



youriMac handbook

In the third instalment of our indispensable Handbook series, we apply ourselves

Huge
cut-out-and-keep
user manual

So, you've hopefully managed to get your iMac plugged in, booted up and running like a dream, using the first part of our *Your iMac Handbook*. You may even have followed last issue's instalment on how to get online. Now, in part three, we take a look at the applications you get as standard with your iMac, straight out of the box.

We take you on a guided tour of what your iMac's got to offer you in practical terms. The first four pages kick off with an in-depth look at word processing, looking at everything from opening a new document to formatting text and using commands like Cut, Copy and Paste.

Once you're word processing perfect, you can move on to databases and spreadsheets. We look at each in detail, exploding all the nasty myths and making it all as easy as 1-2-3. We tie things up this month with a similar look at the Drawing and Painting features your iMac has to offer. Phew!

Registering AppleWorks

When you start AppleWorks for the very first time, you'll be asked to enter a registration number. Don't worry about this because your copy will be registered when you register your iMac itself. Just leave the box blank and continue.

NEXT MONTH

We continue with our look at the applications you get with your iMac, including how to fax, play CDs, DVDs and use Palm Desktop.

Contents

Your at-a-glance guide to the iMac handbook

- 02 Word processing
- 03 Open a new document
- 04 Formatting text
- 05 Cut, Copy & Paste
- 06 Spreadsheets
- 07 Formatting your data
- 08 Functions and charts
- 09 Databases
- 10 Database fields and layouts
- 11 Organising your data
- 12 Drawing
- 13 Drawing shapes
- 14 Combining text and graphics
- 15 Painting
- 16 Troubleshooting tips



Jargon buster

Character

Each letter, punctuation mark or number in your document is a character. Spaces and tabs and are characters too, although you don't normally see them.

Font

Times, Chicago and Helvetica are all fonts, or different designs for text characters. You can have heavy, light, condensed and serif/sans serif fonts.

Paragraph

All the text between two carriage returns is a paragraph. Remember that word processors wrap lines of text automatically, so only use the Return key when you want to start a new paragraph.

Word processing

Whether you need to produce an impressive letter for the bank manager or a round robin for your mates, this is the answer

Time was when the only people who needed to know how to type were secretaries. Now though, many more people may need to produce regular reports, correspond with clients or impress business partners with neatly-formatted and composed documents.

At home, we all need to be able to produce letters for the bank manager, the insurance company and even aged aunts with bad eyesight. The days are long gone, too, when you could

turn out an acceptable school report with half a dozen sheets of foolscap and a ballpoint pen.

The alternative to hand-written text used to be the typewriter but computers have now taken over. With a word processor, you can correct mistakes, move text, add pages, draw diagrams, and change tabs, all without putting a word on paper. Take a look at our diagram if you're not sure. Word processors are to typewriters what the modern family car is to Stevenson's Rocket.

So where do you get a word processor for your iMac? The answer, for those who hadn't realised it already, is that you've already got one. All iMacs come with AppleWorks, a program which handles not just word processing, but spreadsheets, databases and drawing too.

We'll kick off with word processing, giving you a quick tour of the jargon, the techniques and the potential you have at your fingertips for producing truly professional-looking work. Let's get going.

Typewriters versus word processors

Still need convincing that your iMac completely thrashes the traditional typewriter in every department? Say no more

One font throughout
Most traditional typewriters only have one font, or character style. Courier is the traditional typewriter font

Left-align only
Unless you want to do constant mental maths and insert spaces manually, typewriters can only align text to the left margin, leaving the right margin ragged

Minimal styling options
You can underline words for emphasis, but that's it

Restricted line spacing
Single-space, double-space or somewhere in the middle. That's your lot

Mistakes difficult to fix
Handy with the correction fluid, are you? You'd better be and you'd better hope the corrected word is the same length as the wrong one!

Manual carriage returns: You have to spot for yourself when the next word won't quite fit on the line, and start a new line manually

Black and white only!
Unless you've got some fancy typewriter with multicoloured ribbons, you can have any colour you like as long as it's black

Copies awkward to make
You either have to use carbon paper (messy) or use a photocopier (expensive and/or inconvenient) to make copies of your work

Multiple fonts
You can use any of your iMac's installed fonts (dozens) for a range of different text styles

Multiple alignment options
Word processors automatically insert micro-spaces needed for perfect left, right, centred and justified alignment

Use any colour you like!
If you've got a colour inkjet printer, the world is your oyster (laser printers only print black and white and shades of grey)

Mistakes easy to fix
If you need to correct a word, delete or add text, the rest of the text shuffles along to make space or take up the slack

Automatic line breaks
You don't have to hit the Return key at the end of each line. Your word processor wraps text on to the next line automatically

Print as many copies as you like
You can choose how many copies you want when you set the document up for printing, or print them on demand later

Bold, italic, underline text styles
Add proper emphasis to your text. These styles also give you more design flexibility

Variable line spacing
You can set the line spacing to adjust automatically to the size of the text, or set it to precise values of your own choosing



Open a new document

First things first. Word processing is all very well but how do you open a new document?

How do you go about creating a new word processor document?

The first thing you see when you start AppleWorks 5 is the New Document window. You're given a list of all the different document types you can create, and Word Processing is right at the top.

Make sure it's highlighted (just click on an item in the list to highlight it), then click the OK button to produce a new, blank word processor document. See our annotation to find out what the buttons, controls and other gadgets do.

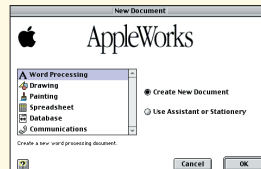
You may also have spotted another option in the New Document window, namely Use Assistant or Stationery.

An Assistant is a quick step-by-step series of questions, and your answers are used to create a document customised to your needs. Stationery consists of pre-designed Template files which give you a head-start in constructing your documents.

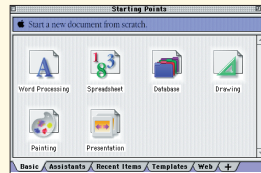
Choosing this displays a list of Assistants and Stationery. Use the pop-up menu at the top of the window to view them by category: Business Finance, Newsletters and Home Budgeting, for example.

Appleworks 5 versus Appleworks 6

Although they look very different, AppleWorks 5 and AppleWorks 6 actually give you much the same choices when you start them up.



Version 5's New Document window lists the document types you can create. Press the Use Assistant or Stationery button to view a list of Assistant/Stationery items



AppleWorks 6 replaces this window with its Starting Points palette. This lists document types you can create on its Basic tab, and has further tabs for Assistants and Stationery

Jargon buster

Edit

When you make any changes to a word processor document or the text within it, you're 'editing' it. This includes adding to the document or changing it in any way, not just cutting stuff out or making it shorter.

Tab

AppleWorks 6's Starting Points palette has tabs for each of its sections. These are like pages you can bring to the front by clicking on these tabs. Tabbed dialogs and palettes are used widely in AppleWorks and other applications too.

Tab stop

When you hit the Tab key, the insertion point is moved to the next tab position, as set by the markers at the top of the document window. You can drag them to new positions, add them and remove them.

Template

A template is a special kind of document which you simply use as the basis for another. It may have a pre-planned layout and structure, together with basic text which you just type over with your own words.

Zoom

When you zoom in on a document, it's effectively like moving closer. Zooming out is like moving further away. When you're zoomed in, you'll probably need to use the horizontal scrollbar as well as the vertical scrollbar to move around your document as the whole thing will no longer fit in the window.

Text wrap

Refers to the way in which text in a word processor document automatically flows between page margins and 'wraps' or 'breaks' at the end of each line.

Return

The Return key on your keyboard is the equivalent of the carriage return on a typewriter, except that you don't have to type it manually at the end of each line. You need only use this key when you want to start a new paragraph. Clever stuff.

Your first document

Compared to most, AppleWorks word processor documents are very straightforward. But to the uninitiated they can still appear complex and daunting, so here's a quick tour to show you what everything does

Menu bar
Find about every word processing option on the AppleWorks menus. The Button Bar gives faster access to the most commonly-used options

Button bar
These buttons offer shortcuts to the most common options. Take a look at the online help to find out how to add and remove buttons

Pop-up menus
There are menus for text size, style and more

Formatting controls
Row of buttons to set text alignment, line spacing and tab stops

Page area
Shows the size of the paper. Set margins and the page size via File, Page Setup

Text area
The area of the page you can type in. Varies depending on the margins set

Zoom controls
Use these to zoom in and out of document, or click percentage figure to open a pop-up Zoom menu

Insertion point
This shows you where the text will appear when you start typing

Document window
A grey area means the window is currently larger than the page it's displaying

Collapse box
Clicking this will collapse the window to just its title bar - click again to restore

Zoom box
Click this to expand the window to fit the contents. Click it again to return it to its previous size

Window title bar
This displays your filename. Our is 'untitled' as we haven't saved it yet

Vertical scrollbar
If your documents are longer, you'll need to use the scroll arrows or drag the scroll box to move through your document



Jargon buster

WYSIWYG

This acronym stands for 'what you see is what you get'. Things look the same on screen as when they're printed out.

Leading

Leading is a more sophisticated form of line spacing where you can specify distances exactly. These distances are measured in 'point sizes', just like text sizes. Typically, the leading should be around 20 percent greater than the text size.

Default

When you create a new document, AppleWorks uses standard settings for tab stops, page sizes, font and so on – these are known as the program defaults. You can change the defaults to suit you.

Point size

Text sizes in word processor documents are measured in 'points'. Typically, you might use 12pt (the abbreviation for 'points') text in letters and 36pt text for headlines.

Serif

The small 'tail' at the ends of the characters in some letters. Hence you get 'serif' fonts like Times and 'sans serif' (without serifs) fonts like Helvetica.

Formatting text

Just as colours clash, so do certain text styles. Read on to learn what's what...

We've explained that you can format the text in your word processor in a variety of different ways, but before you can do this you need to get the hang of selecting text.

To select a portion of text, all you have to do is click at the start of the text and, with the mouse button still pressed, 'drag' over the text you want to select, releasing the mouse button at the end.

Now that your text is highlighted, you can hit the Backspace key to delete it all in one go, or simply start typing the new text – it will replace the old text instantly as you type.

Ch-ch-ch-changes

Once you've selected your piece of text, you can also apply AppleWorks' various formatting options to your text.

For a start, try changing the text size using the Size menu, or the pop-up menu on the button bar. Try changing the font – the

Font menu gives you a WYSIWIG display of the fonts available. Try out the options on the Style menu, too, and note that AppleWorks offers much more than just bold and italic options.

These formatting options change the appearance of your text, but there are further 'paragraph' formatting options which alter the way it's laid out. See our diagram below to find out more. You can also choose these options via Paragraph option on the Format menu.

'Paragraphs' are important in word processing. For things like tab stops, alignment, indents and leading, they're treated as single, indivisible items. You can use different fonts, colours, sizes and styles within a paragraph, but you can't mix horizontal alignments, indents and other paragraph-wide properties.



Typical text styles – and when to use them

Body text

For the main text in letters, articles and reports, use a font designed for the job. Helvetica is OK, but we reckon Times is easier on the eye. Flashy fonts will just give you a migraine. Other 'body' fonts include Garamond and New York.

Headings

Use a thick, heavy font such as Arial Black or Impact at 24pt or larger. This will contrast well with your lighter body text. Contrast is the key to good design.

Straplines

If your heading needs a sub-heading, try Times in a larger size and italicised – between 18pt and 24pt works well and looks very elegant. Avoid using it for more than 25 words, though.

Display fonts

Fonts like Textile and Sand are designed for character, instant appeal and dramatic statements. They're not designed to be easy to read, which is why they should only be used for headings.

No-nos

The AppleWorks Style menu has Shadow, Outline and Underline options. Don't use them! All three are rather tacky effects, and underlining was only ever any use on traditional typewriters where there was no other way of adding emphasis.

The AppleWorks formatting bar

You can probably do anything you can think of with a word processor like the one in AppleWorks – you just need to know where all the features are located. Here's a quick guide to the most useful

Alignment buttons
Select your text, click on these buttons to align it to the left margin, the centre, the right margin or justify it

Line spacing
Click either side to increase or reduce the line spacing, or double click the box in the centre to type in a specific leading value

Tab buttons
You can create left tabs, centre tabs, right tabs and decimal tabs. Click the chosen tab type, then click on the ruler bar below to place the tab

Columns
You can create multi-column documents, but we don't have the space to go into this here – see the online help

Indents
You drag these markers to set your paragraph indents. The top marker sets the indent for the first line, the bottom marker sets the indents for the rest

Selected text
When your text is selected it will be highlighted like this

Tab stops
By default, new word processor documents have tab stops already inserted at default positions. You can delete and move these tabs stops, and add your own



Cut, Copy & Paste

Once you learn how to Cut, Copy and Paste in AppleWorks, you'll wonder how you ever managed without it – in any application

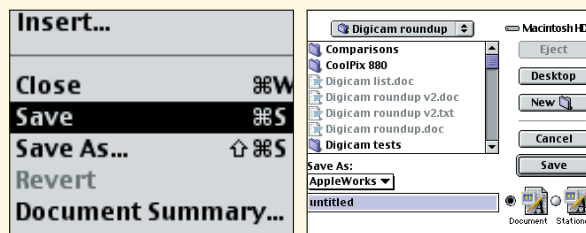
Even professional authors seldom get their words right the first time around. And the great thing about word processors is that you can make both minor and major changes easily, before a single word is even committed to paper.

Minor changes are quite easy to fix. If you spot your mistake straightaway, you can simply use the Backspace key to delete what you've just written, one character at a time, and start typing again. Or, if you only spot it later, you can click the insertion point at the end of the offending text, and then use the Backspace key as before to type in the correction. The remainder of the text will then reflow automatically.

Using the Backspace key is a pretty slow process, though. For larger changes, select the text first as described on the previous page. Then all you have to do is start typing your new text – it'll overwrite the old text instantly, and there's no need to delete it first.

Now, it may be that there's nothing actually wrong with the words you've written, just that they're in the wrong place. How do you move them?

Saving your work



1 A new, blank AppleWorks document will be called **Untitled** until you save it as something else. So, firstly open the **File** menu and choose the **Save** option. AppleWorks will then ask you to choose a filename and a folder to store it in, as in the next shot. But then what's that **Save As** option for?

2 Once you've saved your document for the first time, using the **Save** command doesn't ask you what to call it or where to save it again – it simply overwrites the file you've already created. Use **Save As** if you want to save a new, separate file to the first – then you'll be able to choose a name and location again

Try selecting a few words of text, and then move the mouse pointer over it. Did you see it change into a little arrow icon? This is the drag-and-drop icon, and it means you can now drag this text away from its current location. Try it – a thick, vertical insertion point bar moves along underneath the mouse to indicate that when you release the mouse button, the text will be dropped into that new location.

The traditional method for moving text around, and the

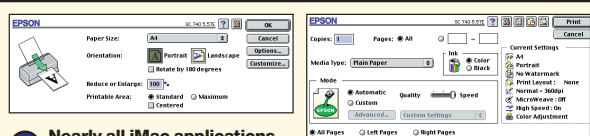
one that's still probably the best for larger amounts of text (drag and drop can be confusing if you're easily muddled) is Cut and Paste.

It's a two-step process. You select the text and then Cut it via the Edit menu or using the Command, X keyboard shortcut. Next, you place the insertion point where you want the text to go, and Paste it via the Edit menu or using the Command, V shortcut.

Cutting is not the same as deleting. When you delete text, it's gone for good, but when you Cut it it's saved to a temporary memory called the Clipboard. Be warned, though – the Clipboard can only store one item at a time, so if you Cut anything else before you've Pasted your first item, it'll be overwritten and lost for good!

You'll see on the Edit menu that you can Copy items as well as Cut them. With this, the text is copied to the Clipboard as before, but it's also left in its original location too. These commands will soon become like second nature to you.

Printing your work



1 Nearly all iMac applications, AppleWorks included, have a **Print** option on the **File** menu. This is where you tell the program what paper size, orientation and scaling options you use. These vary according to the model of the printer. Page Setup options are usually saved along with your file, so you may only have to do this once

2 The second step is to choose the **Print** option from the **File** menu. Here, you can choose print quality options, which pages you want to print, how many copies you want and so on. Again, these settings will vary according to the printer you're using. When you're ready and happy with your settings, hit the **OK** button

Jargon buster

Clipboard

The iMac's Clipboard doesn't just store text. It can also store images, sounds and other objects, depending on the type of program you're working with.

File type

When you save a document, it's stored by default in AppleWorks' own file format. You can choose others in the Save dialog, though, and this is useful if you need to swap files with people using other programs.

Crash

Why should you keep saving your work then? Because iMacs can occasionally 'crash', that's why. A crash is when the whole machine freezes, and your only option is to restart it, losing all your unsaved work in the process. Crashes aren't always a sign of any serious malady – they can just happen every now and again.

Background printing

Most printers will work in the background, leaving you to carry on with your work. They do this by 'spooling' your pages to a program which feeds them to the printer at its own speed. It's a slower way of doing things but you can get on with other stuff at the same time.

Chooser

You'll find the Chooser on the Apple menu, and it's the utility you use to pick the printer you want to print to. If you've just got the one printer, you'll probably only have to visit the Chooser once. If you have more than one, you may sometimes want to swap between them.

Backspace key

The Backspace key is like the Delete key but it's delete backwards rather than forwards. It's a really useful key located in the top right of the main bulk of keys on your keyboard.

Command key

The Command is a key you'll use all the time when you get to grips with keyboard shortcuts. It's the one with an apple symbol on it and in fact can also be called the Apple key.



Jargon buster

Cell

A spreadsheet is a grid made up of columns and rows, and this produces a rectangular array of 'cells'. Each cell is a self-contained item which can contain text, numbers or formulas.

Column

The vertical columns in a spreadsheet are labelled alphabetically from A to Z and then, after Z, they go AA, AB, AC... and so on. The column letter helps identify the location of all the cells in that column.

Formula

A formula is a calculation you type into a spreadsheet cell. Usually, these act on numbers stored elsewhere on the spreadsheet, which are identified by their cell reference.

Row

Rows travel horizontally across the spreadsheet and they're given numbers. You can select a whole row by clicking the row number to the left of the first cell. Do the same with columns by clicking on their letter.

Reference

A cell reference is its unique location on a spreadsheet, represented by its column letter and row number, in that order. Cell B5, for example, will be in column B, row 5.

Spreadsheets

Get to grips with spreadsheets and make light work of your sums

Have you ever written down a calculation on the back of an envelope? Yes, it's a crude way of doing things, and electronic calculators are a lot faster. But with the back of an envelope you can at least see what you've done, scrub out figures if they're not right and start again.

Well, a spreadsheet combines the advantages of both calculators and envelope backs! It lets you enter text, numbers and calculations and, because it does the sums for you, eliminates all those mental maths errors.

Everything you type in stays on the screen and is saved when you save the spreadsheet. Not only does a spreadsheet display all your 'workings', it also lets you change any of the numbers at any time to try out what-if scenarios.

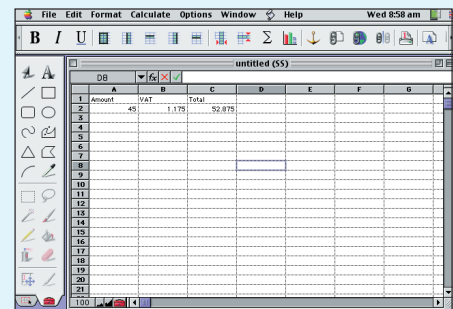
There's a myth that spreadsheets are only used by accountants and high-flying financiers. It's true that if you do this kind of work you'll need spreadsheet tools, but these

same tools are just as valuable for smaller jobs like planning your household budget or working out the repayments on your car.

Spreadsheets are essentially like pocket calculators that never forget the numbers or the calculations you type in, have a giant display (much bigger than your iMac's screen can show in one go), and can perform – and re-perform – any number of calculations on demand.

A spreadsheet is like a huge grid, or table, of data. It's broken down into rows and columns, and this produces a vast grid of 'cells'. Each cell can contain text (a label, a title or a note, for example), numbers and calculations. Just click on the cell and start typing.

These calculations are called formulas, and you type them in much as you would type in a calculation on the



AppleWorks 6 looks very different to AppleWorks 5, but for the most part these differences are confined to the appearance of the Button Bar and toolbar. Otherwise, spreadsheets work in just the same way

keyboard of a pocket calculator. Type '=4*3', for example, to see what 4 multiplied by 3 comes to, or '=4.45367*3.11920'. (With an AppleWorks spreadsheet you type the Equals sign and use the asterisk key to represent Multiply.)

This example just shows you how similar to calculators spreadsheets are. In fact, though, spreadsheets are a lot more powerful and flexible than this. Instead of typing numbers directly into your formulas, you can type in cell 'references'. These are simply the grid co-ordinates of a spreadsheet cell from which you want to fetch a number.

In our example, then, we'd type in a formula like '=A1*B1'. We'd put one number in cell A1, another in B1 and the cell we typed our formula into would then display the results of multiplying them together.

The beauty of doing it this way is that we can then put different numbers into these two cells and our formula will then instantly re-calculate the result. Fantastic for serious number crunching, eh?

There's lots more you can do with spreadsheets which we'll explore in the next section. For now, though, if you're new to spreadsheets, why not try out our walkthrough, in the boxout on the left?

Your first spreadsheet

Our sample spreadsheet (shown below) will automatically add VAT to any amount. Not your favourite job, maybe, but it shows you how easy entering a formula is. Once you've mastered this, the world's your oyster

	A	B	C
1	Amount	VAT	Total
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			

1 We've started with a new, blank spreadsheet, and used the first three cells on the top row to type in labels for the cells underneath. It's easy – click on the cell and type. Labels are useful to remind you later of how you've set up your spreadsheet

	A	B	C
1	Amount	VAT	Total
2	45	1.175	
3			
4			
5			
6			
7			
8			
9			
10			
11			

2 In the cell underneath Amount, we've entered the number we want to add VAT to. Again, you just click and type. Next to it, under VAT, we've typed in '1.175' – this is what you have to multiply an amount by when you add VAT (17.5 percent)

	A	B	C
1	Amount	VAT	Total
2	45	1.175	52.875
3			
4			
5			
6			
7			
8			
9			
10			
11			

3 Now we enter our formula in the cell under Total. We type '=', click on the amount, then click '*', click on the VAT number and hit Return. Note how the formula we've entered is displayed in the Entry Bar above when we click on the cell



Formatting your data

Now you've learnt the basic theory of a spreadsheet, here's a bit more detail

Now, there's nothing wrong with the calculation we carried out in the previous section but, since we're working with money, we need to identify the fact so that AppleWorks can automatically format and display our figures in the correct way.

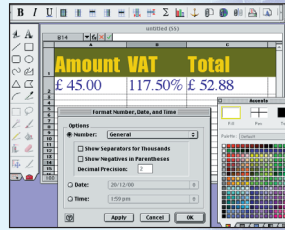
So, select the cell, and click the Currency button on the Button Bar. AppleWorks will add a £ sign before the amount and add two digits to represent pence.

This will help us when calculations leave us with far too many decimal places. We don't deal in fractions of pence, after all. Clicking on Currency will round the amount to the nearest whole penny. AppleWorks is still storing the amount with all decimal places, just not displaying them all.

The Currency format is just one of the special Number formats you can set up in AppleWorks. To see the full list of what's possible, choose Number from the Format menu. See our annotated diagram to find out what each one does and when you'd use them.

Depending on the size of the numbers you're dealing with, something else may happen when you enter them or carry out calculations. Instead of seeing figures in your cells, you may just see a row of hash (#) symbols. (Please note that this doesn't happen with text, only with numbers).

Don't panic! This simply means that the row is not currently wide enough to accommodate the number. You



Version 6 uses its Accents palette to apply colour to cells, and its Number dialog uses a menu for choosing formats. Other than that it's the same as version 5

the row numbers. And you'll need to do this if you change the size of the text and/or numbers in your cells. This is very easy to do. You just click on a cell to select it, then choose the font, size and style you want from the Format menu.

As you'll have spotted from this Format menu, you can also change the colour of the cell contents. And that's not the only way you can add colour

to your spreadsheets.

True colours

First, make sure the toolbar is displayed, either via the Window menu or the little button towards the bottom left of the document window. Now, with a cell selected, try choosing one of the colours on the pop-up Fill Colour palette. Remember it doesn't have to be horribly garish to make it more interesting.

You can

change the horizontal alignment of cell contents too. By default, text is aligned to the left, and numbers are aligned to the right. But if you want to change this, select the cell or cells, then click on the appropriate alignment button on the Button Bar.

Number formats

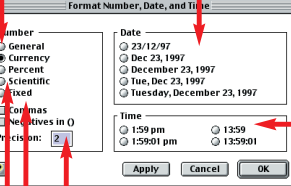
Whether you're talking percentages, or pounds sterling, the Number formats in spreadsheets are useful

Currency
Use this for showing and working with money – see the main text

Percent
Type percents as decimals (50 percent is 0.5), but this format shows them as percentages

Scientific
Complex stuff! If you don't know what it is, you don't need it!

General
This is the default Number format. Not for cash sums and other specifics



Fixed
Use this for non-cash numbers where you want to control how many decimal places are displayed

Date formats
Lets you do calculations with dates – for example, adding 30 days to a date for an invoicing system

Time formats
Lets you do calculations with times, and display the results of time-based functions

Precision
Lets you choose how many decimal places are shown, all though calculations still use all of them

can fix this with very little fuss by moving the mouse pointer up to the column headings, and then dragging the line separating one column from the next to resize the column.

You can also change the height of individual rows by dragging the dividers between

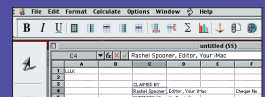
Jargon buster

Cell range

You select a single cell by clicking it, but you can select a range of cells by dragging across them. Drag diagonally to select both rows and columns of cells.

Border

Using the Border option on the Format menu gives you the choice of outlining the selected cell or cells, or adding lines to one or more of the sides. It's a useful way of highlighting cells, although using colour is generally a more effective method.



Entry Bar

When a cell contains raw text or numbers, that's what you see when you view the spreadsheet. When it contains a formula, you only see the result, not the formula. To view or edit the formula, click on the cell – the formula can then be edited in the Entry Bar at the top.

Rounding

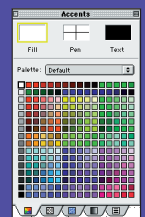
When you choose a precision level in the Number dialog, AppleWorks rounds numbers up or down for display, depending on which whole digit is nearest.

Function

AppleWorks doesn't expect you to do all the maths yourself. It provides a number of pre-designed Functions for specialised tasks. These are dealt with in the next section.

Colour palette

Just like an artist's palette, this one shows you the whole range of colours you can choose from. Don't go mad but a few well-placed colours in a spreadsheets will stop your readers from dropping off while reading it!





Jargon buster

Argument

Before a function can work, you need to tell it what number or numbers it must act on, either by typing them into the spreadsheet or by quoting a cell reference where they're stored. These numbers are called the function's arguments.

Axis

Charts have horizontal and vertical axes, and you click on the Axes button in AppleWorks' Chart Options dialog to choose their labels, their 'tick' spacing and other settings.

Labels

In our walkthrough, AppleWorks generated its heading from the heading we typed into the spreadsheet itself. However, you can also create your own via the Chart Options dialog.

Legend

This is the 'key' that matches the colour of the pie segments or other chart objects (it depends on the chart type) with the data it represents. You can choose whether or not you want to display the Legend.

Parameter

Parameter is another word for 'argument'. Different spreadsheet programs may use different terminology, but it's the same thing so don't worry!

Functions and charts

Functions and charts can tackle even the trickiest home accounts

We mentioned spreadsheet functions in the previous section, and how they can be used for more complex and specialised tasks. A function either automates a more complex conversion process or calculation, or generates information, such as the current time or date.

One of the simplest is the Sum function. You can use this to add up a column of figures, and it's an example of how functions can save you time.

In this instance, the alternative would be to manually type in a formula adding cell 1, cell 2, cell 3 and so on. To use the Sum function, select all the cells in your column of figures, plus the blank cell directly underneath. Then just hit the Sum button on the Button Bar!

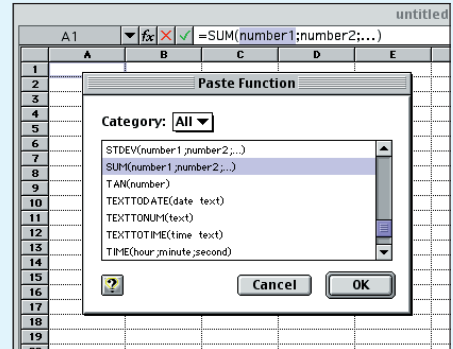
The Sum function gets its own button because it's such a

commonly-used one, but you can browse the full range of AppleWorks functions by clicking the Paste Function button (the FX button) on the Entry Bar.

There are dozens of functions here, all arranged by broad categories. To find out what each one does, look them up in the online help.

Nearly all of these functions have one thing in common, namely arguments or parameters. For example, if you want to Sum a column of figures, you need to identify the cells that contain these figures and this is an argument. Despite the confusing jargon, it's quite simple.

When you paste a function into a cell, the arguments you need to enter are displayed in brackets. Let's take another



To insert a function, click FX on the toolbar. They are organised into categories and, once they're pasted in, you simply replace the arguments in brackets with your own numbers or cell references

example. Let's say you want to work out the average of a column of figures.

Select the blank cell underneath the column, click the Paste Function button and choose the Statistical category. You'll find the Average function near the top.

Once it's pasted in, you'll need to tell it which numbers to average, so select everything inside the function's brackets in the Entry Bar, then drag over the cells in your column of figures. This enters them as a cell 'range' – it's a shortcut that's quicker than entering them all individually when they're in a block like this.

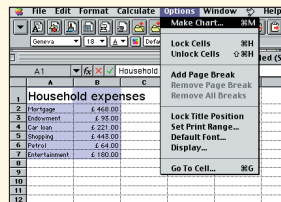
Now all you need to do is hit Return or click the green Tick button on the Entry Bar.

Now, imagine you're working on your household budget and you've already entered a list of the things you spend money on in an average month, and the amounts you spend. You can use the Sum function to calculate a total, but maybe you're looking for some rather more meaningful insights than just this raw figure. Maybe you want to get some idea of where your money is going, not just how much of it is going out of the door!

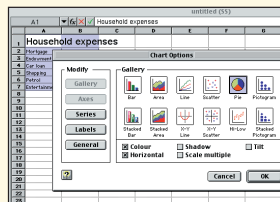
For this you need a chart and as if by magic we have the the very thing on the left...

Creating a chart

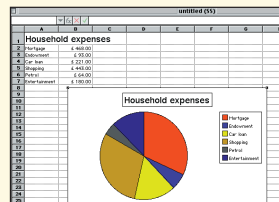
When was the last time you created a graph? Back in school in a maths lesson, we reckon! Well, leave the protractors, compasses and crayons aside, and fire up that spreadsheet program!



1 Here are our monthly household outgoings. At the top we've got a heading and in the two columns we've listed each item and the amount we spend. Now select both columns (and the title) and choose Make Chart from the Options menu



2 As you can see, AppleWorks offers a wide variety of chart types, and you choose the one best suited to your needs. In our case, that's a Pie chart, which displays graphically the proportions of each item which make up the total



3 And that's all. Just click on OK and the chart is created. AppleWorks has automatically used our labels as chart labels, and our heading as the chart heading (make sure there's no gap between the heading and the columns)



Databases

The word 'database' may be enough to bring you out in a rash, but hold on! It can be simple and can get you organised in a jiffy

Hopefully, over the past three pages we've convinced you of how useful spreadsheets are.

That's nothing, though, compared to what databases can do. And, in AppleWorks, you've got one of the best database programs you can get your hands on, certainly as far as light office or school/home use is concerned.

The best way to understand databases is to think of those old Rolodex cards or boxes of index cards. Each card is the same size and (if you're at all organised) laid out in the same way. On the top line you might

have a person's name, on the next line their company name, then their phone number, address and other information.

You can store a lot more in an AppleWorks database than just addresses, but it's a good example to start with because it's something we all find useful from time to time.

When you create a database, each record in the database is equivalent to one of your old index cards. And each line or item of information on those cards equates to a field in a database.

These fields are the first thing you set up when you create a new AppleWorks

database, and to see how it's done, and how to use your new database, follow our six-step walkthrough below.

This is only the start, and over the following two pages we'll show you how you can make your database look and work like a polished, professional application. You may find yourself hooked and making high-powered 'relational' databases. Here the data may be stored in several different files which are linked together. The idea is that information is stored in one file that can be accessed by many others – there's only one lot of data to maintain and update.

Jargon buster

Record

Think of database records as identically designed index cards in a traditional filing system. Each card contains the same items of data written in the same place.

Field

Think about how you split your data into individual fields. The same fields will appear in the same place on each record.

Flat file database

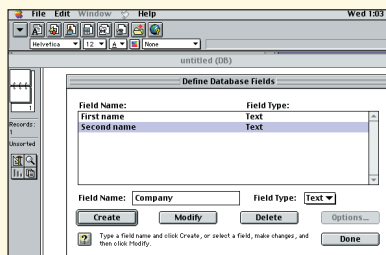
Where data is stored in a single file, or document, and is completely self-contained – specifically, it can't look up data from other databases.

Filter/Find

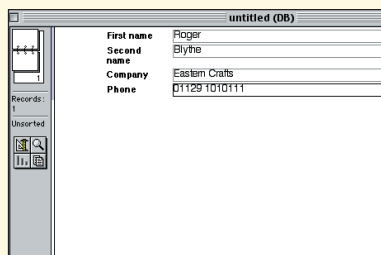
AppleWorks has a Find mode for locating records that match your criteria, but other programs may refer to this as a Filter.

Creating an address database

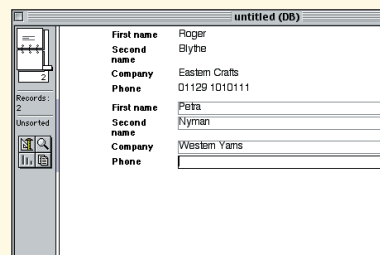
Fed up of trying to find your friends' addresses twice a year on birthdays and at Christmas? Well, now you can chuck out your scraps of paper and sort your life out! A simple database will get you organised in no time!



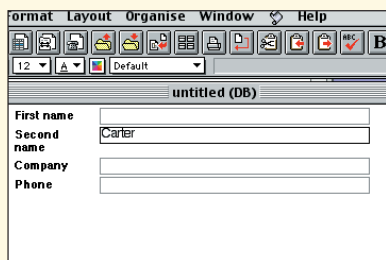
1 Choose Database in the New Document window, and you'll be asked to do is set up your database fields. Just type in a name and press the Create button



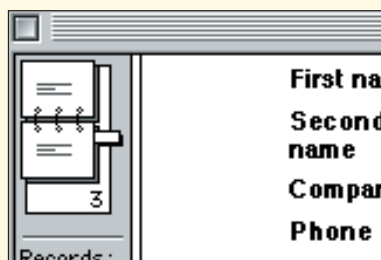
2 When you've added all the fields you need, click Done. This displays your database in Browse mode where you can just click on a field and type in the data



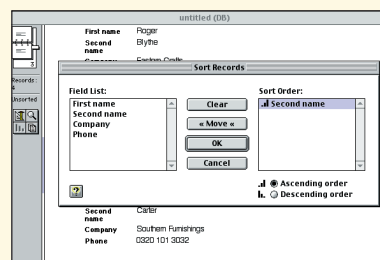
3 To add a new record, choose New Record from the Edit menu or hit Command, R. Type in the next lot of data as before, with the new record appearing directly under the first



4 How do you find people later? Choose Find from the Layout menu to display a form where you can type a name into the Last name field, for example, then hit Return



5 Sometimes, there'll be more than one match. Sort using the navigational tool on the toolbar. Click the Top page to go back through records, the Bottom one to go forward



6 Show all your records again via the Show All Records option on the Organise menu. Sort them alphabetically by first name, last name or any other field using Sort Records



Jargon buster

Autogrid

By default, in Layout mode all objects are 'snapped' or locked to the layout grid. This can be a nuisance if you're trying to align things carefully, so you can switch off this Autogrid via the Options menu.

Browse

There are two main modes for working on your database – Layout mode, where you're adjusting its design, and Browse mode, where you're entering and examining your data.

Function

You can use spreadsheet-style Functions in Calculation fields. For example, in our database we used the Sum function to total up the value of all our stock items.

List

There is another way of examining large numbers of records at the same time, and that's by using the List option on the Layout menu. This displays your records as single rows of data, with the field names running across the top.

Sub-summary

A special type of summary which can subtotal (for example) sets of records. You might use it to sort all your invoices and work out the total amount owed you by each of your customers.

Database fields and layouts

A simple database like the one we created in the last bit is all very well but you may want to progress to something more complex

In the last bit we set up a simple database using AppleWorks' default field types. These are general purpose Text fields which can store any type of information, whether it's text or numbers or both. You may never need to use more specialised, type of field but they're there if you want. You'll find them in the pop-up Field type menu in the Define Database Fields window.

Number

Use this field type if you're storing numbers and you want to use them to sort your records numerically. If you use the Text format, then 11 will precede 2 as it starts with a 1. You also need Number fields if you want to carry out calculations.

Date

If you're storing dates and need them sorted in the correct chronological order rather than alphabetically (you don't

want April before January, do you?) you need to use this field format. You also get a choice of how the date is presented (mm/dd/yy, month/date etc).

Time

The same applies to storing times as dates and numbers. Sorts and calculations will only be carried out correctly if you use the right format.

Name

This is useful for people's full names because it sorts them according to their surname rather than their first names.

Pop-up menu

If you want to offer a simple list of options rather than a blank field, use this format. You define the list of entries you or your users can choose.

Radio buttons

These are like the radio buttons in windows and dialogs – you

set up a list of alternatives and users click the button alongside the one they want to pick.

Checkbox

Checkboxes are like radio buttons, except that you can click on more than one box. They're useful for ticking off one or more items on a list.

Serial number

If you're using your database to store invoices, stock items or CDs in your music collection, you can use this field type to automatically assign each record with a serial number.

Value list

This works in the same way as a pop-up menu, except that you click on the field to open a scrolling box instead of a menu.

Multimedia

You can paste pictures and even QuickTime movies into Multimedia fields.

Record info

These fields can be useful if you want to store automatically-generated information, like the current date or time or a name.

Calculation

But you didn't know that databases can do calculations like spreadsheets can! You type a formula into a Calculation field, and apply it to numbers stored in other fields.

Summary

A special type of calculation field that can produce totals or subtotals for a whole list of records. You use Summary fields in 'Summary' layout parts.

Database layout

You can use the standard layout generated by AppleWorks when you create a new database, but it's not exciting to look at. You can change it by switching to Layout via the Layout menu. This displays the AppleWorks drawing tools, if they're not already visible. Our diagram will help you learn what the different layout parts do.

Drawing tools

Use these to move fields and their titles around, draw shapes, change fonts, choose colours and make your layouts look as exciting and dynamic as you like. There's more on the drawing tools in a later section

Layout part tabs

Drag these tabs up or down to increase or reduce the size of the relevant layout part

Layout grid

This grid of dotted lines helps you line fields and field titles up while designing your layout

Header

This area is shown at the top of every page. We've used it to type in a title for our database. (Use the Insert Part command on the Layout menu)

Body

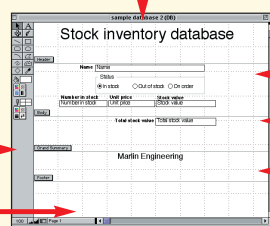
This is where all the database fields you define will appear

Summary

This is a special layout part used for summarising your records. Here we've used it to calculate the total value of all the items in our stock database

Footer

Effectively, the opposite of a Header! Again, you use it to place logos or other information that you want on every page, this time at the bottom





Organising your data

There's even more to your new database than you realised. You can choose to find data by numerous means

Once you've got your database up and running, you'll be looking for quick ways to find your information. We touched briefly on Sorting and Finding data just a couple of pages back, but now it's time for a closer look.

In particular, you should check the vertical toolbar to the left of your database window. In Layout mode this displays the AppleWorks drawing tools, but in Browse mode it displays a card index-style navigation tool at the top and, underneath that, four little pop-up buttons.

These handle (in clockwise order, starting from the top left), Layouts, Searches, Reports and Sorts. We'll leave Reports for now because they're used for specialised printouts, but knowing how to use the Layouts, Searches and Sorts will help you tremendously.

Field trip

We looked at Layouts briefly in the last section, and there are two things to note here.

First, you can create as many different layouts as you like. And for each one, you can choose the fields you want to include – this lets you produce simple layouts for day-to-day data browsing, for example, and more complex layouts for in-depth information.

Second, all the layouts you create via the Layout menu are displayed in this pop-up, and vice versa. This button is simply a shortcut way of getting to them all.

The Search pop-up menu is even more useful. Normally, when you do a Sort from the Organise menu, your search criteria aren't stored permanently. So, for example if you want to look up 'widgets', you'll have to go into Find mode and type it in each time you want to do it.

However, if you create a new Search via the pop-up toolbar, you only have to do it the one time. From then on, your Search criteria are saved and listed on the pop-up menu each time.

The same applies to Sorts. If you apply a Sort via the Organise menu, your choices will not be saved. However, if you create a new Sort via this pop-up then it will be saved on the menu.

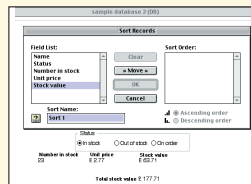
The Layouts, Searches and Sorts you create are saved with your document by the way so, with a bit of planning, you can make your data infinitely more accessible.

Creating a Sort

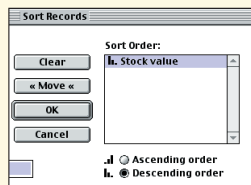
You can choose to sort your items in all sorts of ways



1 As with Searches, any Sorts you create from the toolbar pop-up will be added to the menu and saved with your document. Choosing New Sort opens the Sort Records' dialog...



2 Here you can enter a name for your new Sort and then choose which field you want to sort by selecting it from the list on the left and clicking the Move button



3 Note that you can create both 'ascending' and 'descending' Sorts. We want to list our stock items with the most valuable first, so we're choosing a 'descending' sort.

Jargon buster

Export/Import

You don't have to type all your data into an AppleWorks database manually if you've already got it stored in another program. Most programs will export 'delimited' text files, and AppleWorks is able to open these directly.

Forms/Lists

In database terminology, a Form is a layout which displays one single record at a time, while a List displays them one per row, with the field names as column headings.

Inserting fields

When you create a new layout you can choose which of your database's fields are displayed in it. You should use Insert Field on the Layout menu. Note that inserting a field is not the same as defining one.

Match records

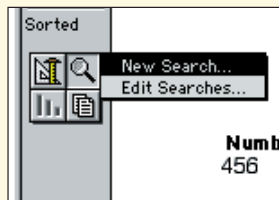
This is another option on the Organise menu, and it lets you carry out more complex and sophisticated searches that would otherwise require numerous Finds. One for more advanced users only.

Report

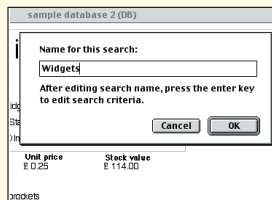
Reports are printed documents containing specific records (using a named Search) in a specific order (via a named Sort). For example, you might want to print a list of widget sales in order of value.

Creating a Search

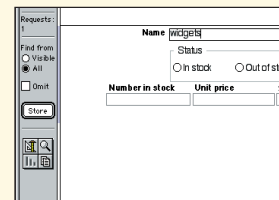
You can specify different ways of searching. Brilliant for getting to relevant information at top speed



1 To create and save a Search, look for the pop-up menus on the toolbar to the left of the window in Browse mode, click on Search and choose New Search from the pop-up menu



2 You'll be asked to give your new Search a name. This is the name which will appear on the pop-up menu once you've saved the search. Choosing this will apply the Search instantly



3 First, though, you've got to define the Search criteria. Here we're just entering 'widget' in the Name field. This will search out all records containing 'widget' in this field



Jargon buster

Bézier

Most drawing applications talk of Bézier shapes (AppleWorks' bezignons are just a variant). Bézier shapes are made up of curves and corners defined by 'nodes' which you can adjust.

Polygon

AppleWorks creates both 'regular' and 'irregular' polygons. They're simply shapes made up of straight-line sections which are joined at 'nodes'.

Gradient

A smooth transition from one colour to another. AppleWorks supplies pre-designed gradients, but you can create your own.

Texture

Textures are bitmap patterns which make drawings lifelike and colourful and, as with gradients, you can make your own.

Handle

A handle is simply a device you can drag on to change the size of an object (in the case of corner handles) or its shape (as with polygon or bezignon nodes).

Drawing

So you might not be Picasso, but who says you can't have a bash at creating some groovy graphics? AppleWorks has just the thing

We've mentioned the drawing tools already in the database section,

and they can be used either to produce illustrations to go with existing documents (they can be used in word processor documents and spreadsheets too), or you can create standalone drawing documents.

AppleWorks can create paintings, but these are very different to drawings. Paintings are bitmap images, made up of individual microscopic pixels. Drawings, on the other hand are made up of much larger shapes that you can carry on editing individually.

Rubber band

Think of shapes as rubber bands which you can keep expanding, contracting, reshaping and moving around. Shapes can also be 'filled' with a colour, gradient or pattern.

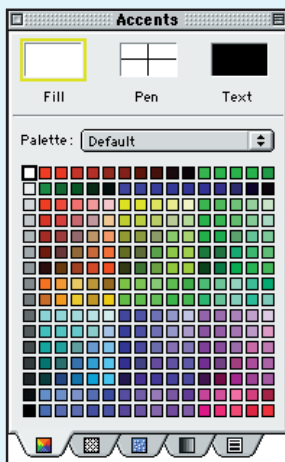
Photos, whether scanned in or taken with a digital camera,

are bitmaps – there's no way you could reproduce the complex shading and detail of real-life objects with drawings.

Drawings look more artificial, but that doesn't always matter and they're a lot more convenient to work with. In addition, it doesn't take long to learn how to use these tools to create quite sophisticated graphic effects.

You can use the drawing tools, as we've said, in word processor and spreadsheet documents and databases (in Layout mode). If they aren't visible to the left of the window, click the tiny button to the bottom left of the window, fourth from the left (to the right of the zooming in button).

Then see our rather complicated annotated diagram below to discover what everything does.



AppleWorks 6's drawing tools work in much the same way, but colours, lines and fills are displayed in clusters in the tabbed Accents palette

Drawing tools



Here we've chopped up the drawing tool palette so you can easily see what each and every tool does.



Pointer
Select objects for moving (by dragging from the centre) or resizing (by dragging the corner handles)



Freehand tool
Just drag to produce freehand lines



Text tool
Use this to drag out text boxes which you can simply type straight into



Bezignon tool
Produce curved shapes with control nodes – there's more on how to adjust these on the next page



Spreadsheet tool
Drag out a rectangle with this to create a spreadsheet frame within the current document



Regular polygon tool
Pentagons, hexagons, octagons – select the tool then choose the number of sides you want via Edit menu



Paint tool
Drag out a rectangle with this to create a frame you can paint in



Current line
Shows how the current line settings will appear



Line tool
Use this to create straight lines



Fill buttons
Use these to open pop-up palettes where you can choose from a range of solid colours, patterns, gradients



Rectangle tool
Creates rectangles or, if you hold down the Shift key, squares



Current fill
Shows the fill currently selected



Rounded rectangle
Rectangles with rounded corners (double click on rectangles to change the corner radius)



Line fill and pattern
These two buttons control the line's colour and any pattern used



Oval tool
This creates ellipses or, if you hold down Shift, circles



Line thickness and arrowheads
Control line thickness, or 'weight' and apply arrows to one or both ends



Arc tool
Produces one-quarter circle/ellipse segments



Eyedropper tool
Click shape to pick up its fill and line properties then Command, click on another shape to apply them



Polygon tool
Click to start shape, move pointer and click to create corner, click again to create the next corner etc



Drawing shapes

Here we look at a few more features of the Drawing program and show you how to create something pretty in double-quick time

The quick tour of the AppleWorks drawing tools we gave you on the last page will help you understand some of the basic things you can do with this program, but there's still no substitute for trying them out for yourself. That's why we've created a six-step walkthrough. Why not have a go at it?

It's ideal as a quick and easy introduction you can complete in minutes. However, there's a lot more to discover in AppleWorks once you've managed these basics.

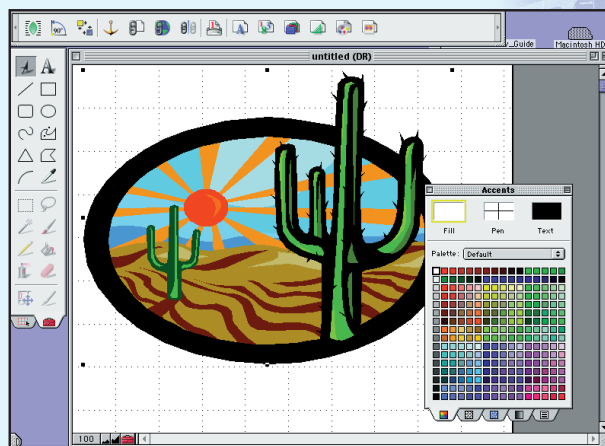
For example, many of the pictures you create will consist of various separate shapes. If you needed to move the illustration around, you wouldn't want to have to move and re-align each shape within it, would you?

The solution to this problem is to select all the shapes that make up your illustration and choose Group from the Arrange menu. Once you've done that you'll be able to select and move the illustration as a single item – and you can also Ungroup the shapes again later if you find you need to.

And, while we've created a simple irregular polygon in our walkthrough on the right, we haven't shown you how to edit its nodes – we'll save that for the next section.

Take the time to experiment and browse the online help and you'll discover just how versatile the AppleWorks drawing tools are.

What's more, they're the perfect introduction to more powerful standalone drawing programs because they all use the same concepts – lines, fills, curve editing, stacking order and so on.



AppleWorks 6's drawing tools look different to those in AppleWorks 5, but looks can be deceptive. Yes, the tool icons are chunkier but they do the same things. The tools at the bottom are for paintings. In AppleWorks 6 the two sets of tools are displayed at the same time, though the painting tools are greyed out (disabled) when you're working on drawings

Jargon buster

Marquee

There are two ways of selecting more than one object at a time. One is to select the first, then hold down Shift and select the second. The other is to use the Pointer tool to drag a dotted rectangle, or 'marquee' around the objects you want to select.

Reshape

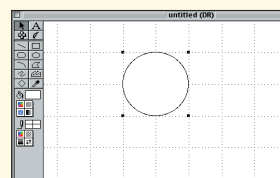
Irregular polygons or bezigons can be reshaped. You'll find this option on the Arrange menu and it lets you move the individual nodes or, in the case of bezigons, it allows you to change the curvature. There's more on reshaping in the next section of this Handbook.

Rotate

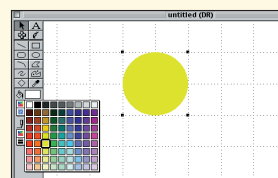
You can rotate shapes once you've created them by choosing Rotate or Free Rotate from the Arrange menu. You can even rotate text frames.

Pretty as a picture

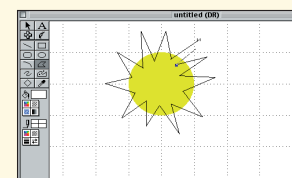
The Drawing program can help with lots of jobs, from creating greetings cards, to designing logos for business cards and letters. It also good for kids: like crayons but a lot less mess



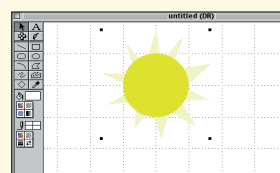
1 It only takes a few moments to create colourful diagrams and illustrations, and we'll start our Summer sun picture by drawing a circle to represent the sun. Holding down the Shift key keeps it circular as you drag



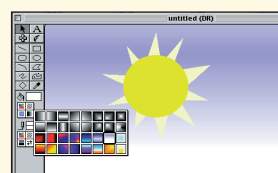
2 By default, shapes are created with a 1pt thick line and a white fill. We don't want an outline at all, so we select None from the line width pop-up on the toolbar. Next, pick a yellow from the fill colour pop-up



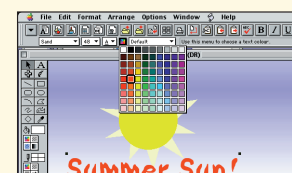
3 We'll add cartoon-style rays for our sun, and for this we'll use the irregular polygon tool. We can point and click to create a start shape around the sun, clicking back on our start point once we've gone right around



4 Now, for our sun's rays, we've removed the line again, and this time chosen a lighter yellow. The problem is, though, that the rays now cover the sun. We can sort this out using the Move to Back option on the Arrange menu



5 There are two more things to do. First, we'll create a blue sky background with a rectangle shape and a white-to-blue gradient from the gradient fill pop-up, moving it to the back once we've created it, as we did with the sun's rays



6 Finally, we'll add our Summer sun text by clicking the text tool and dragging to create a text frame and then typing in the words. We can then choose a font, size and colour via the pop-up menus on the button bar, above



Jargon buster

Frame

AppleWorks' Frames let you insert different document types in a single document. For example, you can insert a spreadsheet frame in a drawing in order to present some tabulated data.

Frame linking

This is a powerful option in AppleWorks for linking text frames (or 'boxes') so that text flows from one to another. It's also possible to link paint and spreadsheet frames, though this can get confusing.

Inline graphic

Also called 'anchored graphics', inline graphics are embedded in the text, and reflow when the text reflows. When you paste a picture into an AppleWorks word processor document, it's anchored. To create a 'floating' graphic, click on the Pointer tool before you paste it in.

Reflow

When you change the margins in a word processor document, or add a graphic with text wrap switched on, the text 'reflows' in order to accommodate the different line lengths. Be careful with text boxes when frame linking is switched on, since reflow from changing the box size or wrapping the text around graphics can lead to text 'overflow' at the bottom of the box.

Combining text and graphics

You can combine text and pictures on the same page, like we do all the time in *Your iMac*. It brightens things up a little

One of the keys to AppleWorks' versatility is the way it can combine text and graphics. In particular, the level of formatting control you have over text placed in boxes, or Frames.

Indeed, AppleWorks text boxes work like mini word-processors and, while you can make changes to fonts, colours and so on by selecting the box and using the pop-ups on the Button bar, you can edit words and paragraphs by clicking on a text box a second time. You'll find you can select text as easily as if you were word processing.

And, just to prove it, open the Window menu and choose Show Rulers. Now, whenever you click twice on a text box, you'll find you can set tab stops, indents, line spacing and more.

Click once to move or resize the box or apply global styles to its contents; click twice to edit the text. This applies to paint and spreadsheet frames, too.

This gives you a choice when you need illustrated documents – you can use the word processor, and use the drawing tools in documents, or create a drawing document and put your text in boxes.

In both cases, you'll want the text in your documents to run around the pictures and not behind them or on top of them, and you do this using text wrap. Try opening a word document, for example, then displaying the drawing tools (Window menu) and drawing a circle on top of your text. It covers it up, doesn't it?

Select the circle and pick Text Wrap from the Options menu. Pick Irregular, leave the Gutter set to its default and click OK. The text flows around the circle and not behind it.

Choosing an Irregular wrap gets the text to follow the shape of your graphic, while choosing Regular makes it follow a rectangular boundary. Regular is fine for imported photos.

Now, if you're attempting this in a drawing document, it's not going to work. Text in boxes will lie over or behind any shapes you draw, no matter how you fiddle with their text wraps. Unless you switch on Frame Links from the Options menu...

Wrap it up

Something interesting now happens to your text boxes. Text wrap now works in the same way as it does in word processor documents, but you'll also spot a downwards-pointing arrow in a box at the bottom of the frame. This arrow turns red if you've got overflowing text.

Click the arrow, drag out another box and the text will flow into this. If you change the size of the first box, or add more text, it reflows to the linked box.

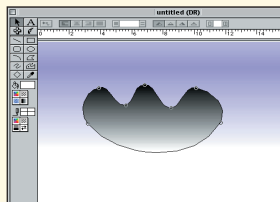
Layout tips

Create logos using a mixture of drawn shapes and text frames, grouping them so they can be moved around as single items.

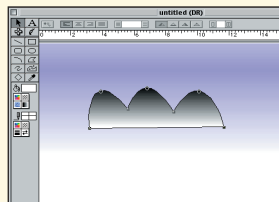
You can add photos by opening them in AppleWorks then copying them into your documents. Open them as Drawings, though (see the Document Type pop-up in the Open dialog), as this will make them easy to resize in documents. Paintings (the default type) are harder to resize later on.

Use word processor documents where the text is the main content, and drawings where it's the layout that's important. You can create text frames in a word processor document by choosing the Text tool and holding down the Alt key as you drag.

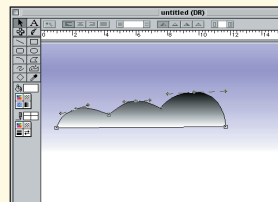
Reshaping bezigons



1 In the previous section we promised we'd demonstrate how to reshape polygons and bezigons. We'll start by using the bezigon tool to (attempt!) to draw a cloud. Mmm... too 'curvy', isn't it? So we choose Reshape from the Arrange menu



2 You'll spot that the shape now displays the nodes we created with the bezigon tool. To change a node from a curve to a sharp corner, click on it (or Shift, click to select more than one) and choose Unsmooth from the Edit menu



3 This gives you the sharp 'corner' nodes you get if you use the Irregular Polygon tool. You can move these and curved nodes just by dragging them. With curved, 'bezigon' nodes, though, you get a pair of handles for adjusting their curvature



Painting

The Paint package in AppleWorks is less complex but still needs an introduction

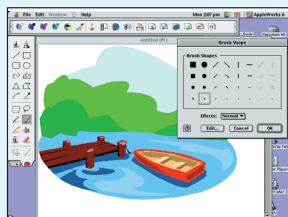
Paint packages fall into two main categories: image-editing and painting. Image-editing means opening photos taken with a digital camera or scanned in from a print, and then correcting brightness and contrast, removing colour casts and blemishes and maybe resizing them for use in your documents or Web pages.

Firstly, we have to say that AppleWorks paint tools aren't really up to this! There's little you can do to tweak photos, and for this you need a program like Adobe PhotoDeluxe or Kai's Photo Soap. Just about all colour printers, digital cameras and scanners come with some kind of image-editing software.

Graphics for the Web

AppleWorks paint files are good for creating basic Web graphics or for amateur artists to dabble about with though. Click the Brush tool, choosing a colour from one of the Fill pop-ups and splashing it on screen. If the brush is the wrong size, double click the Brush tool. This opens a window where you can choose from a range of brush sizes and shapes.

Once you've painted a stroke, it becomes a permanent part of your canvas, so how do you edit, copy or move parts of



The Paint tools in AppleWorks may look different, thanks to the new, chunkier interface, but they work in the same way. Double click the Brush tool to change the brush size, shape and behaviour

your pictures? For this, you need the rectangular selection tool (which looks like a box with a dashed outline) or the freehand lasso tool alongside, both of which are about halfway down the tool palette.

Benefit section

So paint documents are less convenient to work with, but they have other advantages. You can create artistic effects which are impossible otherwise. By default, your 'paint' is opaque and covers things beneath. But if you take a closer look at the Brush Shape window you get by double clicking the Brush tool, you'll see an Effects menu. Try Tint instead of Normal. You'll find your paint is semi-transparent as you apply it, and you can use repeated brushstrokes to build up colour.

And if you want to soften some of your edges and strokes, choose Blend from this same pop-up menu. This time, you don't apply any colour, but you can brush over existing areas to smudge, or soften them.

As well as the Brush, Bucket and selection tools, AppleWorks Paint documents also appear to

Resolution and depth

If you paste a paint image into a word processor document, it'll appear in its own frame. If you click twice on the frame you'll find you can edit the painting again.

While individual pixels may not be visible on-screen, if you print it out on an inkjet, they will become apparent as printers produce sharper detail. Your pictures need more 'resolution' or more pixels per inch.

So open the Format menu in your Paint document, choose Resolution and Depth and set it to 288dpi. This makes the picture smaller, so do it before you paint. You'll probably need to create larger documents in the first place, too (Format menu, Document option).

offer the same tools that you find in drawings. They do indeed work in much the same way, but with a crucial difference. As soon as you've completed the shape (or text frame) it becomes part of the image, a pattern of pixels rather than a separate shape you can carry on editing.

Don't be afraid to experiment! AppleWorks drawings are easy to work with, but they are a bit clinical. Paintings are a lot more fun for messing around, and remember that you can rub out anything that goes wrong using the eraser tool, or simply by painting over it with white paint. Try doing that in real life!

Jargon buster

GIF

A file format designed for Web graphics with a limited range of colours, like company logos, for example. It combines small file sizes with high quality.

JPEG

A compressed file format which produces much smaller image files without greatly sacrificing any levels of quality. JPEG is the standard format for photos on the Web and also images taken by digital cameras.

Layer

Many image-editing programs (though not AppleWorks) let you build up images in Layers which you can edit individually. They're just transparent sheets which you can paint on and superimpose on each other in a stack.

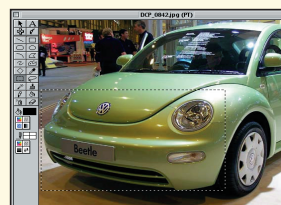
Magic wand

The wand is AppleWorks' third selection tool. Use this to select areas of the same colour, like single-coloured backgrounds or objects. Your selection essentially 'spreads out' until it meets another colour.

Resolution

The number of pixels per inch displayed in a bitmap, or paint image. You can create a higher effective resolution by shrinking the image so pixels are smaller. With inkjets you need resolutions of 200dpi or higher to stop pixels becoming visible.

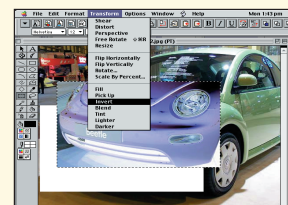
Handling selections



1 In paintings, you're dealing with a pattern of pixels rather than separate objects. In order to move or edit part of your image, you need to mark out the area you want to alter using the selection tools. This can take a little practice!



2 Once you've selected an area of your image, the mouse pointer changes to an arrow when you move it over the selection, and you can drag it to a new location. Note that when you click outside the selection, the move is permanent



3 You can apply special effects to selected areas - you'll find a selection on the Transform menu. Or you can copy the selection and paste it into a word processor document, a drawing or a spreadsheet as a Paint frame



Troubleshooting tips

Phew! 15 pages of hard work and it's still possible that you're having problems. Don't fret - so do the best of us. Here are some tips for helping you out of sticky situations

There's not much that can go wrong in AppleWorks that the online help can't sort out. Basically, you learn by doing things, and the more experience you gain, the more obvious it all becomes.

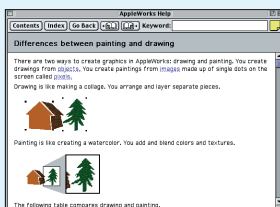
However, that's not much consolation if you're just starting out, and you feel you're stumbling across one hurdle after another. Here are a pick of our top beginner's tips.

I've lost my file

It's a common problem for those new to saving and organising files - not knowing where they saved them. If you can remember what you called it, switch to the Finder and use Find on the File menu to open Sherlock and type it in. If not, and you're still in AppleWorks, try saving another file and note the folder AppleWorks starts at in the Save dialog. Chances are, that's where your first file is.

I can't see my document

You've got several documents open, so how do you switch to the one you want when you can't even see it? You can either choose it from the Window menu or use the same menu's Stack Windows command to rearrange them so that the title bars of all of them are visible.



If you get stuck, just click on the Help menu and choose Help Contents or Index. The online help works both as a manual and a troubleshooting guide, and also explains many common concepts

I've made a mistake!

No problem, as long as you act straight away. Whether you're word processing, painting, drawing, spreadsheeting or whatever, choosing Undo on the Edit menu (or Command, Z) undoes your last action.

How do I 'float' pictures?

If you've pasted a picture as an inline graphic in your text when you really wanted it to float as an independent object, all you need to do is select it with the Pointer tool, cut it (Command, X) and, ensuring the Pointer (not the Text tool) is active, hit Command, V to paste it again.

My data's vanished and all I've got is a row of hash (#) symbols!

It's only because the column's not wide enough to accommodate the number. Widen the column and the problem's solved.

My cash calculations won't work!

If you get a '#VALUE!' alert, it's because you haven't used a proper number. We're willing to bet it's because you've typed in, say, '£54' in your cell instead of '54'. You need to use the Currency format for that cell - AppleWorks will then insert the '£' automatically.

Where have all my records gone?

If your database appears to have lost most of its records, it's because you've carried out a Find. Look at the navigator gadget at the top of the toolbar. If it's displaying 'Records: 3 (34)', for example, it means it's currently showing 3 records only, out of your total of 34. Choose Show All Records from the Organise menu.

Where's my summary?

More advanced users will want to experiment with Summaries and Sub-summaries... and then wonder why they simply don't work. It's because they won't be visible unless you view your database in Page View (Window menu).

My text won't resize!

Text doesn't behave like ordinary shapes in drawings. When you resize a text box, that's all you're doing - making the box bigger. The only way to make the text a different size is to choose a new point size from the pop-up on the Button bar.

How do I circle things without covering them up completely?

It's something a lot of people want to do, highlighting a figure in a spreadsheet or a comment in text, maybe. And yet if you draw a circle or a rectangle, it simply covers up what's underneath. To draw a transparent shape of any kind, all you have to do is open the Fill Pattern pop-up and choose the first (transparent) square.

My bitmaps look jagged

AppleWorks' paint tools are pretty basic, and it's difficult to produce smooth-edged shapes. One solution is to select the whole image and choose Blend from the Transform menu to apply a softening effect.

My painting's the wrong size!

If you mean the background 'canvas' is the wrong size, you can fix that via the Document window (Format menu). If you mean it's the wrong size when you use it in a word processor document, say, then the easiest solution is to save it, open it as

a drawing (see the File Types pop-up in the Open dialog) then copy and paste it into your final document. You can resize it just by dragging on the corner handles.

For more detailed size and resolution changes, though, you're going to need to open it in a separate image-editor like Adobe PhotoDeluxe.

Five things to try next

Customise your Button bar. You can record macros in AppleWorks to automate routine tasks like typing in your postal address, for example. And you can design your own buttons and assign macros to them, even creating your own custom button bars.

Create a slideshow. If you set up a drawing with multiple pages, you can then get AppleWorks to 'play' each page in sequence to produce really rather sophisticated presentations. Check it out in the online help.

Book marks and hyperlinks. You can set up Bookmarks for quickly going to spots in your documents. You can add lines to text or graphical objects, too, so that clicking on them takes you to these Bookmarks, or even Bookmarks in other documents.

Libraries and clippings. AppleWorks 5 calls them libraries, in AppleWorks 6 they're clippings. Either way, it's where you'll find the clip-art images supplied with AppleWorks, and where you can store your own regularly-used text and graphics for easy access later.

Create a Web page. AppleWorks can export word processor documents as formatted Web pages, automatically converting any graphics used to JPEG or GIF images. A proper Web page editor like PageMill is more sophisticated, but AppleWorks sure makes it easy!

