enter and format text:

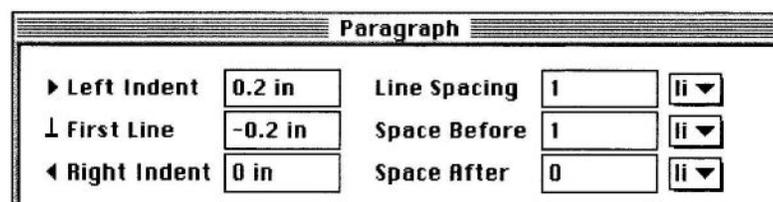
On Size menu, choose 18 Point. On Style menu, choose Bold.

On Style menu, choose Italic. Type first line in figure and tap **RETURN**.

On Size menu, choose 14 Point.

On Style menu, choose Italic again to switch italic style off.

On Format menu, choose Paragraph. Make dialog box look like figure.



Click OK.

Type rest of lines above. For bullet, tap **OPTION** **8**, then tap **TAB**.

4 Add similar text box on slides 2 and 3:

Click outside text box to switch to draw mode.

On Edit menu, choose Duplicate. Drag copy down to guide on slide 2.

Repeat Duplicate command to put copy in same place on slide 3.

Click twice in text box on slide 2. Highlight and replace words and phrases with new ones you think of for slide 2. Do same for slide 3.

Create slide show

ClarisWorks makes it easy to convert a document to a show, with each page acting as a separate slide.

1 Remove guide rectangle from master page:

Click outside text box to switch to draw mode.

On Options menu, choose Edit Master Page.

If no handles appear on guide rectangle, click it once.

Tap **DELETE**.

On Options menu, choose Edit Master Page again.

Scroll through three body pages and check appearance.

By the way

You can make a slide show out of any multiple-page document. Most people choose a drawing document because of the master page feature.

2 See slide show:

On View menu, choose Slide Show.

Dialog box allows many settings. You'll begin with standard settings.

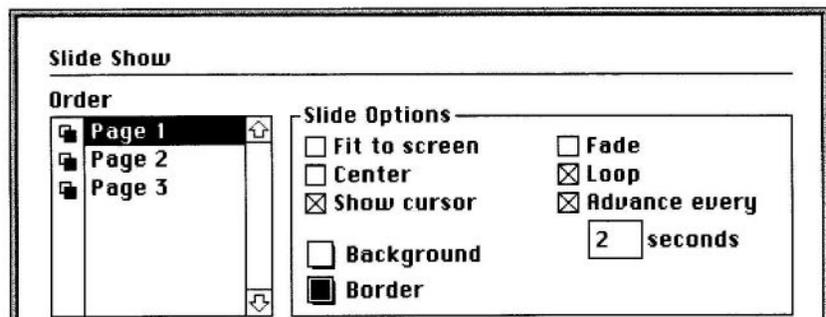
Click Start button.

Tap mouse button or **SPACEBAR** when you want next slide.

After last slide, tap **Q** or **ESC**.

3 Change settings for slide show:

Make five changes in Slide Show dialog box so it looks like figure.



Click Start.

Tap **Q** or **ESC** when you've seen enough.

Explore other slide show settings.

Tap Done button when you finish seeing slide shows.

4 Save changed My Presentation document.

Now you're ready to go out and sell that new computer lab!

5 If printer is connected, print copy of your slides.

6 Quit ClarisWorks and shut down computer.

By the way

You can change the order of slides in a slide show. In the Order list, just click and drag a Page line up or down. (The page numbers on the slides won't change, though.)

ClarisWorks
Spreadsheets



- 86 Create new spreadsheet**
- 87 Enter data & save**
- 89 Print document**
- 90 Highlight cells**
- 91 Add automatic sequences**
- 92 Set font size, style, alignment**
- 93 Set column width & row height**
- 95 Set display & borders**
- 97 Use shading**
- 98 Add headers & footers**
- 99 Use shortcuts palette**
- 100 Format numbers**
- 101 Format dates & times**
- 102 Use formulas**
- 103 Use function in formulas**
- 105 Copy formulas (relative)**
- 107 Copy formulas (absolute)**
- 109 Use math functions**
- 110 Clear, delete, insert cells**
- 111 Sort cells**
- 112 Divide window into panes**
- 113 Lock cells**
- 114 Make chart**
- 116 Modify chart**
- 117 Add bar chart**
- 119 Chart whole table**
- 121 Use spreadsheet in text**

Create new spreadsheet

When you first open a new spreadsheet document, you see a blank table with dotted borders around each cell.

1 Start ClarisWorks application:

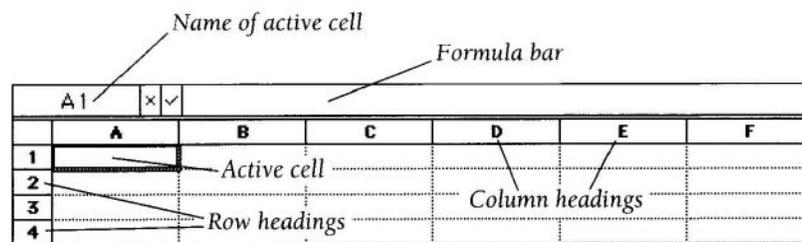
Use steps on page 9.

If ClarisWorks is already running, choose New on File menu.

2 Choose type of new document:

Double-click Spreadsheet in New Document dialog box.

New spreadsheet window looks like figure.



3 Look at pointer shape:

Move pointer over different parts of spreadsheet.

I-beam shape of pointer in formula bar means you can click and enter text.
Large cross shape for pointer is new.

4 Make cell active:

Click cell where column C and row 2 meet.

Cell is called C2. Clicking makes it active. Some commands affect only active cell.

Look at upper-left corner of window.

Name of active cell always appears there.

Watch upper-left corner of window as you tap arrow keys on keyboard.

5 Use column headings (letters):

Click column heading C.

All of column C is highlighted.

6 Use row headings (numbers):

Click row heading 2.

All of row 2 is highlighted.

Enter data & save

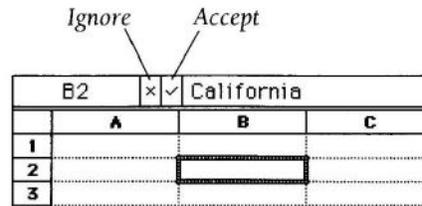
You enter data in a cell by first clicking the cell and then typing the entry. Letters you type appear in the formula bar.

1 Begin entering data:

Click cell B2 to make it active.

Watch formula bar as you type **California**. Do not tap **RETURN**.

California appears only in formula bar.



2 Change mind and ignore typing:

Click X in formula bar (or tap **ESC**).

Text disappears from formula bar. Cell B2 is unchanged.

3 Enter data again and accept it:

Type **California** again.

Click check mark in formula bar (or tap **ENTER**, not **RETURN**).

Copy of text moves from formula bar to active cell.

4 Replace data in cell:

Make sure cell B2 is active.

Type **School**. Tap **TAB** or **RETURN**, this time.

*School replaces California in cell B2. **TAB** makes cell to right of B2 active.*

***RETURN** makes cell below B2 active. To move in opposite directions, hold*

***SHIFT** down while tapping same keys.*

5 Edit data in cell:

Click cell B2.

Go to formula bar. Notice I-beam shape of pointer.

Click before S in School in formula bar.

Type **Monterey** followed by one space. Tap **TAB**.

Now cell B2 contains Monterey School. To edit entry, you must first click cell with entry. Then click text in formula bar.

6 Delete data in cell:

Click cell B2.

Tap **DELETE** or choose Clear on Edit menu.

**7** *Undo and redo previous change:*

On Edit menu, choose Undo Clear (or tap **⌘ Z**).

You must give command immediately after change you want to cancel.

On Edit menu, choose Redo Clear (or tap **⌘ Z** again).

8 *Duplicate this spreadsheet using steps 9–11.*

	A	B	C	D
1	Student	Test 1	Test 2	Test 3
2				
3	Student 1	73	85	95
4	Student 2	94	73	85
5	Student 3	65	94	81
6	Student 4	84	81	74
7	Student 5	93	69	95

9 *Enter data across:*

Click cell A1.

Type **Student** and tap **TAB**.

Type **Test 1** and tap **TAB**.

Enter remaining data in row 1.

10 *Enter data down:*

Click cell A3.

Type **Student 1** and tap **RETURN**.

Type **Student 2** and tap **RETURN**.

Enter remaining data in column A.

11 *Enter numbers in remaining columns.***12** *Save document with name My Spreadsheet:*

On File menu, choose Save.

Click Desktop button on Save dialog box.

Double-click My Files in list at left.

If My Files is not in list, insert your floppy disk in drive.

If necessary, tap **TAB** to highlight Save As text box.

Type **My Spreadsheet** in text box.

Click Save button.



Print document

Before printing a spreadsheet, you should decide what range of cells you want printed.

1 Highlight block of cells to print:

Click-hold cell A1, drag diagonally to cell D7, then release mouse button.

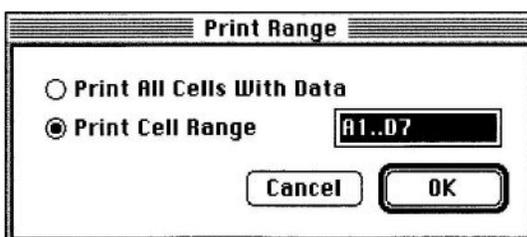
2 Set print range:

On Options menu, choose Set Print Range.

Second option is already selected. In text box, A1..D7 is name of range of cells you highlighted. You could enter different range if you wanted to.

By the way

The first option is what you get if you don't set a print range. The result is all cells from A1 to the last cell with data. Setting a print range lets you say where to start and end.



Click OK.

3 View print range:

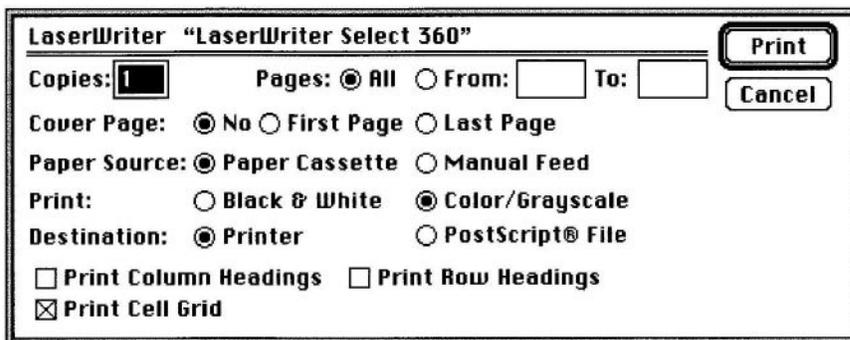
On View menu, choose Page View. See preview of printed document. Give Page View command again and see whole spreadsheet.

4 Print spreadsheet without column or row headings:

On File menu, choose Print.

If message appears warning of possible clipping, click OK.

At bottom of dialog box, remove X from both headings check boxes.



Spreadsheet will print with grid lines but without column or row headings.

5 Send to printer:

If printer is connected, click Print.

If no printer is connected, click Cancel.

Highlight cells

Many commands affect only the cells that you highlight before giving the command.

1 Highlight whole spreadsheet:

Click empty box above row 1 and to left of column A.

All cells are highlighted. Different highlighting (white with highlighted border) shows A1 is active cell.

2 Highlight one whole column:

Click any column heading.

First cell in column is active cell.

3 Highlight several whole columns:

Click-hold column heading C.

Drag to right or left to highlight neighbors. Note which cell is active one. Release mouse button.

4 Highlight several whole rows:

Click-hold row heading 3 (not line between row headings).

Drag up or down. Notice active cell.

5 Highlight block of cells (method 1):

Click-hold cell B3.

Drag down and to right to cell D7.

Active cell is at upper-left corner of selection.

	B3	x	73	
	A	B	C	D
1	Student	Test 1	Test 2	Test 3
2				
3	Student 1	73	85	95
4	Student 2	94	73	85
5	Student 3	65	94	81
6	Student 4	84	81	74
7	Student 5	93	69	95
8				

Click any cell to deselect block.

6 Highlight block of cells (method 2):

Click cell B3.

Hold **SHIFT** down as you click cell D7.

7 Tab through selection:

Watch active cell as you tap **TAB** repeatedly. Try same with **RETURN**.

By the way

Even though the active cell is white, its highlighted border tells you that the cell is part of a selected block.

Add automatic sequences

You can automatically fill spreadsheet rows or columns with a sequence of numbers, times, dates, and patterns.

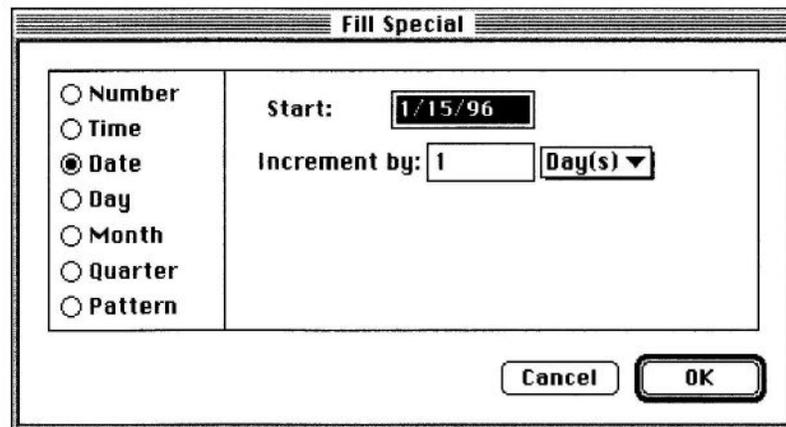
1 Add dates, a week apart, under test numbers:

In cell B2, type 1 / 15 / 96 as first date. Tap **ENTER**.

Highlight cells B2–D2.

On Calculate menu, choose Fill Special.

ClarisWorks recognizes date in cell B2 and guesses you want a sequence of dates. Right now, they would be one day apart.



Click-hold Day(s) in pop-up menu, and choose Week(s).

Click OK.

Sequence is quickly calculated and appears in highlighted cells.

By the way

Fill Special works the same way in columns as with rows. Simply select desired cells in columns rather than rows.

2 Create number sequence:

On Calculate menu, choose Fill Special.

Click Number button.

Type 1 0 0 in Start text box. Tap **TAB**.

Type 5 0 in Increment by text box. Click OK.

3 Explore other sequences:

Use Fill Special command to create sequences shown below.

100	90	80
June	July	August
Fri	Sat	Sun

4 Close spreadsheet without saving changes:

On File menu, choose Close (or click close box in title bar).

If asked whether to save changes, click No.



Set font size, style, alignment

The entry in a cell can have any of the text formats used in word processor documents.



1 Open My Spreadsheet document:

On File menu, choose Open.

If floppy disk My Files is not in drive, insert it now.

Double-click My Spreadsheet in list in Open dialog box.

If My Spreadsheet is not in list, click Desktop button. Then double-click My Files in list at left.

2 Use steps 3–6 to duplicate formats of this figure.

	A	B	C	D	E
1	Student	Test 1	Test 2	Test 3	Total
2					
3	Student 1	73	85	95	
4	Student 2	94	73	85	
5	Student 3	65	94	81	
6	Student 4	84	81	74	
7	Student 5	93	69	95	
8					
9	Total				
10					

3 Enter new data:

Type **Total** in cells E1 and A9.

4 Change font size and style of column labels:

Click row heading 1.

On Format menu, choose Size, then choose 12 Point.

Recall that you must drag to right into submenu before dragging down or up.

On Format menu, choose Style, then choose Bold.

5 Change cell A9:

Click cell A9.

Use Format menu as in step 4 to change font size and style.

6 Change alignment:

Click column heading B.

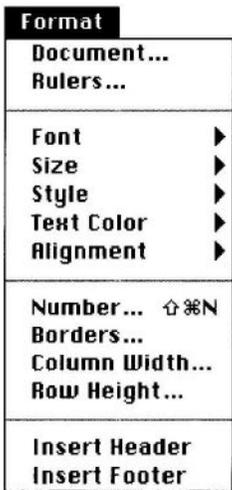
With **SHIFT** held down, click column heading E.

On Format menu, choose Alignment, then choose Center

Click any cell to deselect columns.

7 Save changes:

On File menu, choose Save (or tap **⌘ S**).



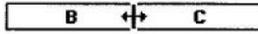


Set column width & row height

It's easy to change column widths and row heights, either one at a time or as a group.

1 Change column width (method 1):

Notice pointer shape as you move it to borderline between column headings.



Click-hold borderline on right side of column heading B.

Drag right or left.

Release mouse button.

Column to left of pointer is affected.

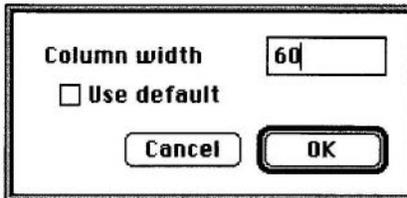
2 Change column width (method 2):

Click any cell in column D.

On **Format** menu, choose **Column Width**.

Standard column width is 72 points, or 1 inch.

Type 60.



Click OK.

Column Width command affects whole column with cell you clicked.

3 Use method 1 to change three columns at once:

Highlight columns B, C, and D (see step 3 on page 90).

Click-hold any borderline on right of highlighted headings.

Drag borderline left or right and release mouse button.

4 Use method 2 to change three columns at once:

Highlight block of cells B3–D7 (see step 5 on page 90).

On **Format** menu, choose **Column Width**.

Type 30 and click OK.

5 Use method 2 to set all widths back to standard size:

Highlight whole spreadsheet (see step 1 on page 90).

On **Format** menu, choose **Column Width**.

Click **Use default** to place X in check box. Click OK.

6 *Change row height (method 1):*

Click any cell to deselect whole spreadsheet.

Click-hold borderline below row heading 3 and drag down or up.

Release mouse button.

This is like method 1 for columns.

7 *Change row height (method 2):*

Click any cell in row 5.

On Format menu, choose Row Height.

Type 30 and click OK.

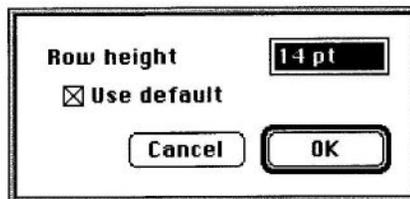
This is like method 2 for columns.

8 *Return all row heights to standard:*

Highlight whole spreadsheet (see step 1 on page 90).

On Format menu, choose Row Height.

Click Use default to place X in check box.



Click OK. Then click to deselect cells.

9 *Use either method above to change height of rows 1 and 9 to about 25 points.*

	A	B	C	D	E	F
1	Student	Test 1	Test 2	Test 3	Total	
2						
3	Student 1	73	85	95		
4	Student 2	94	73	85		
5	Student 3	65	94	81		
6	Student 4	84	81	74		
7	Student 5	93	69	95		
8						
9	Total					
10						

10 *Save changed document.*

Set display & borders

You can hide the dotted grid lines and add your own borders to cells in a spreadsheet.

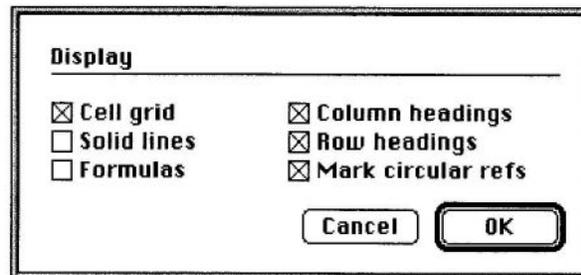
- 1** Follow directions in steps 2 and 3 to duplicate this version of My Spreadsheet.

Student	Test 1	Test 2	Test 3	Total
Student 1	73	85	95	
Student 2	94	73	85	
Student 3	65	94	81	
Student 4	84	81	74	
Student 5	93	69	95	
Total				

- 2** Hide grid lines, column headings, and row headings:

On Options menu, choose Display.

Check marks show items currently displayed.



Click Cell grid, Column headings, and Row headings to remove X.

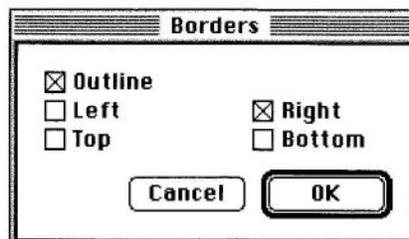
Click OK.

- 3** Create border lines:

Click-hold cell with word Student, then drag right and down to select all cells that will contain data.

On Format menu, choose Borders.

Duplicate this Borders dialog box.



Click OK.

Click any cell to deselect highlighted area.

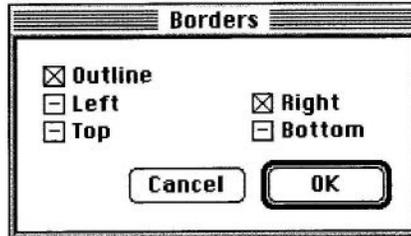
Outline appears around whole selection. Border appears on right edge of each cell in selection.

4 Remove borders:

Highlight same block of cells again.

On Format menu, choose Borders.

Dash in check box means that some highlighted cells have border, some don't.



Click as needed to remove X or dash in each check box.

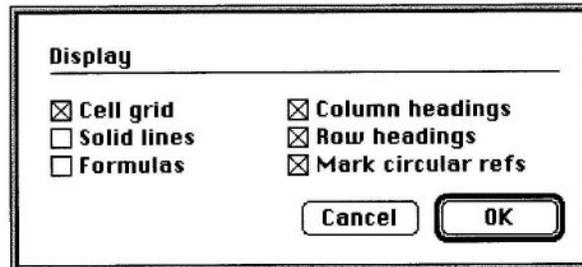
Click OK.

Click any cell to deselect highlighted area.

5 Display hidden grid lines, column headings, and row headings:

On Options menu, choose Display.

Duplicate this Display dialog box.



Click OK.

Once again you can see column and row headings, as well as grid lines.

Use shading

You can shade selected spreadsheet cells with colors or patterns for emphasis.

1 Use color shading:

Highlight cells A1–E2.

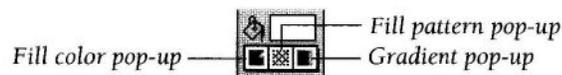
On View menu, choose Show Tools.

Notice large cross at top of tool panel.

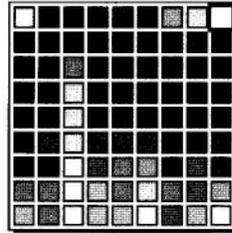
Highlight means changes you make will affect selected spreadsheet cells.

Locate fill pop-up icons, directly below paint bucket.

Gradient pop-up doesn't work with spreadsheets, but others do.



Use fill color pop-up to choose bright color or light gray.



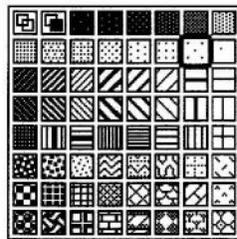
Click away from selected cells to see result.

2 Use pattern shading:

Highlight cells B3 through B7.

Use fill pattern pop-up to choose pattern with few black dots.

Many dots make text hard to read through pattern.



Click away from selected cells to see result.

3 Remove shading and patterns:

Highlight all cells in spreadsheet.

Use fill color pop-up to choose white.

On View menu, choose Hide Tools.

Tool panel disappears.

Add headers & footers

Headers and footers work nearly the same way in all types of ClarisWorks documents. You'll create only a header here.

1 Set Page View on:

On View menu, choose Page View.

Now you see spreadsheet inside page margins.

2 Create header:

On Format menu, choose Insert Header.

Command would switch Page View on if it was off.

Look at names in menu bar.

These are menus for word processing. Header area is tiny word processing document. You can use text tools learned earlier.

Type **Spreadsheet of Champions**.

Tap . Type **Page** and one space.

On Edit menu, choose Insert Page #. Click OK.

Tap  to add blank line to header.

Spreadsheet of Champions▶

Page 1⏴

	A	B	C	D	E	F
--	---	---	---	---	---	---

In large spreadsheet, header appears at top of every page. Footers work same way but appear at bottom of page.

3 Format header text:

On View menu, choose Show Rulers.

Icons in ruler are for formatting paragraphs.

With insertion point in header, go to Edit menu and choose Select All.

Command now affects only text in header.

Click  (right alignment icon) in ruler.

On Font menu, choose Times.

On Size menu, choose 24 Point.

On Style menu, choose Italic.

On View menu, choose Hide Rulers.

4 Print document:

If printer is connected, print document (see steps on page 89).

5 Remove header and switch Page View off:

On Format menu, choose Remove Header.

On View menu, choose Page View again to switch it off.

Use shortcuts palette

The shortcuts palette for spreadsheets has many icons for often-used commands.

1 If Shortcuts palette is not visible:

On File menu, choose Shortcuts, then choose Show Shortcuts.

Figure shows standard shortcut icons for spreadsheets.



2 If Shortcuts palette is in way:

Click-hold anywhere in gray area of title bar.

Drag to lower part of screen.

Click box at right end of title bar.

Palette shrinks to title bar and moves to top right of screen.

Click same box again to get full palette to return.

Click close box (left end of title bar of palette).

3 Become familiar with shortcuts:

On File menu, choose Shortcuts, then Show Shortcuts.

On File menu, choose Shortcuts, then Edit Shortcuts.

Click any shortcut icon you see in figure above.

Name of shortcut appears in lower-left corner of dialog box.

When done, click OK.

4 Use Shortcuts palette:

Click cell B3.

Click  (right alignment icon) in Shortcuts palette.

Click  (undo icon) to cancel previous change.

Experiment with other icons.

Click Cancel if dialog box appears. Click undo icon if you don't want to keep change.

5 Close Shortcuts palette:

Click close box in palette.

6 Close document without saving changes.



Format numbers

Simple format changes to cells make their numbers appear with dollar signs, commas, and fixed decimal points.

1 Open My Spreadsheet document.

You'll use numbers here to explore formats. Then you'll throw away changes.

2 Use steps 3–6 to duplicate formats of numbers in this figure.

	A	B	C	D
1	Student	Test 1	Test 2	Test 3
2				
3	Student 1	73.0	\$85.00	9.500.00%
4	Student 2	94.0	\$73.00	8.500.00%
5	Student 3	65.0	\$94.00	8.100.00%
6	Student 4	84.0	\$81.00	7.400.00%
7	Student 5	93.0	\$69.00	9.500.00%

3 Change numbers in column B to fixed decimal point format:

Highlight cells B3–B7.

On Format menu, choose Number.

Make left side of dialog box look like this figure (two changes).

Number

General

Currency

Percent

Scientific

Fixed

Commas

Negatives in ()

Precision

Click OK.

4 Change numbers in column C to currency format with two decimal places:

Highlight cells C3–C7.

On Format menu, choose Number, then choose Currency and make Precision equal 2. Click OK.

5 Change numbers in column D to percent format with two decimal places.

6 Add commas to numbers in column D:

Repeat step 5, but click Commas to put X in check box.

7 Change all numbers back to standard format:

Highlight all cells.

On Format menu, choose Number, then choose General. Click OK.

Precision number is ignored in general format.

8 Close document without saving changes.

Tip

The Shortcuts palette has buttons for doing steps 5 and 6. Click % to apply percentage format with two decimal places to selection. Click 0,0 to add commas to any number format in selection.

Format dates & times

You can have dates and times in a spreadsheet appear in many styles by changing the number format of the cells.

1 Open new spreadsheet document:

On File menu, choose New.
Double-click Spreadsheet.

2 Widen columns and enter data:

Make columns A and B about twice as wide as now (see page 93).
In cell A1, type your birth date (example: 8 / 6 / 65). Tap **ENTER**.
In cell B1, type 3 : 15 pm (space before pm is important!).

B1	x	3:15 pm
	A	B
1	8/6/65	

Tap **ENTER**.

3 Change date format:

Click cell A1.
On Format menu, choose Number. Look at buttons in Date box.

Date
<input checked="" type="radio"/> 11/29/94
<input type="radio"/> Nov 29, 1994
<input type="radio"/> November 29, 1994
<input type="radio"/> Tue, Nov 29, 1994
<input type="radio"/> Tuesday, November 29, 1994

Click any date button, then click OK.

New format is applied to cell A1. If you picked either of last two buttons, you see day you were born as well as date.

4 Change time format:

Click cell B1.
On Format menu, choose Number. Apply formats in Time box.

5 Apply number format to cells with date and time:

Highlight cells A1 and B1.
On Format menu, choose Number. Apply General format.

Surprise! Actual data in these cells are numbers. They looked like date and time only because proper formats were applied to cells.

Repeat steps 3 and 4 to reapply date and time formats.

6 Close document without saving changes.

By the way

As you'll see in step 5, dates and times are just numbers with special formats applied. If you enter dates and times in standard formats, ClarisWorks automatically uses those formats.



Use formulas

The power of spreadsheets comes from formulas for calculating sums, averages, and so on. Formulas are easy to enter.

1 Open My Spreadsheet document.

2 Enter formula to add scores for Student 1 (method 1):

Click cell E3 to make it active.

Tap \pm to begin formula. Look at formula bar.

Type **b3+c3+d3**.

These are names of cells with test scores for Student 1.

Tap **ENTER** (or click check mark in formula bar).

Look in formula bar and in cell E3.

Formula bar shows what you entered. It's a formula, so cell on screen shows result—sum of three numbers.

E3		x	✓	=B3+C3+D3		
	A	B	C	D	E	
1	Student	Test 1	Test 2	Test 3	Total	
2						
3	Student 1	73	85	95	253	
4	Student 2	94	73	85		

3 Enter similar formula for Student 2 (method 2):

Click cell E4 to make it active.

Tap \pm to begin formula.

Click cell B4.

Cell name automatically appears in formula bar. That's because you tapped \pm first. ClarisWorks knows you're building formula and helps out.

Click cell C4. Look at formula bar.

You see +C4 added to formula. (For subtraction, you would type minus sign before clicking cell C4.)

Click cell D4. Then click check mark in formula bar.

E4		x	✓	=B4+C4+D4		
	A	B	C	D	E	
1	Student	Test 1	Test 2	Test 3	Total	
2						
3	Student 1	73	85	95	253	
4	Student 2	94	73	85	252	
5	Student 3	65	94	81		

4 Explore formulas:

Use either method to enter formula for Student 3.

Try adding cell with number to cell with text.

5 If not continuing to next page, close document without saving changes.

Tip

You don't have to use capital letters when you type cell names or other names in formulas.

Tip

To see whether a cell contains a formula, click the cell and look in the formula bar. The formula bar always shows exactly what is in the active cell.

Use function in formulas

Formulas can be both simpler and more powerful when they contain functions.

1 Delete any formulas in column E:

Highlight cells E3 through E7.

Tap **DELETE**.

2 Enter formula with function (method 1):

Click cell E3 to make it active.

Tap **=** to begin formula.

Type **sum(b3..d3)**.

Formula says "Sum numbers in cell range B3 through D3." Sum is name of function, and b3..d3 is name of cell range.

Tap **ENTER**. Look in formula bar and in cell E3.

E3		=SUM(B3..D3)			
	A	B	C	D	E
1	Student	Test 1	Test 2	Test 3	Total
2					
3	Student 1	73	85	95	253
4	Student 2	94	73	85	

3 Enter formula with function (method 2):

Click cell E4.

Tap **=** to begin formula.

Type **sum()**.

Click between parentheses. Notice insertion point.

E4		=sum()			
----	--	--------	--	--	--

Click-hold cell B4 and drag to cell D4.

Cell range name B4..D4 automatically appears at insertion point.

E4		=sum(B4..D4)			
	A	B	C	D	E
1	Student	Test 1	Test 2	Test 3	Total
2					
3	Student 1	73	85	95	253
4	Student 2	94	73	85	

Release mouse button and click check mark in formula bar.

Using mouse avoids typing errors, but result is same as if you had typed everything. (Same is true of methods on next page.)

4 Enter formula with function (method 3):

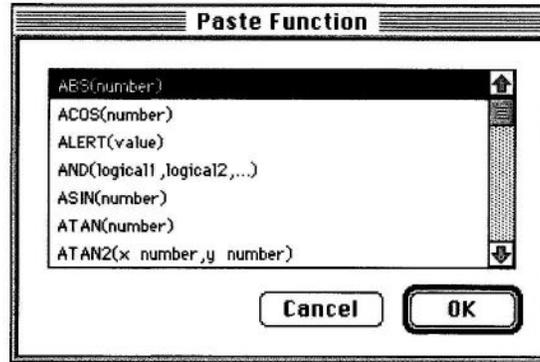
Click cell E5 and tap  to begin formula.

On Edit menu, choose Paste Function.

Dialog box lists all ClarisWorks functions.

Tip

Use Paste Function when you can't remember spelling of function name or the items needed in parentheses.



Tap  to jump to names beginning with s.

Double-click SUM line. Look at formula bar.



With  held down, click just before last parenthesis.

Only text between parentheses should be highlighted.

Click-hold cell B5 and drag to cell D5.

B5..D5 replaces highlighted text.

Release mouse button and click check mark in formula bar.

5 Enter formula with function (method 4):

On File menu, choose Shortcuts, then choose Show Shortcuts.

Highlight row of cells from B6 through blank cell E6.



On Shortcuts palette, click  (autosum icon).

Sum of highlighted numbers magically appears in blank cell (E6).

Click cell E6 and look at formula bar.

No magic—just shortcut for above methods. (But it only does sums!)

Try using this method to put sum below column of numbers.

6 Close windows:

Close document without saving changes.

Close Shortcuts palette.

Tip

After using the autosum shortcut, you can edit the formula and change SUM to a different name if you need another function, such as MAX, that uses a range of cells.



Copy formulas (relative)

After entering a formula, you often need similar ones in other cells. ClarisWorks makes copying formulas easy.

1 Open My Spreadsheet document.

2 Enter formula to sum test scores for Student 1:

Click cell E3.

Type `=sum(b3..d3)` and tap **ENTER**.

3 Copy formula and paste in another cell:

With cell E3 selected, choose Copy on Edit menu.

Click cell E5 and choose Paste on Edit menu.

Look at numbers in cells E3 and E5.

They're not same! But total is right for Student 3. Pasting works differently in spreadsheets.

Look at formula in cell E5.

Cell range B5..D5 in pasted formula is just what you need to calculate total score for Student 3.

E5		=SUM(B5..D5)			
	A	B	C	D	E
1	Student	Test 1	Test 2	Test 3	Total
2					
3	Student 1	73	85	95	253
4	Student 2	94	73	85	
5	Student 3	65	94	81	240
6	Student 4	84	81	74	

In original formula in row 3, cell names were B3 and D3. In copy in row 5, cell names automatically changed to B5 and D5. This is "relative" change—new names are relative to location of new copy of formula.

Delete formula in cell E5.

4 Copy down column:

Highlight cells E3–E7.

On Calculate menu, choose Fill Down (or tap **⌘ D**).

Command is shortcut for copying and then pasting many times. All five totals are calculated correctly now.

Calculate	
Move...	
Fill Right	⌘R
Fill Down	⌘D
Fill Special...	
Sort...	⌘J
Insert Cells...	⇧⌘I
Delete Cells...	⇧⌘K
Calculate Now	⇧⌘=
✓Auto Calc	

E3		=SUM(B3..D3)			
	A	B	C	D	E
1	Student	Test 1	Test 2	Test 3	Total
2					
3	Student 1	73	85	95	253
4	Student 2	94	73	85	250
5	Student 3	65	94	81	240
6	Student 4	84	81	74	239
7	Student 5	93	69	95	257
8					

5 Copy across row:

Click cell B9. Enter formula to add five numbers in column B.

Highlight cells B9–E9.

On Calculate menu, choose Fill Right (or tap $\text{⌘} \text{R}$).

Formula at left of selection is copied in rest of selection. Cell names in formula change relative to location of copy.

By the way
If you used the autosum shortcut to enter the formula in cell B9, the cell range will be B3:B8.

B9	x	✓	=SUM(B3..B7)		
	A	B	C	D	E
1	Student	Test 1	Test 2	Test 3	Total
2					
3	Student 1	73	85	95	253
4	Student 2	94	73	85	252
5	Student 3	65	94	81	240
6	Student 4	84	81	74	239
7	Student 5	93	69	95	257
8					
9	Total	409	402	430	1241

Click any cell to deselect row.

6 See all formulas:

On Options menu, choose Display.

Click Formulas to put X in check box.

Click OK.

	A	B	C	D	E
1	Student	Test 1	Test 2	Test 3	Total
2					
3	Student 1	73	85	95	=SUM(B3..D3)
4	Student 2	94	73	85	=SUM(B4..D4)
5	Student 3	65	94	81	=SUM(B5..D5)
6	Student 4	84	81	74	=SUM(B6..D6)
7	Student 5	93	69	95	=SUM(B7..D7)
8					
9	Total	=SUM(B3..B7)	=SUM(C3..C7)	=SUM(D3..D7)	=SUM(E3..E7)

Screen shows how relative change happens in copies of formula.

Use Display command again to hide formulas.

7 Save changed document.

8 Close My Spreadsheet window.



Copy formulas (absolute)

Relative change of cell names is normally what you want in a copy of a formula—but not always. Here's an example.

1 Open My Spreadsheet document.

2 Create new column title:

In cell F1, enter **Percent**.

Percent has format of other text in row 1 because you selected whole row when choosing 12 Point and Bold styles. You can apply formats to blank cells.

3 Calculate percentages:

Column F will show student totals as percentages of grand total (1241). Click cell F3.

Type **=E3/E9** and tap **ENTER**.

Formula calculates Student 1 total as fraction of grand total in cell E9.

F3	x	✓	=E3/E9				
	A	B	C	D	E	F	
1	Student	Test 1	Test 2	Test 3	Total	Percent	
2							
3	Student 1	73	85	95	253	2.0386784e-1	
4	Student 2	94	73	85	252		

At end of number, e-1 means “move decimal point left one place.” So this is same as .20386784, or about one-fifth of grand total.

4 Change formats in column F:

Click column heading F.

On Format menu, choose Alignment, then choose Center.

On Format menu, choose Number.

Click Percent button in dialog box.

Click OK.

Number now appears as 20.39%. Blank cells below have same formats.

5 Copy formula down column:

Highlight cells F3–F7.

On Calculate menu, choose Fill Down.

Oops! Something is wrong. Error message #DIV/0! means formula is trying to divide number by zero.

Percent
20.39%
#DIV/0!
#DIV/0!
#DIV/0!
#DIV/0!

6 View formulas and find errors:

Deselect highlighting in column F.

On Options menu, use Display command to show formulas.

Look at divisors in column F.

You want all formulas to divide by E9.

FB		x	✓			
	A	B	C	D	E	F
1	Student	Test 1	Test 2	Test 3	Total	Percent
2						
3	Student 1	73	85	95	=SUM(B3..D3)	=E3/E9
4	Student 2	94	73	85	=SUM(B4..D4)	=E4/E10
5	Student 3	65	94	81	=SUM(B5..D5)	=E5/E11
6	Student 4	84	81	74	=SUM(B6..D6)	=E6/E12
7	Student 5	93	69	95	=SUM(B7..D7)	=E7/E13
8						
9	Total	=SUM(B3..B7)	=SUM(C3..C7)	=SUM(D3..D7)	=SUM(E3..E7)	

Look at formulas in cells F3 and F4.

You wanted E3 to change to E4 in copy, but NOT E9 to change to E10.

7 Make divisor stay same in copies:

Click cell F3.

In formula bar, click between E and 9.

Type \$ ((SHIFT)4) and tap (ENTER).

F3	x	✓	=E3/E\$9
----	---	---	----------

Dollar sign makes 9 “absolute.” It won’t change in copies. The 3 in E3 is still relative. It will change in copies in other rows.

Highlight cells F3 to F7.

On Calculate menu, choose Fill Down again. Look at copies now.

On Options menu, use Display command to hide formulas.

	A	B	C	D	E	F
1	Student	Test 1	Test 2	Test 3	Total	Percent
2						
3	Student 1	73	85	95	253	20.39%
4	Student 2	94	73	85	252	20.31%
5	Student 3	65	94	81	240	19.34%
6	Student 4	84	81	74	239	19.26%
7	Student 5	93	69	95	257	20.71%
8						
9	Total	409	402	430	1241	

8 Save changed document.



Use math functions

ClarisWorks has many math functions that make calculation easy in a spreadsheet.

1 Use steps 2–4 to duplicate last four rows in figure.

	A	B	C	D	E	F
1	Student	Test 1	Test 2	Test 3	Total	Percent
2						
3	Student 1	73	85	95	253	20.39%
4	Student 2	94	73	85	252	20.31%
5	Student 3	65	94	81	240	19.34%
6	Student 4	84	81	74	239	19.26%
7	Student 5	93	69	95	257	20.71%
8						
9	Total	409	402	430	1241	
10	Average	81.8	80.4	86	248.2	
11	Count	5	5	5	5	
12	Maximum	94	94	95	257	
13	Minimum	65	69	74	239	

2 Enter labels in cells A10–A13.

Click cell A10, type **Average**, tap **RETURN**, and so on.

3 Enter formulas in cells B10–B13:

Use Display command on Options menu to show formulas.

Enter formulas below in cells B10–B13:

```
=average ( b3 . . b7 )
=count ( b3 . . b7 )
=max ( b3 . . b7 )
=min ( b3 . . b7 )
```

Use any entry method (see “Use function in formulas” on page 103).

4 Copy formulas to right:

Highlight block of cells B10–E13.

Tap **⌘ R** (or use Fill Right on Calculate menu). Deselect block.

10	Average	=AVERAGE(B3..B7)	=AVERAGE(C3..C7)	=AVERAGE(D3..D7)	=AVERAGE(E3..E7)
11	Count	=COUNT(B3..B7)	=COUNT(C3..C7)	=COUNT(D3..D7)	=COUNT(E3..E7)
12	Maximum	=MAX(B3..B7)	=MAX(C3..C7)	=MAX(D3..D7)	=MAX(E3..E7)
13	Minimum	=MIN(B3..B7)	=MIN(C3..C7)	=MIN(D3..D7)	=MIN(E3..E7)

Changes in cell names are relative to column with copy. Is that what you want? Find out.

Use Display command to hide formulas. Study numbers that result.

Yes. Proper numbers appear for each column, as in top figure on page.

5 Save changed document.

Clear, delete, insert cells

When making changes, you can erase all entries in a block of cells, delete the cells themselves, and insert new cells.

1 Clear cells in column C:

Look at formula in cell E3.

E3		=SUM(B3..D3)			
	A	B	C	D	E
1	Student	Test 1	Test 2	Test 3	Total
2					
3	Student 1	73	85	95	253
4	Student 2	94	73	85	252

Select all cells in column C.

On Edit menu, choose Clear (or tap **DELETE**).

Totals on right change to new correct values. SUM function ignores blank cells—also cells with labels.

2 Delete cells in column C:

If necessary, select all cells in column C.

On Calculate menu, choose Delete Cells.

Notice difference. Cells are removed, not just data in cells.

Look at total formula (now in cell D3) again. Notice automatic change.

D3		=SUM(B3..C3)		
	A	B	C	D
1	Student	Test 1	Test 3	Total
2				
3	Student 1	73	95	168
4	Student 2	94	85	179

3 Delete cells named in formulas:

Notice formula refers to cells in columns B and C.

Use above method to delete all cells in column B. Look at same formula.

C3		=SUM(BADRANGE)		
	A	B	C	D
1	Student	Test 3	Total	Percent
2				
3	Student 1	95	#REF!	#REF!
4	Student 2	85	#REF!	#REF!

You deleted cells named in formulas. Result is error messages.

4 Insert two columns of new cells:

Select all cells in columns B and C by clicking on column headings.

On Calculate menu, choose Insert Cells.

As many cells are inserted as you selected before giving command.

5 Close document without saving changes.

By the way

You can use Delete Cells and Insert Cells with rows, columns, or any other block of cells selected. If the block isn't a whole row or column, you're asked how to fill the hole or make room for the new cells.

Tip

If you see #REF! in a cell after you delete other cells, immediately give the Undo Delete command. Then check formulas in cells with #REF!

Sort cells

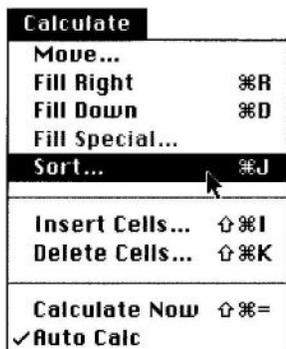
You can rearrange the order of rows of cells in a spreadsheet.
You'll sort the table of student text scores.

1 Open My Spreadsheet.

2 Highlight cells to be sorted:

Highlight table of test scores as in figure.

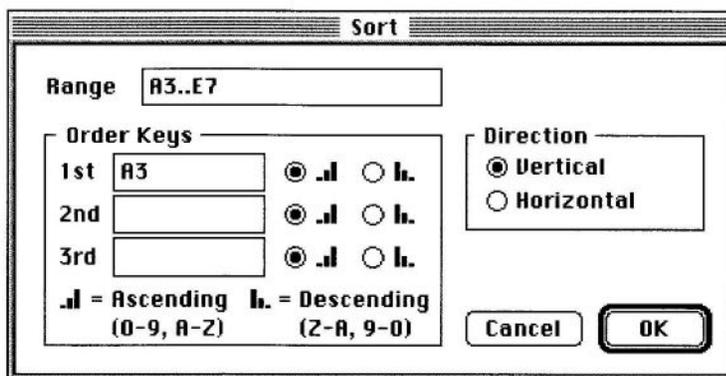
	A	B	C	D	E
1	Student	Test 1	Test 2	Test 3	Total
2					
3	Student 1	73	85	95	253
4	Student 2	94	73	85	252
5	Student 3	65	94	81	240
6	Student 4	84	81	74	239
7	Student 5	93	69	95	257
8					



3 Sort cells so Test 1 scores are in numerical order:

On Calculate menu, choose Sort.

Range you selected appears in text box at top. Direction buttons let you choose sorting by rows (vertical) or columns (horizontal).



First Order Keys text box lets you say which cell to sort on.

Double-click in text box. named 1st. Type **b3** and click OK.

Whole rows in selection are moved so Test 1 scores are in ascending order.

3	Student 3	65	94	81	240
4	Student 1	73	85	95	253
5	Student 4	84	81	74	239
6	Student 5	93	69	95	257
7	Student 2	94	73	85	252

4 Sort on other cells:

Use Sort command to make table appear in descending order of totals in column E.

Use Sort command to put table back in student name order.

5 Close document without saving changes.



Divide window into panes

When a document is large, it's handy to divide the window into panes that keep important parts in view.

By the way

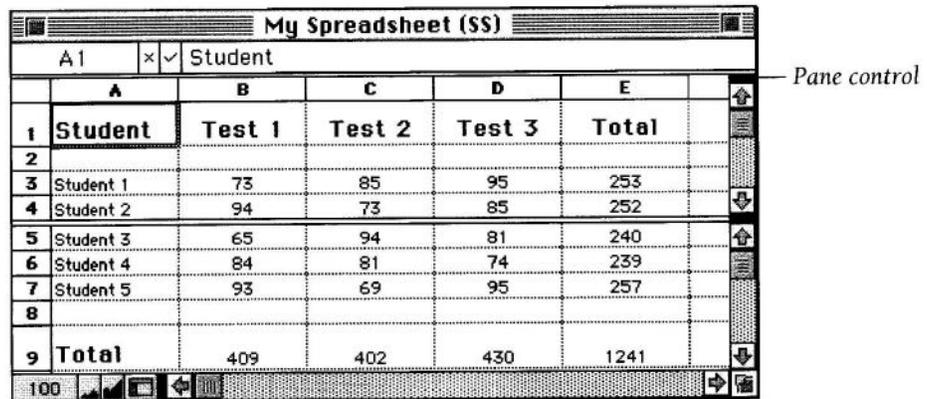
Pane controls are available for all types of ClarisWorks documents.

1 View My Spreadsheet in smaller window:

Open My Spreadsheet.

Drag size box (lower-right corner) to make window hold about ten rows.

Click-hold pane control in right scroll bar, then drag down to about row 5.



Two scroll bars appear at right, one for each pane.

2 Use scroll bars at right:

Use lower scroll bar to see all rows of document.

Use upper scroll bar to see all rows of same document.

Each pane gives separate view of document. Panes let you keep one part in view as you work on other part.

3 Keep row with column titles in view:

Use upper scroll bar to bring row 1 back in view.

Click-hold line between panes and drag up to bottom of row 1.

Upper scroll bar disappears when there's no room for it. Now column titles will stay in view as you scroll in lower pane. Setup would be helpful in long document.

	A	B	C	D	E
1	Student	Test 1	Test 2	Test 3	Total
10	Average	81.8	80.4	86	248.2
11	Count	5	5	5	5
12	Maximum	94	94	95	257
13	Minimum	65	69	74	239

By the way

There's also a pane control in the bottom scroll bar. Use it to keep a column of labels in view. Use both when you need to keep row labels and column labels in view.

4 Remove bottom pane:

Click-hold pane line, drag down as far as it can go, then release.

Bottom pane disappears. Top pane disappears if you drag up.

5 Close document without saving any changes you might have made.



Lock cells

You can easily protect a cell from accidental changes after you have entered important information in it.

1 Open My Spreadsheet.

2 Lock cells with formulas for totals:

Highlight cells E3–E7.

E
Total
253
252
240
239
257

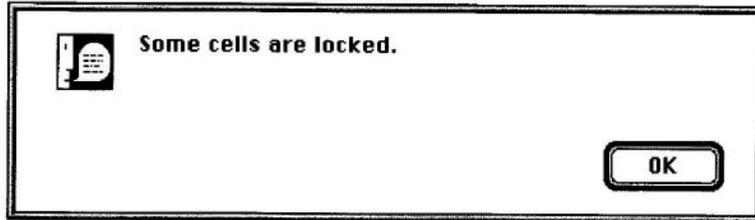


On Options menu, choose Lock Cells.

3 Try to enter data in locked cells:

Click cell E5.

Type 56 and tap **ENTER**. You should see this message.



Click OK.

4 Try other changes:

On Format menu, choose Style, then choose Bold.

Click OK.

Use **DELETE** to try to erase cell E5.

Other changes are also prevented.

5 Unlock cells:

Highlight cells E3–E7.

On Options menu, choose Unlock Cells.

Type 56 in cell E4.

Tap **ENTER** again.

Cell now holds 56; previous formula is gone.

6 Close document without saving changes.

Tip

To lock all cells of a spreadsheet except the ones where data will be entered, first highlight all cells and give the Lock Cells command. Then highlight any data-entry blocks and remove lock.

Make chart

Once you create a spreadsheet table of numbers, you can quickly see a chart of the same data.

1 Open My Spreadsheet.

2 Delete blank row 2:

Charts are easiest without blank rows in tables.

Click row heading 2.

On Calculate menu, choose Delete Cells.

Save changed document.

3 Make pie chart:

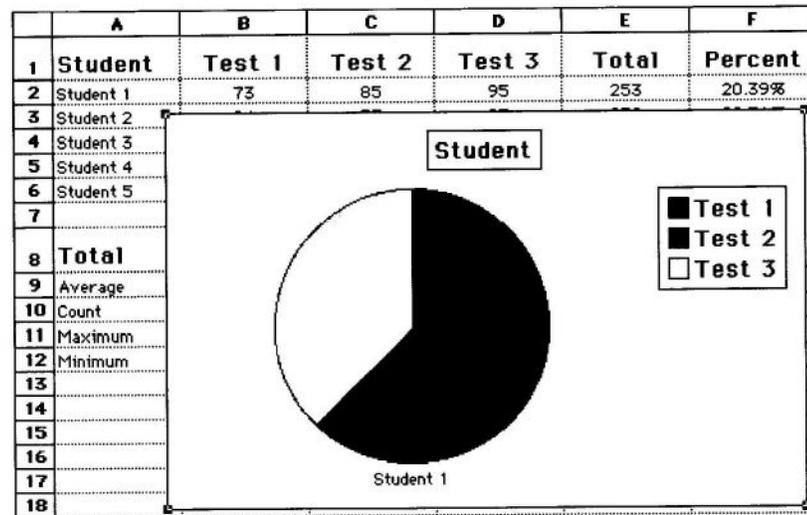
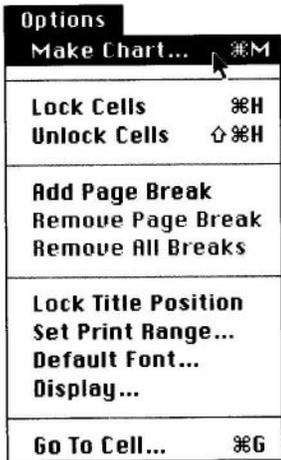
Highlight cells in figure.

	A	B	C	D
1	Student	Test 1	Test 2	Test 3
2	Student 1	73	85	95
3	Student 2	94	73	85

On Options menu, choose Make Chart.

In Chart Options dialog box, double-click Pie icon to see chart.

Pie chart shows how Student 1's total score is divided among three tests.



Look on spreadsheet for five text items on chart.

4 Move chart:

Notice menus, pointer shape, and handles at corners of chart.

Draw mode is now in effect. Drawing menus are present. Pointer has arrow shape. Handles show chart is selected as graphic object.

Click-hold chart.

Drag dashed rectangle to new location (but keep row 2 visible).

Release mouse button.

5 *Switch between draw mode and spreadsheet mode:*

On View menu, choose Show Tools.

Notice highlighted icon at top of tool panel. Also check pointer shape, names in menu bar, and handles on chart.

Click cell in spreadsheet. Check all four items again.

Spreadsheet mode is now in effect. Notice Calculate menu name.

Click chart. Look at same items.

Clicking switches between draw mode and spreadsheet mode. You need both tools when working with charts.

On View menu, choose Hide Tools.

6 *See link between chart and spreadsheet:*

Click in cell B2. Watch cell and chart as you tap **DELETE**.

Watch again as you type **200** and tap **ENTER**.

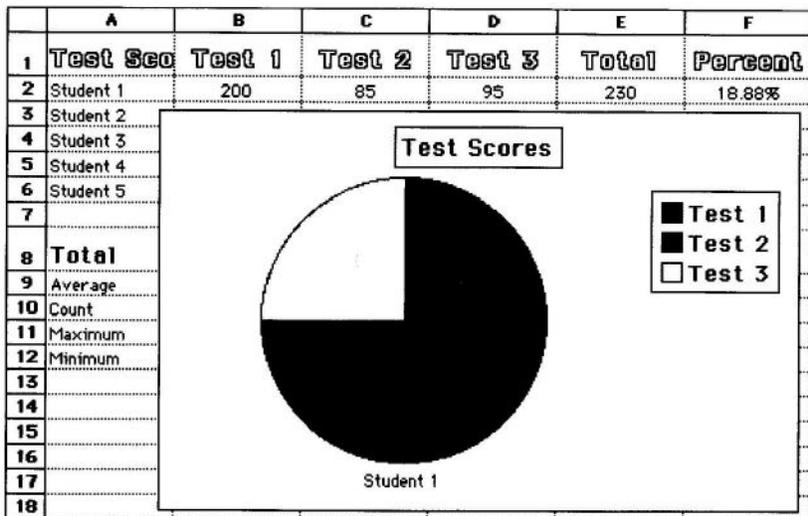
Enter **Test Scores** in cell A1.

These spreadsheet changes affect chart.

Highlight row 1. On Format menu choose Style, then Outline.

Format changes on spreadsheet don't affect chart.

Click any cell to deselect row 1.



Click cell B2 again. Enter **50** to make score same as before.

7 *Delete chart, then undo:*

Click chart to select it in draw mode. Tap **DELETE**.

*This time, **DELETE** removes object, not data in cell.*

On Edit menu, choose Undo Clear.

Modify chart

After making a chart, you often want to change certain things about it. There's a command for doing that.

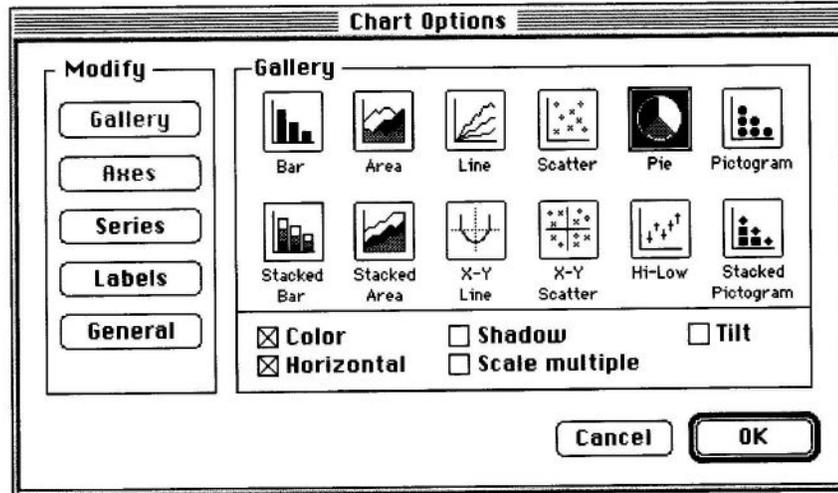
1 Click chart if it is not selected.

Chart should look like figure on previous page, but with handles.

2 Make changes:

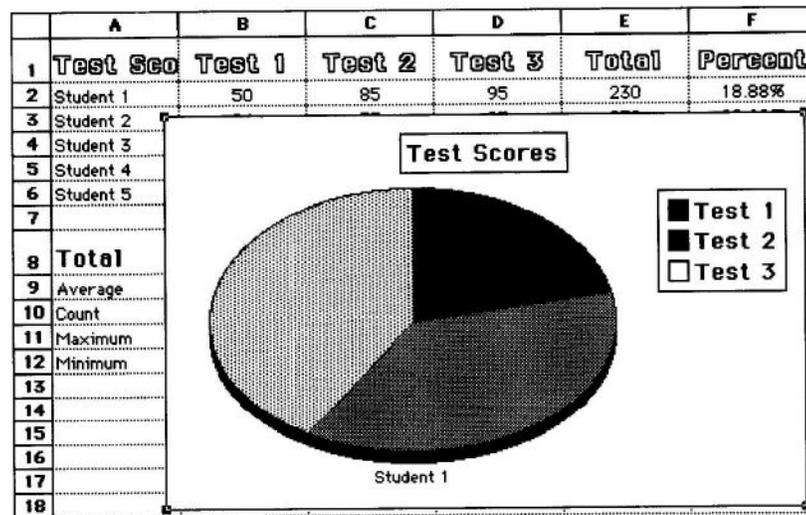
On Options menu, choose Modify Chart (or double-click chart).

Chart Options dialog box reappears. You saw it when you made chart.



Gallery icons control type of chart. Check boxes at bottom change details of chosen type.

Click Shadow and Tilt to put Xs in check boxes. If you have color monitor, click Color to remove X. Click OK.



3 Save changed document. Then close.

Chart is saved as part of document.

Add bar chart

You can have two or more charts with a spreadsheet document.
You'll add a bar chart to the pie chart.

1 Open My Spreadsheet.

Original chart reappears.

2 Create new bar chart:

Click-hold pie chart and drag to right of window.

Click in spreadsheet. Highlight cells A1 through B6.

	A	B
1	Test Sco	Test 1
2	Student 1	50
3	Student 2	94
4	Student 3	65
5	Student 4	84
6	Student 5	93

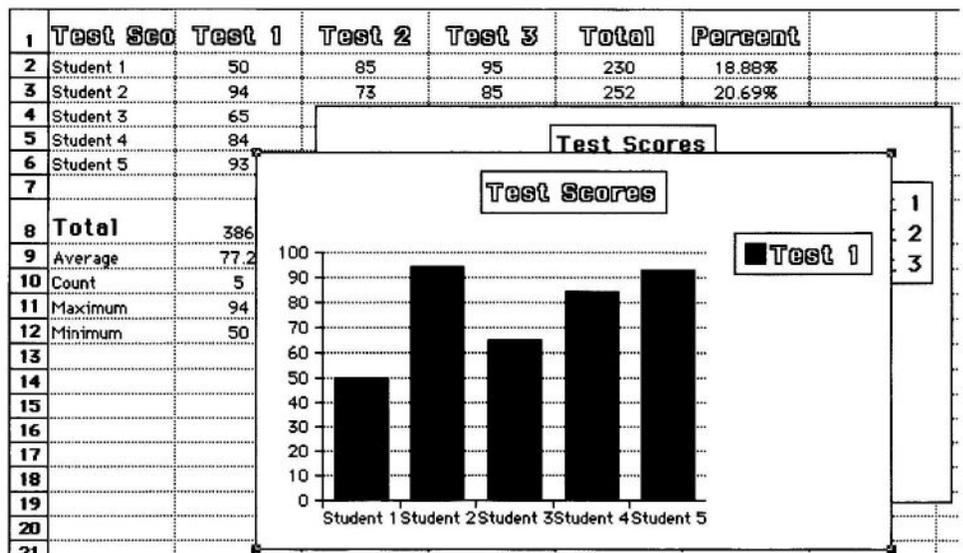
By the way

Note that the outline style for text in the new chart is the same as in row 1 of the spreadsheet. Text formats come from the spreadsheet when the chart is created. Later format changes in the spreadsheet have no effect.

On Options menu, choose Make Chart.

In Gallery area, double-click Bar icon.

New chart is added to document. New chart is selected.



3 Delete old chart and move new one:

Click pie chart to select it in draw mode.

Tap **DELETE**.

Drag new chart near top of window.

4 Make bars three-dimensional:

On Options menu, choose Modify Chart.

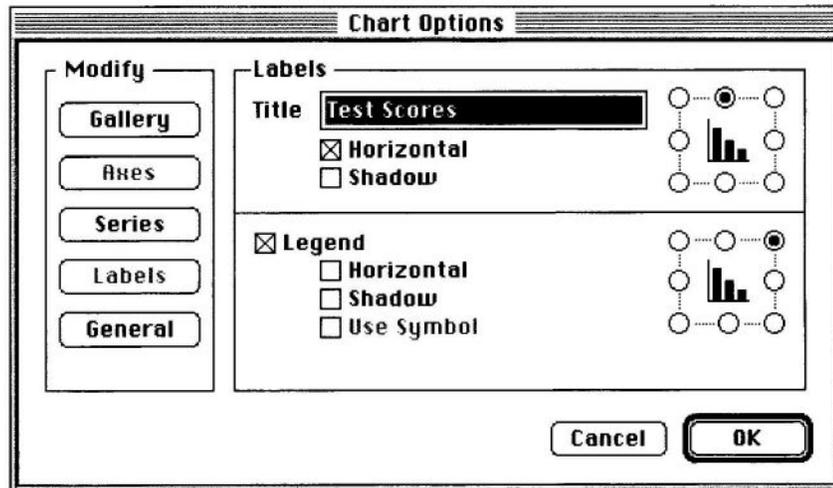
Click 3-dimensional to put X in check box. Click OK.

5 *Hide legend (box at right of bars):*

On Options menu, choose Modify Chart.

Click Labels button at left to see another page of dialog box.

This page lets you control title and legend.



Click Legend to remove X from check box. Don't click OK yet.

6 *Make other changes in labels:*

Type **Test 1 Scores** in Title text box.

Click Shadow to put X in check box.

Click OK.

Bar chart should look like figure.

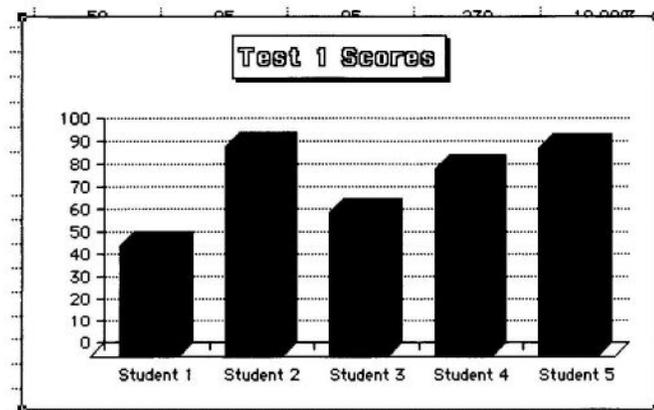
**7** *Close changed document. Save changes.*



Chart whole table

Each chart so far has been based on only one series of numbers. You can make a chart with many series.

1 Open My Spreadsheet and delete any chart you see.

2 Make chart of all test scores:

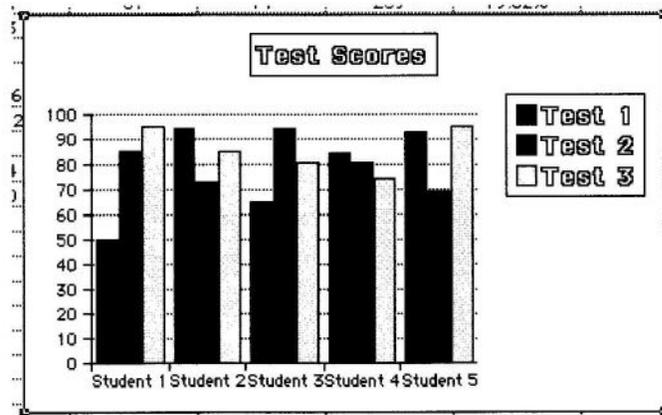
Highlight cells A1–D6.

	A	B	C	D	E
1	Test Scores	Test 1	Test 2	Test 3	Total
2	Student 1	50	85	95	230
3	Student 2	94	73	85	252
4	Student 3	65	94	81	240
5	Student 4	84	81	74	239
6	Student 5	93	69	95	257

On Options menu, choose Make Chart.

Double-click Bar icon.

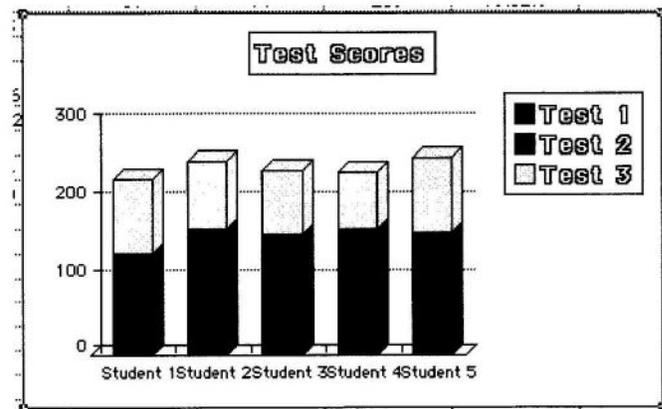
Chart has three bars for each student. Legend shows what bars stands for.



3 Make stacked bar chart:

Use Modify Chart command to create three-dimensional stacked bar chart.

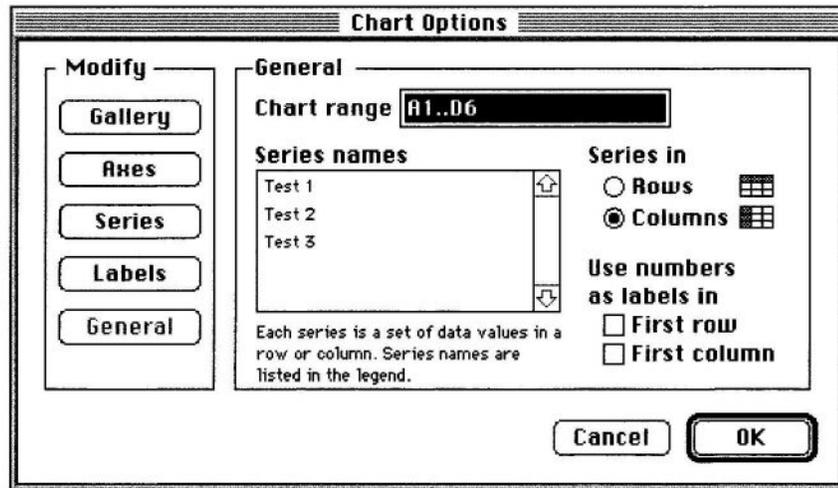
Total height of bar shows student's total score.



4 *Change order of series:*

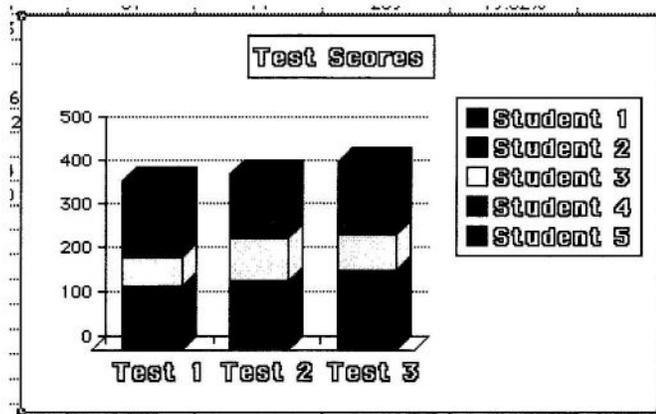
Suppose you wanted to see results by test instead of by student. That's easy. On Options menu, choose **Modify Chart** (or double-click chart). Click **General** button.

Series names list shows three series of data. Button at right shows series are in columns in spreadsheet.



Click **Rows** button. Look at series names in list.

Click **OK**.



5 *Save document with chart.*

Use spreadsheet in text

The best way to create a table in a word processing document is to add a spreadsheet and use all you've learned here.

1 Open word processing document:

Open My Quotations.

Click to right of last line of paragraph 1. Tap **RETURN** twice.

You'll add spreadsheet at insertion point (between paragraphs 1 and 2).

2 Create blank spreadsheet table in front of text:

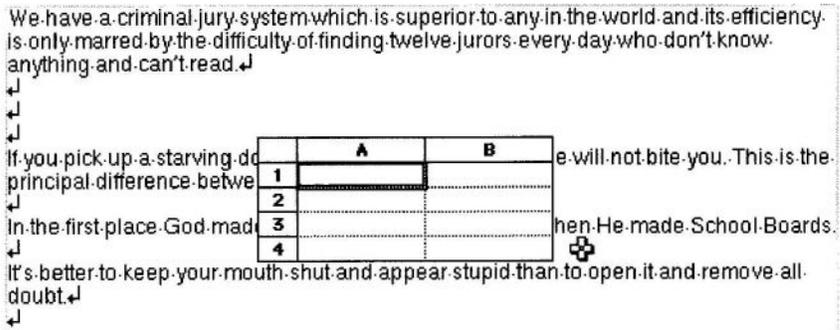
On View menu, choose Show Tools.

Click  (spreadsheet tool) near top of tool panel.

Mode switches from word processing to spreadsheet.

Click-hold in text area. Drag diagonally to right about 2 inches and down about 1 inch. Release mouse button.

Small spreadsheet appears in front of text. Size is not important now.



3 Move spreadsheet into text:

Click  (selection tool) at top of tool panel. Click spreadsheet.

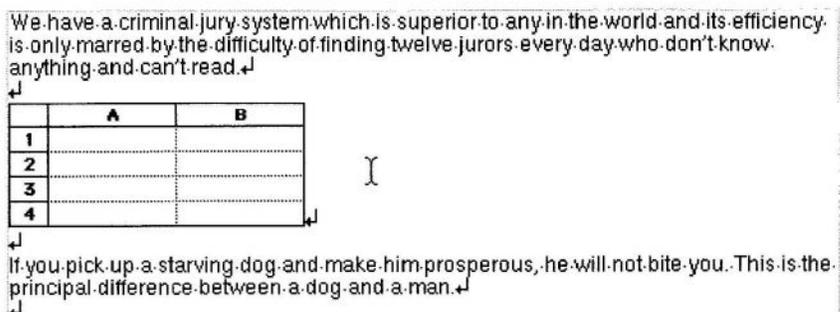
Mode switches to drawing. Handles show spreadsheet is selected.

On Edit menu, choose Cut.

Click **A** (word processing tool). See blinking insertion point.

On Edit menu, choose Paste. Check mode.

Mode is word processing. Spreadsheet is now part of text.



4 Explore spreadsheet as big text character:

Watch insertion point as you tap ⬅ a few times. Now tap ➡ a few times. Click in blank line above spreadsheet.

Watch spreadsheet move with text as you tap RETURN a few times.

Tap ⌘Z to undo your typing.

Click to right of spreadsheet. On ruler, click ☐ (center alignment icon).

Spreadsheet acts like single large character in one-line paragraph.

5 Enlarge spreadsheet:

Click spreadsheet once. Notice large handle at lower right.

Click-hold handle and drag right about 2 inches.

6 Use steps below to create finished table shown in figure.

We have a criminal jury system which is superior to any in the world and its efficiency is only marred by the difficulty of finding twelve jurors every day who don't know anything and can't read.

Typical Computer	Cost	Memory (Bytes)
1985	\$3,000	128,000
1995	\$1,500	8,000,000

If you pick up a starving dog and make him prosperous, he will not bite you. This is the principal difference between a dog and a man.

Tip

Try not to click outside a spreadsheet when working on it in text. If you do, you'll switch to text mode. To get back, click the spreadsheet tool in the tool panel.

Click ☐ (spreadsheet tool). Then click cell A1. Look at menus.

Regular spreadsheet menus appear. You can do everything you've learned about spreadsheets in this little table—even use formulas!

Beginning in cell A1, enter data shown in figure above.

Change column widths to match figure.

Apply formats shown in figure.

Highlight top row. Apply border to bottom of cells in selection.

Switch off display of cell grid, column headings, and row headings.

Click ☐ (text tool) at top of tool panel.

Drag large handle up and to left to eliminate empty rows and columns.

Done! As you see, creating spreadsheet tables is easier than using tabs. With formulas, spreadsheet tables are also more powerful.

By the way

To get rid of the outline around the table, click the table, cut it from the text, click the selection tool, paste, use the line width pop-up to choose None, cut the table again, click the text tool, and paste. (Whew!)

7 Quit ClarisWorks. When asked, don't save changes to My Quotations.



- 124 Create new database**
- 125 Make entries**
- 126 Use list mode**
- 128 Move through records**
 - 129 Edit entries**
 - 130 Sort records**
 - 131 Find records**
 - 133 Store sorts & searches**
 - 135 Create layouts**
 - 136 Create reports**
 - 138 Print labels**
- 140 Layout: change header & body**
- 141 Layout: move fields**
- 142 Layout: resize, align fields**
- 143 Layout: change text styles**
- 144 Layout: change number formats**
- 145 Calculations: create database**
- 146 Calculations: enter data**
- 147 Calculations: change formats & styles**
- 148 Calculations: add grand summary**
- 150 Calculations: add sub-summary**
- 153 Data-entry: use lists & ranges**
- 155 Data-entry: set auto entries**
- 156 Data-entry: use new tools**

Create new database

Creating a new database file begins with the definition of field names and type of data to be entered in each field.

1 Start ClarisWorks application:

Use steps on page 9.

If ClarisWorks is already running, choose New on File menu.

2 Choose type of new document:

Double-click Database in New Document dialog box.

First task is to define field for each category of data.

3 Enter four field names in dialog box using directions below:

Field Name	Field Type
Teacher	Text
Room	Number
Grade	Number
Student	Text

Field Name Field Type

Select Options to change this field's attributes, or change its name and/or field type and press Modify.

By the way

You'll be creating databases with just a few fields and records while learning all the important tools. The real power of the tools comes when you need to search, sort, and print reports with large databases.

Type **Teacher** in Field Name text box.

Click Create.

You have created one text field. Next, you'll create two number fields.

On Field Type pop-up menu, choose Number.

Type **Room** in Field Name text box.

Click Create.

Type **Grade** in Field Name text box.

Click Create.

Finally, add text field.

On Field Type pop-up menu, choose Text.

Type **Student** in Field Name text box.

Click Create.

Click Done.

Untitled window appears with field labels to left of empty field boxes. This is standard layout for new database. You'll soon learn to change layout.

Make entries

The next step is to enter data in the empty fields. All the information for one student in your database is called a record.

1 Use steps below to enter data for first record:

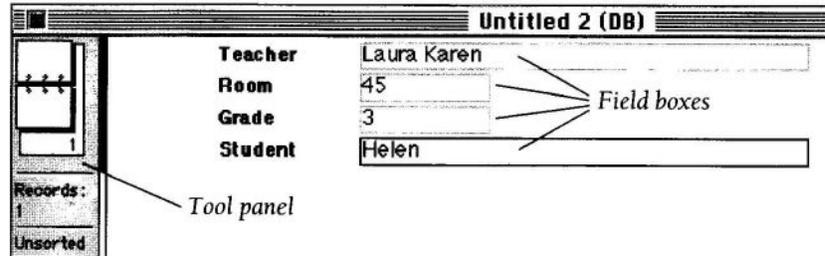
Type **Laura Karen** in Teacher field box. Tap **TAB**.

If you see error after tapping **TAB**, hold down **SHIFT** and tap **TAB** to go back and edit text.

Type **45** in Room field box. Tap **TAB**.

Type **3** in Grade field box. Tap **TAB**.

Type **Helen** in Student field box.



Edit	
Undo Typing	⌘Z
Cut	⌘H
Copy	⌘C
Paste	⌘V
Clear	
Select All	⌘A
New Record	⌘R
Duplicate Record	⌘D
Delete Record	
Copy Summaries	
Writing Tools	▶
Find/Change	▶
Publishing	▶
Preferences...	
Show Clipboard	

2 Create new blank record:

On Edit menu, choose New Record.

OR

Hold **⌘** down as you tap **R**.

3 Enter more data:

Type **Laura Karen** in Teacher field box. Tap **TAB**.

Type **45** in Room field box. Tap **TAB**.

Type **4** in Grade field box. Tap **TAB**.

Type **George** in Student field box.

Enter rest of data from table. Use **⌘R** to create new records.

Teacher	Room	Grade	Student
Chad Brown	56	3	Abel
Chad Brown	56	4	Roger
Chad Brown	56	3	Juan

4 Name and save database document:

On File menu, choose Save.

If floppy disk My Files is not in drive, insert it now.

Type **My Database** in Save As text box.

Click Save.

Use list mode

The List command displays data in a spreadsheetlike form that shows all fields of all records.

1 List records:

Click-hold Layout in menu bar. Notice check mark.

Browse mode is now checked.

Drag down to List. Release mouse button.

Presto! You have a layout that looks like a spreadsheet. This is list mode. Each record is one row. Each field is one column.

2 Use steps 3–10 to duplicate this format.

Grade	Teacher	Room	Student
3	Laura Karen	45	Helen
4	Laura Karen	45	George
3	Chad Brown	56	Abel
4	Chad Brown	56	Roger
3	Chad Brown	56	Juan

3 Move column position:

Notice pointer shape as you move it over column heading name.

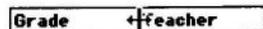


Click-hold Grade heading name.

Drag left as far as possible and release mouse button.

4 Change column width:

Notice pointer shape as you move it to borderline between column headings.



Click-hold borderline between Grade and Teacher.

Drag to left until Grade fills column. Release mouse button.

Column to left of pointer is affected.

Change column widths for Teacher, Room, and Student.

5 Change height of all rows:

Click-hold and drag along extreme left side of list until all rows with data are highlighted.

Notice pointer shape as you move it to borderline between row headings.



Click-hold any row borderline and drag down a little to change row height.

6 Change text font in Teacher column:

Move pointer to Teacher heading.

Teacher ◀▶

Click heading to highlight whole column.

On Format menu, choose Font, then choose Times.

7 Change text size in Room column:

Move pointer to Room heading.

Click heading to highlight whole column.

On Format menu, choose Size, then choose 18.

8 Change text style in Student column

Highlight Student column.

On Format menu, choose Style, then choose Double Underline.

9 Change text style in Teacher and Room columns:

Highlight Teacher column.

Move pointer to Room heading.

Hold down **SHIFT** while clicking Room.

Both columns are highlighted.

On Format menu, choose Style, then choose Bold.

10 Change alignment of Grade, Room, and Student:

Highlight Room and Student columns.

On Format menu, choose Alignment, then choose Center.

Highlight Grade column. Center data.

11 Switch modes:

On Layout menu, choose Browse.

In browse mode, you see original layout. Each record is list of field labels and field boxes. Notice that font and style changes in list mode did not affect layout.

12 Save changed file.

Move through records

The notebook icon at the top of the tool panel lets you move from record to record in a database.

1 See one record at a time:

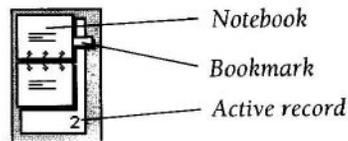
Right now, browse mode window shows all records. Record with tall highlighted bar at left is “active” record.

On Layout menu, choose **Show Multiple** (now checked) to switch off.

Only active record appears. Notice record number just below notebook.

2 View previous records:

On tool panel at left edge of window, click top page of notebook.



Repeat until record 1 is in view.

Click lower page of notebook to see record 2.

3 Move quickly to record (method 1):

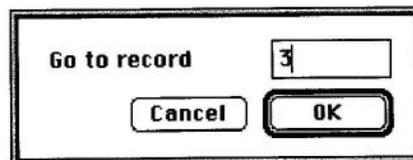
Click-hold bookmark tab at right edge of notebook.

Watch number below notebook as you slowly drag bookmark down.

Release mouse button when number is 5.

4 Move quickly to record (method 2):

On Organize menu, choose Go To Record. In dialog box, type 3.



Click OK.

Does moving to record make it active? Find out next.

5 See all records:

On Layout menu, choose **Show Multiple** (now unchecked) to switch on.

Look for highlighted bar at left of active record.

Use notebook to make record 1 active.

Some commands apply only to active record, so you need to know which one it is. Number below notebook always shows active record.

Edit entries

ClarisWorks makes it easy for you to edit the entries in your database or delete whole records.

1 Switch to list mode:

On Layout menu, choose List.

You can also edit in browse mode, but most people prefer list mode.

2 Go to record 5:

Click on any entry in record 5 (fifth row).

Notebook and highlight show record 5 is active.

3 Move from field to field:

Watch screen as you tap **TAB** several times. Try **SHIFT TAB**.

TAB and **SHIFT TAB** move through fields in active record only.

4 Edit data in active record:

Use **TAB** to go to cell with Juan.

Type **a** to change Juan to Juana.

In same record, click I-beam just after the d of Chad.

Tap **DELETE** to remove one letter.

Type **r l e s**.

Chad Brown becomes Charles Brown.

5 Edit field in different record:

In record 3, click arrow at end of Chad in Teacher field box.

Record 3 becomes active. You can click any entry you see in list mode.

Tap **DELETE** and type **r l e s**. Make same change in record 4.

6 Delete whole record:

Click record 2 anywhere to right of last column.

Whole record becomes highlighted. It also becomes active record.

In tool panel, click bottom page of notebook twice.

Record 4 becomes active, but record 2 is still highlighted.

Look at both records.

What will be deleted? Active one? Highlighted one? Both? Find out.

On Edit menu, choose Cut.

Now you know.

On Edit menu, choose Undo Cut.

Sort records

One way to find information in a database is to sort the records in order of the entries in a field.

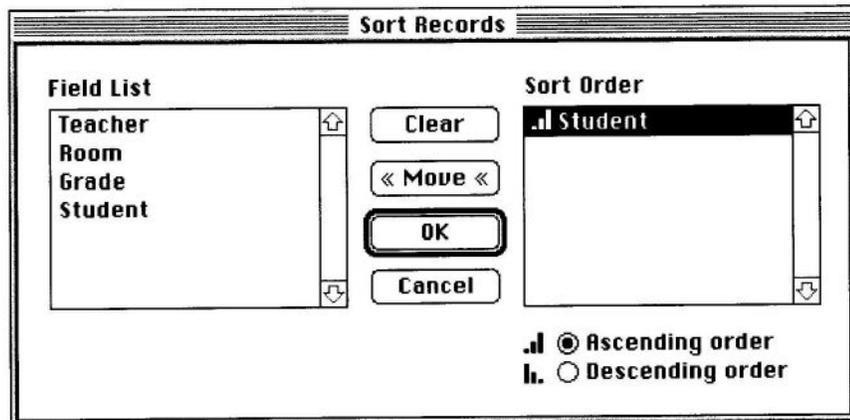
Organize	
Show All Records	⇧ ⌘ A
Hide Selected	⌘ (
Hide Unselected	⌘)
Go To Record...	⌘ G
Sort Records...	⌘ J
Match Records...	⌘ M

1 Sort records on student names:

On Organize menu, choose Sort Records (or tap ⌘ J).

Click Student in Field List box on left side.

Click Move button.



Click OK.

Records move so that student names are in ascending order (A–Z).

Switch to browse mode. Note same order of records.

Switch back to list mode.

2 Sort records on grades in descending order (10–1):

On Organize menu, choose Sort Records. Click Clear

This deletes all fields in Sort Order scroll box.

Click Descending order button.

Double-click Grade field. Click OK.

Records move so that grades go from high to low.

3 Sort using two fields:

On Organize menu, choose Sort Records.

Click Clear

Double-click Teacher (first priority).

Double-click Student (tie-breaker).

If teacher is same in two records, sort will be based on student name.

Click OK.

Records move so that teachers are in alphabetical order and student names under each teacher are also in alphabetical order.

4 Save changed document.

By the way

Whole records move up or down during a sort. In fact, the entries in a record always stay together in a database. There's no way to break them apart.

Find records

In a big database, you often want to find and view only certain records of interest.

Layout	
Browse	⇧ ⌘ B
Find	⇧ ⌘ F
Layout	⇧ ⌘ L
✓ List	⇧ ⌘ I
Define Fields... ⇧ ⌘ D	
Insert Field...	
Insert Part...	
Tab Order...	
✓ Show Multiple	
New Layout...	
Edit Layouts...	
Layout 1	

1 Find records on one field:

On Layout menu, choose Find (or tap **SHIFT ⌘ F**).

Type **Laura** in Teacher field box.

Click **Find** (toward bottom of tool panel).

Computer finds two records with Teacher field containing Laura. Mode automatically switches from find to browse. (If only one record appears, go to Layout menu, choose Show Multiple.)

On Layout menu, choose List (or tap **SHIFT ⌘ I**).

Same two records appear. Rest are hidden.

Grade	Teacher	Room	Student
3	Laura Karen	45	Helen
4	Laura Karen	45	George

Records: 2 (5) on tool panel means “two records displayed out of total of five records.”

2 Show all records:

On Organize menu, choose Show All Records.

3 Find records on two fields:

On Layout menu, choose Find.

Type **brown** in Teacher field box.

Search is not case sensitive. You may use uppercase or lowercase letters.

Tab to Grade field and type **3**.

This time, both fields must be matched.

Click **Find**. On Layout menu, choose List (or tap **SHIFT ⌘ I**).

Grade	Teacher	Room	Student
3	Charles Brown	56	Abel
3	Charles Brown	56	Juana

4 Find records with field less than (<) certain number:

On Layout menu, choose Find.

Click Room field.

Type **< 50**.

Click **Find**. Tap **SHIFT ⌘ I**.

Computer finds room 45, which is less than 50.

5 Find records with field greater than (>) certain number:

On Layout menu, choose Find.

Click Grade field.

Type > 3 .

Click . Tap   .

Computer finds grade 4, which is greater than 3.

6 Find records on all entries except certain entry:

On Layout menu, choose Find.

Click Grade field.

Type 3 .

Click .

X appears in check box.

Click . Tap   .

Computer finds all records except those with grade 3. You asked to omit that grade.

7 Show all records:

On Organize menu, choose Show All Records.

8 Close document without saving changes.



Store sorts & searches

ClarisWorks lets you give names to different ways of sorting and searching for records. You can apply them by name later.

1 Open My Database.

2 Create a new sorting rule:

On tool panel, look at icons labeled in figure.

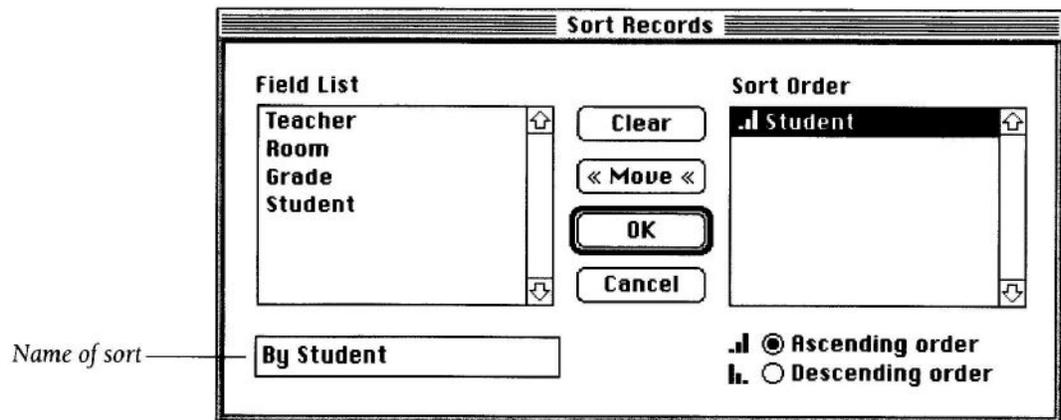


Click-hold  (sort pop-up menu). Choose New Sort.

Double-click **Student** in left scroll box.

Sort Records dialog box has text box at bottom. This is new feature.

Type **By Student** in text box at bottom of dialog box.



Click OK.

3 Create another sort:

On sort pop-up menu, choose New Sort.

Double-click **Teacher** in left scroll box.

Type **By Teacher** in text box at bottom of dialog box.

Click OK.

4 Apply sorts by name:

Switch to list mode if necessary.

Click-hold  (sort pop-up menu). Look at bottom of menu.

Names of both new sorts appear there.

Choose **By Student**. Look at list of records.

Whenever you want to sort by student name, this is all you have to do.

Use same steps to apply **By Teacher** sort.

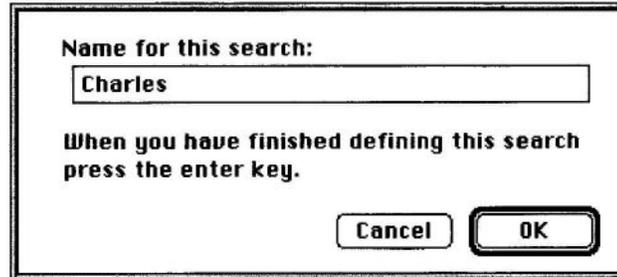
By the way

The Edit Search command lets you rename an existing search.

5 Create new find condition:

Click-hold  (search pop-up menu). Choose New Search.

Type **Charles** in Name for this search text box.



Name for this search:

When you have finished defining this search
 press the enter key.

Cancel OK

Click OK.

You go directly to find mode, but  has changed to  on tool panel.

Type **Charles** in Teacher box. Click .

The program does not perform search immediately.

6 Create another new search:

On search pop-up menu, choose New Search.

Type **Grade 3** in Name for this search box.

Click OK.

Type **3** in Grade box. Click .

7 Apply searches by name:

On search pop-up menu, choose Charles.

Note which records were found.

On search pop-up menu, choose Grade 3.

8 View all records again:

On Organize menu, choose Show All Records.

9 Save changed document.

Named sorts and searches are saved with document.

Create & rename layouts

Every new database comes with one standard layout. You see it in browse mode. You can change its name and create new ones.

1 Rename current layout:

On tool panel, look at icons labeled in figure.



On layout pop-up menu, choose **Edit Layouts**.

Click **Layout 1**. Click **Modify**.

Layout 1 is name automatically given to standard layout that comes with new database. You'll change name now.

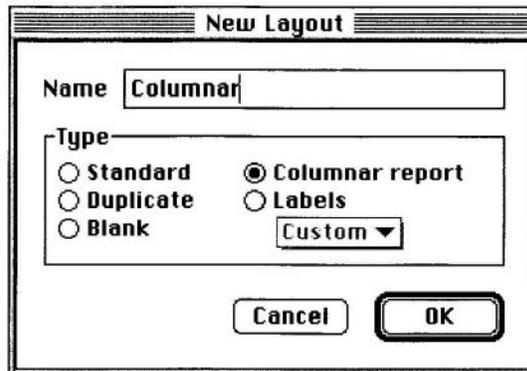
In Layout Info dialog box, type **Standard** in Name box.

Click OK twice to close both dialog boxes.

2 Create new layout:

On layout pop-up menu, choose **New Layout**.

Duplicate figure below:



Click OK.

With **[SHIFT]** held down, click-hold **Teacher** and drag down to highlight all field names in Set Field Order dialog box.

Click **Move**. Click **OK**.

3 Apply both layouts:

On layout pop-up menu in tool panel, choose **Standard**.

This switches from list mode to browse mode for original layout.

On layout pop-up menu, choose **Columnar**.

Here is new layout you created. ClarisWorks is still in browse mode.

On main **Layout** menu at top of screen, choose **List**.

Now you have three ways to view data in database.

4 Save database with new and renamed layouts.

By the way

You'll also find the **New Layout** and **Edit Layouts** commands on the regular **Layout** menu at the top of the screen. Use either menu.

Create reports

You can give a name to a combination of a layout, a sort rule, and a search condition. That's what a report is.

1 Create new report:

On report pop-up menu, choose New Report.

New Report dialog box appears. Pop-up menus show things you can combine in one report.



Report pop-up menu

New Report

Report Name

Layout

Search

Sort

Print the Report

Type **Charles's Class** in Report Name text box.

On Layout pop-up, choose Columnar.

On Search pop-up, choose Charles.

On Sort pop-up, choose By Student.

Click OK.

2 Create another report:

On report pop-up menu, choose New Report.

Use steps like ones above to make dialog box look like figure. Click OK.

New Report

Report Name

Layout

Search

Sort

Print the Report

Go to next page and apply new reports.

By the way

If you put an X in the Print the Report check box, every time you apply the report, you'll also get a printed copy of the result.

3 Apply reports:

On report pop-up menu, choose Charles's Class.

Note layout used. Note records picked out. Note sort order.

Teacher	Room	Grade	Student
Charles Brown	56	3	Abel
Charles Brown	56	3	Juana
Charles Brown	56	4	Roger

On report pop-up menu, choose Grade 3.

Note list mode used. Note records picked out. Note sort order.

Grade	Teacher	Room	Student
3	Charles Brown	56	Juana
3	Charles Brown	56	Abel
3	Laura Karen	45	Helen

4 Edit report:

On report pop-up menu, choose Edit Reports.

You'll edit Grade 3 report.

Click Grade 3. Click Modify button.

On Layout pop-up, choose Standard.

On Sort pop-up, choose By Student.

Click OK twice.

5 Apply changed report:

On report pop-up menu, choose Grade 3.

Note changed layout and sort order.

6 View all records in Columnar layout:

On Organize menu, choose Show All Records.

On Layout menu, choose Columnar.

7 Close document and save changes.



Print labels

You'll print a label showing teacher and grade for each student in My Database. The method is the same for address labels.

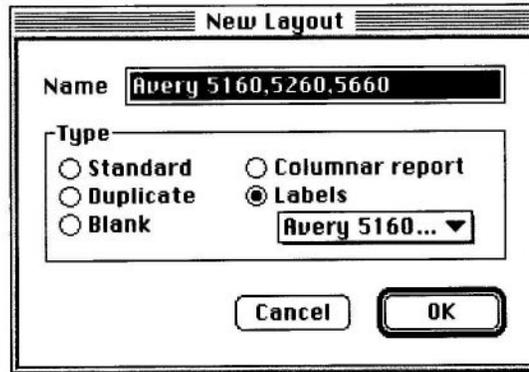
1 Start ClarisWorks if necessary, and open My Database.

2 Choose type of labels layout:

On layout pop-up menu (or regular Layout menu), choose New Layout.

New Layout dialog box appears. Labels are just special kinds of layouts.

Use steps below to make dialog box look like this:



Click Labels button.

Click-hold pop-up menu below Labels.

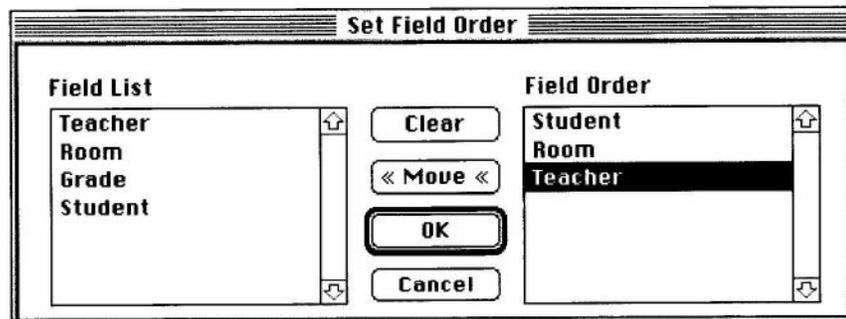
Drag to choose Avery 5160 (or whatever label you plan to use).

Click OK.

If you see message about needing larger print area, you'll take care of that in step 6 below. Click OK to close message box.

3 Select order of fields to go on label:

Use steps below to make dialog box look like this:



Double-click Student.

Double-click Room.

Double-click Teacher.

Click OK.

4 Check list of layouts:

Click-hold  (layout pop-up menu) in tool panel. Look at bottom of menu.

Click-hold **Layout** in menu bar. Look at bottom of menu.

New layout is listed and checked in both menus. You use label layouts like any others. For example, you can use them in reports.

5 Preview records in new layout:

On **View** menu, choose **Page View**.

This is how printed page would look. Avery 5160 labels are three across and ten down page. Chosen data from each record goes on one label.

6 Change page setup:

On **File** menu, choose **Page Setup**. Click **Options** button.

Click **Larger Print Area** to place X in check box.

Click **OK** for both dialog boxes.

7 Print labels:

On **File** menu, choose **Print**, then click **Print**.

If warned that margins may still be too small, click **OK**.

With proper peel-off labels in printer, each would contain one record.

8 Close document without saving changes.

Edit layout: change header & body

After creating a columnar layout, you can easily change the height of the header and the body areas of each record.

1 Open My Database document:

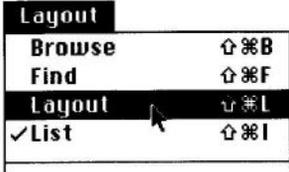
If necessary, change to Columnar layout you created on page 135.

2 Go to layout mode:

On Layout menu, choose Layout.

Layout mode shows design of layout and allows you to make changes.

On View menu, choose Show Rulers.



0	1	2	3	4	5
Teacher	Room	Grade	Student		
Teacher	Room	Grade	Student		

3 View layout and browse modes at same time:

On View menu, choose New View.

On View menu, choose Tile Windows.

On Layout menu, choose Browse.

You can now see layout and browse modes in separate windows.

4 Change size of header and body area in layout:

Click layout mode window—it has grid lines.

Notice that titles and data in browse mode window are close together.

Click-hold **Header** and drag down to 1-inch line.

Look in browse mode window. Column headings are separated from data.

Click-hold **Body** and drag down to 2-inch line.

Layout mode window should look like this.

0	1	2	3	4	5	6
Teacher	Room	Grade	Student			
Teacher	Room	Grade	Student			

Look in browse mode window for results.

5 Decrease header and body area in layout:

Click-hold **Header** and drag up until just under Teacher.

Click-hold **Body** and drag up same amount.

Titles and data are closer together in browse mode window.

By the way

Columnar layouts always have header and body areas. Labels in the header area appear as column headings on every printed page.

Tip

Don't confuse database headers with document headers. Both can be used. Database headers are for column headings. Document headers are for descriptive titles, page numbers, dates, and the like.

Edit layout: move fields

You can also use drawing tools to move fields from one place to another on the layout.

1 Notice graphics tools:

Click layout mode window—it has grid lines.

Look at drawing tools in panel. Look at arrow shape. Look at menu bar.

Layout mode has all graphics tools you learned earlier. Items in window are graphic objects. You move, resize, and format them in familiar ways.

2 Move Teacher label and field box:

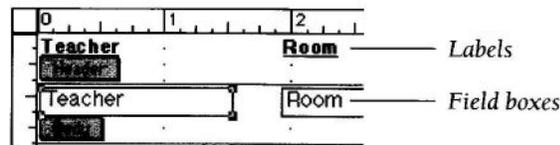
Click in middle of Teacher label in header area.

Handles (four tiny black squares) show label is selected.

Watch both windows as you tap ← several times to make Teacher label align with left edge of Header title.

Label also moves in browse mode window.

Repeat above steps with Teacher field box in body area.



3 Remove handles in corners of field box:

Click outside field box.

You do this to deselect object.

4 Move two or more fields at once:

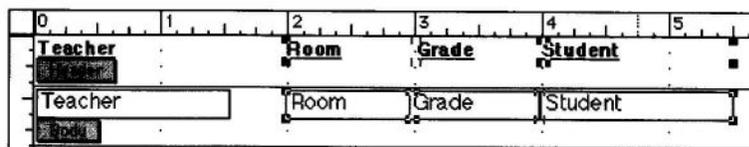
In header area, click Room label.

Hold down (SHIFT), then click Grade and Student labels.

With (SHIFT) still down, go to body area and click Room, Grade, and Student field boxes.

Release (SHIFT).

All six objects should have handles at each corner.



Tap left arrow key several times until fields are next to Teacher field.

It's best to leave small space between boxes. You'll learn next how to resize boxes to best show their data.

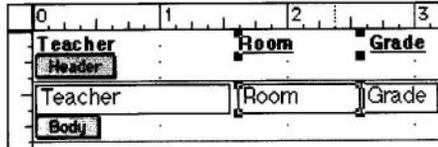
Deselect all by clicking anywhere outside fields.

Edit layout: resize & align fields

You can change the sizes of the field boxes to make them the right size for the data entries they hold.

1 Resize objects:

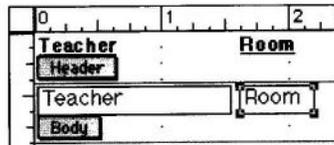
In header area, click **Room** label.



Click-hold with tip of arrow pointer exactly on one of handles at right.

Shorten object by dragging handle to left.

Do same for **Room** field box.



Tip

If an error occurs, immediately choose **Undo** on the **Edit** menu, or tap **⌘ Z**.

2 Resize two objects at once:

In header area, click **Grade** label.

In body area, hold down **SHIFT** and click **Grade** field box.

Drag any right handle (on either object) to left.

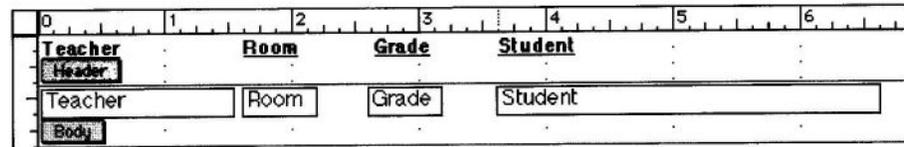
Click outside all objects to deselect all.

Use same method to double width of **Student** label and field box.

3 Reposition objects:

Use methods on previous page to move objects as needed.

Make layout mode window look like this.



Notice results in browse mode window.

4 Fine-tune positions on layout:

On **Options** menu, choose **Turn Autogrid Off**.

Click field box or label you want to fine-tune.

On keyboard, tap appropriate arrow key to move object.

Leave small space between field boxes.

When you are finished, choose **Turn Autogrid On** on **Options** menu.

Tip

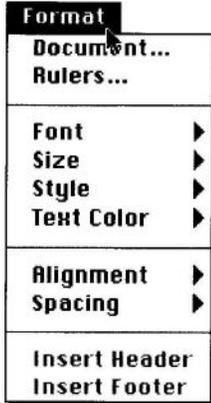
If you click inside a label while it is selected, the pointer changes to an I-beam. Just click again away from any objects to get the arrow back.

Edit layout: change text styles

You can apply to a field any of the text styles you learned about when using the word processor.

By the way

Any changes you make in layout mode affect only the current layout, not the whole database.



1 Change font, size, and alignment:

Click layout mode window—it has grid lines.

Click away from all objects to deselect any now selected.

Hold **SHIFT** down and click all field boxes in body area.

Release **SHIFT**.

Look at browse mode window as you make changes below.

On Format menu, choose Font, then choose Times.

On Format menu, choose Size, then choose 14 Point.

On Format menu, choose Alignment, then choose Center

That's not very attractive. Go back to left alignment.

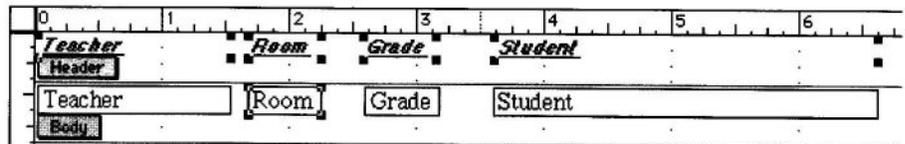
On Format menu, choose Alignment, then choose Left.

2 Change column headings to italic style:

Deselect everything.

Select all labels in header area.

On Format menu, choose Style, then choose Italic.

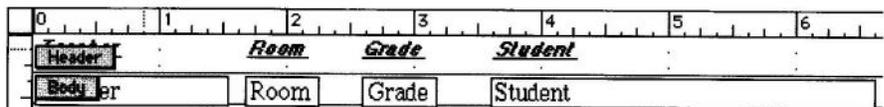


Deselect everything.

3 Adjust space between records:

Click-hold **Header** and drag up part way.

Click-hold **Body** and drag up as far as possible.



Titles and data are closer together in browse mode window.

4 Make more adjustments if you want to.

5 Save changed document.

Edit layout: change number formats

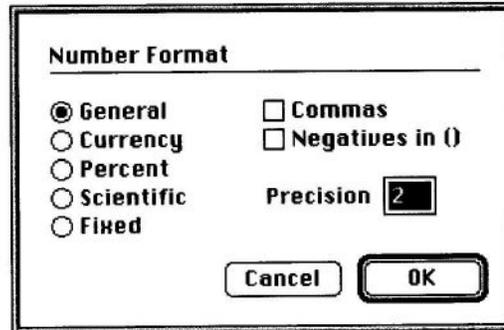
You can format number fields with dollar signs, percent signs, and fixed decimal places.

1 Open Number Format dialog box:

You'll be using Grade field for these experiments. Make sure layout mode and browse mode windows of My Database are open.

In body area of layout mode window, double-click **Grade** field box.

Dialog box below will affect Grade field now.



Look at buttons at left.

These are available formats. Current format is called General.

2 Apply new number format:

Click **Fixed** button once.

Type **1** in **Precision** text box.

Look at browse mode window as you click **OK**.

All Grade entries appear with one decimal place, even though they don't have any decimal parts.

3 Change number format:

In body area, double-click **Grade** field box again.

Click **Currency** button once.

Type **0** in **Precision** text box.

Look at browse mode window as you click **OK**.

Repeat above steps, this time choosing **Percent** format.

4 Go back to original format:

These number formats make no sense for grade student is in.

Use above method to change **Grade** field back to **General** format.

Precision number is ignored in **General** format.

5 Close both windows without saving changes.

By the way

To use number formats, the type of the field must be numeric. If you forgot to choose the Number field type when creating the Grade field (on page 124), double-clicking won't open this dialog box. To change the type, choose Define Fields on the Layout menu, click Grade, and choose Number on the Field Type pop-up menu.

Calculations: create database

You can create a field that displays a result calculated from data in other fields of the same record.

1 Open new Database document:

On File menu, choose New.

Double-click Database.

Define Fields dialog box appears.

2 Create text field in new database:

Type **Description** in Name text box.

Tap **RETURN** or click Create.

3 Create two number fields:

Type **Qty Sold**.

On Field Type pop-up menu, choose Number and tap **RETURN**.

Type **Price** and tap **RETURN**.

4 Create calculation field:

Type **Cost**.

On Field Type pop-up menu, choose Calculation and tap **RETURN**.

New dialog box lets you enter formula for doing calculation. Cost field will show quantity sold multiplied by price of item.

Watch Formula text box as you click Qty Sold in Fields list.

Click * in Operators list.

Asterisk (star) is multiplication symbol in ClarisWorks.

Click Price in Fields list.

Enter Formula for Field "Cost"

Fields	Operators	Function
Description	+	ABS(number)
Qty Sold	-	ACOS(number)
Price	*	AND(logical1, logical2,...)
	/	ASIN(number)
	=	ATAN(number)
	>	ATAN2(x number, y number)
	<	AVERAGE(number1, number2,...)

Formula
'Qty Sold'*'Price'

Format result as **Number** ▼

Cancel OK

Formula text box shows complete formula. You could have typed it in, but this way avoids typing errors.

Click OK. Click Done.

Calculations: enter data

Information in calculation fields appears automatically as you enter data in other fields.

1 Create new columnar layout:

Layout fits more records on page. Data entry is same in all layouts.

On Layout menu, choose New Layout.

Type **Table** in Name text box.

Click Columnar report button.

Click OK.

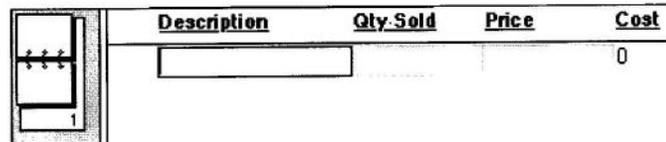
Double-click each field in left column.

Click OK.

2 Enter data for first record:

Click below Description heading.

Notice Cost field has no text box, just number 0.



Description	Qty Sold	Price	Cost
			0

Type **Copiers** and tap **TAB**.

Type **3** and tap **TAB**.

Type **900**.

Watch Cost field as you tap **TAB**.

Cost calculation appears automatically.

3 Enter data for four more records:

Using steps above, enter data in table below.

Use **⌘R** to create new blank record for each row.

Description	Qty Sold	Price
Copiers	4	1500
Computers	5	2000
Monitors	6	700
Computers	7	1200

4 Switch modes:

Switch to list mode and make any changes necessary.

Switch back to browse mode.

5 Save document with name Calculations on My Files floppy disk.

Calculations: change formats & styles

You change the format, alignment, and text style of a calculated field the same way you do with a regular field.

1 View layout mode and browse mode windows:

On View menu, choose New View.

On View menu, choose Tile Windows.

On Layout menu, choose Layout.

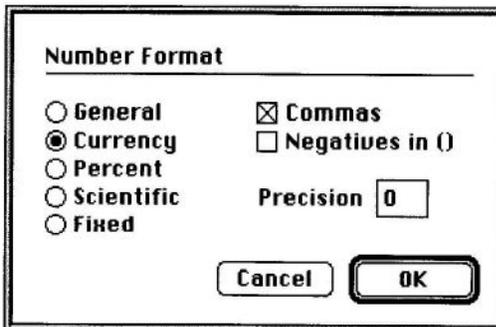
When making changes in layout window, you can immediately see results in browse window.

2 Add currency symbol and comma to amounts:

Click layout mode window—it has grid lines.

In body area, double-click Price field box.

Make dialog box look like figure (three changes).



Click OK.

Do same for Cost field box.

3 Change alignment:

Hold down **SHIFT** as you click Qty Sold label and Qty Sold field box.

On Format menu, choose Alignment, then choose Center.

Deselect both objects by clicking away from all.

Hold down **SHIFT** as you click Price and Cost labels and field boxes.

On Format menu, choose Alignment, then choose Right.

Deselect all four objects.

Browse mode window should look like figure.

Description	Qty Sold	Price	Cost
Copiers	3	\$900	\$2,700
Copiers	4	\$1,500	\$6,000
Computers	5	\$2,000	\$10,000
Monitors	6	\$700	\$4,200
Computers	7	\$1,200	\$8,400

Calculations: add grand summary

A summary field is a special kind of calculation field for showing sums and averages of numbers in a group of records.



1 Create new summary field:

On Layout menu, choose Define Fields.

Type **Total Cost** in Name field.

On Field Type pop-up menu, choose Summary and tap **RETURN**.

Like calculation field, summary field needs formula.

Type **SUM (** in Formula text box.

Click Cost in Fields list.

Type **)**.

Formula SUM('Cost') should appear in text box.

Click OK.

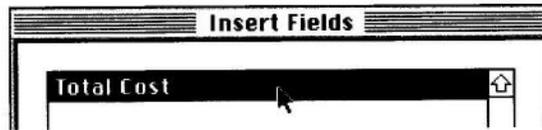
Click Done.

New field does not appear in layout, but it's now part of database.

2 Insert field in layout:

On Layout menu, choose Insert Field.

Double-click Total Cost (new field).



By the way

The Insert Field command has another use. If you create a new layout and put only a few fields on it, you can use the command to add others already in the database.

3 Insert grand summary part:

New fields always appear in body area—wrong place for summary field.

On Layout menu, choose Insert Part.

Click Trailing grand summary button.

Click OK.

4 Move new field into grand summary area:

Click layout mode window.

With **SHIFT** held down, click Total Cost label and Total Cost field box.

Drag both into grand summary area as in figure below.

Move  line up as high as it will go.

Description	Qty Sold	Price	Cost
Description	Qty Sold	Price	Cost
		Total Cost	Total Cost

5 View results:

Click browse mode window.

Oops! New field is missing. Here's how to make it appear.

On **View** menu, choose **Page View**.

Summary fields appear when Page View is switched on. You now see total of numbers in Cost field. Recall that formula was SUM('Cost').

6 Change Total Cost styles:

Click title bar of layout mode window.

*Both objects in grand summary area should still be selected. If not, click each while holding **(SHIFT)** down.*

On **Format** menu, choose **Alignment**, then choose **Right**.

Double-click **Total Cost** field.

Make **Number Format** dialog box look like figure on page 147.

Click **OK**.

7 Add line before Total Cost numbers:

Go to tool panel and click  (line-drawing tool).

Click-hold with crosshair pointer above left corner of **Total Cost** label and below body line.

Hold down **(SHIFT)** and drag pointer right to draw straight line over **Total Cost** label and field box.

Browse mode window will look like this:

Description	Qty Sold	Price	Cost
Copiers	3	\$900	\$2,700
Copiers	4	\$1,500	\$6,000
Computers	5	\$2,000	\$10,000
Monitors	6	\$700	\$4,200
Computers	7	\$1,200	\$8,400
Total Cost			\$31,300

8 Save changed document.

By the way

The line you add here is just one example of the many graphic objects you can add to a database layout to improve its appearance.

Calculations: add sub-summary

If you put a summary field in the sub-summary area, you can see sums and averages of subgroups of records.

1 Create new summary field:

On Layout menu, choose Define Fields.

Type **Subtotal Cost** in Name field.

On Field Type pop-up menu, choose Summary and tap **RETURN**.

Like calculation field, summary field needs formula.

Type **SUM (** in Formula text box.

Click Cost in Fields list.

Type **)**.

Formula SUM('Cost') should appear in text box.

Click OK.

Click Done.

New field does not appear in layout, but it's now part of database.

2 Insert field in layout:

On Layout menu, choose Insert Field.

Double-click Subtotal Cost (new field).

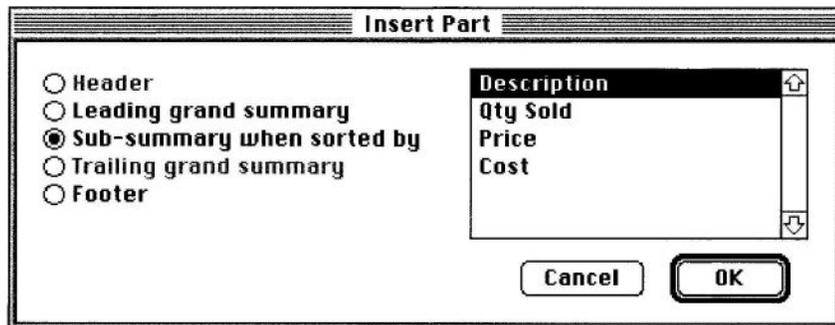
3 Insert sub-summary part:

Summary field must be moved from body area to proper part.

On Layout menu, choose Insert Part.

Make sure Sub-summary when sorted by button is selected.

Make sure Description field is highlighted.



Click OK to accept choice.

New dialog box asks whether part should go above or below records in body.

Click Below.

Sub-summary area appears just below body area of layout.

4 Move new field into sub-summary area:

If necessary, click layout mode window to make it active.

With **[SHIFT]** down, click **Subtotal Cost** label and **Subtotal Cost** field box.

Drag both into sub-summary area as in figure below.

Move **Body** line up as high as it will go.

Move **Sub-summary by Description** line up as in figure.

Header	Description	Qty Sold	Price	Cost
	Description	Qty Sold	Price	Cost
Body				
Sub-summary by Description		Subtotal Cost	Subtotal Cost	
Grand Summary			Total Cost	Total Cost

5 Sort by sub-summary field:

Click browse mode window.

Sub-summary field is missing, even with Page View switched on. Here's how to make it appear.

On **Organize** menu, choose **Sort Records**.

Double-click **Description** in left column.

Recall that Description was highlighted when you chose sub-summary part (see top figure on previous page).

Click **OK**.

Presto! There they are. But they need small changes.

6 Change Subtotal Cost styles:

Click title bar of layout mode window.

*Both objects in sub-summary area should still be selected. If not, click each while holding **[SHIFT]** down.*

On **Format** menu, choose **Alignment**, then choose **Right**.

Double-click **Subtotal Cost** field.

Make **Number Format** dialog box look like figure on page 147.

Click **OK**.

Tip

It's easy to make the sort automatic. First, store the sorting rule with a name (see page 133). Then create a report (see page 136) that uses the Calculation layout with the named sorting rule. Every time you choose the report, sorting will be done.

7 *View results:*

Click browse mode window.

Click zoom box (upper-right corner) of browse mode window.

Browse mode window will look like figure.

<u>Description</u>	<u>Qty Sold</u>	<u>Price</u>	<u>Cost</u>
Computers	5	\$2,000	\$10,000
Computers	7	\$1,200	\$8,400
		Subtotal-Cost	\$18,400
Copiers	3	\$900	\$2,700
Copiers	4	\$1,500	\$6,000
		Subtotal-Cost	\$8,700
Monitors	6	\$700	\$4,200
		Subtotal-Cost	\$4,200
Total-Cost			\$31,300

8 *Save changed document and close both windows.*

Data-entry: lists & ranges

You can create lists of values from which to pick. You can also set allowed ranges on data to be entered.

1 Open new database:

On File menu, choose New.

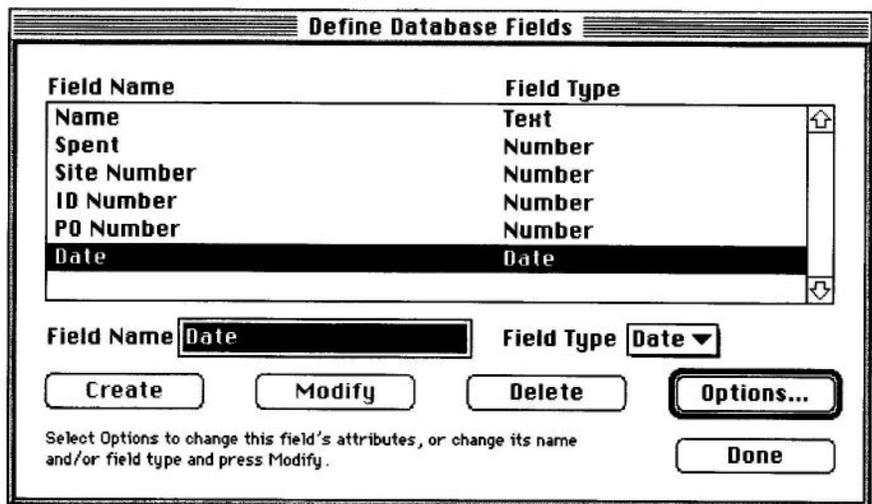
Double-click Database.

2 Define database fields shown in figure below:

Be sure to choose correct Field Type before creating field.

Use Modify button to correct any spelling or field type errors.

Do NOT click Done button.



Field Name	Field Type
Name	Text
Spent	Number
Site Number	Number
ID Number	Number
PO Number	Number
Date	Date

Field Name: Field Type:

Select Options to change this field's attributes, or change its name and/or field type and press Modify.

3 Create list of common values for Name field:

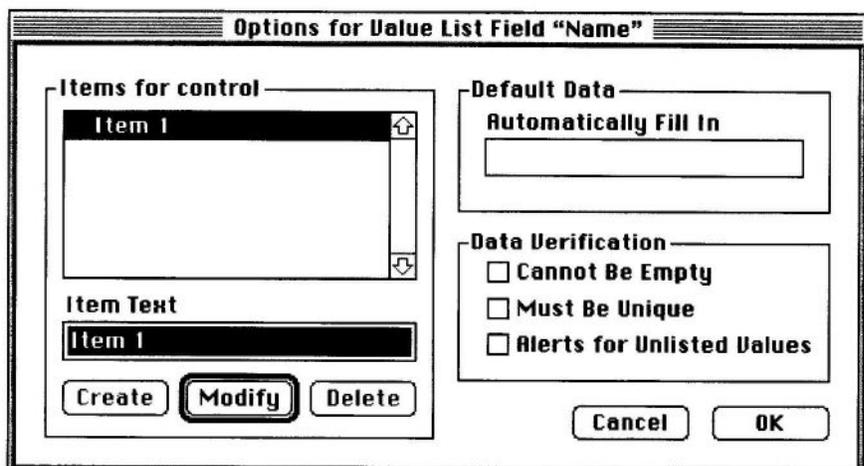
Value list will include all names you'll want entered in Name field.

Click Name (first item in list of field names).

On Field Type pop-up menu, choose Value List.

Click Modify.

Options dialog box appears.



Options for Value List Field "Name"

Items for control

- Item 1

Item Text:

Default Data

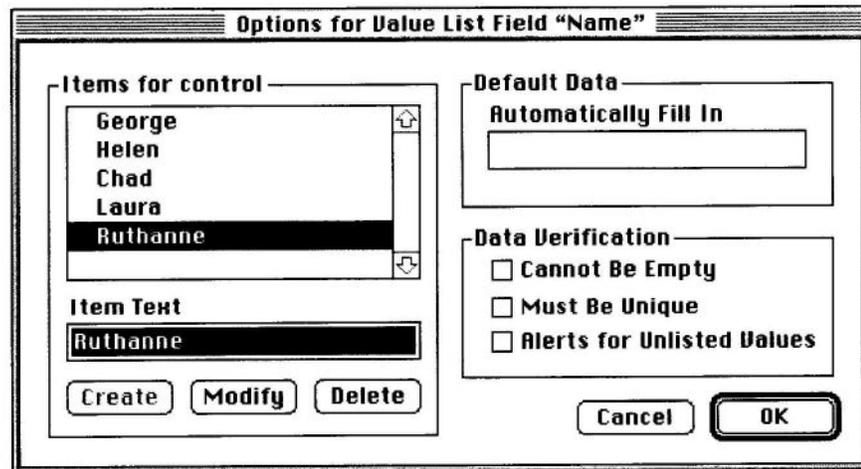
Automatically Fill In:

Data Verification

- Cannot Be Empty
- Must Be Unique
- Alerts for Unlisted Values

Type **George** in Item Text box and tap **RETURN**.

Do same for next four names in figure below.



Go to Automatically Fill in text box, type **Ruthanne**.

Click OK.

You have just created value list for Name field. It will appear when you enter data.

4 Create range limitation in Spent field:

Double-click Spent field title.

Click **Must Be In Range** to place X in check box.

Type **500** in From text box. Tap **TAB**.

Type **1000** in To text box.

Click OK.

Now, if you make entry less than 500 or more than 1000, warning will appear.

Data-entry: set auto entries

You can create fields in which ClarisWorks enters data automatically without any action at the keyboard.

1 Set Site Number field as automatic entry:

Double-click Site Number field title.

Double-click is shortcut for clicking Site Number and then Options button.

Go to Default Data dialog box. In Automatically Enter box, type 133.

Click OK.

Now, each time you create new record, 133 is automatically entered in Site Number field.

2 Set ID Number field as automatic serial number:

Click ID Number in list of field names.

On Field Type pop-up menu, choose Serial Number.

Click Modify. Click Options.

Options dialog box appears

Look at Automatic creation. Leave numbers in boxes.

Click OK.

Now, first record you create automatically has 1 in ID Number field; in each new record, ID Number is 1 greater than before.

3 Set Date field as automatic entry:

Double-click Date in list of field names.

Options for Date Field "Date"

Verification

- Cannot Be Empty
- Must Be Unique
- Must Be In Range

From

To

Default Data

- Automatically Enter
- Current Date

Cancel OK

Go to Default Data dialog box. Click Current Date button.

Click OK.

Now, each time you create new record, present date is automatically entered in Date field.

4 Complete definition of fields in new database:

Click Done to close Define Fields dialog box.

Data-entry: use new tools

Once you have created value lists, auto-entry fields, and range limits, data entry is much easier.

1 Begin data entry:

Standard layout appears in browse mode, ready for data entry. Notice value list below Name field box.

Double-click Laura.

Now notice field boxes that already have data. These are auto-entry fields you created.

Name	Laura
Spent	
Site-Number	133
ID-Number	1
PO-Number	
Date	7/31/95

2 Continue data entry:

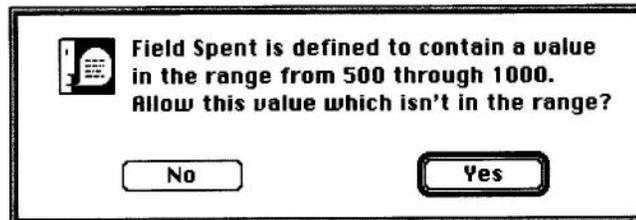
Type 2000 in Spent field box.

Tap **TAB** until you get to PO Number field.

Type any number you want.

Use **⌘ R** to create new blank record.

Range warning message appears:



Click No.

Remove 2000 by typing 750.

3 Create new record:

Use **⌘ R** to create new blank record.

Double-click Chad.

ID Number field becomes 2. Other auto-entry data remain same.

Enter data you desire in blank fields.

4 Close document. Save with name Entry Options.

5 Quit ClarisWorks.

Don't tell 'em, show 'em!

That's the teaching philosophy authors George and Helen Lynch have developed during their many years of presenting successful computer workshops to beginners. And that's the philosophy you'll find throughout this book.

There are no long paragraphs with abstract explanations. Instead, you'll find on every page a list of specific, concrete steps to carry out at your computer. Do the steps and you'll understand the topic far better than just reading about it. Besides, who has the patience for reading when sitting at a computer?

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