

F O R W I N D O W S



ClarisWorks™

GETTING STARTED

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CLARIS®

Claris Customer Support
for Windows Applications

Claris Customer Assistance

Claris™ Customer Assistance is available to answer your questions about product availability, upgrades, features, customer registration, policies, procedures, and other nontechnical topics. We will also look into any problems you may encounter while doing business with Claris.

The following services are available to registered Claris customers:

Telephone Service

You can call Customer Assistance from 8 AM to 5 PM, Monday through Thursday; 8 AM to 2 PM on Friday (Pacific Time). The number is 408-727-8227.

Registration Status

Customer Assistance can answer questions regarding your registration status. Please have your product serial number handy when you call.

Change of Address

Customer Assistance handles customer address changes. Send a letter that includes both your old and new addresses to:

Customer Assistance
Claris Corporation
MS C-71
Box 58168
Santa Clara, CA 95052-8168

ATTN: CHANGE OF ADDRESS

Defective or Damaged Products

Contact Customer Assistance if your product is damaged or defective. Be sure to have your product serial number handy when you call. Defective disks will be replaced free of charge during the 90-day limited warranty period. After the warranty period, replacement disks are available to registered customers at a cost of \$10 each.

Send the defective disk, a brief explanation, and payment (if necessary) to:

Customer Assistance
Claris Corporation
MS C-70
Box 58168
Santa Clara, CA 95052-8168

ATTN: REPLACEMENT MEDIA

Product Upgrades and Updates

For warranty, upgrades, registration, change of address, and nontechnical questions, call Customer Assistance at the number above.

Local Claris Dealers

Contact Customer Assistance for the name of a Claris dealer near you.

Or Contact Customer Assistance via:

AppleLink: CLARIS.CR
America Online: Claris CR
FAX (408) 987-3932
Automated Faxline: (800) 800-8954

Claris Technical Support

Please take the time to complete and mail your postage-paid product registration card to us. Technical Support and other Claris benefits such as product update notices are available only to registered users.

24-hour Voice AnswerLine

800-735-7393 (for pre-recorded answers to the most commonly asked questions)

24-hour Fax AnswerLine

800-800-8954 (for technical documents and other information sent to your fax machine). Please use a touch tone phone and follow the menu-driven instructions.

24-hour Claris BBS

408-987-7421 (for posting messages and downloading technical notes)

Online Services

Claris Technical Support maintains a full forum on America Online and CompuServe. These forums include product ordering and technical information, message boards, live conferences, and more.

America Online: keyword CLARIS

Full forum includes product ordering and technical information, message boards, live conferences, and more.

CompuServe: Go CLARIS

Full forum includes product ordering and technical information, message boards, live conferences, and more.

AppleLink: Third Parties: Claris Icon Product information folders, Technical Support message board and more.

Technical Support by Telephone

For Microsoft Windows applications

408-727-9004

For Apple Macintosh applications

408-727-9054

Monday through Thursday, 6 AM to 6 PM;
Friday, 6 AM to 2 PM (Pacific Time)

Other Support Services

The Claris Solutions Alliance

Serves consultants, custom developers, and trainers who provide solutions using Claris software.

For further details or for a Claris Solutions Alliance application kit, call 408-727-8227, or fax your request to 408-987-3932.

You may also download the application kit from our forums on America Online or CompuServe.

Claris Clear Choice™ Developer Hotline

Please call 408-987-7422 if you have a new product that you wish to propose for publication.

Mailing address:

Technical Support
Claris Corporation; MS C-12
5201 Patrick Henry Drive, Box 58168
Santa Clara, CA 95052-8168

Claris Customer Support

Thank you for purchasing this Claris software product. Claris is dedicated to ensuring that you gain the greatest possible value from our products. Please take a minute to learn about the support and services we provide. Note that the benefits and services offered by Claris are subject to change without notice.

Complete and Mail Your Registration Card right now!

In order to serve you better, we need to know who you are. Please take the time to complete and mail the product registration card that is included in the box. No postage is necessary. We also would like to know where you bought your Claris product and how you plan to use it. Thank you for responding.

Technical Publications

We've worked hard to prepare complete, accurate documentation to help you learn and use the full capabilities of our products. Claris manuals and onscreen help systems have won many awards for excellence. We urge you to become familiar with this material and use it as your primary source of information.

Training

Claris Training works with professional instructors throughout the world to develop high-quality training programs for Claris customers. Introductory training is provided with the software. In addition, Claris Solutions Alliance members offer more advanced courses that can be customized to meet the specialized needs of individual organizations.

Call Claris Customer Assistance at 408-727-8227 for information about the Claris Solutions Alliance and the location of members nearest you.

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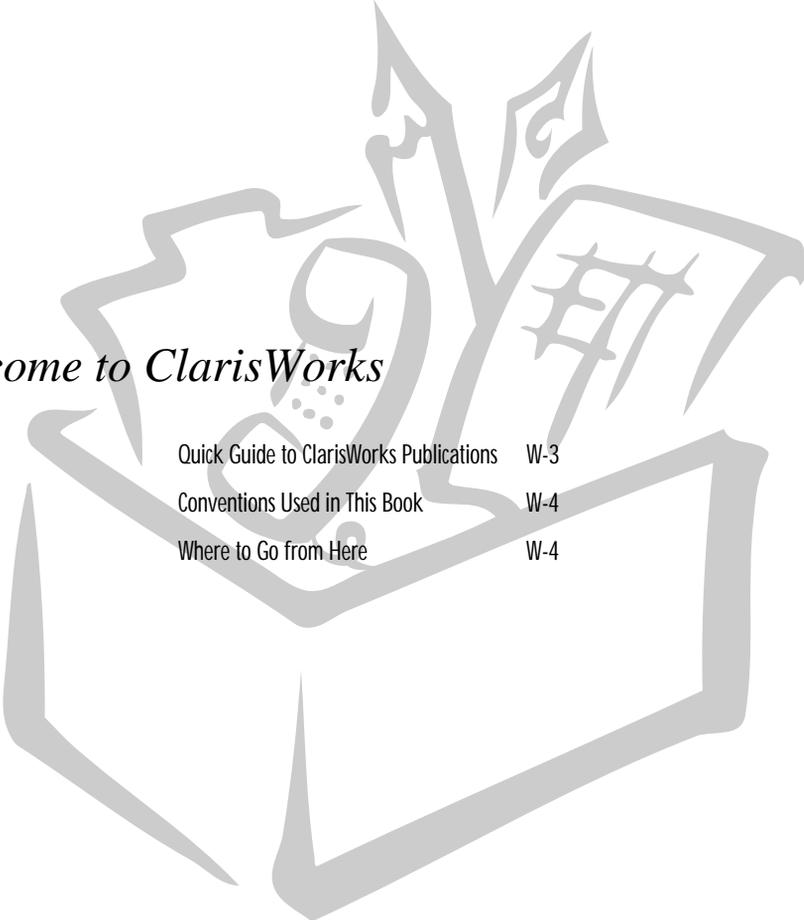
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Welcome



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Welcome

Welcome to ClarisWorks

Welcome to the ClarisWorks™ application from Claris Corporation. ClarisWorks is an integrated software package designed to give you everything you need to be productive: a natural computing environment and the right tools for the job.

ClarisWorks documents share many functions and features with other Claris™ products for Windows and the Apple Macintosh. If you've used the MacWrite™ Pro, FileMaker™ Pro, or MacDraw™ Pro applications, you'll find many similarities.

If you plan to use specialized Claris products later, such as the FileMaker Pro application, you can apply what you learn with ClarisWorks to those products.

Quick Guide to ClarisWorks Publications

This book, *ClarisWorks Getting Started*, is one of several Claris publications designed to help you learn and use ClarisWorks.

ClarisWorks publications give you a choice of learning from a book or from a help system on your computer—or both. You'll find what you need in the comprehensive publications listed here.

ClarisWorks Getting Started

ClarisWorks Getting Started shows you how to install and start the application and provides a step-by-step tutorial. The tutorial introduces you to significant features and explains how ClarisWorks documents work.

ClarisWorks Help

ClarisWorks Help gives you onscreen instructions and reference information you can use while you're working with ClarisWorks documents. Because the system is computer based, you can easily search for topics and move quickly from one topic to another. The help system covers selected topics, including spreadsheet and database functions, used in most ClarisWorks environments.

ClarisWorks Handbook

The *ClarisWorks Handbook* gives concise, step-by-step instructions for doing work in ClarisWorks documents. The handbook also provides reference information you need for power work, such as complex database searches and macro-building.

ClarisWorks Quick Reference Card

The *ClarisWorks Quick Reference Card* lists keyboard shortcuts, identifies icons and tools, and includes a menu map.

Conventions Used in This Book

This book uses certain formatting conventions to aide your learning of ClarisWorks.

Instructions

Step-by-step instructions are introduced with a “To Do” heading. Numbered directions follow these special headings. For example:

To delete a record:

1. Click a record to select it.
2. Choose Clear or Cut from the Edit menu.

Single-step instructions are preceded by a triangle symbol so that you can distinguish them from other text. For example:

- ▶ To show the graphics rulers, choose Show Rulers from the Window menu.

Notes

Notes contain handy tips and other useful information. A diamond symbol precedes these notes. For example:

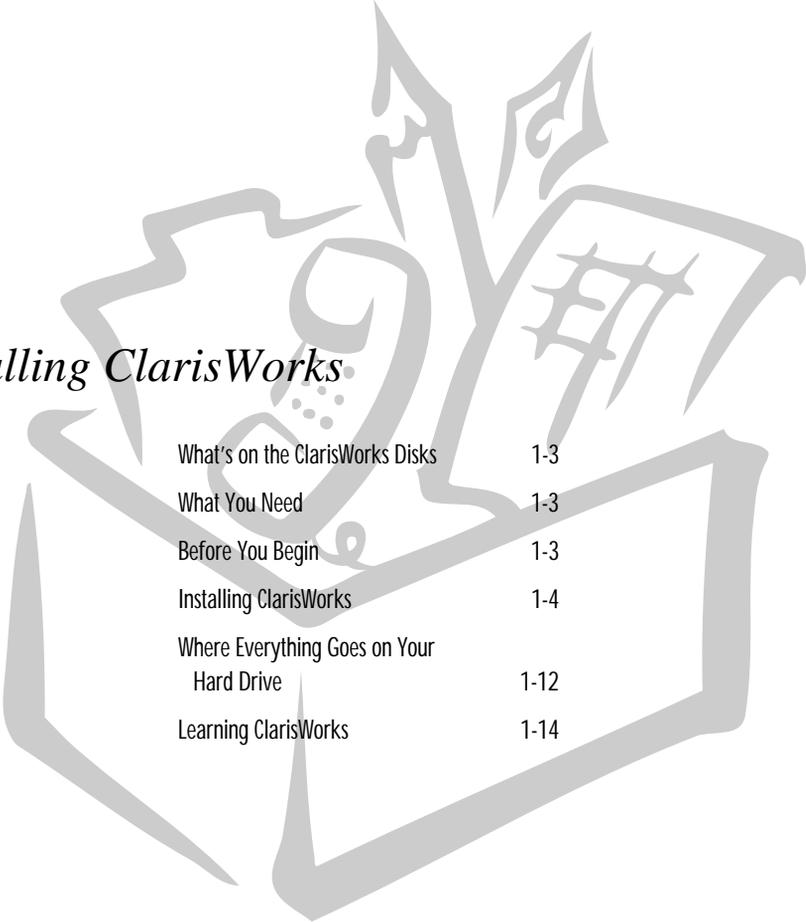
- ◆ Different starting number You can change the starting number for footnotes. For information, see the *ClarisWorks Handbook*.

Special Terms

You may occasionally encounter a specialized term you don’t recognize. You can look up most of these terms in the glossary, which comes just before the index at the back of the book. Words that appear in **boldface** in this book are listed in the glossary.

Where to Go from Here

For instructions on installing ClarisWorks and an introduction to the tutorial, turn to chapter 1 now. If you’re an experienced user, you can go directly to chapter 2, the beginning of the tutorial.



Installing ClarisWorks

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A dark gray square containing the text "Chapter 1" in a white serif font. The word "Chapter" is in a smaller font size than the large number "1".

Chapter 1

Installing ClarisWorks

This chapter provides step-by-step instructions for installing ClarisWorks for Windows and associated files on your PC.

- ◆ **Important** The instructions given here assume you've looked at the Microsoft Windows Tutorial, which covers standard mouse techniques such as clicking and dragging.

The instructions also assume you've reviewed the *Microsoft Windows User's Guide*. If you find you need more information about mouse techniques, working with disks, or making copies of documents and disks, use that guide as a reference.

What's on the ClarisWorks Disks

Your ClarisWorks disks contain files and software in the following categories:

- *Setup* —the software you need to install the ClarisWorks application and to open and save documents in different formats
- *ClarisWorks* —the application
- *Help* —the ClarisWorks Help file that runs under the Windows help system
- *References* —the dictionaries used for the spelling checker and thesaurus
- *Samples* and *Tutorial*—the directories that contain sample files, templates, and the files used for the Getting Started tutorial

For information on where these files go when you install them, see “Where Everything Goes on Your Hard Drive” on page 1-12.

What You Need

To install and use ClarisWorks for Windows, you need the following equipment and software:

- any IBM-PC or equivalent with an 80386 microprocessor or higher
- at least 2 megabytes of RAM (random-access memory), but 4 megabytes or more provides optimum performance
- Windows system software version 3.0, or higher, and MS-DOS version 3.1, or higher, already installed on your PC's hard disk drive. Windows version 3.1 and MS-DOS version 5.0 is recommended.
- a hard drive, internal or external

Before You Begin

Before you begin the installation process, take a moment to copy and register your new software.

Making Backup Copies

To protect your software, make backup copies of all the ClarisWorks disks before you start the installation procedure. If you need information on copying disks, see the *Microsoft Windows User's Guide*.

After you've made backup copies, store the original disks in a safe place and use the copies for installation.

Registering Your Software

As a registered ClarisWorks owner, you're eligible for special benefits:

- technical support
- software updates
- specially priced upgrades
- Claris product news

You also receive announcements of special promotions for future purchases of Claris products.

To register your software, complete and mail the owner registration card that comes with ClarisWorks.

Installing ClarisWorks

Follow these steps to install ClarisWorks and associated software on your hard drive. You have the choice of performing a full or partial installation. The latter is called a *custom installation*.

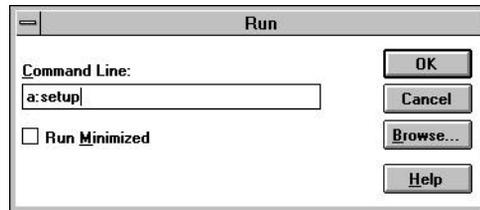
- ◆ **Important** You must use the setup program to install ClarisWorks for Windows. You can't copy the files to your hard drive using the DOS copy command because the files are compressed to fit on fewer disks. The setup program decompresses them during installation.

1. Protect all your ClarisWorks disks.

You can lock 3-1/2 inch disks by sliding the locking tab on each disk to reveal the hole.

2. Start Microsoft Windows and make sure the Program Manager window is open.
3. Insert the Installer disk into a floppy disk drive (usually drive A).
4. Choose Run from the Program Manager's File menu.

The Run dialog box appears.



5. Depending on the drive you inserted the installer disk in, type `a:setup` or `b:setup` in the command line box and click OK.

The setup program starts and displays the ClarisWorks Setup dialog box.



6. Click either Full Install or Custom Install.

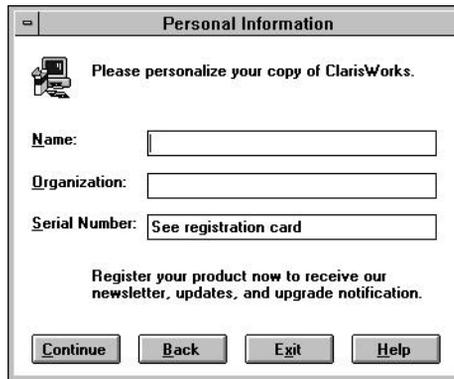
If you clicked Full Install, the Personal Information dialog box appears. Go to step 7.

If you clicked Custom Install to do a partial installation, go to the section "Doing a Custom Installation" on page 1-8.

7. Personalize your copy of ClarisWorks.

A blinking insertion point in the Name box indicates you can type your name there. Type your name and press Tab to move to the next box.

Typing your company name and serial number is optional; however, Claris recommends typing the serial number here in case you lose your registration card. You need the serial number if you call Claris Customer Support.

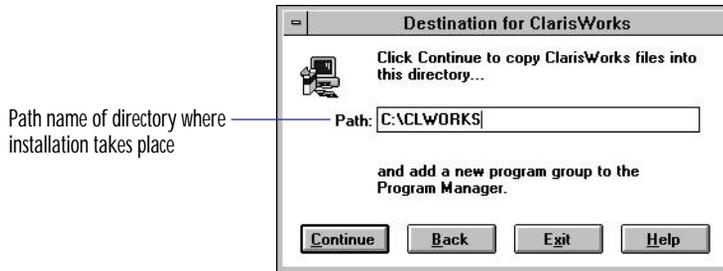


The image shows a dialog box titled "Personal Information". At the top left is a small icon of a computer monitor. To the right of the icon is the text "Please personalize your copy of ClarisWorks." Below this are three input fields. The first is labeled "Name:" and is empty. The second is labeled "Organization:" and is empty. The third is labeled "Serial Number:" and contains the text "See registration card". Below the input fields is a line of text: "Register your product now to receive our newsletter, updates, and upgrade notification." At the bottom of the dialog box are four buttons: "Continue", "Back", "Exit", and "Help".

Please note that after leaving this dialog box you can't change the information typed here unless you reinstall ClarisWorks. To make corrections, press the Tab and arrow keys to position the insertion point, and press Backspace or Delete to erase the mistake. You can now retype the information.

8. Click Continue.

The Destination for ClarisWorks dialog box appears. This box displays the **path**—a sequence of one or more directories—that leads to the directory where the setup program installs ClarisWorks.



9. Click Continue to accept the preset path, or type a new path and click Continue.

The setup program begins moving files onto your hard drive. A dialog box informs you of progress.

10. Insert the other disks as you are asked for them.

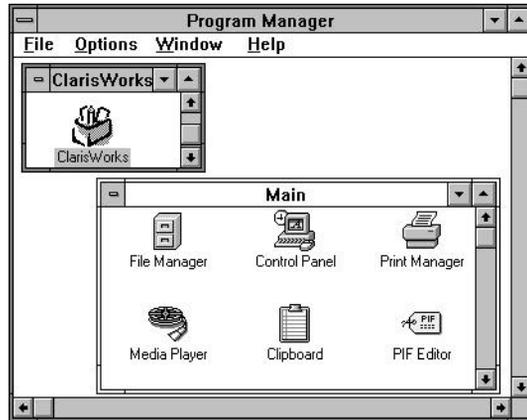
The setup program displays a dialog box telling you which disk to insert. Click Cancel if you want to cancel the installation process.

After the installer copies all the files, it creates a program group for ClarisWorks that appears on your desktop. Then a message confirms that setup was successful.



11. Click OK to return to the Program Manager.

The ClarisWorks program group, which contains the application, is now in the Program Manager window.



After the custom installation section, the rest of this chapter describes the files installed on your hard drive and summarizes the content of the ClarisWorks tutorial. If you're well-versed in ClarisWorks for the Macintosh, you can start up ClarisWorks for Windows now or scan the tutorial to see if you need it. If you've never used ClarisWorks, read on for further instructions.

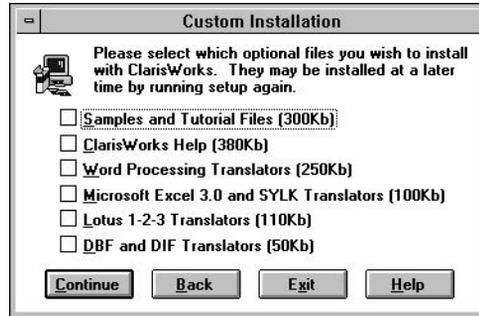
Doing a Custom Installation

If you want to save space or avoid installing translators or other files you don't need, you can install a subset of ClarisWorks files by following these steps. Later, should you need to, you can install any of the files you omitted by running the setup program again. Be sure to install the tutorial files if you are planning to use the tutorial.

To do a custom installation:

1. If you haven't already, follow steps 1 through 6 starting on page 1-4.

When you click the Custom Install button, the Custom Installation dialog box appears.

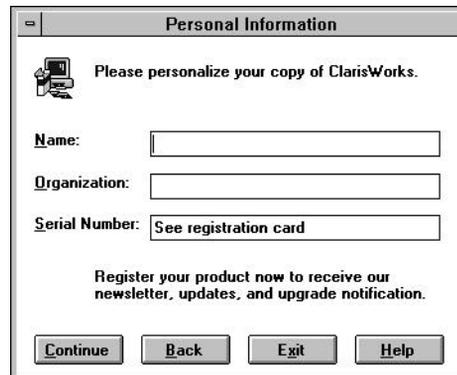


2. Click the checkbox for each group of files you want to install and click Continue.

The Personal Information dialog box, shown in step 3, appears.

3. Personalize your copy of ClarisWorks.

A blinking insertion point in the Name box indicates you can type your name there. Type your name and press Tab to move to the next box.



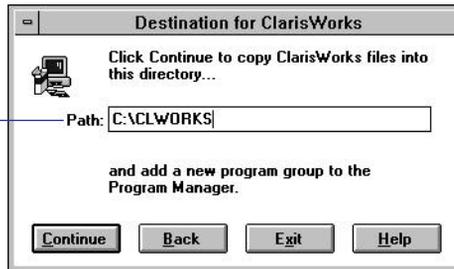
Typing your company name and serial number is optional; however, Claris recommends recording the serial number here in case you lose your registration card. You need the serial number if you call Claris Customer Support.

Please note that after leaving this dialog box you can't change the information typed here unless you reinstall ClarisWorks. To make corrections, press the Tab and arrow keys to position the insertion point, press Backspace or Delete to erase the mistake, and retype the information.

4. Click Continue.

The Destination for ClarisWorks dialog box appears. This box displays the **path**—a sequence of one or more directories—that leads to the directory where the setup program installs ClarisWorks.

Path name of directory where installation takes place

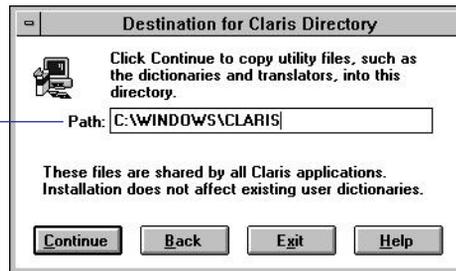


5. Click Continue to accept the preset path, or type a new path and click Continue.

The Destination for Claris Directory dialog box appears. This box displays the path to the directory where the Claris utility files are installed. All Claris applications share these files. The setup program replaces any older versions of these files found in the directory.

- ◆ Important Don't change your pathname if you already have Claris applications installed or these applications will not work.

Path name of directory where
installation takes place



6. Click Continue to accept the preset path, or type a new path and click Continue.

The setup program begins moving files onto your hard drive. A dialog box informs you of progress.

7. Insert the other disks as you are asked for them.

The setup program displays a dialog box telling you which disk to insert. Click Cancel if you want to cancel the installation process.

After the installer copies all the files, it creates a program group for ClarisWorks that appears on your desktop. Then a message confirms that setup was successful.



8. Click OK to return to the Program Manager.

The ClarisWorks program group, which contains the application, is now in the Program Manager window. See page 1-7 for an illustration.

The rest of this chapter describes the files installed on your hard drive and summarizes the content of the ClarisWorks tutorial. If you're well-versed in ClarisWorks for the Macintosh, you can start up ClarisWorks for Windows now or scan the tutorial to see if you need it. If you've never used ClarisWorks, read on for further instructions.

Where Everything Goes on Your Hard Drive

When you install ClarisWorks files on a hard drive, the setup program places the files in two different directories: CLWORKS and CLARIS. As you work in ClarisWorks, the application always knows where to look for the various files when they're needed.

It's best to leave files where the setup program places them. That way, ClarisWorks can't lose track of the files it needs.

What Goes in the CLWORKS Directory

The ClarisWorks setup program creates a CLWORKS directory for you on your hard drive. After installation, the CLWORKS directory contains the following items:

- CLWORKS.EXE—ClarisWorks application
- CLWORKS.HLP—ClarisWorks Help
- Tutorial directory (contains files used for the tutorial)
- Samples directory (contains sample documents)
- Read Me file (contains information about last-minute changes to the product)

What Goes in the Claris Directory

ClarisWorks uses special files to import documents from other applications, save ClarisWorks documents in different formats, and run the spelling checker and thesaurus. These files go into a directory called “Claris.”

The ClarisWorks setup program creates a Claris directory for you if one hasn’t already been installed by another Claris application. Unless you specify otherwise during installation, ClarisWorks creates the Claris directory in the Windows directory. The following files are placed in the Claris directory at installation:

- USENG.NDX—main dictionary (the primary dictionary used by the spelling checker)
- USERD.SPL—user dictionary (a custom dictionary you use for your own specialized terms)
- UTHES.MTH—US English Thesaurus
- Claris XTND translators (software that allows you to open and save documents in various formats)

Translators are programs that allow you to open documents created in applications other than ClarisWorks, such as FileMaker Pro and Microsoft Works.

Learning ClarisWorks

The rest of the chapters in this book are in tutorial form. These chapters introduce you step by step to the basic skills you'll need to work with ClarisWorks.

If you haven't used ClarisWorks before, Claris strongly recommends that you work through the examples in the tutorial.

Working Through the Tutorial

In the tutorial, you'll work through a series of examples that give you practical experience using ClarisWorks documents and features. The tutorial does more than teach you about software features. For example:

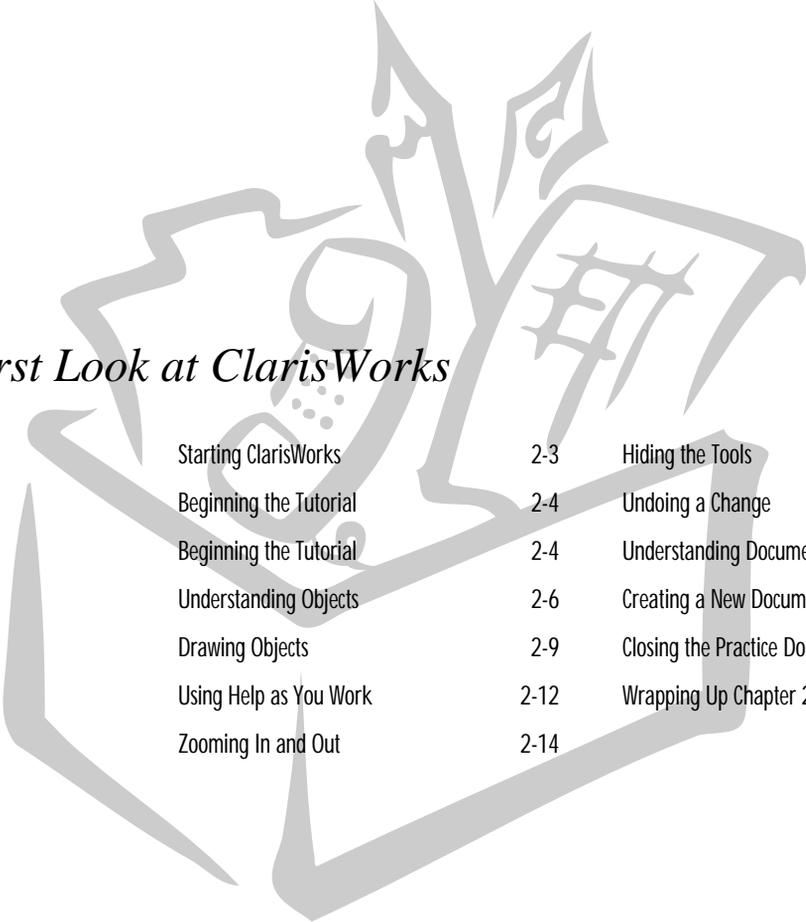
- Working through the tutorial gives you a chance to get comfortable with the application before you tackle major jobs on your own.
- The tutorial demonstrates a routine process of working with ClarisWorks documents: how to start a project, how to proceed, and how to finish the job.
- Through the various examples, the tutorial shows you how much you can accomplish, and the variety of work you can do, when you use ClarisWorks.

Don't worry if you've never used a computer before. You'll soon find yourself as comfortable with the PC—and ClarisWorks—as you are with pencil and paper.

Guide to the Tutorial

The tutorial is broken up into six sessions (chapters 2 through 7). Each session is designed to help you become familiar with a certain aspect of ClarisWorks. In most sessions, you can either start work on your own project or use the sample information provided.

- **Chapter 2** explains how to start up ClarisWorks and introduces concepts and terms you'll need for the remaining sessions. You'll also learn how to open and use the ClarisWorks onscreen help system.
- **Chapter 3** takes you through the process of creating and working with a word processing document, using a typical memo as a starting point.
- **Chapter 4** uses a graphics document to show you how to create a letterhead and save the letterhead as ClarisWorks stationery.
- **Chapter 5** introduces you to a spreadsheet document, using a simplified quarterly business report as an example.
- **Chapter 6** introduces you to a database document, using an invoice form and mailing list as examples.
- **Chapter 7** introduces you to advanced ClarisWorks features, including linked text frames and spreadsheet frames, using a newsletter as an example. If you're not yet familiar with frames, see the glossary for a brief definition.
- ◆ **Different monitors** If you have a high-resolution small- or large-screen monitor, your view of documents may be different from the view shown in the illustrations in this book. You can adjust the size of the ClarisWorks window to match the screen size shown in the figures. Some tutorial steps, such as scrolling through a document, won't be necessary if you have a large screen and don't adjust the window size.



A First Look at ClarisWorks

Starting ClarisWorks	2-3	Hiding the Tools	2-16
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Beginning the Tutorial	2-4	Understanding Document Types	2-17
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Chapter 2

A First Look at ClarisWorks

This chapter begins the tutorial by orienting you to basic concepts, introducing you to ClarisWorks Help, and giving you some direct experience working with onscreen elements such as objects and windows.

In this chapter you'll learn how to:

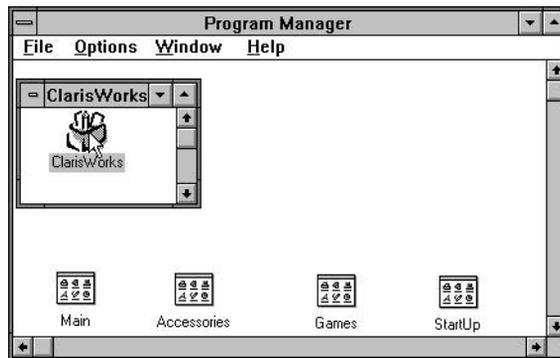
- start ClarisWorks and open an existing document
- create and manipulate objects
- use the ClarisWorks onscreen help system
- create new documents of different types
- change your view of a document and stack windows for easy access
- save and close a document

Starting ClarisWorks

To get started on the tutorial, you'll first start the application and then open a sample document.

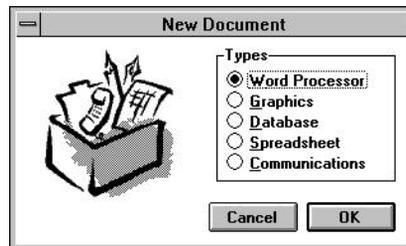
To start ClarisWorks for Windows:

1. Start Windows and open the ClarisWorks group window on the desktop.



2. Double-click the ClarisWorks application icon.

The ClarisWorks start-up screen appears briefly followed by the New Document dialog box appears. Click the Cancel button and go to the next section, "Beginning the Tutorial."

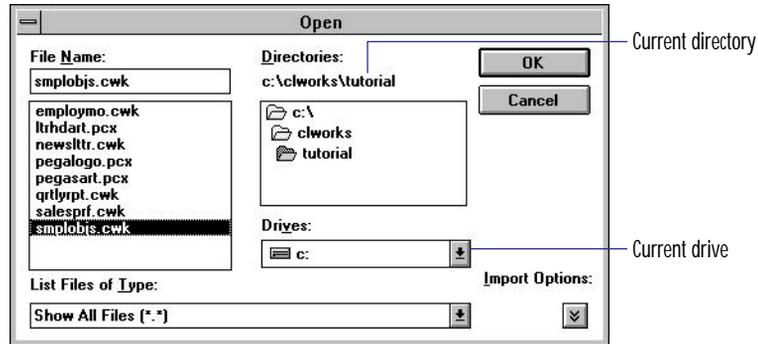


Beginning the Tutorial

To open the first tutorial document:

1. Choose Open from the File menu.

The Open dialog box appears.



Change directories until the Tutorial directory is current. (For help changing directories, see the *Microsoft Windows User's Guide*.)

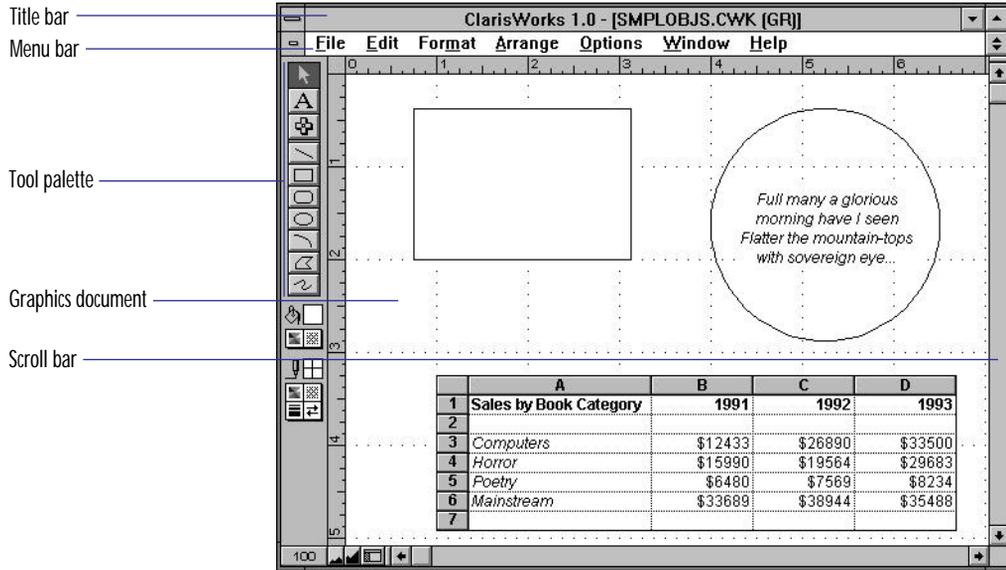
2. Select the Smplobjs.cwk file name and click OK (or double-click the name).

The Smplobjs.cwk file, a ClarisWorks document, opens on the screen.

About the Sample Document

A **document** is a file you create with an application to record the work that you do. The Smplobjs.cwk file is a ClarisWorks graphics document meant for graphics work (you'll learn more about different types of documents a little later in this chapter).

A document appears in a **window** that provides various tools, menus, and controls you use to work with and move around in the document itself.



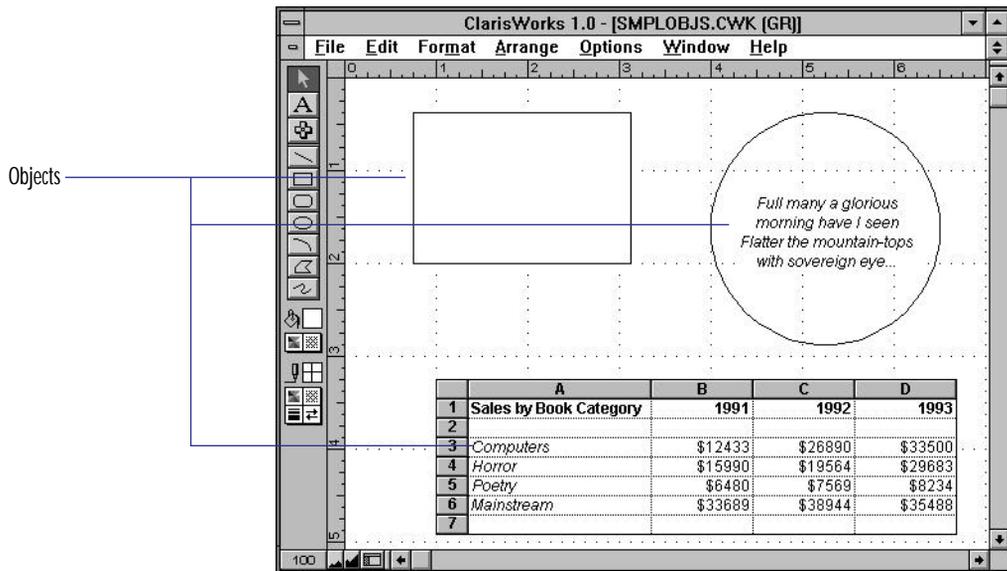
Take a moment to look at this illustration and compare it with the document on your screen. The scroll bars, menu bar, and the title bar of the document should be familiar to you from your review of the *Microsoft Windows User's Guide*.

On the left you see something a little different. This is the ClarisWorks tool palette, which contains the tools you use to work with graphics elements—elements like the shapes shown in the sample document.

Understanding Objects

The sample document is made up of different kinds of **objects**—elements you can draw, select, and move about within a document.

You'll notice the objects don't all look the same. Some of them contain text, some are simple graphic shapes, and one of them has text and numbers arranged in columns and rows.



Objects are the building blocks you use to create imaginative pages and to present different types of information in different ways. You'll learn more about objects in chapter 4.

For now, you may find it helpful to practice a few basic maneuvers.

Selecting an Object

Because you select objects with the arrow pointer, make sure the graphics tool (the arrow) is selected if you've been experimenting with the tool palette.

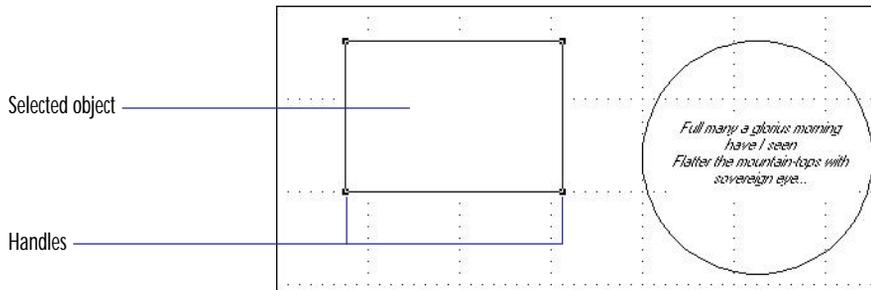
To select an object:

1. Click the white rectangle.

The rectangle should now have **handles**—black squares at the edges of the object's boundary. Handles indicate an object is selected. The rectangle is an opaque object, so you can click anywhere on the object to select it.

2. Click the edge of the transparent circle.

If you don't see any handles, try clicking again. The circle is a transparent object—you can see the grid behind it—so you must click the edge or outline of the object to select it.



The other objects in the file—the spreadsheet frame, the text frame, and the stars—are opaque objects because they are filled with patterns, cells, or information.

You must select an object before you can do anything with it, such as move it or change its size.

Moving an Object

You use the arrow pointer to move an object, too. If you want to reverse the move, choose Undo Move from the Edit menu.

To move an object:

1. Position the pointer over the selected object.

If the object is transparent, place the pointer on the object's outline.

2. Drag the object to a different spot in the document.

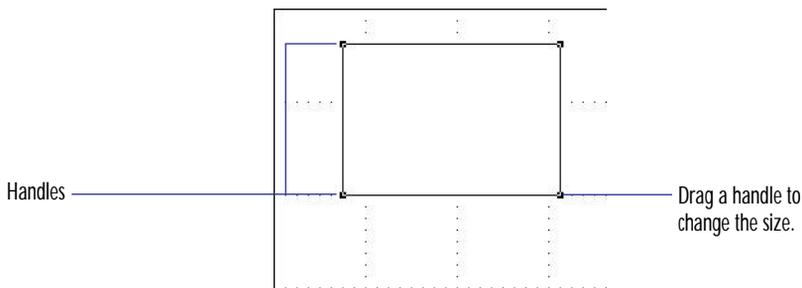
Don't drag a handle or you'll resize the object. If you moved the circle, you'll notice the text inside didn't move with it. That's because the text is a separate object.

If you don't understand the concept of dragging by using the mouse, see the *Microsoft Windows User's Guide*.

Changing the Size of an Object

To change an object's size, drag one of the handles outward from the object with the arrow pointer.

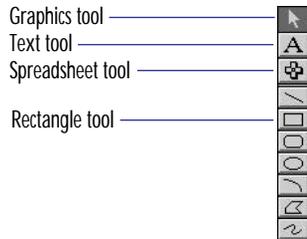
The object becomes larger as you drag. If you drag the handle toward the middle of the object, the object gets smaller.



If you want to reverse your last change, choose Undo Resize from the Edit menu.

Drawing Objects

The objects in the sample document were drawn using the tools in the ClarisWorks tool palette shown here. Because objects are so important to understanding ClarisWorks, now is a good time to learn how to create them.



As you try out the next few steps, don't worry about ruining the sample document. It's here to give you a chance to practice.

To draw a rectangle:

1. Click the rectangle tool.

The pointer changes to a crosshair.

2. Drag the pointer to draw a rectangle of any size.

Handles appear around the new object to show that it's selected. You can move the rectangle or resize it.

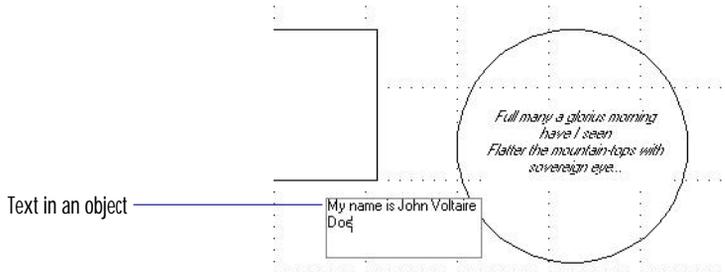
To draw a text object:

1. Click the text tool and drag the I-beam pointer to draw a rectangle.

This object is different—it has no handles. Something else is also different: A blinking bar appears in the upper-left corner of the object. This is the text insertion point.

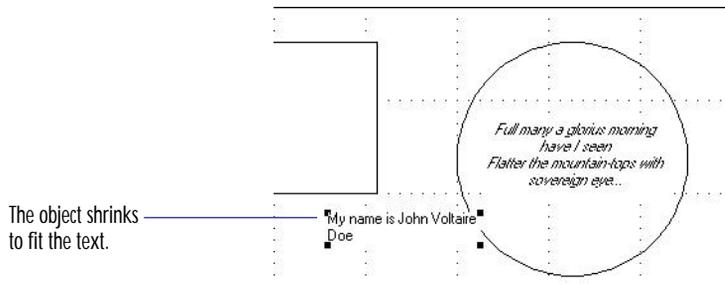
2. Type your name or any other text.

The text appears in the object as you type.



3. Press the Enter key on the numeric keypad or click outside the object.

Now handles appear on the object, showing that it's selected. The object has shrunk vertically to just the size of the text.

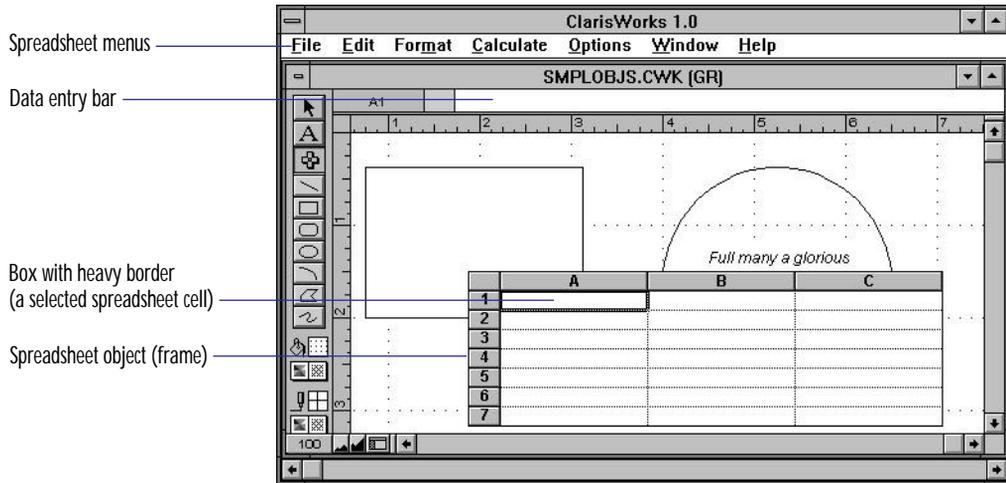


To draw a spreadsheet object:

1. Click the spreadsheet tool, and drag it to draw a rectangle.

This object, called a **frame**, is different from the other two you drew. It contains columns and rows.

One box at the upper-left corner of the frame has a heavy border. The border indicates a selected cell. Notice also that a new panel was added to the top of the document. This is the **data entry bar** for the spreadsheet.

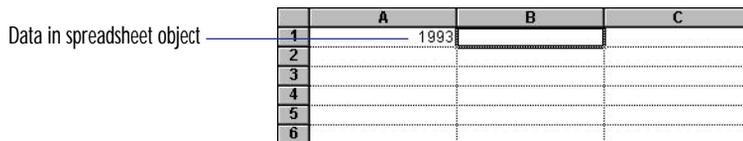


2. Type the year 1993.

The number appears in the data entry bar as you type.

3. Press Tab.

The number now appears in the box, and the heavy border has moved to the next box.



In a later chapter, you'll learn more about spreadsheets. For now it's enough to know that an object can contain a spreadsheet. You can move or resize the spreadsheet object just as you can any other object.

Using Help as You Work

Now that you're about midway through this session of the tutorial, take a moment to become familiar with the comprehensive onscreen help system that comes with ClarisWorks. ClarisWorks Help is based on the Windows Help application, so the information within it is organized by topics. The system is referred to as **onscreen help** because you can open and view the help system while you're working with a ClarisWorks document.

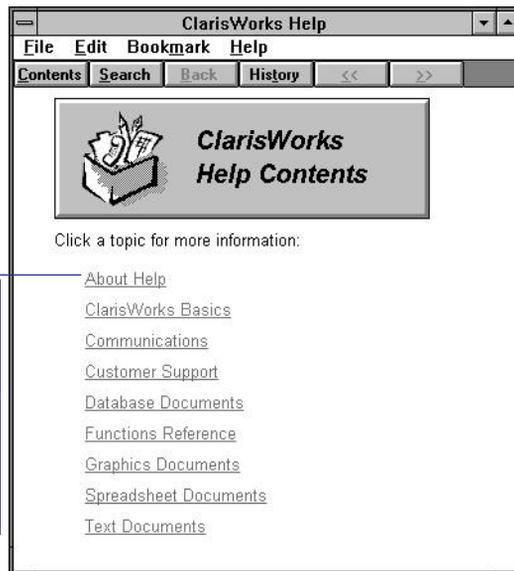
To open the help system:

1. Choose Contents from the Help menu or press the F1 key.

The ClarisWorks Help Contents window opens. Displayed in this window is a list of underlined entries. (If you have a color monitor, the entries are in color.) You can click one of these entries to move to a topic.

Click About Help to learn how to use the system.

Topics are actually buttons



2. Click About Help and follow the instructions on the About Help screen.

Click an underlined entry to get information about a topic. To return to the About Help screen, click the Back button.

- ◆ More about Windows Help To learn more about using Windows Help, choose “How to Use Help” from the ClarisWorks Help window.

You can leave the ClarisWorks help system open as you work. You may find, though, that you want to place the window in a different spot on the screen for easier access or better visibility. The Windows environment provides several ways to display and conceal the help window so that it doesn't interfere with your work, but it is still handy when you need some information. These options are especially useful when you are working on a small screen.

Here are some techniques for handling the help window. For more information about these techniques, read your *Microsoft Windows User's Guide*.

- To move the help window, drag its title bar.

On a large screen, you can usually place the window side by side with a ClarisWorks document. On a smaller screen, try “stacking” the windows so you can always find an edge to click to activate the help system or your documents (see illustration on page 2-14).

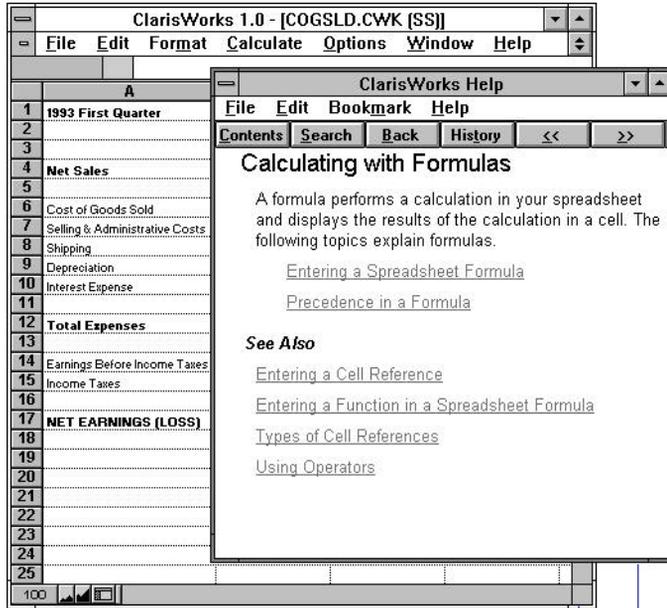
- To reduce the help window to an icon, click the Minimize button.
- To expand the help window to a full-screen view, click the Maximize button.
- To keep the help window on top of other windows, open ClarisWorks Help and choose Always On Top from the Help menu.



Icon for ClarisWorks
Help window

- To stack the help window for quick access, resize the help window, if necessary, and drag it so that the help window partially overlaps the document you are working on.

Arranging windows for quick access to Help

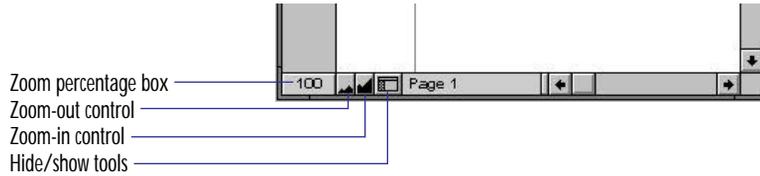


Overlapping edges

Zooming In and Out

When you left the Smplobjs.cwk document, you had just finished drawing several objects. As you drew them, you probably noticed that you could see only part of the document. The document is larger than the screen.

To get an idea of how the whole document looks, you can use the view controls at the bottom of the window to zoom out for an overview.

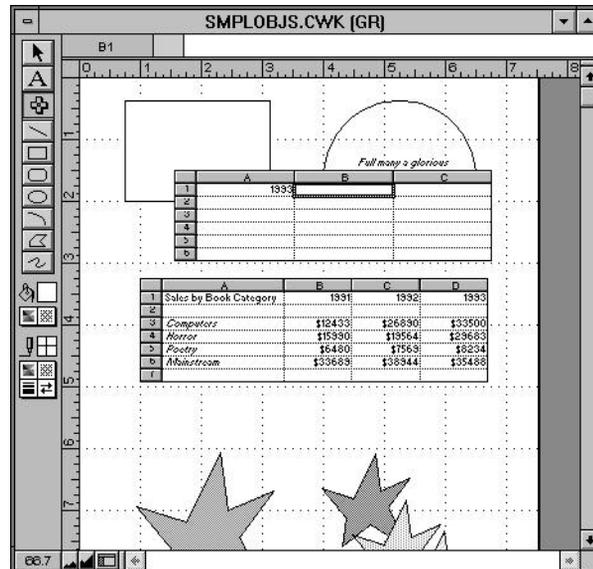


(To see the zoom controls, you may need to move the help window.)

To zoom out:

1. Click the zoom-out control once.

ClarisWorks reduces the document by 66.7%. You can now see much more of the drawing. If you have a 14-inch monitor, your screen should now look like this illustration (with the additional objects you drew).



To the left of the zoom controls, the zoom percentage box now reads “66.7,” indicating that the document is at a 66.7% reduction.

2. Click the zoom-out control again.

ClarisWorks further reduces your view of the document, giving you a bird’s-eye view.

- ▶ To zoom in, click the zoom-in control.

ClarisWorks enlarges the view in stages each time you click.

- ▶ To return to actual view (100%), click the zoom percentage box once.

ClarisWorks automatically returns to a 100% view, regardless of the percentage stages you’ve gone through. Click the box again to return to the previous view. The zoom percentage box alternates between 100 percent and the previous zoom level in effect.

Practice Moves

Try reducing the view and scrolling up and down through the document. You’ll find the scroll bars work the same way in any view. For information on scrolling, see the *Microsoft Windows User’s Guide*.

Hiding the Tools

In a graphics document such as Smplobjs.cwk, the tool palette is present when you open the document. In other types of ClarisWorks documents, the tool palette may or may not show, but you can bring it into view when you need it to draw an object. If you work on a small-screen PC, hiding the tools gives you more room to work with the contents of a document.

In a document where the tools are hidden, you can always bring them into view when needed by clicking the hide/show tools control.

To hide ClarisWorks tools, choose one of these methods:

- Click the hide/show tools control (shown on page 2-15).
The tools disappear, but return if you click the control again.
- Choose Show Tools or Hide Tools from the Window menu if you prefer to use a menu.
The commands have the same effect as the hide/show tools control.

Undoing a Change

As you work with ClarisWorks, you can move an object, revise some text, or take some other action you'd prefer to undo. It's easy to cancel an action, as long as you don't do something else before you change your mind.

To reverse an action:

1. Resize any object in the document.
2. Before you make any other changes, choose Undo Resize from the Edit menu.

ClarisWorks restores the object to its original size.

In general, the Undo command reverses your latest action.

The Undo command changes to Redo after you choose it, so you can restore a change if you wish. Also, Undo recognizes what you just did. If you change text, for example, the command becomes Undo Typing.

Understanding Document Types

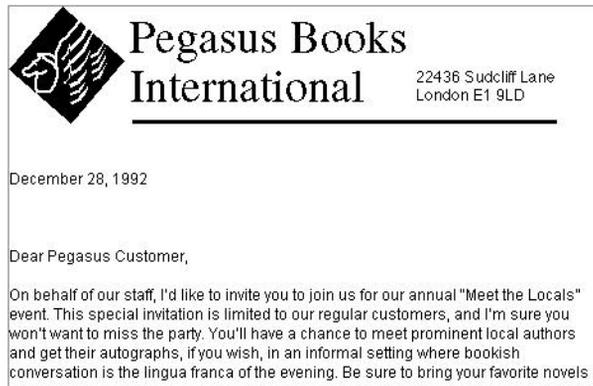
In ClarisWorks you can create documents of four different types. Each type is specifically designed for a certain primary function.

Near the end of this chapter, you'll learn how to create new documents of different types. Before you move on, however, take a moment to become familiar with what each document type does best.

Word Processing

A word processing document—also called a text document—is primarily for text. The text can take the form of memos, letters, reports, book manuscripts, or anything else you can type.

Customer letter in a word processing document



For a professional look, you can use multiple columns, add footnotes, and add a header and footer. You're not limited just to text. For example, you can paste pictures, draw graphic shapes such as boxes or borders, add frames, or add charts created from data in a spreadsheet.

Graphics

A graphics document is an electronic drawing pad, and it's also much more. You can use a graphics document to lay out pages, such as those for a newsletter or brochure. You do this by drawing objects that contain text, drawings, or numbers.

Newsletter in a graphics document



Pegasus Books International
22435 Sudcliff Lane
London E1 9LD

Employee of the Month

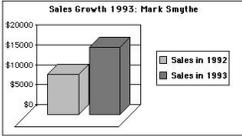
Pegasus employees last month named Mark Smythe, of the Chicago store, as employee of the month.

Smythe's Mission
Smythe's sales were sky high (69% higher than last year), and so was his attitude. "People don't read enough anymore," says Smythe. "So I read have a mission, which is to direct customers to something interesting, exciting, and, well, readable."

Smythe thought the store was focusing too much on best sellers, so he convinced the manager to set up a display for employee favorites. Smythe named the display "WHAT WERE READING NOW" and invited other employees to put their choices on the rack.

The result? An overall 15% increase in store sales. Obviously, the eclectic tastes of the employees, several of whom are part-time students or musicians, appealed to the Chicago store's audience. Smythe directs browsers to the display whenever he notices what he calls "that searching look in the eye."

The Sales Details
"Maybe I've learned to see ordinary customers as more interesting people," Mark says. "Whatever, paying attention to browsers seems to have helped." For a look at Mark's sales performance this year, see the box called SALES GROWTH BY MARK SMYTHE.

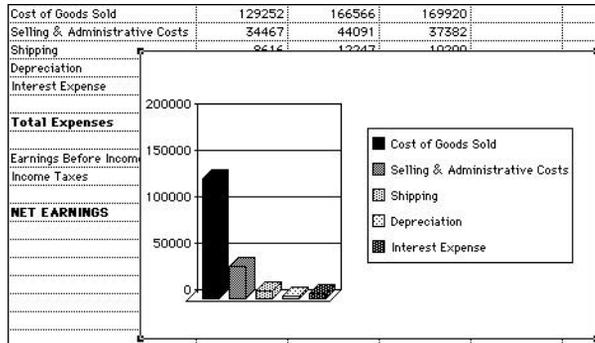


Year	Sales
1992	\$8,000
1993	\$14,000

Spreadsheet

A spreadsheet document is like a columnar pad of paper, but much more versatile. You can transform numbers into pie, bar, and scatter charts that show financial or scientific trends and relationships in a way that figures can't.

Data and chart in a spreadsheet document



Most people use a spreadsheet to tally numbers and compute formulas, but you can use one to organize any information you want to present in columns (for example, a schedule).

Database

You use a database document to store, sort, organize, and find information, whether you need a mailing list, catalog, or an invoice/sales tracking system.

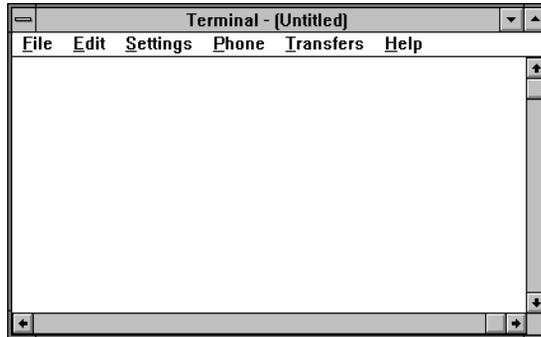
Information in a database document

<u>Sold To</u>	<u>Item</u>	<u>Price</u>	<u>Quantity</u>	<u>Total</u>
Delaware Books	Encyclopedia Globus	\$640.00	2	\$1280.00
Jones Electronics	Computer Dictionary	\$28.05	10	\$280.50
Mary's Book Cellar	Dickens Set (paper)	\$9.50	6	\$57.00
Total Sales				\$1617.50

Using a database layout, you can design different ways to present the same data. For example, you can organize the names and addresses you enter in a sales record for use in a layout for mailing labels.

Communications

When you create a new communications document, ClarisWorks actually opens the Windows Terminal application for you. For more information on using Terminal, see your *Microsoft Windows User's Guide*. Here is what a new Terminal document looks like.



A communications document conducts a communications session between you and an online information service or another computer. Depending on the service you choose, you can join online discussion groups, look up business or technical topics, send and receive electronic mail, shop, and book travel reservations.

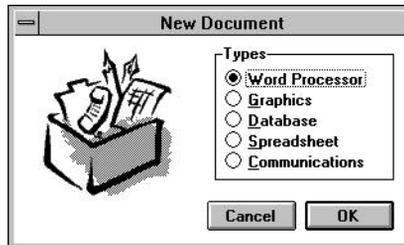
Creating a New Document

Now that you're familiar with the different types of documents available, you're ready to practice creating a few new ones. You'll need to know how to do this to work through the remainder of the tutorial.

To create a new document:

1. Choose New from the File menu.

The New Document dialog box appears.



2. Double-click the Word Processor button (you can also click the button and then click OK).

A new word processing document opens.

For now, don't do anything with the document.

3. Again choose New from the File menu.

4. In the New Document dialog box, double-click the Graphics button.

A new graphics document opens on top of the word processing document.

You can open as many documents as your computer memory accommodates.

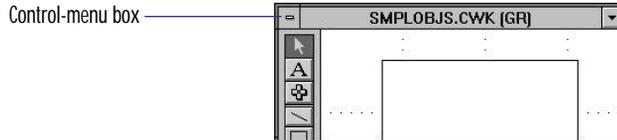
That's all you need to know for now about creating new documents. In each chapter of the tutorial you'll repeat this process as you open and explore each type of ClarisWorks document.

Closing the Practice Documents

You're near the end of chapter 2, so you can now close the Smplobjs.cwk document, any other documents you created, and the help system.

To close the practice documents:

1. Make sure the document is active (the title bar is not dimmed).
2. Choose Close from the File menu.



If you've made any changes, ClarisWorks asks if you want to save them.

- ◆ Tip You can also double-click the Control-menu box of the top-most document to close it.
3. If you see the Save Changes message, click No.
ClarisWorks closes the top document. You'll learn to name and save your documents in the next session of the tutorial.
 4. Close all the documents the same way, until only the ClarisWorks application window is left on the screen.
Documents from other applications can remain open.
 5. If you plan to go immediately to chapter 3, skip the next step.
 6. Press Ctrl+Q.

You exit from ClarisWorks and return to the Windows desktop.

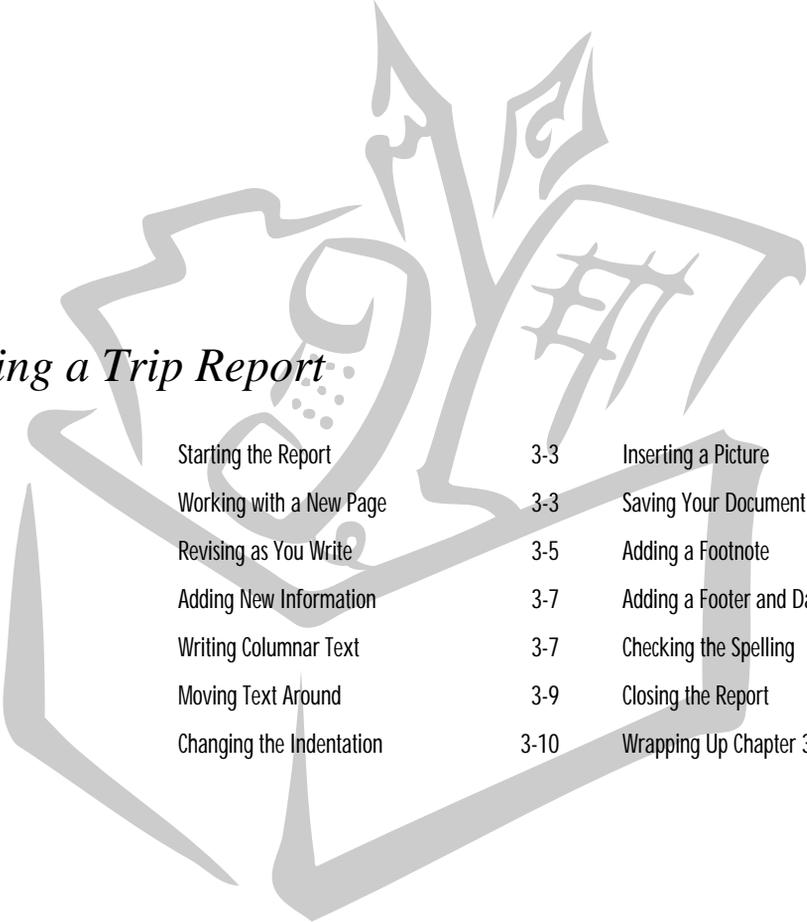
Wrapping Up Chapter 2

You've now explored some basic ClarisWorks activities and concepts. You've opened and closed a document, reviewed the help system, drawn a few objects, changed the view of a document, and learned to create new documents.

What's nice about ClarisWorks is that you can apply the concepts explored in this chapter to different types of documents.



If you're ready for a break, this is a good spot for one. If not, go on to chapter 3 now.



Writing a Trip Report

Starting the Report	3-3	Inserting a Picture	3-11
Working with a New Page	3-3	Saving Your Document	3-13
Revising as You Write	3-5	Adding a Footnote	3-14
Adding New Information	3-7	Adding a Footer and Date	3-16
Writing Columnar Text	3-7	Checking the Spelling	3-17
Moving Text Around	3-9	Closing the Report	3-18
Changing the Indentation	3-10	Wrapping Up Chapter 3	3-19

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Chapter 3

Writing a Trip Report

This chapter of the tutorial introduces you to ClarisWorks word processing (text) documents.

In this chapter you'll learn how to:

- open a text document and write a report
- revise the text you write and change the text format
- insert a picture
- add footnotes
- check spelling
- save and close a document

Starting the Report

In this session of the tutorial, John Jones, a Pegasus Books International sales representative, is writing a trip report. John decides to use a word processing document for his report, because the report will contain mostly text. Each step in the tutorial provides information for the report.

- ◆ **Important** In this session and throughout the tutorial, you can follow the examples or get right to work on your own documents. If you decide to create your own documents, use the examples as guidelines.

To start the report:

1. Start ClarisWorks, if necessary.
2. Create a new word processing document (see “Creating a New Document” in chapter 2 for details).

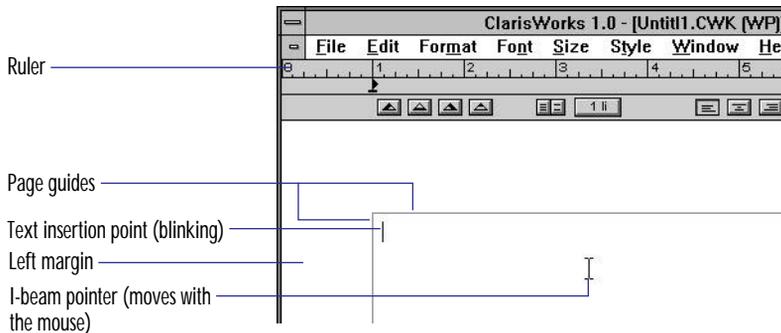
In the title bar of the new document, you see the name “Untitled1.CWK (WP).” The .CWK extension identifies the file as a ClarisWorks document. The *WP* stands for word processing. For brevity, a word processing document is referred to as a text document.

Later in this chapter, you’ll give the document a different name.

Working with a New Page

At the top of the new page you should see the text ruler (see page 3-4). You can ignore the ruler for now and simply focus on writing, which you’ll begin in a moment.

Notice the vertical bar, the **text insertion point**, blinking in the upper-left corner of the page. To its left, and above it, you see light gray lines. These are the **page guides**, which indicate the boundaries of a text page. The **I-beam pointer** moves when you move the mouse. After you've typed some text, you'll use the I-beam pointer to set the insertion point somewhere else.



Writing in the Document

To write in the document, type a few lines of text, but don't press the Enter key at the end of a line. (You can use John Jones's report, which follows, or start working on your own report.)

The insertion point moves to the right as you type. When you reach the right margin, the next word you type automatically moves down to a new line, in a process called **word wrap**.

John's First Paragraph

This year's New York Book Sales Fair turned out to be a good choice for promoting sales of franchise stores. To summarize, I have seven (yes, 7!) potential franchisees ready to come to London for serious screening and qualification interviews. That doesn't count six others who were interested but clearly classifiable as dreamers, not entrepreneurs.

Correcting Errors as You Type

To correct the errors you make as you type:

- Press Backspace to back up over the error, and retype the word or words.
- Press Delete to erase characters to the right of the blinking insertion point.
Backspace and Delete are repeating keys. You can hold them down to remove characters continuously.

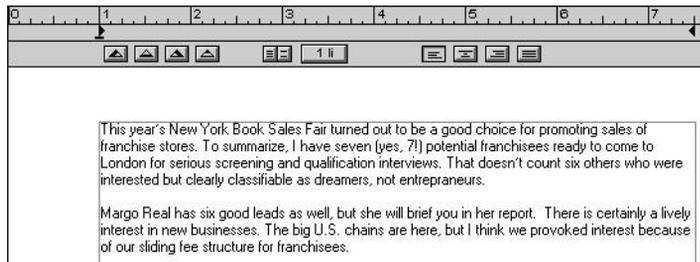
Adding More Text

To add more text, type another paragraph (again, use John Jones's words if you wish). First, start a new paragraph and insert a line of space by pressing the Enter key twice. The text insertion point moves down two lines and blinks.

John's Second Paragraph

Margo Real has six good leads as well, but she will brief you in her report. There is certainly a lively interest in new businesses. The big U.S. chains are here, but I think we provoked interest because of our sliding fee structure for franchisees.

The report should now look something like this.



Revising as You Write

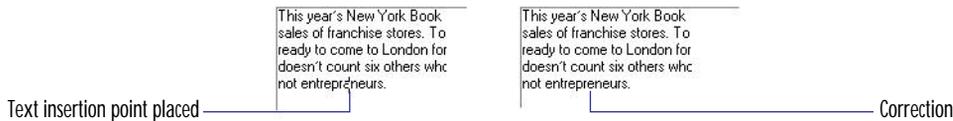
John notices a typing mistake in his report. He could correct it later when he checks the spelling but decides to fix the error now.

To correct an error after you've typed more text:

1. Use the mouse to move the I-beam pointer to a position just to the right of the error and click once.

The text insertion point starts blinking where you clicked. If you don't get it in exactly the right place, move the I-beam pointer and click again. (If your typing was perfect, with no mistakes, practice moving the insertion point to correct future errors.)

2. Press Backspace to erase the error, and retype the letter.



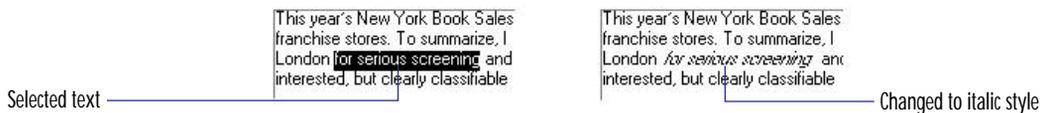
Selecting and Deleting Text

To select text, move the insertion point to the beginning of the text and drag through the words. ClarisWorks highlights the text to show that it's selected.

When text is selected you can change or move it. You can now delete the text by pressing the Backspace key, or deselect the text by clicking somewhere else or selecting different text.

Changing the Type Style

You can change the type style, font, and size of something you've written. To change the type style, select the text and choose a style, such as Italic, from the Style menu. The text changes to the style you chose. You can change the font and size while the text is still selected by choosing from the Font and Size menus.



Adding New Information

After typing the first two paragraphs, John realizes that he needs to address his report.

To insert more text above what you've already typed:

1. Click to the immediate left of the first character in the report.

The insertion point moves to that spot.

2. Type the additional text, pressing Enter at the end of each line.

The rest of the text moves downward automatically. You can add line spaces by pressing Enter.

John's Address Lines

```
Madeleine Gifford, Vice President for Sales
Pegasus Books International
22436 Sudcliffe Lane
London E1 9LD
```

You can use the same process to insert additional text anywhere in a text document.

Writing Columnar Text

To impress the home office, John decides to add some details on the prospects he's writing about. To do this, he types a small table and then edits it to make it look professional.

To create columnar text:

1. Move the insertion point to the end of the text and press Enter twice to insert a blank line.
2. Type "Prospect" and press Tab three times.

Pressing Tab inserts an invisible tab character in the text. As you press Tab, you notice that the text insertion point stops every half-inch. The ruler is preset with tabs every half-inch.

You can remove a tab just as easily as you entered them by pressing the Backspace key. See the steps for removing a tab on page 3-8.

3. Type "Company" and press Enter twice to add a blank line and begin a new line.
4. Type the first prospect and press Tab until the insertion point lines up under "Company."
5. Type the company name and press Enter. Continue typing the prospect and company names in columns.

John's Table

Prospect	Company
Sylvia Waler	Waler Books
Mary Doe	Doe Unltd.
Walker Smith	Smith Books
Talia Bacherro	Talia Books
Marsh Rockworth	JRJ Design
Ted Uyeda	National Art
Maurice Rivera	Epp Book Co.

To make the top line bold:

1. Drag the pointer across the line to select it and choose Bold from the Style menu.
You can also triple-click the line to select it.
2. Choose Bold from the Style menu.

To remove a tab:

1. Move the I-beam pointer to the left of a word in the second column and click.
2. Press Backspace.

The word moves one tab position to the left. Press Tab again to move it back in line with the column.

Moving Text Around

After rereading the trip report, John decides to move a paragraph from above the table to below it.

This paragraph ...

Margo Heat has six good leads as well, but she will brief you in her report. There is certainly a lively interest in new businesses. The big U.S. chains are here but I think we provoked interest because of our sliding fee structure for franchisees.

Prospect	Company
Sylvia Waler	Waler Books
Mary Doe	Doe Unltd.
Walker Smith	Smith Books
Talia Bacherro	Talia Books
Marsh Rockworth	JRU Design
Ted Uyeda	National Art
Maurice Rivera	Epp Book Co.

will go here.

To move text:

1. Select the text (a line, a paragraph, or several paragraphs) you want to move.
2. Choose Cut from the Edit menu or press Ctrl+X.

The text is removed and a copy is placed on the Clipboard, a temporary storage place in the computer. The copy stays there until you cut (or copy) something else, or until you shut down the computer.

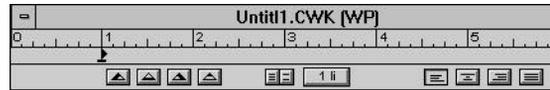
3. Place the insertion point where you want the text to go, pressing Enter to create a new line.
4. Choose Paste from the Edit menu.

The copy is pasted from the Clipboard into the new spot.

- ◆ **Copying** You use the same technique to copy and paste text that you use to cut and paste text. When you copy, the original text stays where it is, and a copy goes on the Clipboard. You can paste the copy elsewhere or in another document.

Changing the Indentation

John decides to change the indentation of the table to give it more emphasis. Two indent markers on the left side of the ruler control **indentation**, the distance of text from the page guide.



Left indent marker
First-line indent

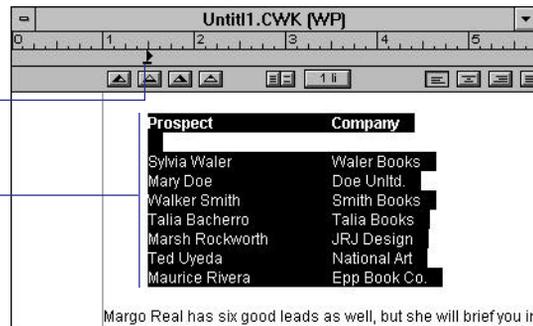
To change the indentation:

1. Select the paragraphs whose indentation you want to change.

John selects the whole table.

2. Drag the left indent marker to the right.

The left indent of the selected paragraph changes as you drag.



When you dragged the indent marker, you probably noticed that both indent markers moved. You can separate the two markers to change only the first line in a paragraph.

To change the indentation of the first line:

1. Select the paragraphs you want to change.

John selects the first paragraph.

2. Drag the first-line indent marker, shown on page 3-10, toward the right.

The first line of the paragraph indents to match the new ruler setting. Be sure the left indent marker doesn't move.

You can also change the right indent—the distance from the page guide of the text on the right margin.

To change the right indentation:

1. Select the paragraphs you want to change.

John selects the first paragraph.

2. Drag the right indent marker toward the left.



The text lines are shortened to match the new ruler setting. If you don't see the marker, use the horizontal scroll bar to bring it into view.

Inserting a Picture

John's trip report looks fairly dull, so he decides to insert the Pegasus logo at the top of the page. He has a copy of the logo in a graphics document.

To insert a picture:

1. Place the insertion point on the line where you want the art to go.

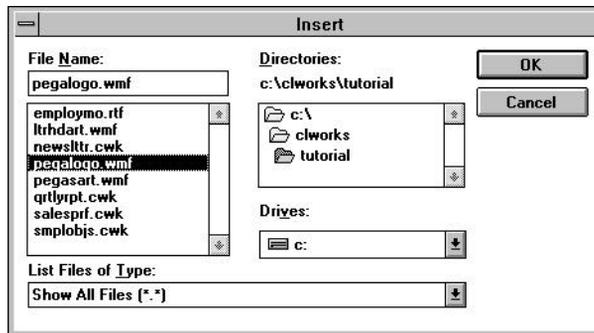
John creates a new line at the top of the document.



2. Choose Insert from the File menu.

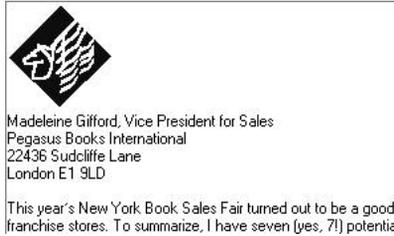
You see the Insert dialog box with a list of document names. You may need to change directories to find the art.

John opens the Tutorial directory.



3. Double-click the name of the document you want.

The contents of the document are placed at the insertion point. John inserts the art called “Pegalogo.wmf.”



Another way to add a picture is to copy the art and paste it into the document. Using the Insert command is much quicker.

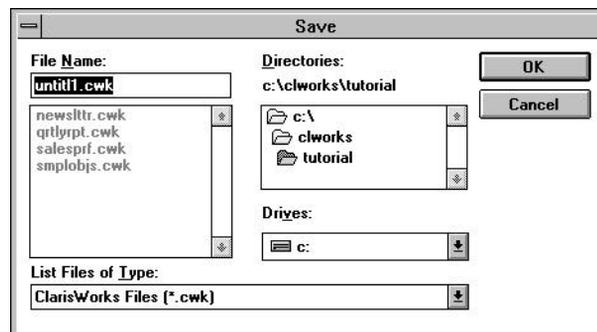
Saving Your Document

You're now about midway through this session of the tutorial. This is a good time to name and save your report.

To name and save the practice document:

1. Choose Save from the File menu.

The Save dialog box opens.



2. Type a name for the report in the File Name box.

John names his document “Trprpt3.cwk.” Be sure your file name follows the same format: eight characters or less, plus the .cwk file name extension. Case is ignored. ClarisWorks file names appear as uppercase in document title bars and as lowercase in windows dialog boxes, such as Open or Save As.

3. Click OK.

The document is saved and remains open.

Adding a Footnote

John decides he needs to add a note about one of the prospects.

To insert a footnote:

1. Place the insertion point just to the right of the word where you want to place the footnote.

Number for footnote goes here —

Prospect	Company
Sylvia Water	Water Books
Mary Doe	Doe Unltd.
Walker Smith	Smith Books
Talia Bacherro	Talia Books
Marsh Rockworth	JRJ Design
Ted Uyeda	National Art
Maurice Rivera	Epp Book Co.

2. Choose Insert Footnote from the Format menu.

ClarisWorks inserts a number for the note and moves the insertion point immediately to the bottom of the page. The number is in **superscript** style, which means it's raised above the main line of text.

ClarisWorks inserts the number ...

Prospect	Company
Sylvia Waler	Waler Books
Mary Doe	Doe Unltd.
Walker Smith	Smith Books
Talia Bacherro	Talia Books
Marsh Rockworth ¹	JRJ Design
Ted Uyeda	National Art
Maurice Rivera	Epp Book Co.

Margo Real has six good leads as well, but she will br

and moves the insertion point to the footnote.

¹

3. Type the text of the note.

¹ He says he met you at last year's sales meeting in Honolulu.

4. Click anywhere in the main text or press Enter on the numeric keypad.

The insertion point returns to the main text. You can continue adding notes, either as you type or as afterthoughts. The notes are numbered sequentially from 1.

- ◆ Different starting number You can change the starting number for footnotes. For information, see “Customizing Your Documents” in chapter 2 of the *ClarisWorks Handbook* after you finish the tutorial.
- ◆ Deleting a footnote To delete a footnote, select the note number within the document (not in the footnote panel), and press Backspace or Delete.

ClarisWorks deletes the note and its number and renumbers any remaining footnotes.

Adding a Footer and Date

The trip report looks good now, but John wants to add a few finishing touches. He wants to add a **footer**—a repeating element that appears at the bottom of every page. If he wanted to, John could also add a **header** to repeat at the top of the page.

To add a footer:

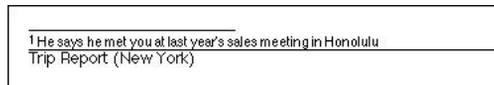
1. Choose Insert Footer from the Format menu.

ClarisWorks immediately creates a footer box and drops the insertion point into the box.

2. Type the contents of the footer.

John's Footer

Trip Report (New York)



3. Type a few spaces, and choose Insert Date from the Edit menu.

The date is added automatically to the footer. The date changes automatically when you open the document on a different day.

4. To leave the footer, click anywhere in the body of the document or press Enter on the numeric keypad.

If you want to create a header at the top of the page, use the Insert Header command, just as you used the Insert Footer command in step 1.

- ◆ Page numbers and times Use the same method described for inserting a date to insert automatic page numbers and times. If you don't want page numbers, dates, and times to be updated automatically, type the information rather than inserting it.

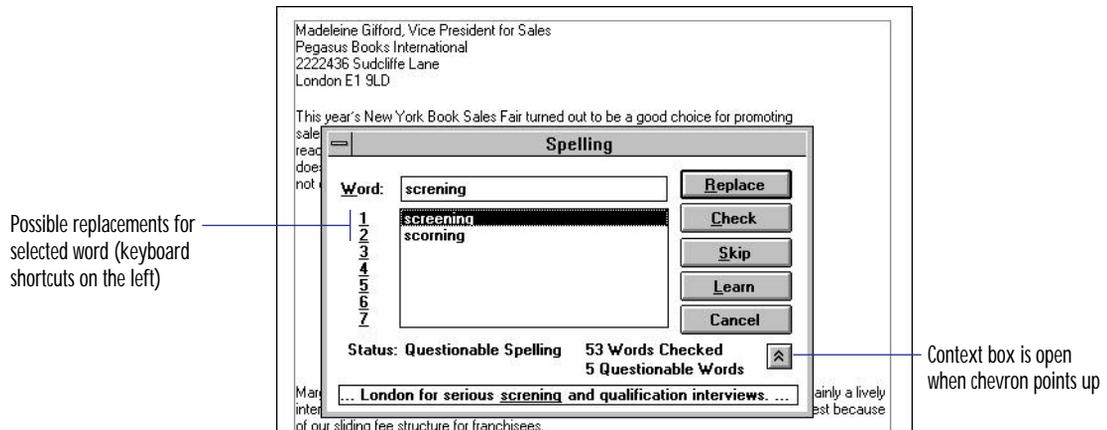
Checking the Spelling

The last step John takes is to check the spelling in the trip report. The spelling checker checks the whole report, including the footer. If you don't see the Spelling dialog box, you may not have installed the spelling-checker dictionaries. See chapter 1 for installation information.

To check spelling:

1. Choose Check Document from the Spelling submenu in the Edit menu.

The Spelling dialog box opens, showing the number of words checked so far and the first questionable word. The questionable word is selected.



2. Click the chevron to open the context box.

The context box shows the words before and after a questionable word.

3. Click a suggested replacement or type the correct spelling in the Word box and click Replace.

ClarisWorks inserts the correction and continues the check. If one of the suggested replacements is correct, you can use the keyboard command shown to the left of the word.

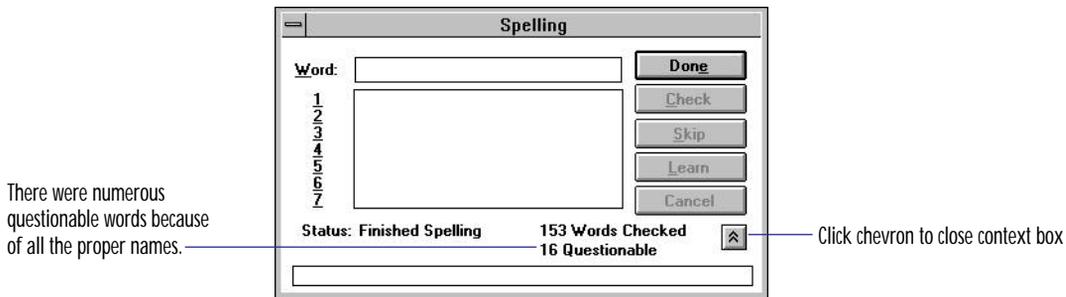
In the example, you would press Alt+1 to replace “screening” with “screening.”

To use other options:

1. Click Check to search again for suggested replacements.
2. Click Skip if the word is spelled the way you want it.
3. Click Learn to add the term to a user dictionary.

For detailed information on dictionaries, see the *ClarisWorks Handbook* after you've finished the tutorial.

When the spelling check is complete, the Replace button in the dialog box changes to Done.



To close the Spelling dialog box, click Done or Cancel.

Closing the Report

You're now near the end of chapter 3 of the tutorial. In chapter 4, you'll be working with a different document, so you need to save and close the trip report (or continue writing your own report).

To close the document:

1. Choose Close from the File menu.
 - If you haven't saved changes, an alert box appears, asking if you want to save changes.
2. Click Cancel if you want to do more work in this document.
3. Click Yes if you want to save your work or No if you don't.

The document closes.

Wrapping Up Chapter 3

You've now explored some basic word processing skills. You've written a memo, changed the appearance and format of text, added a footnote and a picture, checked the spelling, and named and saved a document.



In the next chapter, you'll work with a graphics document to create a business or personal letterhead. If you're ready for a break, this is a good spot for one. If not, go on to chapter 4 now.

Creating a Letterhead

Starting the Letterhead	4-2	Scaling the Art	4-14
Setting Up the Rulers	4-3	Adding More Text	4-15
Starting the Artwork	4-5	Moving Objects Freely	4-16
Changing Pen Width and Color	4-6	Working in a Different View	4-17
Saving as You Work	4-8	Grouping All the Objects	4-18
Adding the Company Name	4-8	Using the Letterhead for Stationery	4-18
Changing the Look of the Name	4-9	Wrapping Up Chapter 4	4-20
Adding the Company Logo	4-12		

Chapter 4

Creating a Letterhead

This chapter of the tutorial introduces you to ClarisWorks graphics documents.

In this chapter you'll learn how to:

- work with ClarisWorks graphics tools and rulers
- add color to objects you create
- import pictures
- transfer the letterhead design to a text document and save the document as stationery

Starting the Letterhead

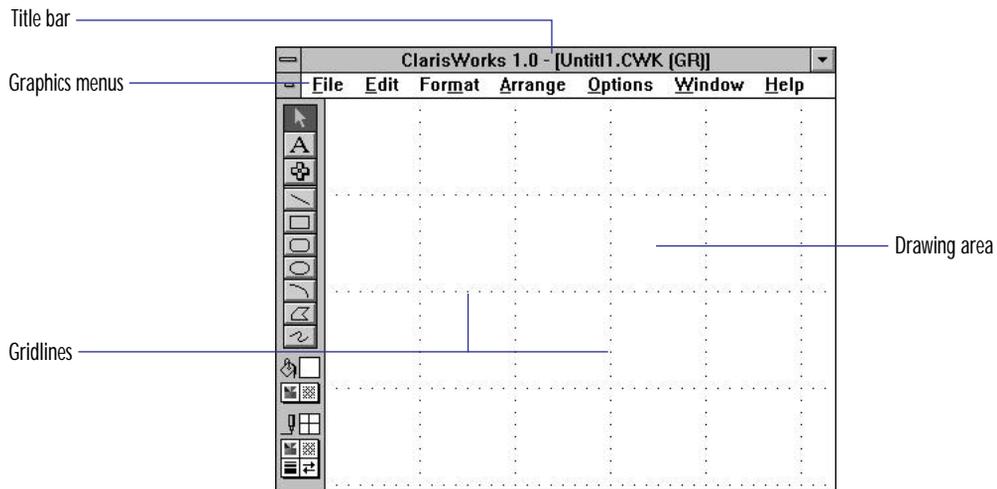
Margo Real is responsible for corporate communications at Pegasus Books International. She is preparing a mailing to franchise managers and wants to design special letterhead stationery for the job. She'll then pass along a copy of the stationery to the managers for use in their own local mailings.

Follow along now as Margo develops the new letterhead. As you work through the tutorial, you can start work on your own graphics document or use the examples and sample art provided for the tutorial.

- ▶ To start the letterhead, open a new graphics document. (You learned how to open a new document in chapter 2.)

In the title bar of the new document, you see the name “Untitl1.CWK (GR).” The *GR* stands for graphics. You can rename the document when you save it.

The document resembles the sample you opened in chapter 2, except this one contains no objects in the drawing area. Notice the dotted lines that crisscross the document. These are the graphics **gridlines**. You use them to align and size objects as you draw. Gridlines don’t print.

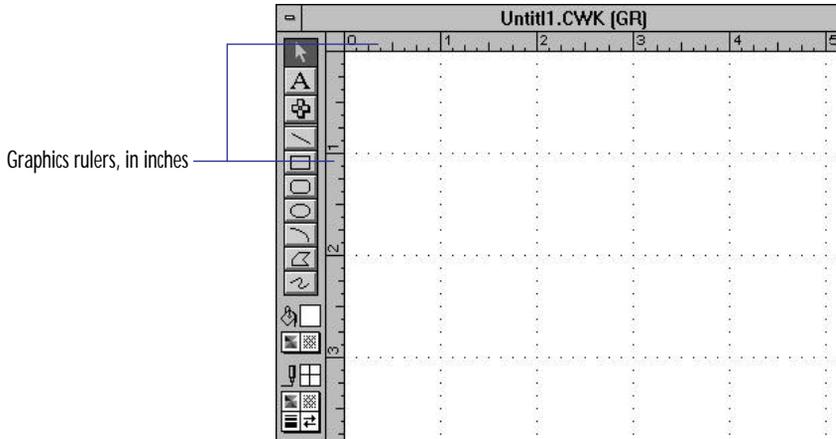


Setting Up the Rulers

Margo’s letterhead will be used in countries where the metric system is standard, so she decides to change the unit of measure for the ruler, and thereby change the spacing of the gridlines, to centimeters.

- ▶ To show the graphics rulers, choose Show Rulers from the Window menu.

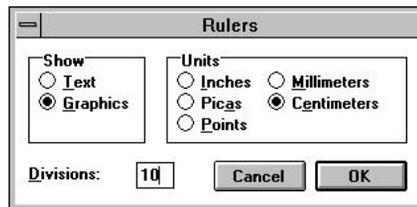
At the top and left side of the document you now see the **graphics rulers**. The rulers are preset to measure in inches, and the gridlines are spaced in intervals of 1 inch.



To change ruler settings:

1. Choose Rulers from the Format menu.

The Rulers dialog box appears. ClarisWorks documents use two rulers: one for text formatting and one for the graphics grid/autogrid. For now, you'll change only the graphics ruler.



2. Click Graphics.
3. Under Units, click Centimeters.
4. In the Divisions text field, type "10."

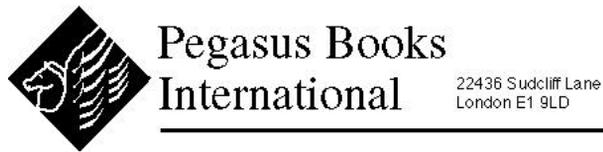
The ruler is preset for eight **divisions** per inch. Because the metric system uses ten divisions, you need to revise the number of divisions. This change affects the invisible grid/autogrid, which you'll learn about later.

5. Click OK.

The rulers now measure in centimeters, and the gridlines correspond to the new unit of measure.

Starting the Artwork

Margo starts the artwork with a horizontal line to set off the letterhead on the top of the page. This illustration gives you an idea of where Margo is headed.

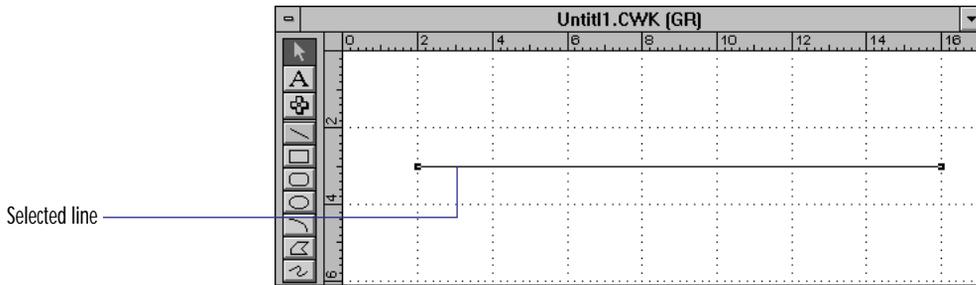


To draw a precise line:

1. Click the line tool and move the pointer into the drawing area.
The pointer becomes a fine crosshair.
2. Hold down the Shift key as you drag the crosshair to draw a line across the page.

Holding down the Shift key allows you to draw the line evenly in a horizontal or vertical direction or at a 45-degree angle.

To make your line look like this example, start the line at a point 3 centimeters down from the top margin of the page and 2 centimeters from the left. End the line at 16 centimeters.



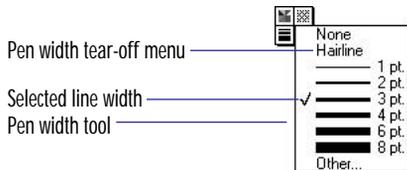
When you finish the line, handles appear at each end, indicating that the line is selected.

Changing Pen Width and Color

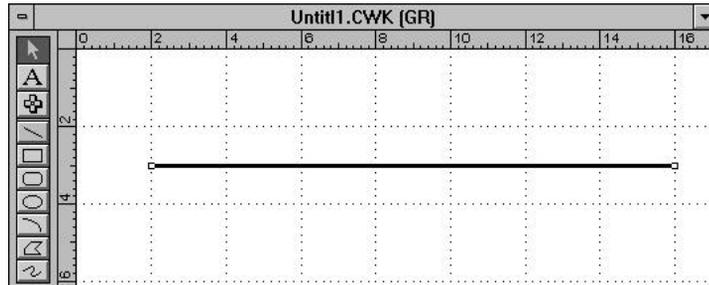
Margo decides she wants a thicker line, and she wants to make the line red.

To change pen width:

1. Make sure the line is still selected; if it isn't, click the line to make the handles appear.
2. Choose a different width from the pen width tear-off menu.

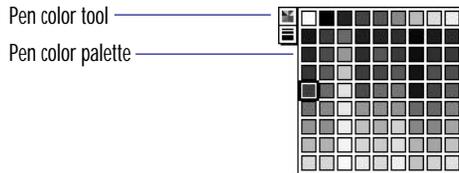


As soon as you release the mouse button, the line widens.



Use the same method to change the pen width for any other object you draw.

3. While the line is still selected, choose red (or a different color) from the pen color palette.



- ◆ About color Your color palette may look different from the one shown. On a grayscale monitor, the palette displays squares for each color, but the colors appear as shades of gray. On a black-and-white monitor, colors are listed by name in the palette. Depending on the color chosen, some appear black; others, white.

Saving as You Work

It's always a good idea to save a document as you go along. If you have an unexpected occurrence or a power failure, you won't lose your work.

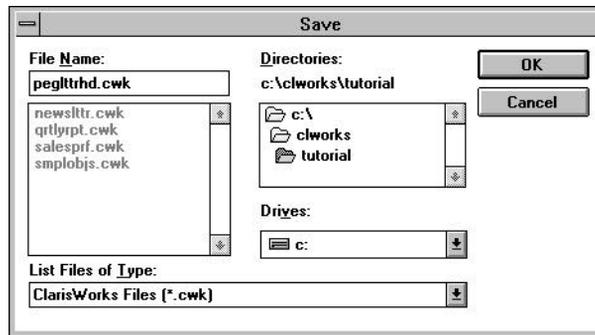
To save the letterhead:

1. Choose Save from the File menu.

You see the Save dialog box, as described in chapter 3.

2. Type a name for the document and click OK.

The document is saved and left open.



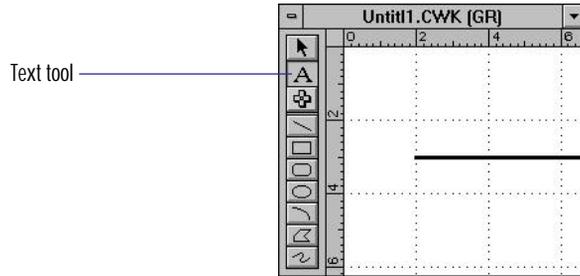
- ◆ Use the ClarisWorks file name extension. When naming your document, be sure to add the .cwk extension so that ClarisWorks identifies your document as one that it can open.

Adding the Company Name

After saving her earlier work, Margo is ready to add the company name. If you're creating a personal letterhead, you can use your name where Margo puts the company name.

To add text:

1. Click the text tool.

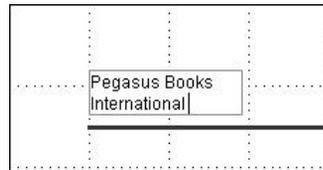


2. Click in the document and type the name you want to use.

Margo types:

Pegasus Books International

When you start to type, an object is created to hold the text.



The Pegasus line is long, so the last word wraps onto a new line. You'll reshape the object after you change the font and font size.

Changing the Look of the Name

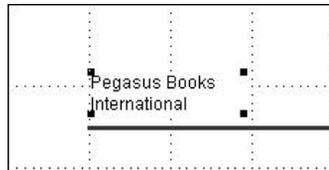
The company name looks too small for this part of the letterhead, so Margo decides to change the way the name looks. She'll change the font, size, and style of the type.

A **font** is a complete set of type (letters, numbers, and symbols) of one size and appearance. The preset font is Arial, which is what you see in the illustration for step 1. A **font style** modifies the basic appearance of the characters in a font. For example, a font can be styled as italic (slanting), bold (darker), or underline.

The **font size** is simply a measure of how tall and wide the letters are. Font sizes are measured in typographic units called **points**. There are 72 points in an inch.

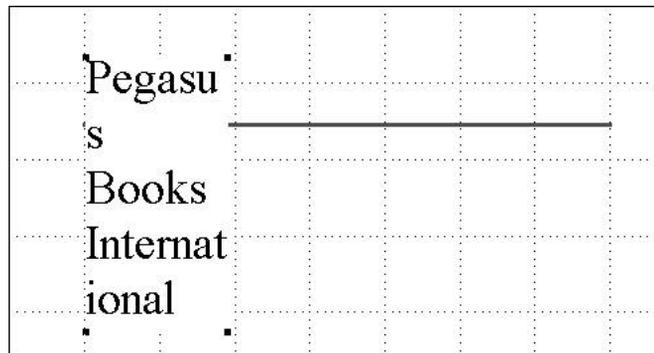
To change the font and size of text:

1. Click the graphics tool, if not already selected, and then click the object that contains the text.



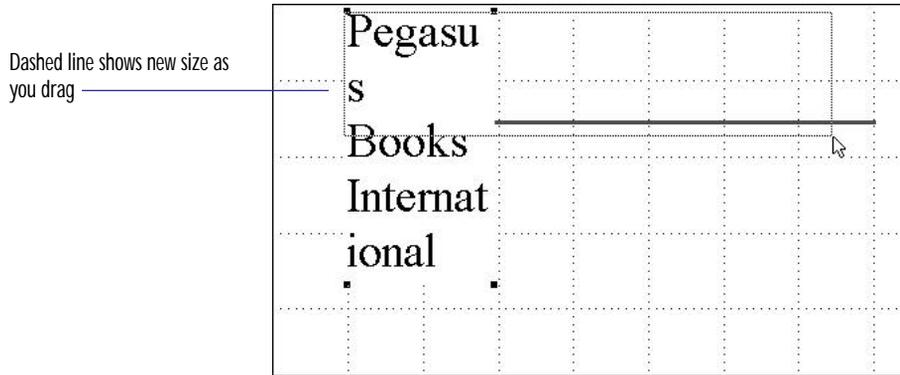
2. Choose a new font and size from the Format menu.

Margo chooses Times New Roman for the font and 36 points for the size, as shown here.



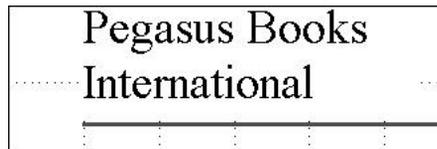
To change the shape of the object so the text fits correctly:

1. Click the graphics tool and the object, if necessary.
2. Drag a handle to change the size and shape.



When you release the mouse button, you see the object in its new shape (see step 3).

3. Move the object above the line you drew.



To change the color of the selected text:

1. Select the object that contains the text, and choose Text Color from the Format menu.

You see a color palette attached to the Text Color command. The palette is similar to the one you use to change pen color, but this palette is attached to a menu instead of being part of the tool palette.

2. Click a color in the palette.

On a grayscale monitor, you can choose a shade of gray, if you wish. On a black-and-white monitor, you can choose a color by name.

Margo chooses the same red she used for the horizontal line.

Adding the Company Logo

Margo is now ready to add the company's logo—a graphic design that symbolizes the company. The art Margo wants to use is located in the Tutorial directory. You can use that art if you wish. If you're working on personal letterhead, you can use art from another source.

- ◆ **Inserting versus copying and pasting art** As you learned in chapter 3, you can save time by using the Insert command instead of copying and pasting. But copying and pasting is handy when you want to modify the art before copying it into your document.

Art from other sources should be saved in a format like PCX or TIFF if you want to insert it in a ClarisWorks document.

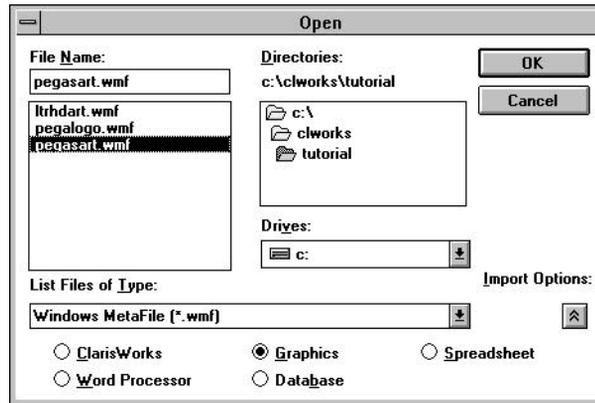
In chapter 3, you learned to copy and paste text. Copying and pasting graphics works the same way.

To add art:

1. Choose Open from the File menu.
The Open dialog box (shown in step 5) appears. You may need to change directories to find the Tutorial directory.
2. Click the import options chevron to display the types of import translators.
3. Click the Graphics radio button.
4. Choose Windows MetaFile from the List Files of Type box.

The list of available documents changes to show only .wmf files.

5. Click the Pegasart.wmf document name and click OK.



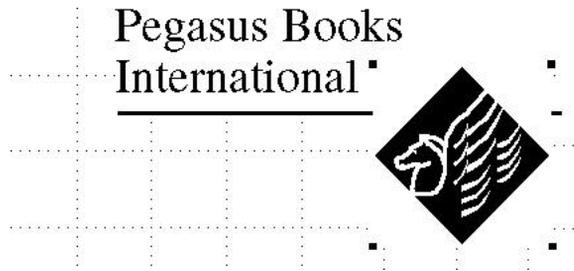
The graphics document opens.

6. If not already selected, click the logo art to select it.



7. Choose Copy from the Edit menu or press Ctrl+C.
8. Close the Pegasart.wmf document.

9. Click in the letterhead document, and choose Paste from the Edit menu or press Ctrl+V.
ClarisWorks pastes the art and leaves the object selected. Clicking in the document establishes the paste point.



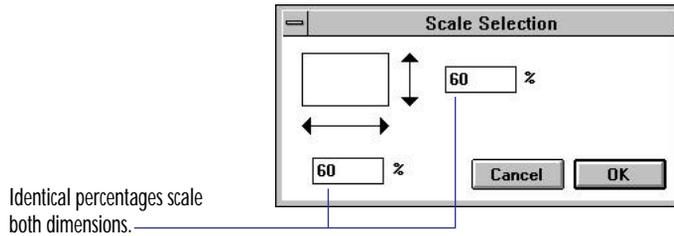
Scaling the Art

The art is too big for the letterhead, so Margo decides to rescale the picture by 60 percent. She could simply resize the object by dragging the handles, but she wants to get a more accurate reduction. Changing the size by dragging distorts pictures like the one in the Pegasart.wmf document, though it's fine for simple graphics like rectangles and ovals. Using Scale Selection resizes an object in exact proportions.

To rescale the art proportionally:

1. While the object is still selected, choose Scale Selection from the Options menu.
The Scale Selection dialog box appears. The percentage of scaling is preset at 50% for both vertical and horizontal dimensions.

2. Type a percentage in each box.



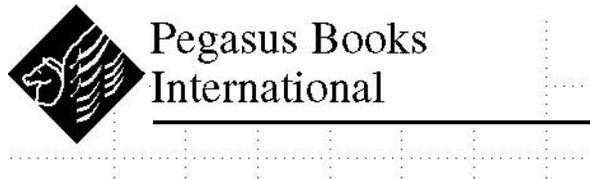
Percentages below 100 reduce the object, and percentages above 100 enlarge it.

3. Click OK.

The object is scaled as you specified.

Practice Moves

Margo now rearranges the letterhead to achieve the effect shown here. Try moving your art into similar positions. You can drag a selected object out of the way while you move another, and then place the object where you want it.



Adding More Text

Now Margo is ready to add the address lines to the letterhead. She wants to be able to move the address lines around as she designs, so she creates new text in a new, independent object.

To add more text:

1. Click the text tool and click anywhere in the top portion of the page.

If you click inside the existing text, you'll see the insertion point blinking next to the text enclosed in a box. In this step, though, you want to create a new object for the address text. Try again, clicking outside any existing text. You should see a new box and the blinking insertion point.

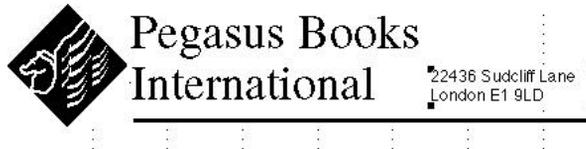
2. Type the address lines.

Margo types:

22436 Sudcliffe Lane
London E1 9LD

When you've finished the new text, select the graphics tool and object, just as you did earlier, and move the text into place in the letterhead. You may also need to drag a handle, as you did earlier, to stretch the text over two lines.

Here is Margo's letterhead, now nearly complete.



Moving Objects Freely

Margo now wants to move the logo art a little to the right. She drags it toward the right, but it refuses to stay where she wants it.

What's holding the object is the graphics **autogrid**, which automatically "attracts" objects and keeps them with the grid. For precise work, you can work with the autogrid off.

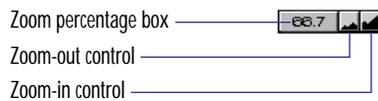
- ▶ To turn off the autogrid, choose Turn Autogrid Off from the Options menu.

Now when you move an object, it no longer snaps into place along the invisible gridlines. You can move things exactly where you want them.

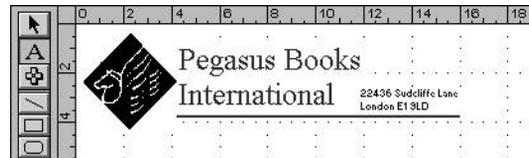
Working in a Different View

Sometimes when you work with graphics documents you need to get an overview of the whole document. You can do that by zooming out from the picture. To work with details, you need the reverse effect—enlargement—accomplished by zooming in on the picture.

Use the zoom controls, shown here, to change your perspective of the document:



- To reduce the size of the document, click the zoom-out control. As you learned in chapter 2, the view is reduced each time you click the zoom-out control.



- To enlarge the size of the document, click the zoom-in control.
- To return the view to 100 percent, click the zoom percentage box.

Practice Moves

Try moving a few objects around and then switching back to a 100% (full-size) view. You can see that anything you move in the reduced view stays in the new location in the full-size view.

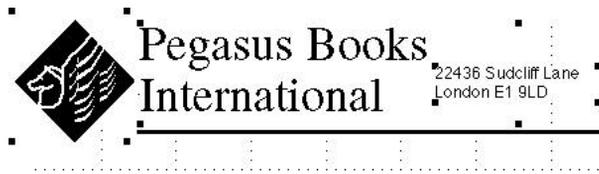
Grouping All the Objects

You're almost ready to move the letterhead to a text document, where you'll save the text document as ClarisWorks stationery for use later. You can move the letterhead as one piece of art by grouping all its elements into a single object.

To group objects:

1. Choose Select All from the Edit menu.

Handles appear on all the objects you've created.



2. Choose Group from the Arrange menu.

The multiple objects become a single object.

Later, if you want to revert to the individual objects to make changes, you can choose the reverse command, Ungroup.

Using the Letterhead for Stationery

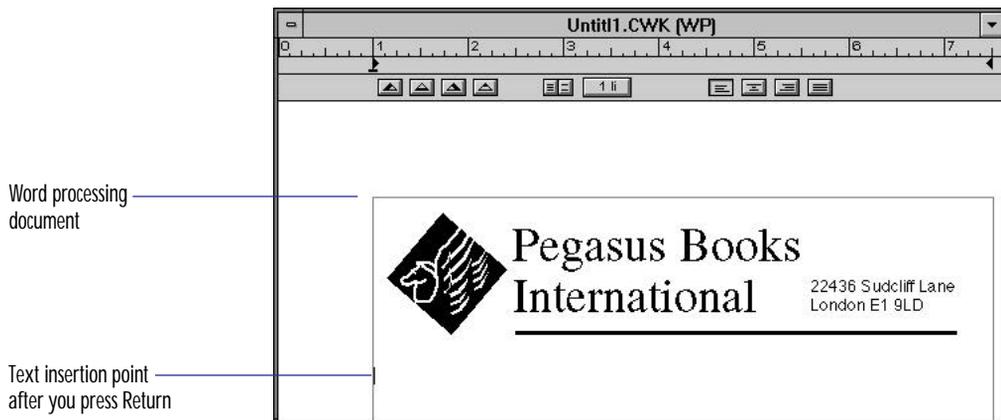
Margo is now ready to move the letterhead into a text document and save the document as stationery. Stationery can be used again and again as a basis for new documents.

To move the letterhead:

1. If necessary, select the grouped object.
2. Choose Copy from the Edit menu.

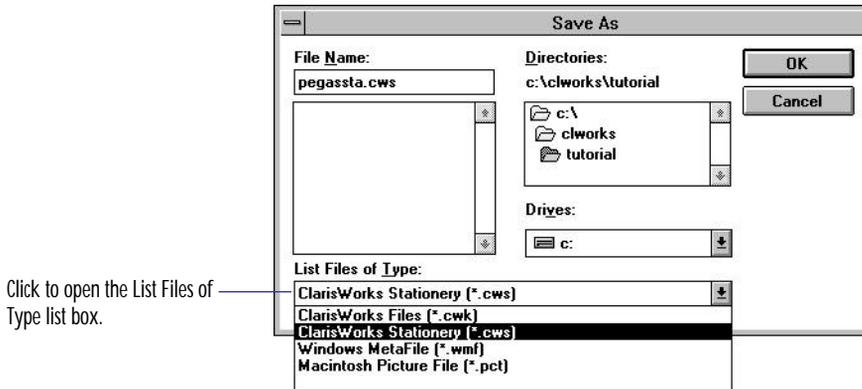
A copy of the letterhead is placed on the Clipboard.

3. Open a new word processing document (for a review, see chapter 2).
When the document opens, you see the text insertion point blinking at the top left.
4. Choose Paste from the Edit menu.
The object is pasted at the location of the insertion point. You see the insertion point blinking at the right side of the art.
- 5 Press Enter to move the insertion point down one line.



To save the document as stationery

1. Choose Save As from the File menu.
2. The Save As dialog box opens.



2. Choose ClarisWorks Stationery from the List Files of Type list box.
3. Name the stationery and click OK.

Margo names her stationery “Pegassta.cws.” Your file name must include the .cws extension so that ClarisWorks recognizes the file as a stationery document.

The text document with letterhead is now ready to use for memos and letters. For information on using stationery documents, see the *ClarisWorks Handbook* after you finish the tutorial.

Wrapping Up Chapter 4

You’ve now gained some basic graphics skills. You’ve drawn graphic objects and added text, changed the ruler settings, and inserted a picture from another source.



In the next chapter, you’ll work with a spreadsheet document to create an expense report. If you’re ready for a break, this is a good spot for one. If not, go on to chapter 5 now.

Tracking Numbers

Starting the Report	5-3	Filling in Formulas	5-15
Understanding Data Entry	5-4	Understanding Cell References	5-16
Adding a Row of Cells	5-6	Pasting a Value or Formula	5-17
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Changing the Look of Data	5-8	Creating a Chart	5-20
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A dark gray square containing the text "Chapter 5" in a white serif font. The word "Chapter" is in a smaller font size and is positioned to the left of the large number "5".

Chapter 5

Tracking Numbers

This chapter of the tutorial uses a financial report to introduce you to ClarisWorks spreadsheet documents.

In this chapter you'll learn how to:

- set up a spreadsheet
- enter data and formulas
- change the way data looks
- transform numbers into charts

Starting the Report

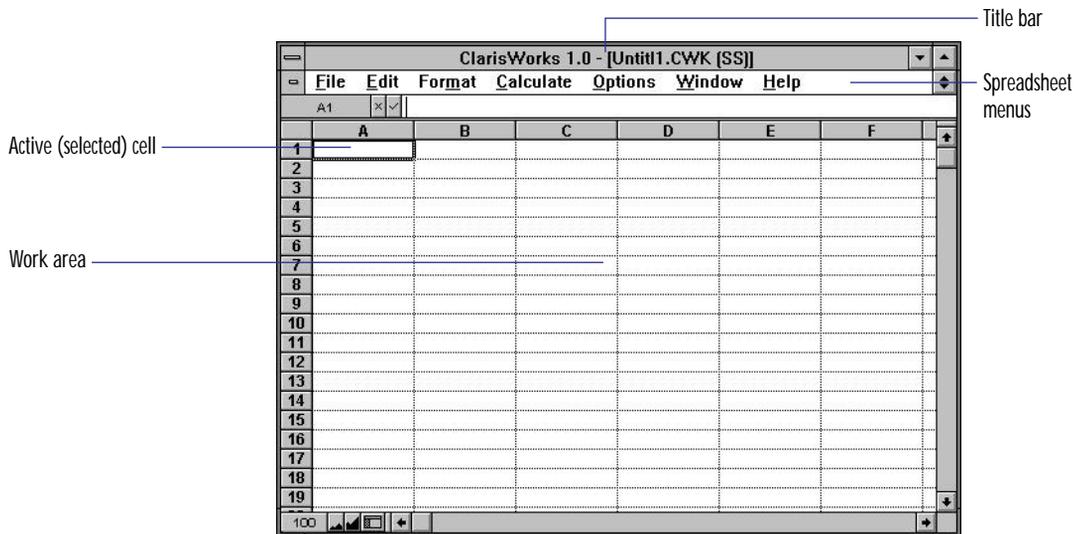
Travis McLellan manages the Pegasus Books International accounting office and is about to set up a quarterly report in ClarisWorks. Travis chooses a spreadsheet document for the report because he wants to do some calculations and then convert the numbers into a chart.

As in other tutorial chapters, you can use Travis’s information or start work on your own project as you learn.

- ▶ To start the report, open a new spreadsheet document. (If you need a refresher, see chapter 2.)

In the title bar of the new document, you see the name “Untitl1.CWK (SS).” The *SS* stands for spreadsheet. You can rename the document when you save it.

You immediately see that a grid of columns and rows is already set up . A new spreadsheet document is like a blank columnar pad—the type of pad used by accountants and scorekeepers.

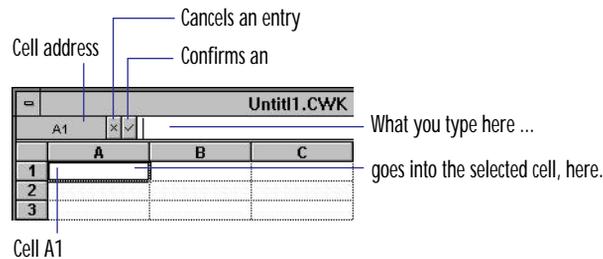


Understanding Data Entry

The boxes formed where columns intersect rows are **cells**—the working elements in a spreadsheet where you enter numbers (data) and formulas. You can also use cells for text (another type of data).

This illustration shows a selected cell, surrounded by a heavy border. A cell must be selected before you can type data, but you don't type directly in the cell. Instead, you use the data entry bar.

Elements of the data entry bar



In chapter 2, you typed some text in an object that contained a small spreadsheet. Typing data in a full spreadsheet works the same way. You see what you type in the data entry bar, and then you confirm the entry so that it appears in the selected cell.

Travis has the figures for quarterly sales and expenses handy, so he gets started by typing the row and column titles. You can use his titles for this example or start work on your own spreadsheet.

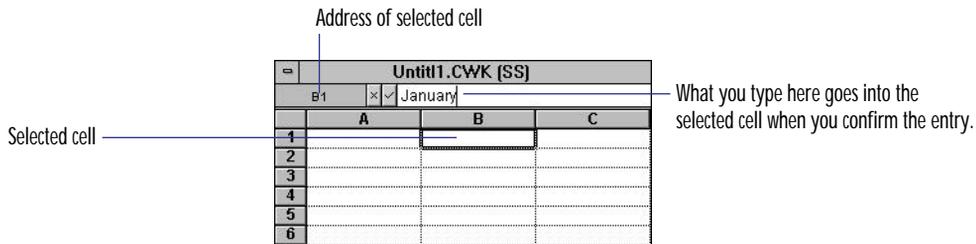
To type column or row titles:

1. Click the appropriate cell to select it.

A heavy border indicates that the cell is selected. The text insertion point blinks in the data entry bar as soon as you start to type.

Travis selects cell B1.

Notice that the address box shows the column and row designation of the selected cell. Columns are identified by letters and rows, by numbers. The combination of column letter and row number is the **cell address**.



2. Type a text title.

Travis types “January” in cell B1 for the first month of the quarter. This gives him a title, or heading, for the column below.

Use the text editing methods you learned in chapter 3 to correct mistakes as you type. Nothing happens in the selected cell until you confirm the entry.

3. Press Tab to confirm the entry and move to the next cell on the right.

You can also click the check mark in the data entry bar to confirm. To cancel the entry, click the X in the data entry bar.

4. Type a few more titles.

Travis adds February and March as column titles.

Adding a Row of Cells

After typing the months, Travis realizes that he's forgotten to put in a title for the report, so he decides to add a row of cells.

To insert a row of cells:

1. Select a row of cells by clicking the row number.

Selecting a row

Row number

A1				
	A	B	C	D
1		January	February	March
2				
3				

Selected row

2. Choose Insert Cells from the Calculate menu.

ClarisWorks inserts a blank row above the row you selected.

New row inserted

A1				
	A	B	C	D
1				
2		January	February	March
3				
4				

New blank row after insertion

Travis adds the title for the report, "1993 First Quarter," in cell A1, and tabs into cell B1.

Entry after tabbing to cell B1

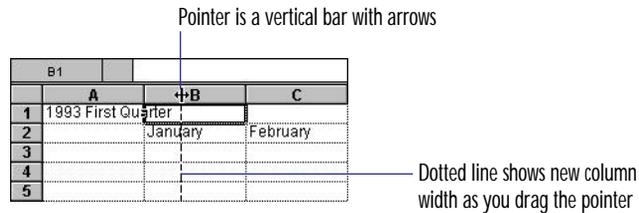
B1			
	A	B	C
1	1993 First Quarter		

Making Room for Data

Travis sees that the new title is too wide for the cell, so he decides to enlarge column A to make room for the words.

To widen a column:

1. Move the pointer into the column header, and place it over the line between the columns.
The pointer becomes a vertical bar with arrows at each side, as shown in step 2.
2. Drag the column border to the right until the column is the width you want.



Typing Data

Travis is now ready to fill in some numbers for expenses. The numbers he uses are shown here (you can use your own if you're building your own report).

	A	B	C	D
1	1993 First Quarter			
2		January	February	March
3				
4	Cost of Goods Sold	129252	166566	169920
5	Selling & Administrative Costs	34467	44091	37382
6	Shipping	8616	12247	10200
7	Depreciation	2245	2350	2148
8	Interest Expense	5600	6360	2458

When you finish entering data, you can resize columns to make room for whatever you type.

- ▶ To type data, select a cell and follow the same process you used with text, this time entering numbers.

To use keyboard shortcuts:

Press	To
Tab or Right Arrow	Move one cell right
Shift+Tab or Left Arrow	Move one cell left
Enter or Down Arrow	Move one cell down
Shift+Enter or Up Arrow	Move one cell up

Changing the Look of Data

After typing the set of entries, Travis decides to improve the way the spreadsheet looks by making the title bold and by adding currency signs to the numbers.

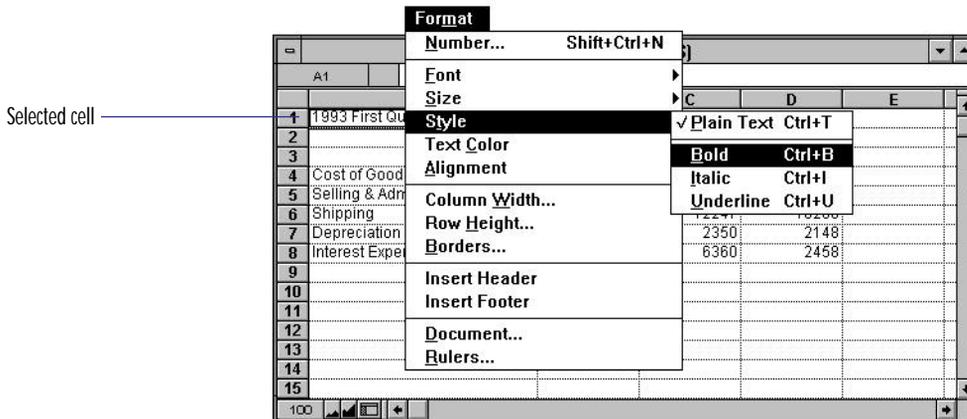
To change the font, style, or size of text or numbers:

1. Select the cells whose contents you want to change.

Travis selects cell A1.

2. Choose the font, size, or style you want from the Font, Size, and Style submenus on the Format menu.

Travis chooses Bold from the Style submenu, but doesn't change the font or size.



To change numerous cells at once:

1. Drag the pointer across a row or down a column to select several cells.

A range of selected cells

	A1			
	A	B	C	D
1		January	February	March
2				
3				

A group of selected cells make up a **cell range**.

2. Change the font, style, or size as if you had selected a single cell.

Changing the Way Numbers Look

Travis now turns to the numbers to make changes. These are financial figures, so he wants to show currency signs.

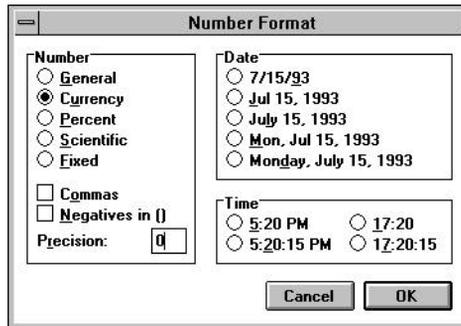
To change the way numbers look:

1. Select a cell or range of cells you want to change.

A range of selected numbers

Cost of Goods Sold	129252	166566	169920
Selling & Administrative Costs	34467	44091	37382
Shipping	8616	12247	10200
Depreciation	2245	2350	2148
Interest Expense	5600	6360	2458

- Choose Number from the Format menu.
- When the Number Format dialog box appears, click Currency and type 0 for Precision.



If you want to use decimal places, either leave the Precision box at 2 (preset) or type the number of decimal places you want.

- Click OK.

ClarisWorks now shows the numbers with currency signs. There are no decimal places because the precision was set at 0.

Numbers in currency format

Cost of Goods Sold	\$129252	\$166566	\$169920
Selling & Administrative Costs	\$34467	\$44091	\$37382
Shipping	\$8616	\$12247	\$10200
Depreciation	\$2245	\$2350	\$2148
Interest Expense	\$5600	\$6360	\$2458

Saving Your Work

You're now about midway through this session of the tutorial. Your report should look something like this.

Travis's Report

QRTLRYRPT.CWK (SS)				
A13				
	A	B	C	D
1	1993 First Quarter			
2		January	February	March
3				
4	Net Sales	\$215420	\$244950	\$226560
5				
6	Cost of Goods Sold	\$129252	\$166566	\$169920
7	Selling & Administrative Costs	\$34467	\$44091	\$37382
8	Shipping	\$8616	\$12247	\$10200
9	Depreciation	\$2245	\$2350	\$2148
10	Interest Expense	\$5600	\$6360	\$2458
11				

Take a moment now to name and save the spreadsheet document. Travis chose the name "Qrtlyrpt.cwk." (If you need to refresh your memory on how to save a document, see chapter 3.)

Using a Formula

At this point you may be wondering when Travis (and this tutorial) will get to "real" spreadsheet work, such as adding formulas and doing calculations. Actually, much of what you've been doing is spreadsheet work: gathering data into categories, entering it in cells, and making it look good for the report.

Now Travis is ready to do some addition. In row 9 of the spreadsheet, he wants to show a total of all the expenses in the B, C, and D columns. To do this, he types a formula that instructs ClarisWorks to add the amounts in the columns.

To do simple addition:

1. Type a title for a new row.

Travis selects cell A9 and types "TOTAL EXPENSES."

2. Select the cell where you want the formula, and its result, to go.

Travis selects cell B9, at the bottom of the first column of numbers.

- Type an equal sign (=) in the entry bar.
The equal sign signals ClarisWorks that a formula follows.

- Click each cell in the column.

Travis clicks on cells B4 through B8.

As you click, ClarisWorks automatically enters the address of the cell you click and adds a plus (+) sign. You could click cells in other columns—anywhere in the spreadsheet—if you wanted to include them in the same formula.

Adding a column
of numbers

Cell address for formula

QRTLRYRPT.CWK [SS]	
=B4+B5+B6+B7+B8	
A	B
1 1993 First Quarter	
2	January
3	
4 Cost of Goods Sold	\$129252
5 Selling & Administrative Costs	\$34467
6 Shipping	\$8616
7 Depreciation	\$2245
8 Interest Expense	\$5600
9 TOTAL EXPENSES	

Addresses of cells you click

After you type the equal sign, click each cell individually.

Selected cell where formula goes

- Press Tab to confirm the formula.

ClarisWorks adds the numbers and shows the result in the selected cell.

- Note A formula can simply refer to another cell address. For example, if you wanted the data in cell B2 to be placed automatically in cell B9, you could type “= B2.”

Doing the Same Addition Faster

Travis decides that clicking cell by cell is a clumsy way to add a straight column of numbers. He decides to replace the addition formula with another one that uses a simple spreadsheet function.

A function is a mathematical equation or formula built into ClarisWorks that you can use to do a specific kind of financial, mathematical, or scientific calculation. Many people think functions are somehow mysterious, or too complex to use, but the concept is straightforward: ClarisWorks supplies the built-in formula, and you supply the values.

Travis replaces the formula in cell B9 using the following steps. Try working through the example to see how easy it is to use a spreadsheet function.

To insert a spreadsheet function into a formula:

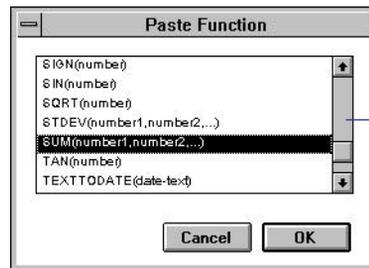
1. Select the cell where you want the formula, and its result, to go.

Travis again selects cell B9, at the bottom of the first column of numbers.

2. Choose Paste Function from the Edit menu.

The Paste Function dialog box appears.

Selecting a function
for a formula



Use the scroll bar to see
more functions.

3. For this example, scroll down to the S's, choose SUM (number1, number2,...), and click OK.

The SUM function does exactly what it says it does: It adds, or sums, numbers you supply. In parentheses, ClarisWorks indicates that SUM needs values to act on. In this case, the values are the range of numbers you want to add up. Values you supply for a function are known as **arguments**.

- If necessary, select everything within the parentheses, but not the parentheses themselves.

Selecting the argument



In this spreadsheet example, the expressions “number 1” and “number 2” are sample arguments. ClarisWorks considers a cell range as a single argument. The cell range you’ll select in the next step substitutes for “number 1.” The sample argument “number 2” isn’t needed.

- Drag the pointer to select the range of cells you want to add.
Cell addresses appear in the entry bar as you drag the pointer. Notice that the addresses are separated by two dots (.). The dots indicate a range of cells. You can type the range of cell addresses instead, but you won’t make a typing error if you select cells by dragging the pointer.

Address of cell where formula goes

Cell range you select

Drag the pointer to select the range of cells.

	A	B	C
1	1993 First Quarter		
2		January	February
3			
4	Cost of Goods Sold	\$129252	\$166566
5	Selling & Administrative Costs	\$34467	\$44091
6	Shipping	\$8616	\$12247
7	Depreciation	\$2245	\$2350
8	Interest Expense	\$5600	\$6360
9	TOTAL EXPENSES		
10			
11			

- Press Tab or Enter to confirm the formula.

ClarisWorks adds the numbers and displays the result in the selected cell.

- For more information For a listing of ClarisWorks functions, with examples, see Appendix A in the *ClarisWorks Handbook* or refer to the “Functions Reference” in the ClarisWorks Help system.

Filling in Formulas

Travis now wants to total the remaining columns the same way he did in the first column. To do this, he adds the formula for the first column to the rest of the columns by using a method called **filling**.

To fill cells with a formula:

1. Click the cell that contains the formula, and drag the pointer to the right to select additional cells.

Selecting cells to fill

Depreciation	\$2245	\$2350	\$2148
Interest Expense	\$5600	\$6360	\$2458
TOTAL EXPENSES	180180		

The first cell contains the formula.

2. Choose Fill Right from the Calculate menu.

ClarisWorks fills the selected cells with the formula and displays the results.

Results of filling right

Depreciation	\$2245	\$2350	\$2148
Interest Expense	\$5600	\$6360	\$2458
TOTAL EXPENSES	180180	231614	222108

The formula has been filled in and calculated.

You can use the same method to fill a column downward by selecting the top cell in a column—the cell that contains a formula or a value you want to repeat—and selecting cells below it. You then choose Fill Down from the Calculate menu to fill all the cells with the same formula or value.

3. While the range is still selected, change the number format to currency, with 0 decimal precision, to match the other numbers.

Understanding Cell References

This is a good time to take a moment to examine a formula more closely.

In “Doing the Same Thing Faster,” you learned to use a function in a formula. Then, in “Filling in Formulas,” you learned to fill different cells with a formula.

The formula from cell B9 worked when you filled cells C9 and D9 with it. ClarisWorks automatically changes cell addresses when you paste or fill a formula into another cell.

Formula and its cell references

		A	B
1	1993 First Quarter		
2			January
3			
4	Cost of Goods Sold		\$129252
5	Selling & Administrative Costs		\$34467
6	Shipping		\$8616
7	Depreciation		\$2245
8	Interest Expense		\$5600
9	TOTAL EXPENSES		180180

Formula for cell B9

These changeable cell addresses are called *relative cell references*.

Same formula copied into another cell

		A	B	C	D
1	1993 First Quarter				
2			January	February	March
3					
4	Cost of Goods Sold		\$129252	\$166566	\$169920
5	Selling & Administrative Costs		\$34467	\$44091	\$37382
6	Shipping		\$8616	\$12247	\$10200
7	Depreciation		\$2245	\$2350	\$2148
8	Interest Expense		\$5600	\$6360	\$2458
9	TOTAL EXPENSES		180180	231614	222108

When copying a formula to a different column, ClarisWorks changes the corresponding cell references.

When you really want a formula to refer to a specific cell, and you don't want ClarisWorks to supply relative cell addresses, you can use a dollar sign (\$) to indicate a specific row or column: \$D\$19.

Pasting a Value or Formula

Here's a quick quiz for a change of pace.

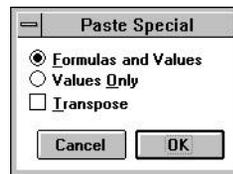
Question When you copy a single cell that contains a formula, what do you copy? The formula or the result?

Answer Both, actually. You can select another cell and paste one or the other.

To paste a value or formula:

1. Select the cell you want to copy and choose Copy from the Edit menu or press Ctrl+C.
ClarisWorks places a copy of both formula and result on the Clipboard.
2. Select the cell where you want the formula or result to go.
3. Choose Paste Special from the Edit menu.

The Paste Special dialog box appears.



4. Click the option you want and click OK.

ClarisWorks pastes the formula or value in the selected cell.

If you want ClarisWorks to switch rows to columns and columns to rows, click Transpose.

Adding More Data

Travis adds a few more numbers and categories to the quarterly report, inserting the figures for net sales above the expense categories. He also changes some titles to bold, using the same methods used to change the look of text. The report now looks like this.

Quarterly Report

QRTLRYRPT.CWK [SS]				
A21				
	A	B	C	D
1	1993 First Quarter			
2		January	February	March
3				
4	Net Sales	\$215420	\$244950	\$226560
5				
6	Cost of Goods Sold	\$129252	\$166566	\$169920
7	Selling & Administrative Costs	\$34467	\$44091	\$37382
8	Shipping	\$8616	\$12247	\$10200
9	Depreciation	\$2245	\$2350	\$2148
10	Interest Expense	\$5600	\$6360	\$2458
11				
12	TOTAL EXPENSES	\$180180	\$231614	\$222108
13				
14	Earnings Before Income Taxes	\$35240	\$13336	\$4452
15	Income Taxes	\$17990	\$7560	\$5986
16				
17	NET EARNINGS	\$17250	\$5776	-\$1534
18				

You can enter the same data or continue with your own.

Splitting the View

As Travis moves lower in the spreadsheet, he discovers that he can't see the column titles. To bring the titles into view, he decides to split his view of the spreadsheet into **panes** to make data entry easier.

To split the view of a spreadsheet:

1. Drag the horizontal pane control downward to keep column titles in view.

Travis uses the horizontal pane control to show the titles on the top of the spreadsheet.

Horizontal pane control ...

Column headings appear in the top pane.

Data lower down appears in the bottom pane.

is dragged to here.

	A	B	C	D	E
1	1993 First Quarter				
2		January	February	March	
3					
4	Net Sales	\$215420	\$244950	\$226560	
5					
6	Cost of Goods Sold	\$129252	\$166566	\$169920	
7	Selling & Administrative Costs	\$34467	\$44091	\$37382	
8	Shipping	\$8616	\$12247	\$10200	
9	Depreciation	\$2245	\$2350	\$2148	
10	Interest Expense	\$5600	\$6360	\$2458	
11					
12	TOTAL EXPENSES	\$180180	\$231614	\$222108	
13					
14	Earnings Before Income Taxes	\$35240	\$13336	\$4452	
15	Income Taxes	\$17990	\$7560	\$5986	
16					
17	NET EARNINGS	\$17250	\$5776	-\$1534	
18					

2. To enter data, click a cell in either pane.

Each pane contains its own scroll arrows and scroll bars, so you can move around in either view of the spreadsheet to get titles or cells where you want them.

- ▶ To return to a single view, drag the pane control upward until the top pane disappears.

Practice Moves

Look at the lower-left corner of the spreadsheet window. You'll see a vertical pane control to the left of the scroll arrow. Try splitting the window vertically to keep the row titles visible as you scroll to the right.

Creating a Chart

With all the data in place, you're ready to create a chart. A chart presents a picture of your numbers. Comprehension is easier, and you can often spot trends and relationships in a chart that you can't see in the numbers alone.

Travis wants to get a clear idea of relative expenses in a certain month, so he decides to create a pie chart.

To turn numbers into a pie chart:

1. Select the row titles and columns of data you want to chart.

Travis selects the row titles and the first column of data (for January).

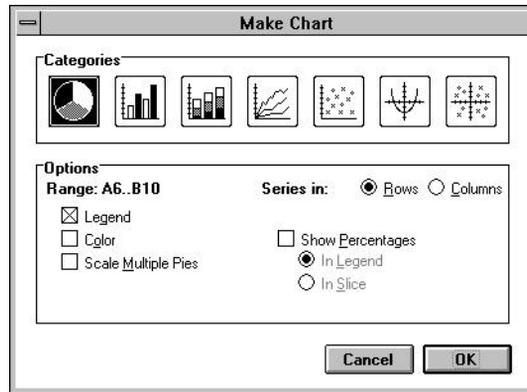
Selecting titles and data
for a chart

Cost of Goods Sold	\$129252	\$166566	\$169920
Selling & Administrative Costs	\$34467	\$44091	\$37382
Shipping	\$8616	\$12247	\$10200
Depreciation	\$2245	\$2350	\$2148
Interest Expense	\$5600	\$6360	\$2458

2. Choose Make Chart from the Options menu.

ClarisWorks opens the Make Chart dialog box. Across the top of the box you see icons that represent different types of charts: pie, bar, line, and scatter charts. ClarisWorks is preset to create a pie chart from the selected data.

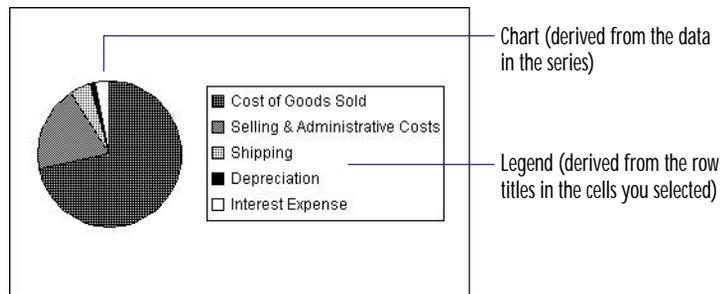
Setting chart options



3. Leave all the options as they are, and click OK.

ClarisWorks draws a pie chart and places it on top of the spreadsheet. Numbers from the spreadsheet—the **data series**—make up the pie. The row titles from column A make up the **legend**—the portion of the chart that names the pieces of the pie.

A pie chart created from spreadsheet data



- ◆ **Something happened** Take a close look at the chart. ClarisWorks has put handles on the corners of the chart, showing that the chart is selected. Now take a look at the menu bar, where you can see the Arrange and Options menus. The chart is a graphic object, so you can now change the fill color or pattern, if you wish, using the methods you learned when you worked with a graphics document (chapter 4).

Practice Moves

If you're feeling adventurous, try changing the fill pattern now. To bring the tool palette into view, choose Show Tools from the Window menu, or click the show/hide tools control at the bottom-left side of the window.

Adding Text to the Chart

Travis realizes that by inserting the sales figures above the expenses, the month names have been separated from the data in the chart. He needs to type "January" below the pie chart.

To add text:

1. Choose Show Tools from the Window menu.
The tool palette appears on the left side of the window.
2. Click the text tool, click somewhere in the chart, and type the text.
Travis types "January." ClarisWorks creates an object to hold the text.
3. Click the graphics tool and select the new text object.
You can now move the text anywhere in the chart.



4. Hold down the Shift key as you select the text and the chart.
5. Choose Group from the Arrange menu.

You can now move or copy the grouped chart as one object.

- ▶ To return to the spreadsheet, click anywhere in the spreadsheet, outside the chart.

You may need to select and move the chart so that you can see different areas of the spreadsheet.

Copying and Pasting a Chart

Travis now wants to paste the sample chart into a text document. For purposes of the tutorial, you can follow along by pasting the chart into the text document you created in chapter 3 (a trip report or your own memo).

- ◆ **Tip** If you plan to update a chart frequently, you can create a spreadsheet frame in your document, paste the chart data into it, and conceal the frame under the chart you create. Each time you update the spreadsheet data, ClarisWorks updates the chart. Chapter 7 describes how to create a spreadsheet frame.

To copy and paste a chart:

1. If the chart is no longer selected, click it once.

If you chose not to group the text and chart in the previous section, select the text as well as the chart. Hold down Shift as you click the chart and then the text.

2. Choose Copy from the Edit menu.
3. Open the text document you want, and place the insertion point where you want the chart to go.
4. Choose Paste from the Edit menu.

When you paste the chart, you break its link to the spreadsheet data. To revise a pasted chart, you must return to the spreadsheet document and revise the data, which simultaneously updates the chart. You can then copy the updated chart and paste it into your text document.

Wrapping Up Chapter 5

You've now explored a ClarisWorks spreadsheet document. You've built a financial report, created a formula, changed the way the spreadsheet looks, and created a chart from the numbers.



In the next chapter, you'll work with a database document to create an invoice and mailing list. If you're ready for a break, this is a good spot for one. If not, go on to chapter 6 now.

Managing Information

Starting the Invoice	6-3	Saving Your Work	6-17
Setting Up Fields	6-4	Turning the Database into a Report	6-17
Adding More Records	6-7	Understanding Layouts	6-19
Typing Data	6-8	Working in Two Views	6-20
Using a Formula	6-11	Fine-Tuning the Report	6-22
Finding Certain Records	6-13	Adding a Picture to a Layout	6-24
Sorting the Records	6-15	Wrapping Up Chapter 6	6-28

Chapter 6

Managing Information

This chapter of the tutorial uses an invoice record to introduce you to ClarisWorks database documents.

In this chapter you'll learn how to:

- create and define database fields
- create new records and layouts
- find and sort records
- add a graphic to a report

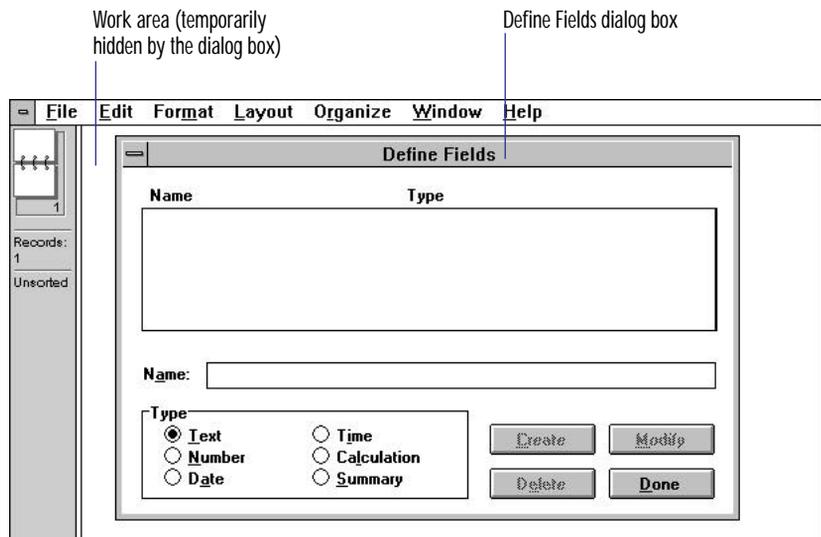
Starting the Invoice

Mary Whittington manages the Pegasus Books International telephone sales office. She is about to use a ClarisWorks database to set up an invoice system for telephone salespeople.

Follow along as Mary creates the new system. As in other tutorial sessions, you can use Mary's information or start work on your own project as you learn.

- ▶ To create the invoice, open a new database document (see chapter 2 for details on opening a new document).

When the document opens, you see the Define Fields dialog box shown here. Above the box is the name "Untitl1.CWK (DB)." The number increases as you open other documents during a session. The *DB* stands for database, a ClarisWorks document type. You can rename the document when you save it.



Setting Up Fields

The information you collect in a database is stored in fields. A **field** represents a category of data. The fields Mary sets up hold the categories of information her salespeople fill in to make a sale. The process of setting up fields to hold information is called “defining a field.”

Different field types hold different types of information, such as text, numbers, dates, and times. The **field type** determines what kind of data you can enter and what kind of work you can do with the data.

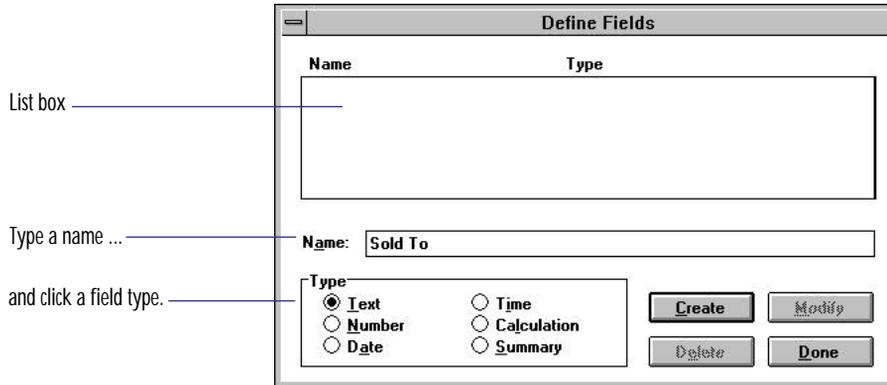
Here is a list of the fields Mary plans to create:

Field Name	Holds	Field Type
Sold To	Customer Name	Text
Street	Address	Text
City	City	Text
State	State	Text
Postal	Postal Code	Text
Invoice No.	Sequential Number	Number
Date	Date of Sale	Date
Item	Name of Item	Text
Price	Price per Unit	Number
Quantity	Number Sold	Number
Total	Total Sale	Number
Sales Rep	Salesperson’s Name	Text

- ◆ **Note** If you plan to use your database for personalized mailings, you’ll want to create separate fields for first name and last name. That way, you can address letters or sort using either name.

To define a field:

1. Type a field name in the name box (see step 2).
2. Click a field type.

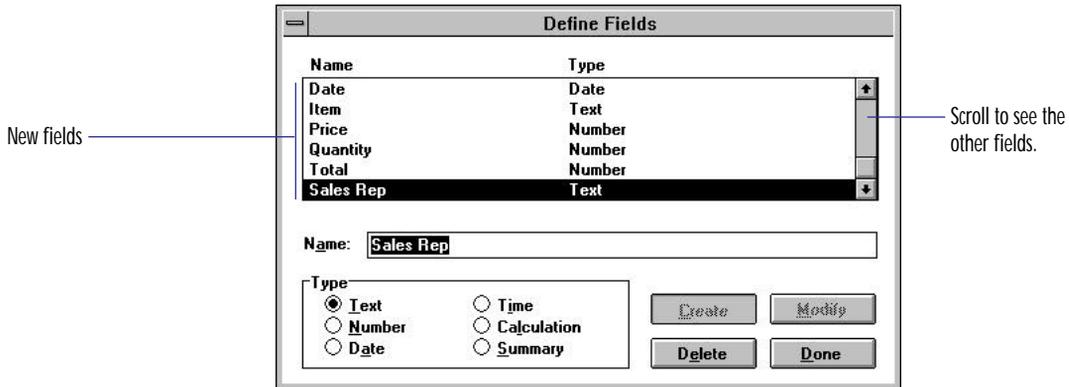


Sometimes assigning a text field type to a number field makes sense. For example, Mary chooses a text field type for the Postal field. She wants to sort addresses by postal code number, but if she makes the field a number field, ClarisWorks drops any leading zeroes in the code. As text, the codes are sorted properly and retain any leading zeroes.

3. Click Create.

ClarisWorks shows the field name and type in the list box. You can type the next field name while the previous one is still selected in the Name box.

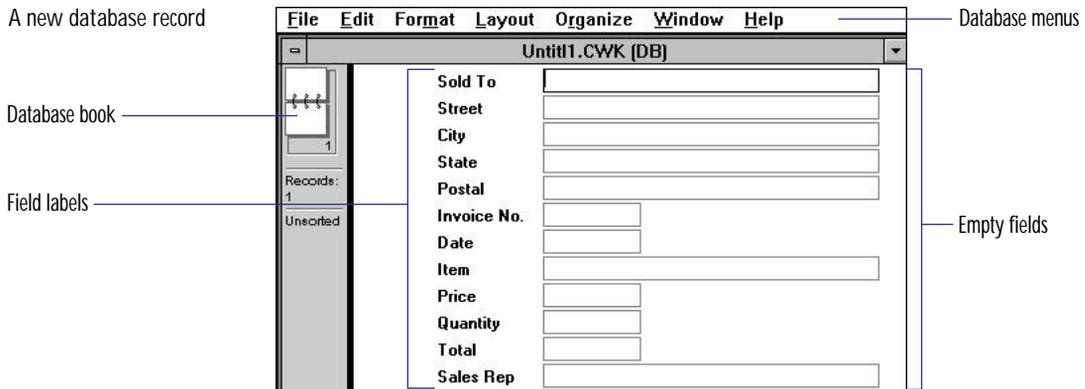
- Define the rest of the fields you want, following steps 1 through 3. Mary's Define Fields dialog box now looks like this.



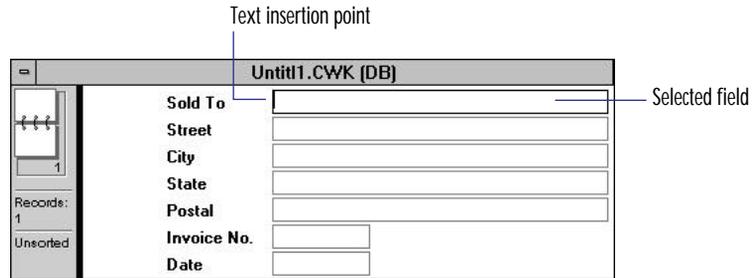
- When you're finished, click Done.

The dialog box closes, and you see a new database record with all the new fields stacked vertically, in the order you created them. Field names—the **field labels**—are to the left of the empty fields.

The screen should look similar to this.



Take a closer look at the new record. The field at the top is already active. You can see the text insertion point blinking in the field.



A field must be active before you can type data. As with a text paragraph, the presence of the insertion point indicates that you can type data. Also, ClarisWorks surrounds the active field with a solid border.

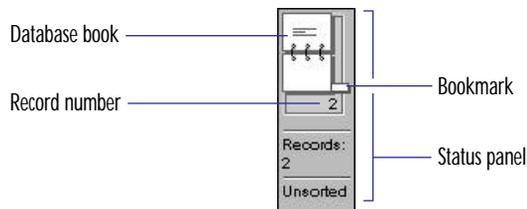
You're almost ready to start entering data. Before you start, take a moment to see how you add records and navigate through them.

Adding More Records

ClarisWorks automatically creates the first record in a database. After that, you can create as many records as you need up to approximately 30,000 (or as many as memory allows).

- ▶ To add a new record, press Ctrl+R (or choose New Record from the Edit menu).

Do this now to create a new, blank record. Notice that the database book on the left now shows the number 2, which corresponds to the active record.



Use the **database book** to move through records. Click the pages of the book to move one record at a time, or drag the bookmark to move quickly to different areas of the database. The **status panel** below the book shows the number of records in the database and the sort and find status of those records (you'll learn more about those topics later in this session).

- ▶ To return to the first record, click the top page of the database book.
ClarisWorks switches you back to record 1.

Typing Data

You type entries in a database the same way you type ordinary text. After typing data in a field, use the Tab key to move from field to field.

- ▶ To activate a field, click anywhere in the field.

Did the entire record become highlighted? If so, you clicked somewhere outside a field and selected the whole record without activating the field. You must click within the field borders. Click outside the record and try again, or press the Tab key.

To type data:

1. Type an entry in the active field.

Use the text editing methods you learned in chapter 3 to correct mistakes as you type.

2. Press Tab.

The insertion point moves down to the next field.

3. Complete all the fields in the record.

When you press Tab after the final field, the insertion point returns to the first field, which is already filled.

Here is Mary's first complete record.

UNTITL1.CWK (DB)	
Sold To	Jones Electronics
Street	24500 Stuyvesant Blvd.
City	New City
State	NJ
Postal	07947
Invoice No.	1000
Date	9/21/93
Item	Computer Dictionary
Price	28
Quantity	10
Total	280
Sales Rep	Smythe

4. Click in the first field of the second record and start adding entries.

If you're following Mary's example, see page 6-10.

► To add more records, press Ctrl+R.

Keep adding records, filling them in as you go, until you have six records.

Here are Mary's first six records. You can use the data shown here if you're not working on a project of your own. You don't have to fill in all the fields on each record now; you can leave them blank or come back later.

Information in Mary's records

Sold To Jones Electronics
Street 24500 Stuyvesant Blvd.
City New City
State NJ
Postal 55552
Invoice No. 1000
Date 9/21/93
Item Computer Dictionary
Price 28
Quantity 10
Total 280
Sales Rep Smythe

Sold To Mary's Book Cellar
Street 5489 Old Towne Road
City Blithetown
State OR
Postal 55553
Invoice No. 1002
Date 9/21/93
Item Dickens Set (paper)
Price 9.5
Quantity 6
Total 57
Sales Rep Smythe

Sold To Titan Books
Street 4681 Oak Grove Blvd.
City Minnetonka
State MN
Postal 55554
Invoice No. 1004
Date 9/21/93
Item Computer Dictionary
Price 28
Quantity 6
Total 168
Sales Rep Smythe

Sold To Delaware Books
Street 34 Startaway Road
City Startaway
State AL
Postal 55555
Invoice No. 1001
Date 9/21/93
Item Encyclopedia Globus
Price 640
Quantity 2
Total 1280
Sales Rep Hookins

Sold To Cook & Book Co.
Street 455 Shaftesbury Lane
City East Shaftesbury
State CT
Postal 55556
Invoice No. 1003
Date 9/21/93
Item Salutory Salads
Price 6.5
Quantity 10
Total 65
Sales Rep Hookins

Sold To World of Books & Tapes
Street 12345 Maintown Blvd.
City Dillon
State CO
Postal 55557
Invoice No. 1005
Date 9/21/93
Item Encyclopedia Globus
Price 640
Quantity 3
Total 1920
Sales Rep Hookins

Using a Formula

Mary realizes that ClarisWorks could be doing some of her arithmetic. She has been multiplying the amount in the Price field by the number in the Quantity field to arrive at a total amount. She decides to modify the Total field and let a formula do the multiplication for her.

If you're creating your own database, try creating a new calculation field (using the steps shown in this section). If you're following the example, you'll need to modify a field definition you created earlier.

To create a calculation field:

1. Choose Define Fields from the Layout menu.

The Define Fields dialog box opens.

2. If you're modifying an existing field, select the field name, click Calculation as the field type, and click Modify.

Mary modifies a calculation field called "Total."

As soon as you click Modify, an alert warns you that any data that cannot be converted to the new field type will be lost. For this example, click OK.

The Enter Formula dialog box appears (see step 4).

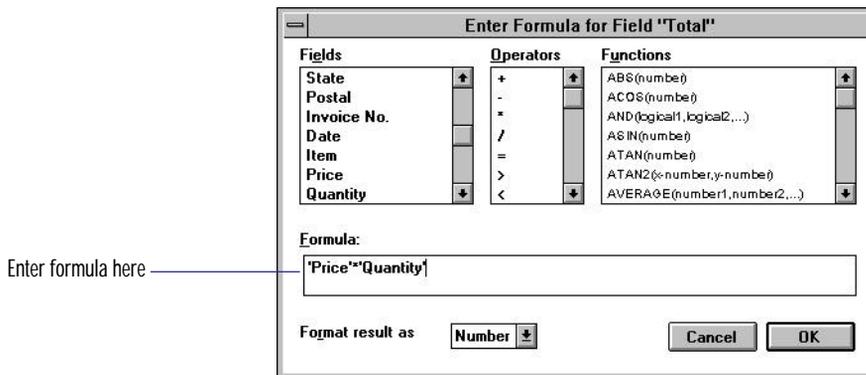
3. If you're creating a new field, type the new name, click Calculation as the field type, and click Create.

As soon as you click Create, the Enter Formula dialog box appears (see step 4).

4. Click field names and operators to enter a formula.

Use the scroll bar to view all the fields names. You can type the field names, but you must enclose each name in single quotes, and you must be exact (clicking field names saves you from typing errors).

Mary's formula for the Total field multiplies the amount in the Price field by the amount in the Quantity field.



5. After entering the formula, click OK to return to the Define Fields dialog box.

In the dialog box, you now see the formula in the list to the right of the field names.

6. Click Done to return to the document.

If you modified a field, ClarisWorks replaces the hand-calculated values with the results of the formula in all the records.

Now, when you enter a price and quantity, ClarisWorks automatically supplies the total amount when the two entries are confirmed.

- ◆ For more information This part of the tutorial has given you only a brief introduction to database calculations. For details, see chapter 6 in the *ClarisWorks Handbook*.

Finding Certain Records

Now that your database contains a few records, you're ready to explore one of the most important reasons for using a database: the ability to find information when you need it.

One of the salespeople tells Mary that a recent steady seller has been a high-priced encyclopedia. Mary wants to make sure that stores ordering this item get a sales follow-up call. She needs to find all the invoices that contain an order for the encyclopedia.

Up to now in the tutorial, you've been working in Browse mode, one of three ways you work with database documents. (You may not have known you were in Browse because that's the preset option.)

In this section you'll switch to Find mode, which gives you a blank record called a *find request*. Use a find request to tell ClarisWorks what records you want to find.

To find records:

1. Choose Find from the Layout menu.

A blank record, or **find request**, appears that resembles the data entry record with which you've been working. Notice that the status panel has changed. You now see two buttons, Visible and All, as well as the Omit checkbox.



2. Activate the field you want to search.
3. Type the characters you want to find in that field.

Mary wants to search all records to find the word “Encyclopedia” in the Item field. When she types “Encyclopedia” in the Item field, the characters in “Encyclopedia” become the **search criteria**—the characters ClarisWorks uses to find records.

Find request with search criteria

Book now shows the number of find requests, not the number of records

Sold To	
Street	
City	
State	
Postal	
Invoice No.	
Date	
Item	Encyclopedia
Price	
Quantity	
Total	
Sales Rep	

Find controls

Requests: 1

Find from

Visible

All

Omit

4. Click All.

ClarisWorks searches all the records and finds any records that contain the search criteria in the search field. The status panel shows how many records were found out of the total number in the document.

In Mary’s case, ClarisWorks found two records.

Database book after finding records

Records: 2 (8)

Unsorted

Find status: two records were found out of the six records in the database.

- ◆ Renumbering ClarisWorks renumbers the records in the **found set**, the set of records found. The rest of the records are temporarily omitted or hidden and are no longer visible.
- ▶ To restore all the records to the set, choose Show All Records from the Organize menu.

ClarisWorks displays all the records in the database.

Show all your records now so that you're ready for the next section, where you'll sort the records. You can sort the found records, if you wish, but if you're following the example, the exercise is more interesting with more records to sort.

Sorting the Records

One of the things databases do best is organize information. You've already learned to find certain records, so you're ready to take the next step: sorting.

Mary wants a complete alphabetical listing of today's customers, so, after showing all records, she sets up a sort order.

To sort records:

1. Choose Sort Records from the Organize menu.

ClarisWorks opens the Sort Records dialog box shown in step 4.

On the left are all field names in the database document.

2. Select the field name by which you want to sort.

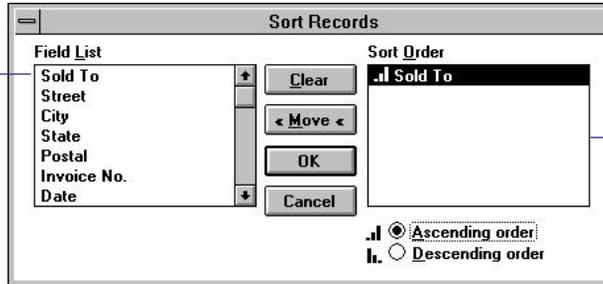
Mary is sorting by Sold To (the customer's company name).

3. Click Ascending Order (to sort A to Z) or Descending Order (to sort Z to A).
4. Click Move (or double-click the field name).

The field name moves into the Sort Order list on the right.

Setting up a sort order

Double-click a field name here ...



to move a field here.

5. Repeat the process to add other sort fields.

ClarixWorks sorts first by the top field name, then sorts records with the same entry in the first field by the second field, and so on through the list.

6. Click OK.

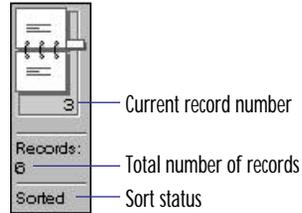
ClarixWorks sorts the records and closes the dialog box. The records are now in alphabetical order.

After sorting

Sold To	Cook & Book Co.
Street	455 Shaftesbury Lane
City	East Shaftesbury
State	CT
Postal	55556
Invoice No.	1003
Date	9/21/93
Item	Salutary Salads
Price	6.5
Quantity	10
Total	65
Sales Rep	Hookins
Sold To	Delaware Books
Street	34 Startaway Road
City	Startaway
State	AL
Postal	55555
Invoice No.	1001

Records are now in alphabetical order based on the Sold To field

- ◆ Record numbers change Take a look at the status panel. It shows the same number of records, but the records are now in the sorted order. What was record 6 may now be record 3, because ClarisWorks rennumbers the records when you sort.



Saving Your Work

You're now about midway through this session of the tutorial. In a moment you'll begin working with layouts. This is a good time to name and save your database document. (If you need a refresher, see chapter 3.)

Mary names the document "Invoice.cwk."

Turning the Database into a Report

Mary realizes that, using the standard layout she began with, she can't get an overview of the day's sales. She decides to create a new layout for a daily sales report.

To create a new layout:

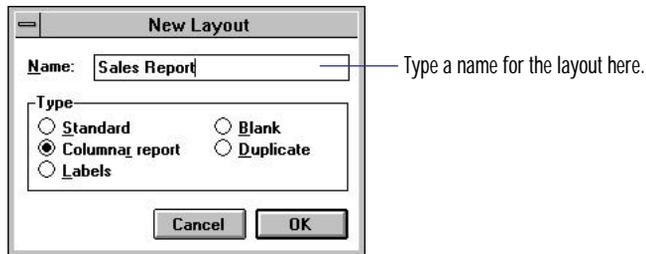
1. Choose New Layout from the Layout menu.

The New Layout dialog box appears (see step 2).

2. Click the type of layout you want and type a name for the layout.

Mary decides on a columnar report and names it “Sales Report.” In a columnar report, ClarisWorks organizes field labels at the top of a report, with data in the fields placed in the columns below.

Creating a new layout

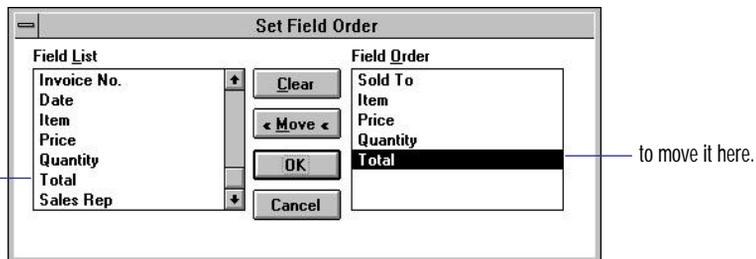


3. Click OK.

The Set Field Order dialog box appears.

Setting the order of fields for a columnar report layout

Double-click a field here ...



4. Double-click a field name in the Field list to move it into the Field Order list.

ClarisWorks organizes the field labels across the top of the report as headers. Each field, with its data, appears under its own field label. The first field in the Field Order list becomes the first field on the left of the report.

5. Move the remaining fields you want and click OK.

ClarisWorks creates the new layout and shows the current records in the new arrangement.

Your report should look something like this.

Records in the new
columnar layout

<u>Sold To</u>	<u>Item</u>	<u>Price</u>	<u>Quantity</u>	<u>Total</u>
Cook & Book Co.	Salutary Salads	6.5	10	65
Delaware Books	Encyclopedia Globus	640	2	1280
Jones Electronics	Computer Dictionary	28	10	280
Mary's Book Cellar	Dickens Set (paper)	9.5	6	57
Titan Books	Computer Dictionary	28	7	168
World of Books &	Encyclopedia Globus	640	3	1920

- ◆ Switching layout ClarisWorks adds the new layout to the list of commands at the bottom of the Layout menu. Now, to switch layouts, all you have to do is choose the layout you want.

Understanding Layouts

Mary immediately notices that the item names are cut off and that the prices and total amounts are not in dollar figures. To adjust field sizes and add currency signs, she needs to work directly with the layout.

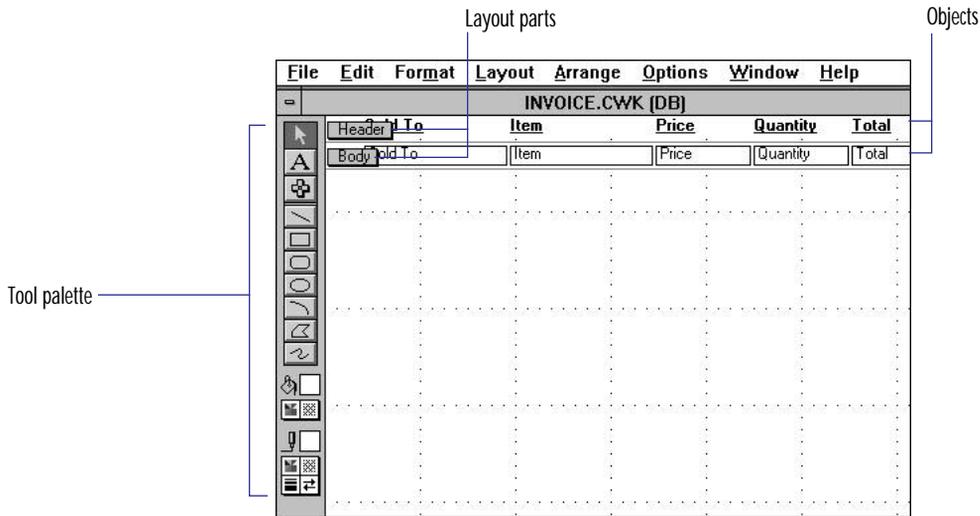
Up to this point in the tutorial, you've worked with records in Browse and Find—two of the three ways of working with a database document. The third way is Layout mode, in which you can make graphical changes to the database.

In the previous section, you created a columnar layout automatically, without leaving Browse. Now, to work directly with a layout, you switch to Layout, where you can move fields around, change fonts and or number formats, and generally shape the way you want a database to look.

- ▶ To switch to Layout mode, choose Layout from the Layout menu.

Do this now so you can take a closer look at a database document in Layout.

Mary's columnar report, in Layout, is shown here.



Several elements are different in this mode of the document. The menu has changed to a graphics menu, and the tool palette is now present. Also present are elements called **layout parts**: a header and body.

Fields and field labels are now represented as *objects*. Objects in a database layout behave the same way as the graphic objects you worked with in chapter 2 and text objects in chapter 3. For example, you can resize the objects and move them around.

When you change the objects in a layout, you change the way a record looks when you're in Browse and when you print. For now, stay in Layout for a moment to learn how everything works.

Working in Two Views

In ClarisWorks, you can expand your view when you revise a layout. You can open another window for the document, and use one window to work in Layout and the other to see the effects in Browse.

To work in two windows:

1. Choose New View from the Window menu.

ClarisWorks opens a window that looks identical to the original. It is, except that the number 2 has been added to the title.

2. Hold down the Ctrl key and choose Tile from the Window menu.

ClarisWorks divides the available screen space between the two windows, placing one window on top of the other. This arrangement, called *tiling down*, occurs when you press Alt while choosing Tile.

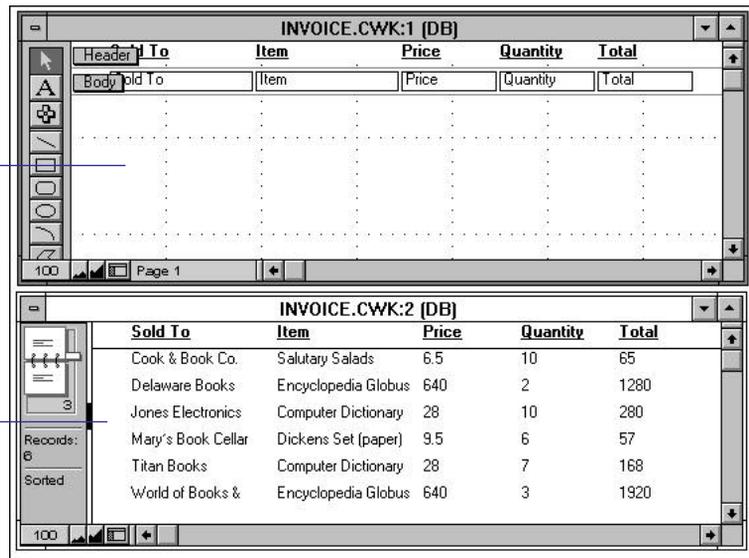
3. Activate the bottom window by clicking anywhere in it.
4. Choose Browse from the Layout menu.

ClarisWorks switches the active window to Browse, leaving the other window in Layout, as shown here.

Two database windows tiled down

This window is in Layout.

This window is in Browse.



Fine-Tuning the Report

When you left Mary earlier, she was about to change the layout to enlarge the Item field, whose data was cut off, and change two of the number fields to show currency signs.

You make these changes in the Layout window. Click anywhere in the Layout window to activate it.

Mary's report in Layout

Header	To	Item	Price	Quantity	Total
Body	old To	Item	Price	Quantity	Total

Resizing Fields



To change the size of a field or field label:

1. Select the graphics tool and click the field or field label to select it.

Everything in Layout works the way it does in a graphics document, so you see handles on a selected object.

Mary selects the item field.

2. Drag one of the handles to enlarge or shrink the field or field label.

Mary changes the Item field so that the complete item name appears in Browse. Don't worry that the field now extends beyond the border or the body part (the body part is the area above the line). You'll fix that later.

Resizing a field

Header	To	Item	Price	Quantity	Total
Body	old To	Item	Price	Quantity	Total

Notice that as soon as you let go of the mouse button, the Browse window reflects the change.

You can use all the graphics tools when you work with layouts. For example, if you get fields out of line, you can realign them as you realigned objects in chapter 4.

Reformatting Numbers

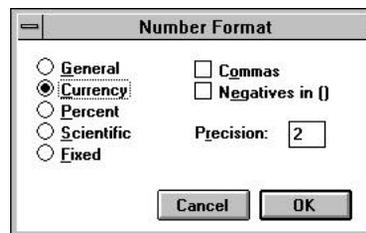
You can choose among five different formats for displaying numbers in number fields.

To choose a number format:

1. Double-click the number field you want to change.

Mary double-clicks the Price field and the Number Format dialog box opens. You can also select the field and choose Field Format from the Options menu.

2. Click the option you want.



Mary clicks Currency so that numbers begin with a dollar sign. She leaves the precision—the number of decimal places—at 2, the preset option. Change the 2 to a 0 if you want whole dollars. Cents are rounded to the nearest dollar.

3. Click OK.

ClarisWorks changes the numbers. You can see the effect in the Browse window.

Practice Moves

Before you go on, try changing other aspects of the layout, such as the font, using the methods you learned in chapter 3. Try selecting a field and adding a fill color (you may need to make the window larger to see the fill color palette). Any changes you make in Layout appear in every record in the database; you see these changes in Browse and when you print.

Adding a Picture to a Layout

The sales report looks very plain, so Mary decides to polish up the appearance by adding the company logo to the layout.

Resizing Layout Parts

In Layout mode, you can move parts of the layout, such as the header and body, so that you can add artwork or resize fields. Before you begin, be sure you still have two windows open, one in Layout mode and the other in Browse mode.

To make room in a header for art:

1. Activate the window that's in Layout mode.
2. Choose the layout you want to change from the Layout menu.

Mary has chosen Sales Report.

3. Click the graphics tool, and drag the header part downward to make room for the art you plan to add.

The pointer changes to a double-arrow crossbar when it's in position to drag a part of the layout.



4. Hold down Shift and click each field label to select all the field labels.
5. Drag the labels to just above the header part line.

All the labels move as a group.

To make room in the body part for field text:

1. Click the graphics tool if it isn't already selected.
2. Drag the body part downward (as you did earlier with the header part) to make room for the Item field text.

Adding a Picture

Now that you've enlarged the header part of your layout, you can insert a picture and scale it to the size you want.

To add a picture:

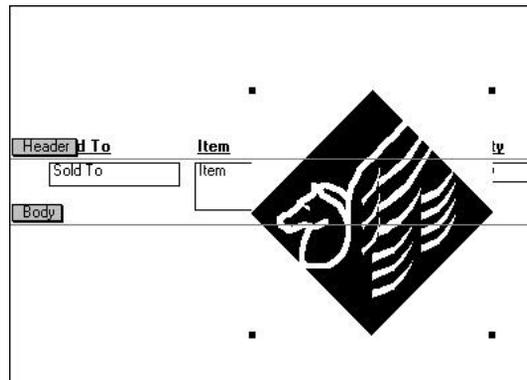
1. Choose Insert from the File menu.

The Open dialog box appears, listing the names of existing graphics documents on the left.

2. Change directories, if necessary, to find the ClarisWorks Tutorial directory.
3. Select the document name "Pegasart.wmf" and click Open (or double-click the document name).

ClarisWorks inserts the picture in the layout. The art has handles, indicating that the object is selected.

Art inserted in
the layout



To rescale the art:

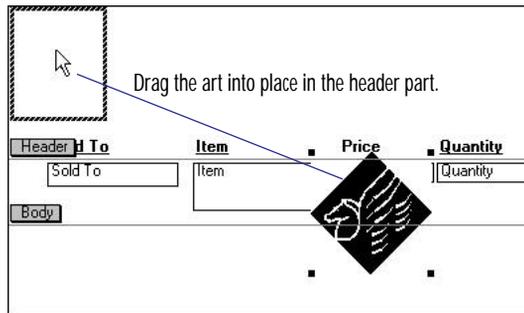
1. Choose Scale Selection from the Options menu.

The dialog box is the same one you worked with in chapter 4.

2. Type 50% for both dimensions, and click OK.

ClarisWorks reduces the art and leaves the object selected.

3. Drag the scaled art into the position you want.



Mary puts the logo in the corner and aligns it with the first column.

Adding a Report Title

Mary's last step is to add the title of the report to the header. She uses the text tool to create a text frame in which she types the name of her report.

To add text to the header:

1. Click the text tool.
2. Choose a font, size, and style from the Format menu.

Mary chooses Times New Roman, 36 point, Plain.

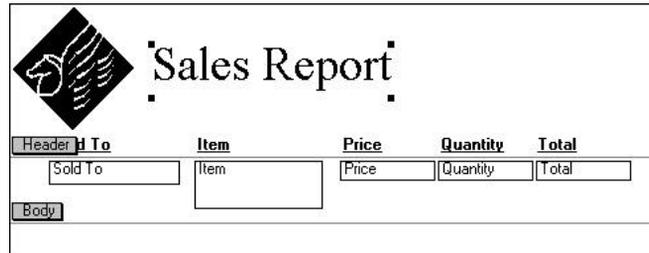
3. Click once in the header part and type the text.

A text frame appears and Mary types “Sales Report” in it.

4. Select the graphics tool and click the text to select it.

You can now move the object that contains the text. If necessary, drag a handle to widen the box enough to position the text on one line.

Here is Mary’s finished header.



<u>Sold To</u>	<u>Item</u>	<u>Price</u>	<u>Quantity</u>	<u>Total</u>

Body

5. If you’re still working with two windows, close the window that’s in Layout.
6. Click the remaining window’s Maximize button to fill the screen with the Browse mode.



You can now see the full effects of the header and the other layout work you did.

The finished product, a sales report



Sales Report

<u>Sold To</u>	<u>Item</u>	<u>Price</u>	<u>Quantity</u>	<u>Total</u>
Cook & Book Co.	Salutary Salads	\$6.50	10	\$65.00
Delaware Books	Encyclopedia Globus	\$640.00	2	\$1280.00
Jones Electronics	Computer Dictionary	\$28.00	10	\$280.00
Mary's Book Cellar	Dickens Set (paper)	\$9.50	6	\$57.00

7. To see how the page appears when printed, choose Page View from the Window menu.

Wrapping Up Chapter 6

You've now explored a ClarisWorks database document. You've learned to set up fields, create and edit records, find and sort records, create new layouts, and work with basic layout parts.



In the final chapter of the tutorial, you'll work with sample documents to create a simple newsletter, using advanced ClarisWorks features. If you're ready for a break, this is a good spot for one. If not, go on to chapter 7 now.

Learning Advanced Features

Creating a Newsletter	7-3	Creating a Chart	7-13
Inserting the Art	7-3	Rescaling the Chart	7-14
Creating a Place for the Text Article	7-5	Revising the Spreadsheet and Chart	7-15
Inserting the Text	7-7	Positioning the Chart in the Newsletter	7-17
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Saving Your Work	7-9	Adding the Finishing Touches	7-19
Adding a Spreadsheet Frame	7-10	Wrapping Up Chapter 7	7-22
Copying Data from Another Spreadsheet	7-11	Where to Go from Here	7-22

A dark gray square containing the word "Chapter" in a serif font and a large, stylized number "7" in a white serif font.

Chapter 7

Learning to Use Advanced Features

In this session of the tutorial, you'll use frames to create a newsletter, using sample documents provided.

In the earlier chapters of the tutorial, you learned about ClarisWorks concepts such as document types and objects and learned how to use various tools and view controls.

Now you're ready to speed through some advanced features. "Advanced" doesn't mean these features are difficult to learn. Instead, it means they use the full power of ClarisWorks.

In this section you'll learn how to:

- lay out a newsletter page using linked text frames
- import text and graphics directly into a document
- create and work with a spreadsheet frame
- update a spreadsheet-based chart

Creating a Newsletter

In this session, you'll combine ready-made art and text documents to create a simple one-page newsletter for employees of Pegasus Books International, the sample company used in the tutorial. Sample source documents are provided.

As noted, this session moves quickly. If you've forgotten how to do a step mentioned here, go back to the appropriate session of the tutorial for a quick refresher.

To start the newsletter:

1. Open a new graphics document.
2. Choose Show Rulers from the Window menu.

The graphics rulers appear at the top and sides, set in inches (the preset option). Newsletters require precise work, so you'll want to leave the graphics rulers open in the document.

- ◆ Why use a graphics document? Your first thought when starting a newsletter is probably to open a word processing document and use columnar text. However, a graphics document provides a much more flexible environment for the page-layout process, partly because a graphics document allows columns of different widths and lengths on the same page.

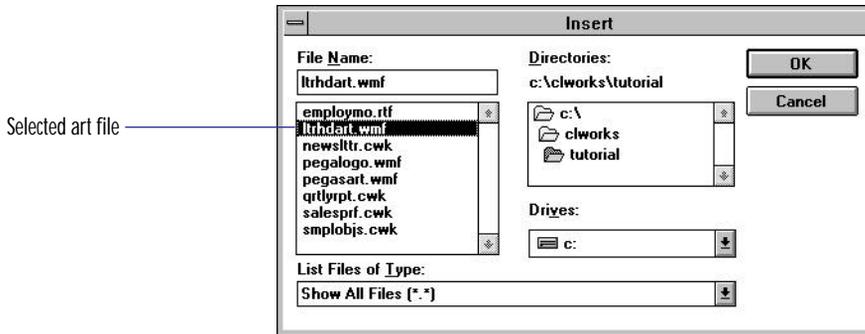
Inserting the Art

In this step you'll insert art from a graphics file, supplied in the Tutorial directory, into the newsletter to serve as a masthead.

To add the letterhead art:

1. Choose Insert from the File menu.

When the Insert dialog box opens, change directories, if necessary, to find the Tutorial directory.

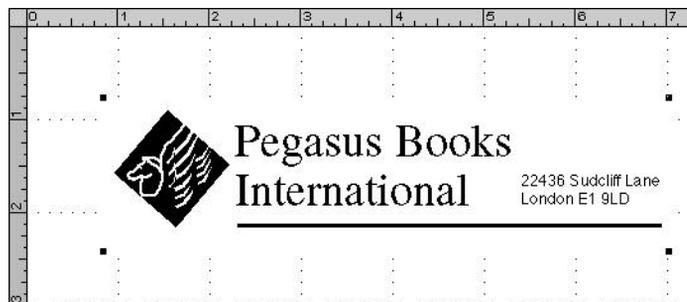


2. Double-click the document named "Ltrhdart.wmf."

ClarisWorks inserts the artwork into the new graphics document you created, leaving the art selected.

3. Drag the art into a position at the top of the page.
4. When the art is in position, deselect it by clicking anywhere else in the document.

Art in position as
newsletter masthead



Creating a Place for the Text Article

To create columns for the text article, you'll work for the first time with linked frames—two objects you can resize and move separately without disturbing the contents of the objects.

You've actually been working with frames throughout the tutorial. In chapters 2 and 4, when you typed text in a graphics document, you created an object that contained text. That's what a frame is: an object that contains something.

The newsletter will be a two-column piece, so you'll start by drawing two text frames. Then you'll "pour" the text article into the frames.

To create linked text frames:

1. Choose Frame Links from the Options menu.

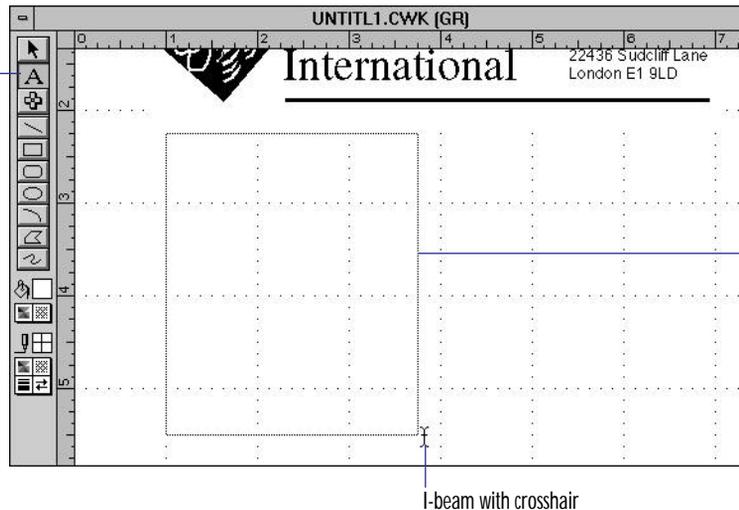
Nothing seems to happen, but you've let ClarisWorks know that you plan to draw linked frames. The Frame Links command now has a check mark to remind you that the link feature is on.

2. Click the text tool, and drag the pointer to draw a box about the size of the box shown here.

A crosshair on the I-beam pointer helps you draw precisely.

Drawing the first frame

Text tool



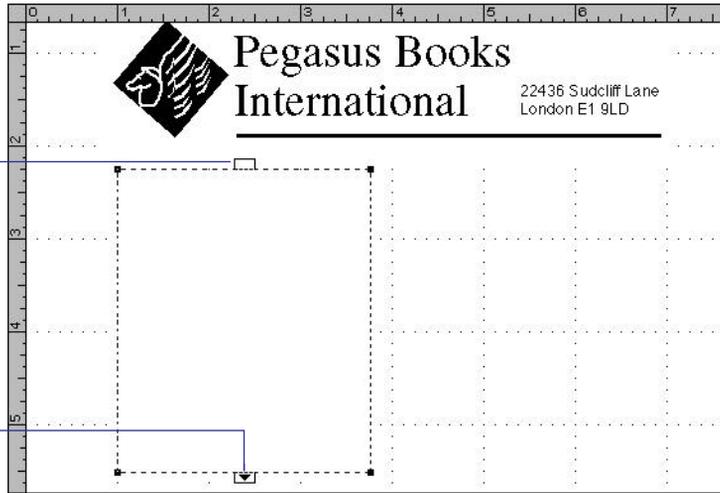
3. Press the Enter key on the numeric keypad.

The link controls appear, showing the status of the frame.

Indicators on a linked frame

Top-of-frame indicator

Continue indicator



4. Click the continue indicator and draw a second frame to the right of the first.

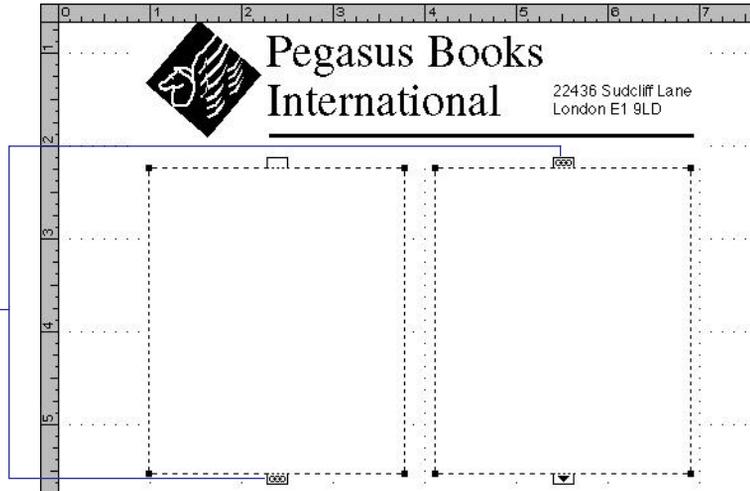
The outline of the first frame disappears when you draw the second frame because the first frame is no longer selected. When you finish drawing the second frame, you see new link control indicators—chains that indicate the second frame is connected to the first.

5. Turn off Frame Links by choosing it again from the Options menu.

6. Select both frames by holding down Shift and clicking each frame so that you can see how they look in the document.

Second frame in place

Chain indicators



Inserting the Text

With the frames in place, you're ready to import the text of an article.

To insert text:

1. Select the text tool and click the first frame.
2. Choose Insert from the File menu.
The Insert dialog box (shown on page 7-4) opens.
3. Change directories, if you need to, to make the Tutorial directory current.

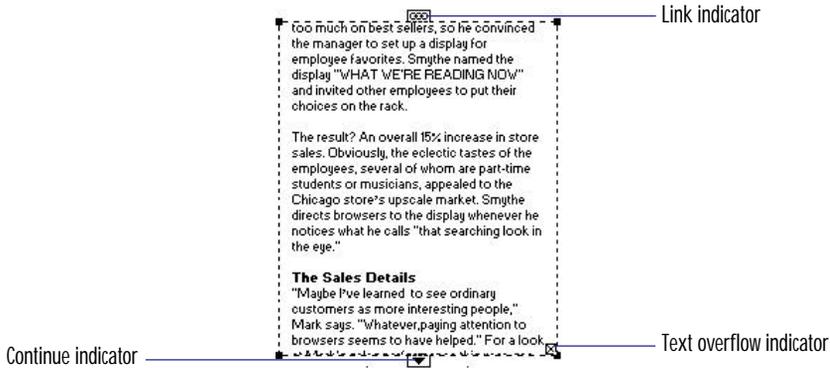
If you want to insert text of your own, you must have the appropriate translator. For a full explanation, see chapter 2 in the *ClarisWorks Handbook*.

4. Double-click the document named "Employmo.rtf."

ClarisWorks inserts the text in the first frame and sends the overflow into the second frame.

5. Click the graphics tool.

If you made the text frames too small for the text, you'll also see a text overflow indicator, shown here.



If you wanted to create a third linked frame, you'd click the continue indicator (the arrow) at the bottom of the second frame, and draw the third frame.

Resizing the Columns

You can now use the graphics tool to resize and move the two columns to get them precisely where you want them.

Using this illustration as a guide, resize the columns to make room for an article headline over the first frame.

The newsletter so far

Space for headline



Saving Your Work

You're now about midway through this session of the tutorial. In a moment you'll work with a spreadsheet frame and create a chart for the newsletter. This is a good time to name and save your practice document. (If you need a refresher, see chapter 3.)

The example shown in this chapter is named "Newsltr.cwk."

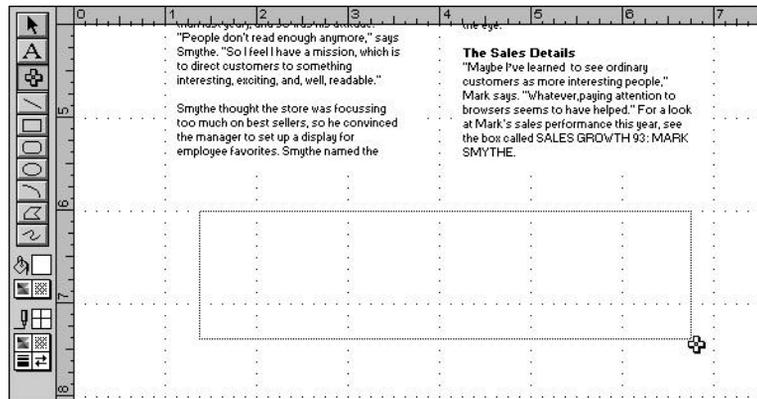
Adding a Spreadsheet Frame

To emphasize sales growth for the employee of the month, you'll now add a spreadsheet frame and turn it into a chart for visual impact.

To add a spreadsheet frame:

1. Click the spreadsheet tool (the crossbar).
2. Near the bottom of the newsletter, draw a spreadsheet frame by dragging the spreadsheet pointer, as shown here.

Drawing a spreadsheet frame



When you release the mouse button, spreadsheet cells appear in the frame. Notice that the data entry bar and spreadsheet menus are now available in the document window (not shown in here) whenever the spreadsheet tool is active.

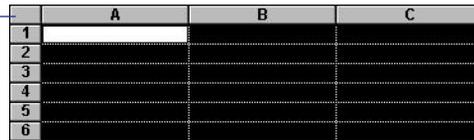
Adjusting the Column Width

You now need to resize your frame so that it shows columns A through E and rows 1 through 6. Because the columns are wide, you'll find it easier to work with your spreadsheet frame if you adjust the column width. To adjust all columns in the spreadsheet frame to an equal width, follow these steps.

To adjust the column width:

1. Click the selection box at the top-left side of the spreadsheet frame to select all the cells.

Selection box

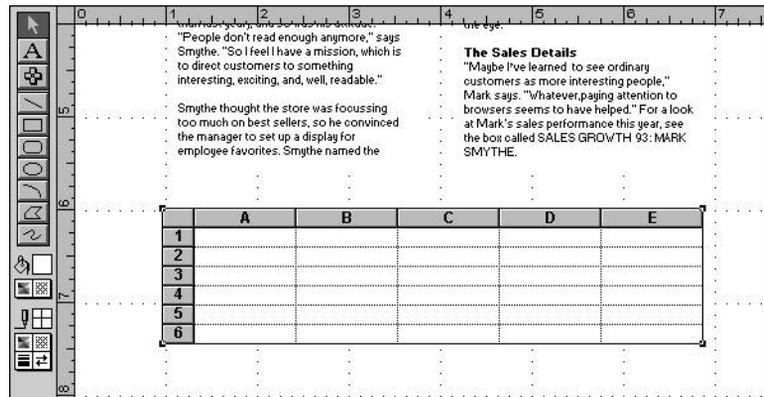


	A	B	C
1			
2			
3			
4			
5			
6			

2. Choose Column Width from the Format menu.
3. Type 80 in the Column Width box and click OK.

Your spreadsheet frame should look similar to this one.

Spreadsheet frame in the newsletter



	A	B	C	D	E
1					
2					
3					
4					
5					
6					

Copying Data from Another Spreadsheet

A source document on sales performance is available in the Tutorial directory. In the following steps, you'll copy the data from the source document and paste it into the spreadsheet frame.

To copy the data:

1. Without closing the newsletter, choose Open from the File menu.
2. In the Open dialog box, double-click the Salesprf.cwk document.
Salesprf.cwk, a spreadsheet document, opens.
3. Drag the pointer to select a range from cell A1 to cell E6.
The extreme right side of the spreadsheet is cut off here.

Selecting data for the spreadsheet frame

SALESPRF.CWK (SS)								
A1	MARK SMYTHE							
1	A	B	C	D	E	F	G	H
2	MARK SMYTHE	Summary	Jan	Feb	Mar	Apr	May	Jun
3	Sales in 1992	\$10180	\$900	\$1100	\$1500	\$2220	\$2550	\$1890
4	Sales in 1993	\$16900	\$1200	\$1500	\$2400	\$3600	\$4400	\$3800
5								
6		Percent Sales Growth			66%			

4. Choose Copy from the Edit menu (or press Ctrl+C).
5. Double-click the Control-menu box to put away the Sales Performance spreadsheet.

To paste the data you copied:

1. In the newsletter, click the spreadsheet frame to activate it, and then click once in cell A1 to select the cell.
As you learned in chapter 5, a border around cell A1 indicates that the cell is selected.
2. Choose Paste from the Edit menu (or press Ctrl+V).
ClarisWorks pastes the data into the spreadsheet frame.

Creating a Chart

You're now ready to create a chart from the data. A chart makes the numbers easy to comprehend and can sometimes make a striking visual point.

To create a chart:

1. Select cells A3 through B4.

These cells contain sales summaries for the first quarter of the last two years.

Selecting data for a chart

	A	B	C	D	E
1	MARK SMYTHE				
2		Summary	Jan	Feb	Mar
3	Sales in 1992	\$10160	\$900	\$1100	\$1500
4	Sales in 1993	\$16900	\$1200	\$1500	\$2400
5					
6		Percent Sales Growth			66%

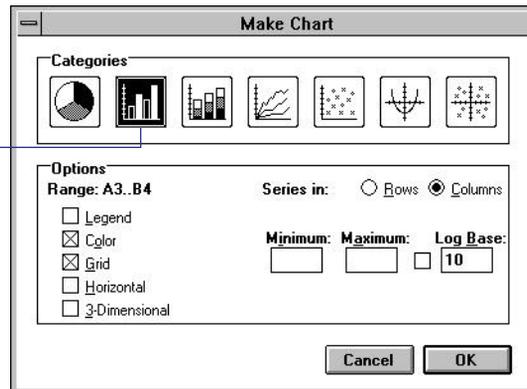
2. Choose Make Chart from the Options menu.

The Make Chart dialog box appears.

3. Click the first bar chart icon, shown here, and deselect the Legend box.

Selecting a bar chart

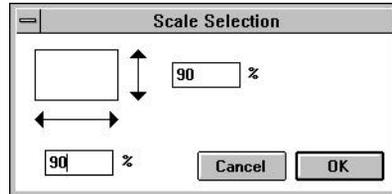
Bar chart icon



To rescale the chart:

1. While the chart is still selected, choose Scale Selection from the Options menu.

The Scale Selection dialog box opens.



2. Type the percentage reduction you want for the height and width.

If you type 90, as shown in the example, the chart is reduced to 90% of its original size in both height and width.

3. Click OK if you want to rescale.

ClarisWorks reduces the chart (in the following section, the chart remains at 100%).

Revising the Spreadsheet and Chart

ClarisWorks has automatically labeled the bar chart with the legends “Sales in 1992” and “Sales in 1993.” These legends were derived from the left-most cells in the range you selected to make the chart.

For purposes of the newsletter, you want to change the legends to read “LAST YEAR” and “THIS YEAR.” You’d also like to change the spreadsheet while you’re at it. You can do both at the same time.

To change the spreadsheet and the chart:

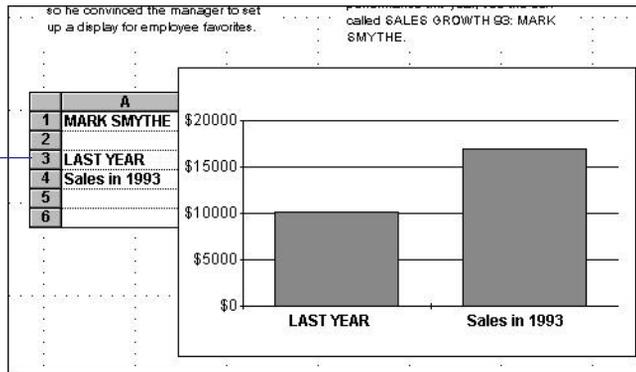
1. Click somewhere in the spreadsheet, outside the chart.

Notice that the menus change back to spreadsheet menus, and the crossbar pointer returns.

2. Select cell A3, which contains the "Sales in 1992" entry.
3. In the data entry bar, type "LAST YEAR," as shown here.

Changing a spreadsheet entry

New entry

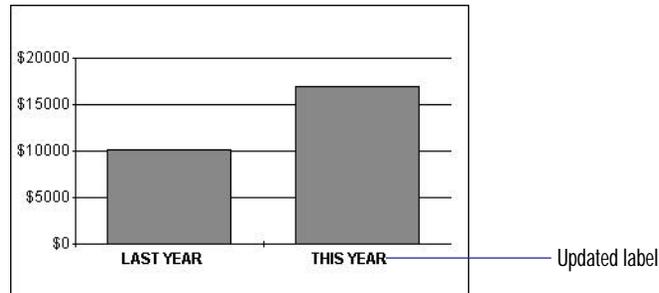


4. Watch the legend on the chart as you press Tab or the Enter key on the numeric keypad. ClarisWorks updates the chart to show the change you made in cell A3.

5. Now replace the contents of cell A4 with "THIS YEAR," and press Tab or the Enter key on the numeric keypad.

Both cells are now updated in the chart and in the spreadsheet.

New label in chart



You could also change the numbers used for the chart or change the font or style used for entries. ClarisWorks updates the chart as soon as you confirm a new or modified entry in any cell that's used in the chart.

Positioning the Chart in the Newsletter

You can now position the chart over the spreadsheet frame in the newsletter.

To move the chart:

1. Click the chart.
2. To hide the spreadsheet frame, drag the chart so that it covers the frame.

You may need to resize and move the spreadsheet frame, and then move the chart over it.

Adding Labels to the Chart

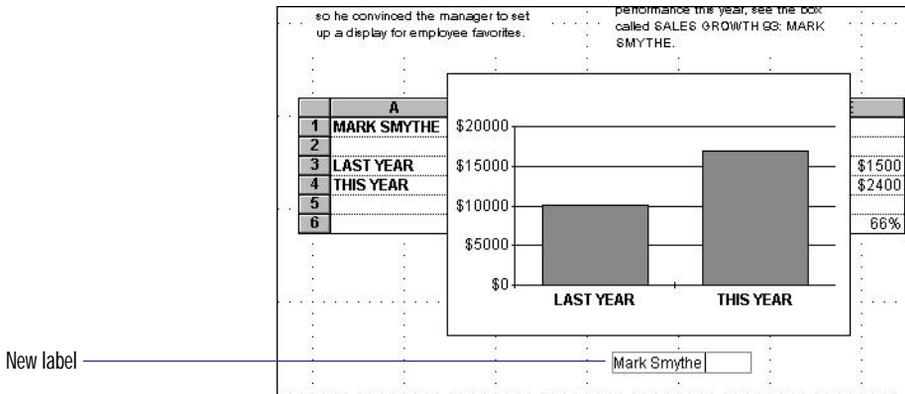
To finish the chart for the newsletter, you can add a label that identifies the chart by giving the name of the salesperson.

To add a label to the chart:

1. Click the text tool and click somewhere near the chart.

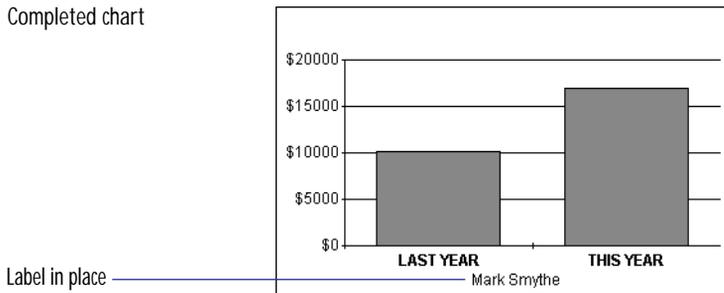
It doesn't matter where you type the label; you can move it later.

2. Type "Mark Smythe."



3. Select the label and move it into place in the chart, as shown here.

Completed chart



If you want to group the chart and the text label into one object, you can select both the label and the chart and choose Group from the Arrange menu.

Adding the Finishing Touches

With the graphics grid hidden, your newsletter should now look similar to this. All that's needed now is a title for the lead article. (The chart shown here was rescaled to 100%.)

The newsletter so far



Pegasus Books International

22436 Sudcliff Lane
London E1 9LD

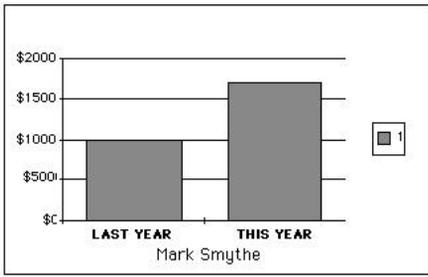
Pegasus employees last month named Mark Smythe, of the Chicago store, as employee of the month.

Smythe's Mission
Smythe's sales were sky high (69% high than last year), and so was his attitude. "People don't read enough anymore," said Smythe. "So I feel I have a mission, which is to direct customers to something interesting, exciting, and, well, readable."

Smythe thought the store was focussing too much on best sellers, so he convinced the manager to set up a display for employee favorites. Smythe named the display "WHAT WE'RE READING NOW" and invited other employees to put their favorites on the rack.

The result? An overall 15% increase in sales. Obviously, the eclectic tastes of the employees, several of whom are part-time students or musicians, appealed to the Chicago store's upscale market. Smythe directs browsers to the display whenever notices what he calls "that searching look the eye."

The Sales Details
"Maybe I've learned to see ordinary customers as more interesting people," Mark says. "Whatever paying attention to browsers seems to have helped." For a look at Mark's sales performance this year, see the box called SALES GROWTH 93: MARK SMYTHE.



Year	Sales (\$)
LAST YEAR	1000
THIS YEAR	1650

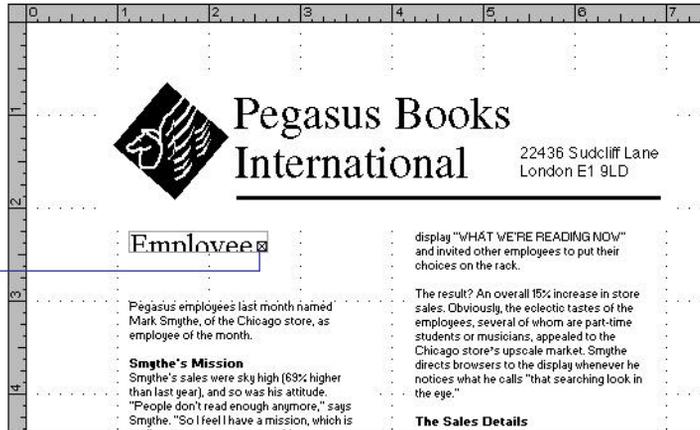
To add a title to the article:

1. Click the text tool and click somewhere near the top of the text frames.
2. From the Font menu, choose Times New Roman as the font, and choose 24 points from the Size menu.

3. Type the title, "Employee of the Month."

Not all the text is visible, but you'll fix that in step 4.

Adding a title for the article

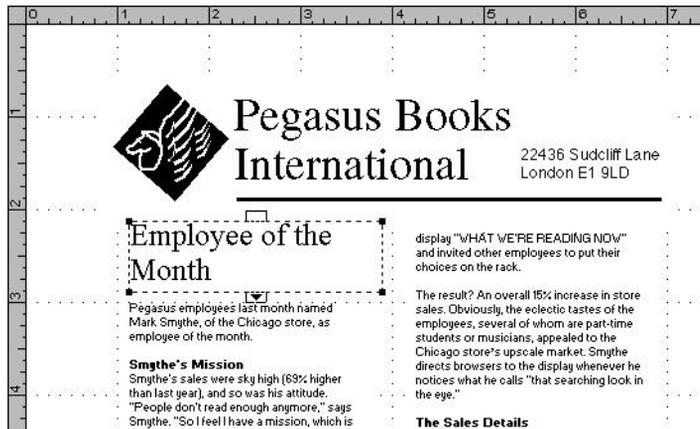


Overflow indicator

4. Select the graphics tool and click the text object to display the frame handles. Drag a handle to expand the object.

5. Drag the object into place in the newsletter, above the article.

Positioning the title



The newsletter is now complete. The finished page should look something like this.

Newsletter complete



Pegasus Books International

22436 Sudcliff Lane
London E1 9LD

Employee of the Month

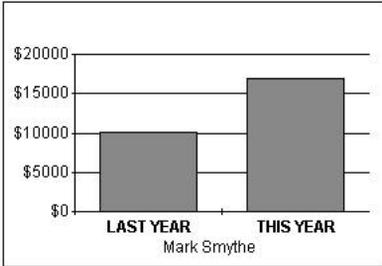
Pegasus employees last month named Mark Smythe, of the Chicago store, as employee of the month.

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Smythe's sales were sky high (69% higher than last year), and so was his attitude. "People don't read enough anymore," says Smythe. "So I feel I have a mission, which is to direct customers to something interesting, exciting, and, well, readable."

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The Sales Details
"Maybe I've learned to see ordinary customers as more interesting people," Mark says. "Whatever paying attention to browsers seems to have helped." For a look at Mark's sales performance this year, see the box called SALES GROWTH 93: MARK SMYTHE.



Year	Sales (\$)
LAST YEAR	10,000
THIS YEAR	16,500

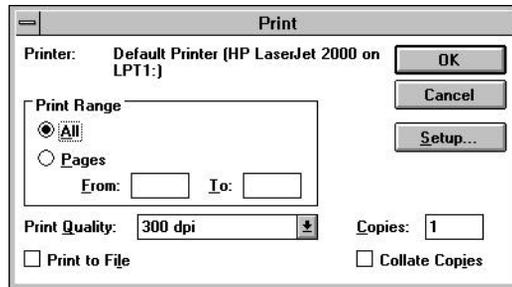
Mark Smythe

If you've set up your printer, you may want to print the newsletter to see the results of your efforts.

To print:

6. Choose Print from the File menu (or press Ctrl+P).

The Print dialog box appears. The print options displayed vary with the type of printer you are using. For now, leave all the settings as they are.



7. Click OK.

ClarisWorks prints the newsletter exactly the way it looks on the screen (except for the onscreen layout part).

Wrapping Up Chapter 7

In this session of the tutorial, you learned how to create linked text frames, import text into the frames, and use a spreadsheet frame.

You also reviewed some skills that were covered earlier, such as adding text to a graphics document, creating a spreadsheet chart, and using the graphics rulers for precise placement of graphics elements.

Where to Go from Here

This session concludes the ClarisWorks tutorial. Although these six tutorial chapters have given you a good start, there's much more to learn. Here are two suggestions for increasing your ClarisWorks skills.

Keep Using Help

In chapter 2 you learned to open and use the ClarisWorks onscreen help system. The help system is a quick-access resource for those times when you want how-to or reference information and you want it *now*.

Many people don't think to use onscreen publications like help, but that's mostly because they're more accustomed to printed manuals. The more you use help, the more you'll rely on it as a fast way to get the instructions you need. For example, searching for key words in the help system is often quicker than looking up terms in the index.

Use Your Handbook

The *ClarisWorks Handbook* contains step-by-step instructions and reference information. Both manuals have detailed tables of contents and indexes to help you find what you need in the most direct way possible.

Claris recommends that you avoid using the tutorial chapters for reference. The tutorial is an *introduction only* and doesn't contain the complete information you'll want as you begin to do more advanced projects in ClarisWorks.

- For detailed instructions and information, see the *ClarisWorks Handbook* or the online help system.
- For a quick look at commands and shortcuts, see the *ClarisWorks Quick Reference Card*.

Glossary

active window: The window you are currently using or that is selected. A window is active when its border darkens or changes color. The active window appears on top of other open windows and responds to keystrokes and commands.

application environment: In ClarisWorks, one of four types of software you use to work in different types of documents and frames. Each environment has its own set of menus.

arguments: The values used by a spreadsheet or database function to calculate a result.

arrow keys: The up, down, left, and right arrow keys on a PC keyboard.

arrow pointer: The pointer on the screen when the graphics tool is selected.

ascending sort order: Alphabetical sequence (A to Z) for words, lowest-to-highest order for numbers, and earliest to latest for dates and times. *See also* sort order.

autogrid: In a graphics document, a hidden control device that helps you create objects of precise sizes and keeps the objects lined up on the page.

bar chart: A chart that represents spreadsheet data as bars, side by side or stacked horizontally. Often used to illustrate relative quantities.

body: In a database layout, the portion of the layout that holds the data in all the current records.

bookmark: In a database document, the tab on the record book. You can drag the bookmark quickly from one record to another. *See also* record book.

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Browse: A database mode in which you enter data as well as add, edit, and sort records. Records are organized in Browse according to the current layout.

buttons: In ClarisWorks documents, onscreen controls that you click to give instructions to ClarisWorks and the PC. In ClarisWorks Help, onscreen controls you click to move to a topic.

calculation field: In a database document, a field that contains the results of a formula you enter when you define the field. *See also* field.

cell: In a spreadsheet document, the box formed at the intersection of a column and a row.

cell address: In a spreadsheet document, the combined designation of column letter and row number that identifies a cell. The address of a cell in column H, row 12, is H12.

cell format: In a spreadsheet document, the width of columns, the depth of rows, and the specifications for number style and text attributes.

cell range: In a spreadsheet document, a group of selected cells.

chart: A graphic representation of the data in a spreadsheet, showing relationships among sets of data. A chart is a graphic object that can be pasted into another type of document.

chart title: The name ClarisWorks uses for a spreadsheet chart. ClarisWorks takes the chart title from any text in the cell at the upper-left corner of the chart range.

Clipboard: A temporary storage area in computer memory where ClarisWorks places the most recent selection you have cut or copied.

columnar layout: In a database document, a layout that shows and prints fields in columns. Each record appears as a row.

copy: To place a copy of selected text or objects on the Clipboard without removing the selection from its original location. You can paste the contents of the Clipboard elsewhere. *See also* pasting.

crossbar pointer: The pointer on the screen when the spreadsheet tool is selected.

cut: To remove selected text or objects and place a copy of the selection on the Clipboard. You can paste the Clipboard contents elsewhere. *See also* pasting.

data entry bar: In a spreadsheet document, the box used to enter data or formulas.

data series: The values ClarisWorks uses to draw a chart from a spreadsheet.

database: A collection of information; also, software you use to collect, organize, and search for information.

database book: A tool used to move through records in a database and to check their sort or find status.

date field: In a database document, a field that must contain dates. *See also* field.

delete: To remove (erase) selected text or objects from a document.

descending sort order: Reverse alphabetical sequence for words (Z to A), highest-to-lowest order for numbers, and latest to earliest for dates and times. *See also* sort order.

divisions: In a spreadsheet chart, the intervals or categories used to plot values in a data series. Divisions usually represent columns.

document: A file created by an application. In ClarisWorks, you can create and work with four different types of documents, each designed primarily for a specific task—word processing, spreadsheet work, database management, or graphics.

editing: The process of revising a computer-based document.

environment: *See* application environment.

existing document: A document you previously saved.

field: In a database record, an element that holds a category of information. *See also* specific type of field: calculation, date, number, text, and time.

field definition: In a database document, a field name and certain additional attributes, such as what type of data the field can contain. The data type determines what work you can do with the field.

field label: A text object that contains the name of a field. Visible in Browse or Layout modes.

field (selected): In a database document, the current (active) field.

field type: Indicates the kind of information you plan to enter in a database field, such as number, date, and calculation.

file format: The way an application organizes and stores the contents of a document.

fill tool: The iconic representation of commands used to add or change the pattern and color of an object.

filling: In a spreadsheet document, the process of filling cells with the contents of the first cell in a selected range. Usually expressed as filling down or filling right.

find: A database feature used to search for records that match search criteria you enter in a find request.

find request: In a database document, a blank view of the current layout, used to enter search criteria.

font: A complete set of type of one size and face, where face is the appearance or design of the type.

font size: The measure of type size in points.

font style: The attributes of a font, such as its slant or thickness (weight). Italic and boldface are examples of font styles.

footer: A page element that appears at the bottom of every printed page in a document.

footer part: In a database layout, a repeating element that appears at the bottom of each page. *See also* part.

footnote: A comment or citation at the bottom of a text page that refers to numbers or symbols used as signals in the text.

found set: The group of records that remains available for browsing after you execute a find request.

frame: An object that contains text or spreadsheet data.

function: A predefined formula that performs mathematical or logical calculations, acting on values you specify or supply.

graphics ruler: The ruler you use to control the automatic grid and the spacing of gridlines in a graphics document.

graphics tool: The tool used to select, resize, and move objects. Also activates the graphics menus. Appears as the arrow icon on the tool palette. *See also* arrow pointer.

gridlines: A matrix of dotted lines used to size and align objects in a graphics document.

grouping: The process of consolidating several selected objects into one object.

handles: Black squares ClarisWorks places at the edges of selected objects. You use handles to resize and reshape objects.

header: A page element that appears at the top of every printed page in a document.

header part: In a database layout, a repeating element that appears at the top of each page. *See also* part.

I-beam pointer: The pointer on the screen when the text tool is selected. *See also* text tool.

indentation: The distance of text from the page guides.

invisible characters: Format characters that you enter in a document by pressing keys such as Enter, Tab, or the Space bar.

justification: The process of adjusting text margins so that the text exactly fills a line.

layout: In a database document, a graphic representation of the way records will look when you browse or print records. You can use different layouts to display, organize, and print the same information in different ways.

layout parts: In a database document, the sections of a layout used to organize data on the page or to summarize data within the document. *See also* footer part and header part.

layout (standard): In a database document, the preset arrangement of newly created fields: each field is on a separate line and the fields are stacked vertically.

legend: In a spreadsheet chart, the labels for the data series and divisions on the chart.

line spacing: The vertical distance from the base of one line of type to the base of the next line below. Line spacing defaults to one line and can be set in points or lines. Also called *leading*.

margins: The blank space around the top, bottom, left, and right of document contents.

number field: In a database document, a field that can contain any number you can type, including decimal points, if appropriate. *See also* field.

number format (currency): A format that adds a currency symbol to a number.

number format (general): A format that causes a number to fill a cell, with a floating number of decimal places to the right of the decimal point.

objects: Elements that you can select, resize, and move around within a document.

omitted record: In a database document, a record that has been temporarily removed from the active set of records using the *Omit* option of the *Find* command.

onscreen help: A system of instructions to which you have direct access on a computer screen.

operators: Symbols used in a formula to define the action to be performed.

order (sort): *See* sort order.

page guides: The dotted borders around each page that show where the document's top, bottom, left, and right margins are set.

page view: A view that shows you exactly how a document will appear when you print. Page view shows margins and headers and footers, if any. It is also the only way to see database summary information on the screen.

panes: Division of a window used to display different parts of the same document. Panes can be horizontal (across the screen) or vertical (split lengthwise).

paragraph: The basic formatting unit of a text document. Except for individually styled words and lines, text format you set applies to all of a selected paragraph or paragraphs.

paragraph (selected): A highlighted paragraph. A paragraph is selected when the text insertion point is blinking anywhere in the paragraph, whether or not the paragraph is highlighted.

pastng: The process of placing the contents of the Clipboard in the same or a different location. *See also* cut and copy. *See also* copy and cut.

path: The sequence of directory names that the operating system follows to locate a file or another directory. On a PC, directory names in the path are separated by backslashes.

pen tool: The tool used to change the width, pattern, and color of lines or an object's border. Also adds arrowheads to lines. *See also* tool.

pica: A typographic measure equal to 1/6 inch (12 points).

pie chart: A circular chart that represents spreadsheet data as "slices" of a pie. Often used to show the relative contribution of values to a total.

point: A typographic measure equal to 1/72 inch.

record: In a database document, a collection of data about a single activity or transaction. Corresponds to a printed form such as an invoice.

record book: In a database document, the book icon that shows the number of the current record. *See also* bookmark.

record (selected): In a database document, the current (active) record. A selected record is highlighted when you click anywhere outside a field.

ruler division: The tick marks on a ruler.

search criteria: Characters you enter to search for certain text (word processing), records (database), or cells (spreadsheet).

search field: In a database document, the field or fields in a find request that contain the search criteria you type.

selection: The process of activating text, a text paragraph, or an object so that you can work with it. Handles appear on an object when it is selected.

shift constraint: The process of holding down the Shift key while you manipulate an object to limit the object to a certain angle or shape. Often used with the line tool to draw straight lines.

smoothing: The process of rounding out sharp angles in a polygon object.

sort order: In a database or spreadsheet document, the hierarchy of fields or cells by which you want ClarisWorks to sort. Also, the method used to sort data (in ascending or descending order).

spacing: *See* line spacing.

spreadsheet: A document arranged in columns and rows, usually used to work with numeric data. A spreadsheet can contain formulas that allow complex “what-if” analyses of data.

spreadsheet tool: The tool you use to work in a spreadsheet document and to draw spreadsheet frames. Displays a crossbar pointer when selected. *See also* tool.

stacking order: The arrangement of objects in a document. The most recently created object is placed at the front of the stack (you can rearrange the stacking order by moving objects to the front or back).

stationery: A document in which you save all the formatting of an original document.

status panel: The area in a database window that shows the sort status and the status of found records.

superscript: A number or character raised above the main line of text (the baseline is higher than that of the main line).

tab: A character you insert to cause text to line up at a certain point on the text ruler when you press Tab.

tab marker: A marker you drag into the text ruler to set a tab stop.

tabs (preset): Tabs that are automatically set when you create a new text document. Tabs are preset at 1/2-inch intervals.

text attributes: The font, size, style, color, alignment, and line spacing assigned to text. Text attributes determine how text looks when you print.

text field: In a database document, a field that can contain any type of characters—letters, numbers, or symbols. *See also* field.

text insertion point: A blinking vertical line that indicates where the next text character you type will appear.

text ruler: The ruler you use to control the left and right margins of a text page, the indentation of paragraphs, text justification, tab settings, and the spacing between lines.

text tool: The tool, represented by an “A” on the tool palette, used to type text and draw text frames. Displays an I-beam pointer when selected.

thesaurus: A feature you can use to find synonyms for a selected word or a word you specify.

time field: In a database document, a field that must contain a time of day. *See also* field.

tool: *See* a specific tool name: fill, graphics, pen, spreadsheet, and text.

tool palette: A collection of iconic representations of commands used to draw objects, fill objects with different patterns and colors, and change line width and color.

translator: A utility application that converts documents from other applications to ClarisWorks documents, and vice versa.

ungrouping: The process of restoring the individuality of objects that have been consolidated into one object.

unsmoothing: The process of restoring angular shapes to a freehand graphics object that has been smoothed.

views (multiple): Separate windows for the same document.

window: A graphic frame through which you view the contents of a document (file).

windows (stacked): An arrangement of windows that exposes a corner of each window. Stacking makes it more convenient to click back and forth between windows.

word wrap: A method of paragraph formatting that carries the last word in a line to the next line below, without requiring you to press Return.

work area: The part of a document that contains what you type or draw.

WYSIWYG: A method of displaying a document on the screen so that you see the document as it will appear when printed. The letters (pronounced “wizz-ee-wig”) stand for “What You See Is What You Get.”

zoom controls: Two icons (large and small mountains) used to enlarge or reduce the view of a document.

zoom percentage: The amount of reduction or enlargement of the active document. Actual size is 100%. Percentages over 100 enlarge your view of a document, and percentages under 100 reduce it.

zoom percentage box: A box that shows the current percentage of enlargement or reduction of document contents.