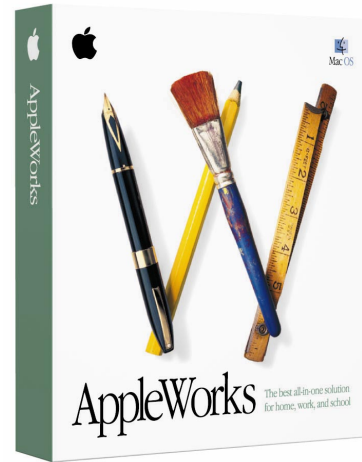# AppleWorks 5

Powerful productivity software designed for everyone.

Key Features

- Use the updated HTML filter lets you save your AppleWorks 5 documents in a format suitable for publishing on the Internet.
- Get a head start on your projects using your choice of over 100 customizable forms for home.
- Add links to your AppleWorks documents that connect to World Wide Web sites.
- Work with user-friendly spreadsheets that let you create formulas with easy-to-understand named ranges instead of technical cell references.

What makes AppleWorks software your all-in-one choice for home, education, and business? First, it does everything you do—easily. Like letters, reports, budgets, name and address lists, presentations, proposals, homework, flyers, mailing labels—and much more.

Second, the all-in-one design of AppleWorks gives you unparalleled power. Its word processing, spreadsheet, database, painting, and graphics modules are completely integrated, so you learn just one program, not half a dozen separate ones. AppleWorks 5 can help you get your office up and running and productive—in minutes, not days or weeks. You'll especially like the way it easily combines words, graphs, tables, images, and video on a single page. You can even link to URLs from within AppleWorks documents* and save your files in HTML format.

Third, AppleWorks speeds you through every task via its Button Bar control center. One click is all it takes to access expert AppleWorks assistants that guide you through complex jobs like newsletter or calendar creation. Another click and you can launch other applications or access more than 150 shortcuts. Even create your own custom buttons to launch documents, macros, and URLs.

And then there's the extraordinarily lean, compact design of AppleWorks. Lightning fast and efficient, it conserves disk space and battery life, making AppleWorks the perfect choice for use with portable computers.
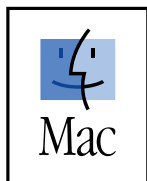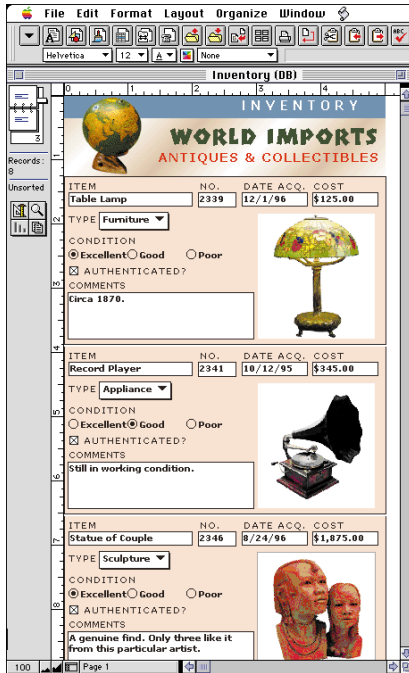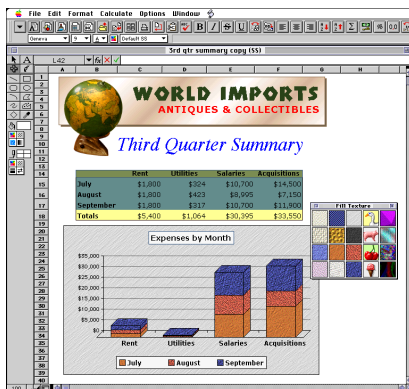
Movie and picture storage capability makes it easy to add multimedia to your AppleWorks 5 databases.

Illustrate your reports with fully customizable charts and graphs.

Features

Benefits

All-in-one Design, Unparalleled Strength

All-in-one integration	Combine text, graphics, tables, charts, and even video on the same page—all with this one compact application.
Button Bar	Work more productively with the versatile Button Bar center for all your everyday tasks. Shortcuts, URLs, and launching other applications are only a click away.
Internet support*	Embed URL links in AppleWorks documents for quick access to World Wide Web sites. Automatically convert your AppleWorks word processing files to HTML for Internet and intranet use.
Document exchange	Open either Windows or Mac OS versions of AppleWorks documents—without translation. Open documents created in many popular software programs from Microsoft, Corel, and Lotus, and save AppleWorks documents for use with these programs.
Slide show presentations	Create and deliver professional slide show presentations on screen with master backgrounds and video movies.
Ultracompact and speedy performance	Moderate disk and memory requirements make AppleWorks perfect for even modestly configured desktop and notebook computers.

Powerful Word Processing for Professional-looking Results

Versatile section formatting and layout	Format complex documents like reports and term papers with sections—each with its own column formatting, headers and footers, page numbering, left/right facing pages, automatic text wrap, and more.
Document linking	Link quickly to key information within a document, to another AppleWorks document, or to the Internet.*
Writing tools	Access information you need to help you write correctly with 110,000-word spelling checker, 660,000-word thesaurus, style sheets, built-in hyphenation, and word counter.
Integrated outlining	Organize documents quickly with predefined outline styles or create your own.
Mail-merge with database	Personalize form letters and mailings directly from your database. Preview before you print.
Automatic footnotes	Easily create footnotes or endnotes. The Footnote Assistant prompts you for needed information and automatically formats footnotes.
Multilingual documents	Integrate Japanese, Chinese, and other text into your documents on Macintosh computers through WorldScript II support (language kit from Apple required).

Spreadsheet and Charting Tools Bring Numbers to Life

|	
100 built-in functions	Analyze data using the built-in mathematical, statistical, financial, date, time, logic, and text functions.
Dazzling charts	Communicate information more effectively using 12 chart types, including bar, pie, line, and high-low close charts. Change fonts and adjust orientation, size, colors, patterns, 3D effects, and more to illustrate your point.
Instant tables	Use the Table Assistant to create a table in AppleWorks word processing and drawing documents, formatted to your exact specifications. Then pick from a predefined Table ExpressStyle to highlight data.

AppleWorks "…packages just the right features for those who don't need the bells and whistles that come with the most high-powered office applications. It's easy to use, produces good output and, because of its overall effectiveness and attractive price, is now an addition to our WinList."
—Joel T. Patz, *Windows* Magazine

"Simple, fast, uncluttered, powerful—it embodies everything you're supposed to like about using a Macintosh."
—Joseph Schorr, *Macworld* Magazine
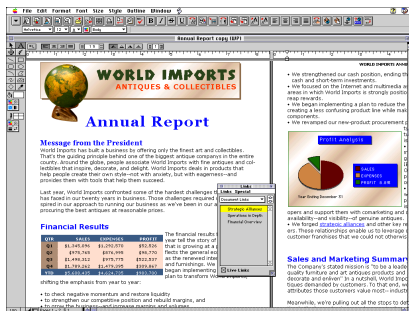
Hyperlinking lets you connect your AppleWorks 5 documents to one another.

Features

Benefits

Colorful Graphics Highlight Your Message

Clip art libraries	Select from over 45 drag-and-drop clip art libraries (with over 875 pieces of clip art in all) to illustrate your work in any AppleWorks document. Store, sort, and organize your own images by creating custom libraries.
Comprehensive graphics tools	Create graphics instantly with tools for lines, ovals, rectangles, beziers, and more. Select from 60 fill patterns, up to 256 colors, 160 gradient fills, and 120 textures or create your own. Produce precise graphics using smoothing, reshaping, and free rotation.
Full-color painting	Edit scanned images and add color effects with special paintbrush, paint bucket, spray can tools, and more.

Easy Database Management and Reporting

FastReport capabilities	Save frequent searches, sorts, and reports to instantly access, display, and print precisely the data you want.
Visual reports and automatic list view	Use graphics tools to lay out data exactly the way you want it to appear. View and edit all your data in row-and-column format from a single screen. Move and expand columns as necessary.
Mailing labels	Use the Mail Label Assistant to effortlessly generate labels in more than 50 predefined Avery formats.
Automatic field entry	Speed data entry and ensure accuracy with pop-up and Verification menus, scrolling lists, checkboxes, radio buttons, and more.

Expert Assistance and Time-saving Automation

AppleWorks assistants and templates	Assistants guide you through multistep tasks such as creating certificates, designing a newsletter, and tracking your finances. Customize over 100 templates to create mailing labels, fax cover sheets, inventory records, and more.
Universal ExpressStyle capabilities	Format virtually anything from text, paragraphs, outlines, tables, and graphics using a single palette with predefined styles.
Contextual help	When you need fast help on how to do something, AppleWorks automatically goes to the appropriate place in its online help database from any dialog.

Top Ten Reasons to Get AppleWorks 5

1. Enhanced translators allow you to share files created in other applications, including Microsoft Word 6.0, Microsoft Excel 5.0, and Microsoft Office 97.
2. The updated Button Bar gives you one-touch access to common AppleWorks 5 functions, and can be customized for one-touch access to URLs, web browsers,* applications, and AppleWorks documents.
3. URL linking lets you access the Internet from within AppleWorks 5,* while hyperlinking lets you connect your AppleWorks documents to one another.
4. Movie and picture storage capability makes it easy to add multimedia pizzazz to your AppleWorks 5 databases.
5. The updated HTML filter lets you save your AppleWorks 5 documents in a format suitable for publishing on the Internet.
6. Over 100 built-in templates can help save you time and make it easy to create polished, professional-looking documents.
7. User-friendly spreadsheets let you create formulas with easy-to-understand named ranges instead of technical cell references.
8. The new text ruler with page guides makes it easy to align text precisely.
9. Password protection shields your important documents from prying eyes.
10. Access to contextual help from any dialog gives you immediate answers when you need them.

System Requirements

AppleWorks 5 for Mac OS
- A Macintosh computer with a 68020 or later processor
- At least 8MB of RAM (PowerPC processor–based computers with 8MB of RAM require virtual memory on)
- A hard disk drive with 21MB (minimum installation) to 58MB (full installation) of free space
- System software version 7.0.1 or later
- A CD-ROM drive**
- One of the following required for Internet access (may require payment of a separate fee):
— A modem (14,400 bps or faster recommended) and an account with an Internet service provider
— A direct connection to the Internet and Internet browser software

AppleWorks 5 for Windows 95 or Windows NT 4.0
- An Intel 386–compatible computer (486 processor for Windows NT 4.0)
- At least 8MB of RAM (16MB for Windows NT 4.0)
- A hard disk drive with 21MB (minimum installation) to 48MB (full installation) of free space
- Microsoft Windows 95 or Windows NT 4.0 operating system
- A CD-ROM drive**
- One of the following required for Internet access (may require payment of a separate fee):
— A modem (14,400 bps or faster recommended) and an account with an Internet service provider
— A direct connection to the Internet and Internet browser software

* Requires an account with an Internet service provider or direct Internet connection.
** Disk sets available for AppleWorks 5 for an additional fee. (See order form inside box.) Disk version does not contain all content included on CD version.

Ordering Information

AppleWorks 5 for Mac OS
Order No. M6952LL/A

AppleWorks 5 for Windows
Order No. M6953LL/A

For More Information

For more information about this product, or to find out where to buy Apple products—through a reseller or from the Apple Store—visit www.apple.com or call 1-800-538-9696. To order this product from the Apple Software Order Center, call 1-800-293-6617.

Apple stands behind its products with world-class service and support. Offering quality parts, extended hardware service options, phone support, and support via the Internet, we provide you with support choices that meet your needs. For more information, visit www.apple.com/support.

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