

## An Overview of Appleworks 6.x Word Processing

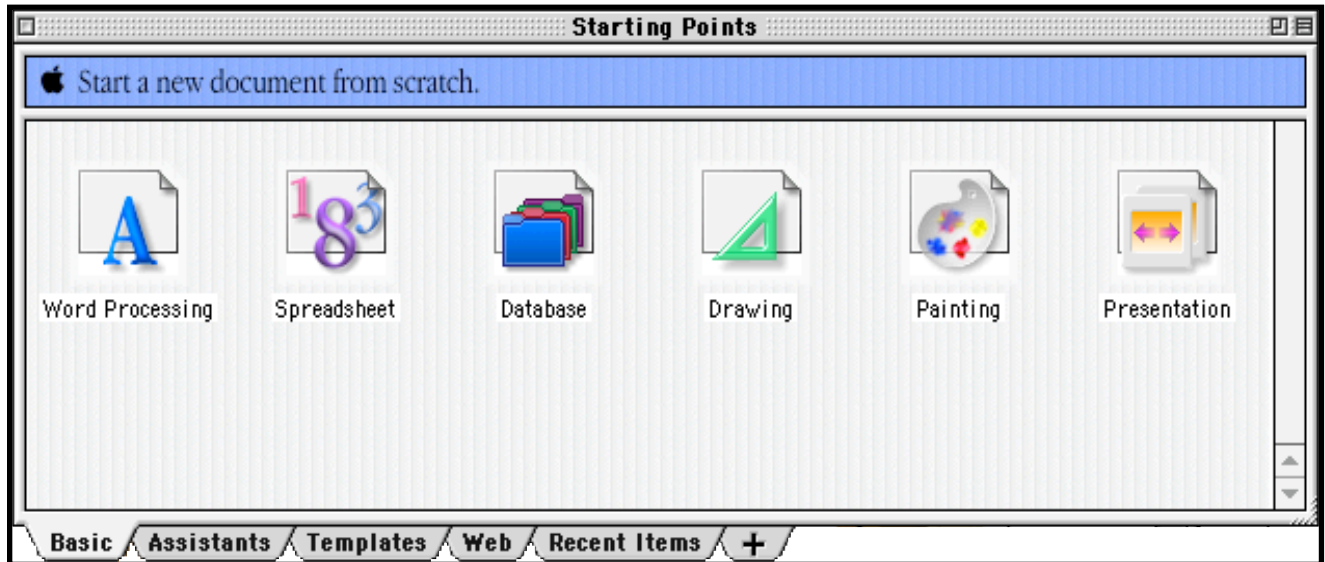
**AppleWorks** is an all-in-one program allowing users to create word processing, spreadsheet, database, drawing, painting, and multimedia files.

**AppleWorks** is located inside the **AppleWorks** folder, which is normally housed inside the **Applications OS X** folder on the hard drive.

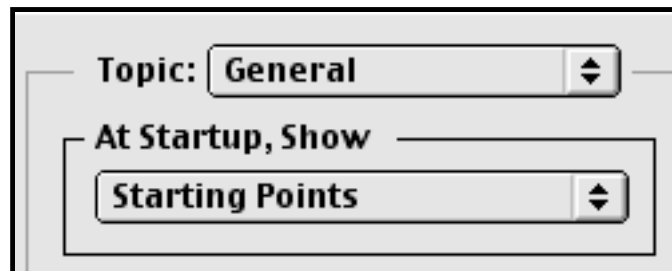
**OR Click on the AppleWorks icon on the Dock.**

Upon opening the **AppleWorks** application program, the user will see the **Starting Points Window** as shown below.

You can show (or hide) the **STARTING POINTS** window by selecting **File > Show Starting Points**.



You can also set **AppleWorks** to open without the **Starting Points** window by selecting **Appleworks > Preferences > General**. Select **General** from the **Topic:** menu. Select **Starting Points** from the **At Startup, Show** menu. Click **OK**.



To create a blank word processing document from the **Starting Points** window, single click the Word Processing icon. To create a new document once the word processing application is open, use Apple N.

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## The Main Menus in AppleWorks Word Processing

**\*\*Bolded** words indicate **key** or **unique** commands for each menu.\*\*

**Appleworks menu:** Access to changing **AppleWorks preferences**, quitting the program

**File menu:** used to create new files, open existing files, close files, save (and save as...) files, **to insert files, to add clip art (clippings)**, perform page setup, and printing.

**Edit menu:** standard location for undo, copy, paste, cut, select all, inserting page numbers, **finding and replacing text and spell check (Writing Tools)**.

**Format menu:** the location for changing the document/section/paragraph layouts, also where tabs can be preset, **page, section, and column breaks** are selected. **Links** can be created and **headers and footers** can be added and removed.

**Text menu:** **font, size, style** and **font styles** can be selected and changed.

**Outline menu:** **AppleWorks** can make outlines (much like PowerPoint) with subtopics which can be labeled numerically. The Outline menu is where the **bullets styles are selected (Outline > Label Style > Select your choice)**.

**Table menu:** Much like Word 98, tables can be created by selecting the number of columns and rows, cells can be merged, split and styles can be selected for line type, thickness, and color. **Tables are essentially frames** and can be made using the **Table Frame** tool on the Tool palette. Tables can be colored and enhanced using the **draw** tools from the main **Tool** palette. (Be sure to use the **Arrow tool first** to select the table frames.)



**Windows menu:** allows users to access other open AppleWorks files, view the document as a **slide show, show/hide the Button bar, main Tool palette, the Accents window and tile and stack open windows**.

**Scripts menu:** contains some useful Apple scripts for various programs within **Apple -Works**. Check the Universal **Reveal in Finder** to see a script in action. If you have a **Apple iTools account**, the **Mount iDisk** works.



**Help menu:** **extremely useful** even if you have a hard copy manual for the program. Type in the topic in the entry bar and press **Search**.

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## USING GRAPHICS

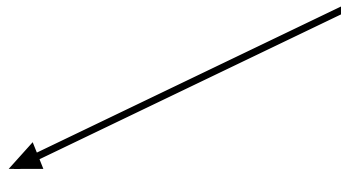
Images, text, and photos are found in **Show Clippings** in the **File** menu. These images can be used in word processing, databases, spreadsheet, and presentations.

1. Open the **Tools** palette by highlighting **Show Tools** from the **Windows** menu. (The “toolbox” button to show/hide the **Tool** palette is in the lower left corner of your document next to the page number.)
2. Place the cursor in the document where the graphic will be located.
3. From the **File** menu, highlight **Show Clippings** and a **Clippings** palette will appear.
4. Click and drag your image to the document.



### Inline Graphics

Graphics may appear in your document in two ways, as **floating** or **inline** frames. **Inline** frames appear as part of the text and **cannot** be easily moved. A faint gray box outlines the graphic when it is active. A small black square is on the lower right corner. Drag this box to resize the graphic. Hold the **shift** key while sizing to keep the image scaled to size.



Click and drag this box to resize this graphic. Hold the shift key while sizing to keep the image in scale.

To move an **inline** frame it may be easier to repaste the image to its new location. Highlight the old image, choose **Cut** from the **Edit** menu. This will remove the old image. Place the cursor in the new spot and choose **Paste** from the **Edit** menu.

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## Floating Graphics

**Floating** graphics are images that can be resized and moved around freely. To create a **floating** frame you must click on the **Arrow Tool** in the **Tool Palette** **before** you paste your graphic. Now your image will have several object handles. By clicking on your image you can now resize and freely drag the graphic to any location in your document.



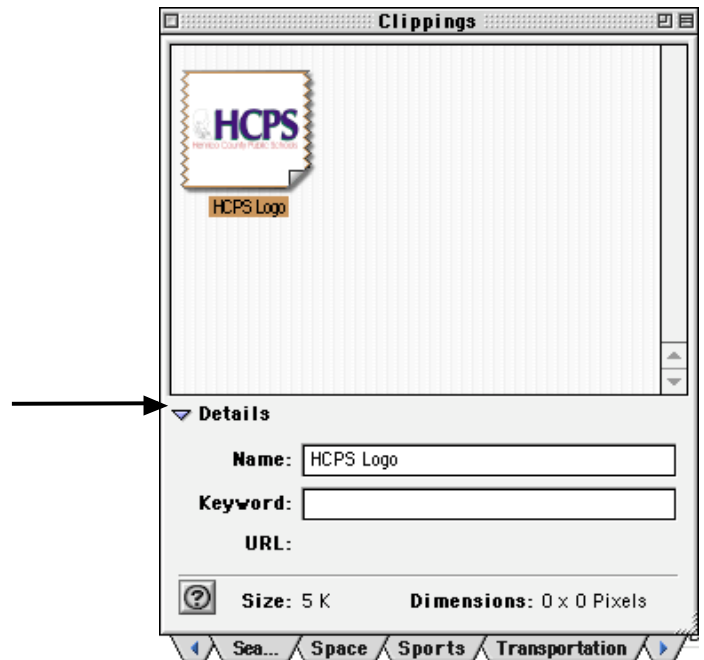
**Floating graphics are surrounded by object handles. By clicking in the middle of the graphic you can freely drag the image to other locations.**

## Adding Additional Clip Art to Your Clippings Palette

*Your favorite images can be saved and added to your AppleWorks Clippings palette.*

1. Place your image into an **AppleWorks** document.
2. Open the **Clippings** palette.
3. Click on the tab at the bottom where you want to store your image (**or** create a new tab by clicking on the **+ tab**).
4. Click on the image in the document and **drag** it to the palette.
5. Open the **Details** by clicking the arrow.
6. Name your clip art and add keywords to aid when searching for your image.
7. Press **Return**.

Now you have created your own tab of images.



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## Searching for Clip Art

You can search for special clip art in two ways - in your Clippings library or directly off the Internet. Apple has several FTP sites that contain over 25,000 clip art images. The Internet **MUST** be active or opened for a web search.

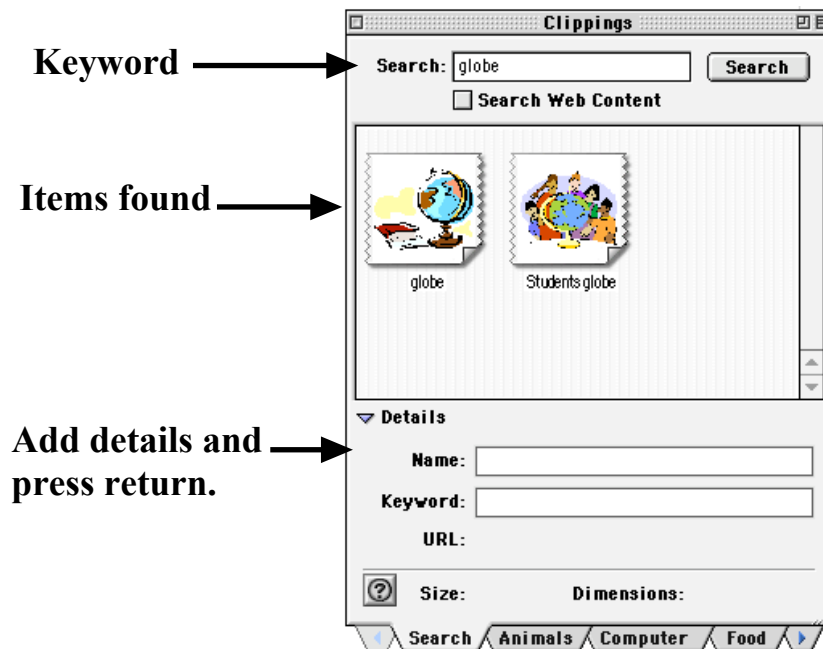
Launch **Internet Explorer or Safari** if a web search is anticipated.

Open **AppleWorks**. Open **Show Clippings (File Menu > Show Clippings)**

Click on the **Search** tab.

To search the **Clippings palette**, **deselect** the **Search Web Content** check box.

Type in your keyword and matched items will appear in the window.



To search the Internet, select the **Search Web Content check box**.

Type in your keyword. **FTP** will launch and matched items will appear in the window. These items are **NOT** saved but only viewed on your palette.

Drag a selected clip art to your document.

To save clip art to your palette, **drag** the image from your document to a designated tab on your palette. **Name** and click **return**.

You can place **.pict** images, **.jpg** images and **.gif** images directly into your clippings palette from another folder or source. If the image is from the Internet then the details of the URL and size are automatically inserted into your Clippings details area.

Animations can also be stored in your Clippings palette. When placed in a document an image of a film strip appears at the bottom of the clipping. Double click on the image to see the animation.



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### To Access Additional Commands for Clippings

Use the **Contextual** (follow directions below) menu to access additional items.

Hold the **ctrl** key down while clicking inside the **Clippings** palette. Highlight your choice from the menu box.



### Removing an Image from Your Clippings Palette

**Note:** You will obtain two different types of Contextual menus depending on where you click when holding down the *ctrl* key. Holding *ctrl* and clicking on the graphic will give you the the menu to delete.

If you click on an **image** and hold the *ctrl* key down, a different **Contextual** menu appears with the addition of **Delete Clipping**. Highlight **Delete Clipping** to remove the button that you selected

