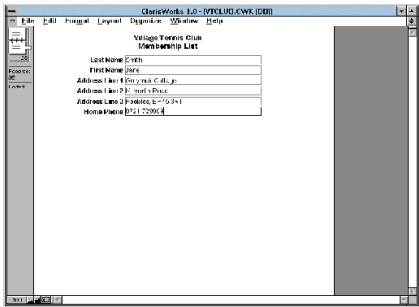


ClarisWorks 1.0 in the Home

1

Sort out your information

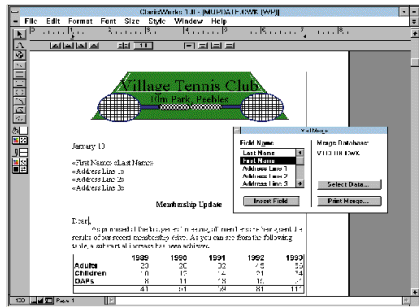
A ClarisWorks database document is the ideal place to manage name and address lists. Simply enter names for the fields you will be using to categorise your list. When you click **Done** you are ready to enter the first record. ClarisWorks automatically creates a standard data entry form for you.



5

Combine your facts

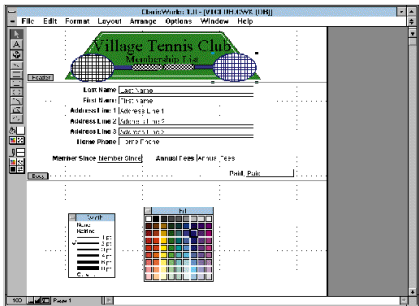
When you want to address the same document to a number of people create a form letter by inserting fields from your database document. The unique "frame" feature lets you create live spreadsheet tables and charts in word processing documents.



2

Add that designer touch

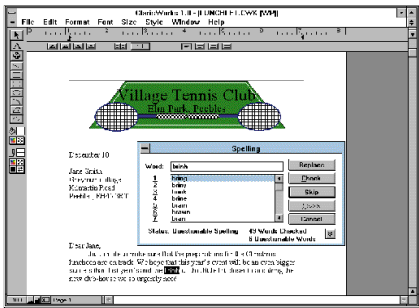
The basic data entry form can be rearranged and enhanced with the Layout command. Create multiple layouts for the same collection of records with "What-You-See-Is-What-You-Get" accuracy. Layouts double as reports for printing records and the drawing tools allow you to enhance your output with impressive visual effects.



3

Write them a letter

To send a letter open a word processing document. Check for spelling mistakes and use the thesaurus to find the right words. Use the graphics tools to create a logo or paste one from another ClarisWorks document. Save your letterhead design as stationery for future correspondence.



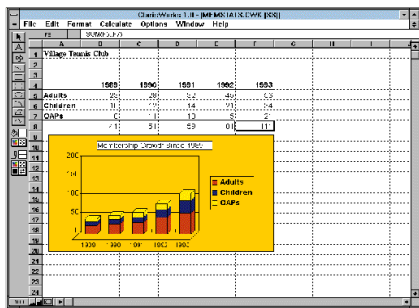
Because it integrates several different types of document, ClarisWorks provides all of the software you need to tackle just about any home or small office computer project, from managing correspondence to balancing accounts.

You can use database documents to sort name and address lists. Use word processing documents for reports and letters. Embellish all of your documents with a common set of drawing and formatting tools.

4

Chart your progress

With a ClarisWorks spreadsheet document you can enter numbers and add them up or use one of the many other built-in formulas. To graph your figures, select them and issue the **Make Chart** command. Enhance charts with the graphics tools.



6

Communicate the news

A ClarisWorks graphics document is the ideal place to layout more complicated publications, such as newsletters. Link frames of text, just like a desktop publishing program. Add live spreadsheets and graphs as well as drawings. When you need to gather information from your favourite online service just use a ClarisWorks communications document.

