

JUMPING INTO APPLEWORKS



AppleWorks (formerly ClarisWorks) is application software. That means it can be used to create documents - word processed materials, databases and spreadsheets. AppleWorks can also be used to draw and paint. It is several applications in one. It's also integrated software in that each separate application blends seamlessly with all others within the program, and most commands are similar. This makes it a very intuitive program.

There are numerous ways to start AppleWorks for Macintosh:

- Click on the Launcher icon for AppleWorks;
 - The New Document Window opens. Choose Word Processor.
- Find the AppleWorks application icon in the hard drive and double click on it;
 - The New Document Window opens. Choose Word Processor.
- Select "Recent Applications" from the Apple Menu;
 - The New Document Window opens. Choose Word Processor.
- Open an existing AppleWorks document;
 - Double click on an AppleWorks file after locating the document in a folder on the hard drive or server.
 - In AppleWorks, use "File" => "Open..." or Command O.
 - Navigate to the folder and file you need.
- Open a new AppleWorks document while working with an existing one.
 - In AppleWorks, use "File" => "New..." or Command N.
 - The New Document Window opens. Choose Word Processor.

For PC users, the procedure is similar except that AppleWorks will be launched from "Programs" in the "Start" menu. Other options can also be configured.

Once AppleWorks has been launched, save it right away. Select "File" => "Save As..." immediately. Give the file a name and save to the appropriate folder. From this point on, saving can be done quickly with "File" => "Save..." or Command S. To change the name of the document, go back to the "Save As..." routine. It's a good idea to save regularly.

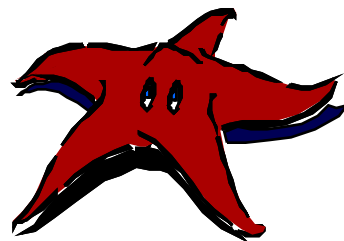
Getting familiar with the AppleWorks screen:

- The Tool Bar
 - If the Tool Bar is not open, go to "Window" => "Show Tools" or click on

- the icon on the bottom, left corner of the screen next to “Page 1”.
- The Tool Bar is pretty intuitive. The “A” is in use when word processing, the arrow is used when drawing, the cross is used in spreadsheets, and the paintbrush is used for...you get the idea.
- The Ruler
 - If the Ruler (just above the typing space) is not open, go to “Window” => “Show Rulers”.
 - The Ruler Bar has some handy little icons on it. One is for justifying (left, center, right or both sides).
 - Another is for spacing. Take a guess.
 - Yet another is for tabs. They’re pretty cool. On a fresh line, click and drag a tab to any point on the ruler - say the 3” mark.
 - The leftmost tab icon will cause text entry to begin at that point and continue to the right.
 - The next tab icon will cause text entry to begin at the middle of that point on the ruler and continue to the left and right. It centers text around that tab point.
 - The third tab icon will cause text entry to end at that point and continue to the left. This is handy if you want student names on the right side of the paper, for example. Obviously there are other ways to do this as well.
 - The last tab centers numbers around a decimal point.
 - The last Ruler Bar icon is for columns. All teachers can figure out when to use it.
 - To get rid of a tab that has been set, simply drag it off the Ruler (Duh!).
- The Button Bar
 - If the Button (just below the main menu) is not open, go to “Window” => “Show Button Bar”.
 - The Button Bar is pretty handy for visual people. However, all Button Bar options are also available on the menu bar. Your choice. Some people find it quicker to use the Button Bar for coloring and enlarging and reducing text. It’s also handy when creating documents with bullet and number styling.
 - The Button Bar can be changed by clicking on its leftmost icon.
 - Explore its options. The default is the most commonly used.

Let’s try a few things.

1. Open a new document.
2. Type a suitable title: A Teacher’s Summer
3. Center the title by clicking on the centering icon on the Ruler Bar.
4. Enlarge the text and change its color.
5. Begin typing a paragraph. Now let’s add a graphic.
 1. Click on the arrow icon on the Tool Bar. This



makes the image to be added a graphic image as opposed to an inline image. Inline images are like text objects. They are part of the sentence. Graphic images can be dragged all over the place with text wrapped around them.

2. Select "File" => "Library" and take your choice.
6. I chose the sea star because that's a summertime thing for me. When the arrow icon is not selected from the Tool Bar beforehand, the graphic added is "inline" with the text. Sometimes this is a good thing. The picture of the sea star does not need to be an inline image, however.
7. I also reduced the size of the graphic with its sizing handles (boxes on the corners) and dragged it to where I wanted it.
8. Finally, I used "Text Wrap" to get the text to display to the left of the image.
 1. To use "Text Wrap", click on the image (it must be a graphic, not an inline image) and go to "Options" => "Text Wrap..." in the menu bar. You'll know what to do next.
9. Save the document.

See if you can figure out how this is done.

A Teacher's Summer

Most work-a-day schmucks would say that summer begins with the end of spring. To their chagrin, it begins midway through spring for teachers, because that's when the school year ends - for most of us. Semantics matter little, however, at this point. What does matter is that teachers are turned loose on the world. They are given the "summer hall pass" of freedom that some would call "The Other Paycheck."

My summer typically begins after a week at Marine Biology Camp.

(To be continued...)

