Customize Toolbar command: Categories list box

Lists categories of toolbar button types. To display the buttons in a category, click the category you want.

Customize Toolbar command: Toolbar buttons box

Displays the available toolbar buttons for the category chosen in the Categories box. To add a button to the Works toolbar, click it and drag it out of the dialog box and directly onto the toolbar.

Customize Toolbar command: Description

Displays a brief description of the toolbar button that is highlighted in the Toolbar Buttons box.

Customize Toolbar command: Enable ToolTips

Specifies that Works will display the toolbar button name as the mouse pointer moves over a toolbar button. Click this to accept or clear this option.

Customize Toolbar command: Remove Font Name and Point Size check box

Specifies that Works removes the Font and Font Size boxes from the toolbar. Useful when you need extra room on the toolbar for more buttons. Click this to accept or clear this option.

Customize Toolbar command: Reset button

Click this to restore the toolbar buttons that were on the toolbar the first time you used Works.

Options command (General tab): Units box

Lists the units of measure Works can use for page size and margins, and, in the Word Processor, ruler measurements, label size, tab stops, and paragraph indents. Click the unit of measure you want to use.

Options command (General tab): Enable Drag and Drop Editing check box

Specifies that you can use the mouse to drag a selection to a new location within the same document or between documents. If you are moving the selection a short distance, this is often more convenient than the Cut, Copy, or Paste commands. Click this to accept or clear this option.

Options command (General tab): Use Printer's Envelope Feeder check box

Specifies that Works will use the printer's envelope feeder when you print envelopes. Click this to accept or clear this option. (This option is not available unless the active printer has an envelope feeder.)

Options command (General tab): Send Mail As

Specifies how Works documents are sent when using electronic mail. Click Text to send a Works document as text within a mail message; click Document to send a Works document as a file attached to a mail message.

Options command (Editing tab): Overtype check box

Specifies that Works automatically replaces existing characters one at a time as you type new text in the Word Processor. Otherwise, Works makes room for new characters you type by moving existing characters to the right. Click this to accept or clear this option.

Options command (Editing tab): Use Smart Quotes check box

Specifies that when you type in the Word Processor, Works uses "smart" curled opening and closing quotation marks instead of straight quotation marks. Click this to accept or clear this option.

Options command (Editing tab): Typing Replaces Selection check box

Specifies that Works will automatically delete highlighted text when you begin typing new text in the Word Processor. Click this to accept or clear this option.

Options command (Editing tab): Automatic Word Selection check box

Specifies that as you drag the mouse pointer in the Word Processor, Works automatically highlights entire words at a time. Clear this if you want to highlight words letter by letter in the Word Processor.

Options command (Editing tab): Wrap to Window check box

Specifies that Works will wrap text to fit in the available window space in the Word Processor, regardless of the right-margin setting. With this option turned on, your document may look different on-screen than it does when you print it. Choose the Print Preview command (File menu) to see how your document will look when you print.

Options command (Data Entry tab): Default Number of Decimals text box

This is where you type the number of decimals you want to display by default in the Spreadsheet and Database. You can override the number in your documents if necessary.

Options command (Data Entry tab): Edit In Cells And In Entry Bar radio button

Click this to edit spreadsheet and database entries both directly in the cell or field and in the entry bar at the top of the document window.

Options command (Data Entry tab): Edit In Entry Bar, Not In Cells radio button

Click this to edit spreadsheet and database entries in the entry bar at the top of the document window, but not directly in the cell or field.

Options command (Data Entry tab): Edit In Cells, Not in Entry Bar radio button

Click this to edit spreadsheet and database entries directly in the cell or field. When you click this option, Works does not display the entry bar at the top of the document window.

(SS only) Options command (Data Entry tab): Hide Zero Values check box

Specifies that Works will display cells that have zero values as blank cells. Click this to accept or clear this option. This setting applies to the active spreadsheet only.

(SS only) Options command (Data Entry tab): Use Manual Calculation check box

Specifies that Works will calculate formulas only when you specifically request it, not automatically as usual. This setting applies to the active spreadsheet only.

Options command (Data Entry tab): Display First Time Help For #### In Columns/Fields check box

Specifies that the first time the length of the characters in a cell is wider than the cell, Works will display a dialog box that explains how to remedy the situation. Click this box to clear or accept this option.

Options command (Data Entry tab): Move Selection After Enter check box

Specifies that the insertion point will move to the cell below the current cell when you press the ENTER key. For example, if you are typing in cell A1 and press ENTER, the insertion point will move to cell A2. Click this to clear or accept this option.

Options command (Address Book tab): Default Address Book display

Displays the database selected to be the default address book. To change the default address book, click a database in the list box below.

Options command (Address Book tab): Works Databases list box

Lists existing databases you may want to use as an address book. Click the scroll arrows to move up or down in the list, and then click the database you want.

Options command (Address Book tab): Open a document not listed here button

Click this to open a database that does not appear in the list box above.

Options command (Address Book tab): Run the Address Book Wizard button

Click this to run the Address Book TaskWizard, which will help you create a customized address book.

Options command (View tab): Show Status bar check box

Specifies that Works will display the status bar along the bottom of the Works window. The status bar provides information about the active document or the selected command. Click this to accept or clear this option.

Options command (View tab): Show Pointer Names

Specifies that Works displays names under the pointer as you work. Click this to accept or clear this option.

Options command (View tab): TaskWizard Tab radio button

Click this to display the TaskWizards tab each time you start Works. The TaskWizards tab lists a wide range of documents designed to help you perform common tasks.

This option only applies to when you first start Works. If you click New on the File menu during the Works session, Works will display the tab you were on last.

Options command (View tab): Open Existing Tab radio button

Click this to display the Existing Documents tab each time you start Works. The Existing Documents tab lists recently used documents that you can open in Works.

This option only applies to when you first start Works. If you click New on the File menu during the Works session, Works will display the tab you were on last.

Options command (View tab): Works Tools Tab radio button

Click this to display the Works Tools tab each time you start Works. The Works Tools tab lets you open any of the Works tools—the word processor, spreadsheet, database, or communications tool

—immediately.
This option only applies to when you first start Works. If you click New on the File menu during the Works session, Works will display the tab you were on last.

Options command (View tab): Remember Last Tab radio button

Click this to display the Task Launcher tab that was last displayed in the previous session each time you start Works

This option only applies to when you first start Works. If you click New on the File menu during the Works session, Works will display the tab you were on last.

Options command (View tab): Preview Fonts In Toolbar check box

Specifies that fonts on the toolbar will appear the way they will look in your document. Useful when you want to see how a font looks before you apply it. Click this to accept or clear this option.

Options command (View tab): Show Help At Startup

Specifies that Works will display Help automatically when you start Works. Click this to accept or clear this option. You can also click the question mark button at the bottom right of your screen to display or hide Help while you work

Options command (View tab): Use Saved Workspace At Startup check box

Specifies that Works will open specific documents every time you start Works. Click this to accept or clear this option.

Options command (View tab): Save Workspace button

Click this to save the current open documents in a workspace. When you start Works again, all of these documents will be automatically opened so you can work on them right away.

Options command (View tab): Confirm TaskWizards check box

Specifies that Works will always display the Works Tasks Launcher confirmation dialog box when you start a TaskWizard. Click this to accept or clear this option.

Options command (View tab): Show First Time Help check box

Specifies that Works will display information to help you complete a task the first time you choose a new command in the Works session. Click this to accept or clear this option.

Options command (Proofing Tools tab): Choose Dictionary drop down list

Lists the available dictionaries you can use when you check spelling in Works documents. Click the arrow to display the list of available dictionaries, and then click the one you want.

Options command (Proofing Tools tab): Choose Thesaurus drop down list

Lists the available thesaurus files you can use when you check for synonyms and antonyms in Works documents. Click the arrow to display the list of available thesaurus files, and then click the one you want.

Page Setup command (Margins tab): Top Margin spin box

This is where you type a measurement for the distance between the top of the page and the top of the first line on the page, or you can click the scroll arrows to display a new measurement. You can change the unit of measurement by typing **in** or " for inches, **pi** for picas, **cm** for centimeters, or **mm** for millimeters after the measurement.

Page Setup command (Margins tab): Bottom Margin spin box

This is where you type a measurement for the distance between the bottom of the page and the bottom of the last line on the page, or you can click the scroll arrows to display a new measurement. You can change the unit of measurement by typing **in** or " for inches, **pi** for picas, **cm** for centimeters, or **mm** for millimeters after the measurement.

Page Setup command (Margins tab): Left Margin spin box

This is where you type a measurement for the distance between the left edge of the page and the beginning of each line with no indent, or you can click the scroll arrows to display a new measurement. You can change the unit of measurement by typing **in** or " for inches, **pi** for picas, **cm** for centimeters, or **mm** for millimeters.

Page Setup command (Margins tab): Right Margin spin box

This is where you type a measurement for the distance between the right edge of the page and the right end of each line with no indent, or you can click the scroll arrows to display a new measurement. You can change the unit of measurement by typing **in** or " for inches, **pi** for picas, **cm** for centimeters, or **mm** for millimeters.

Page Setup command (Margins tab): Header Margin spin box

This is where you type a measurement for the distance between the top of the page and the top of the header. Type the measurement you want; it must be smaller than or equal to the Top Margin measurement. You can also click the scroll arrows to display a new measurement.

Page Setup command (Margins tab): Footer Margin spin box

This is where you type a measurement for the distance between the bottom of the page and the top of the footer. Type the measurement you want; it must be smaller than or equal to the Bottom Margin measurement. You can also click the scroll arrows to display a new measurement.

Page Setup command: Reset button

Click this to restore the default page settings.

Page Setup command (Source tab): Paper Source dropdown list box

Lists the different sources for paper at your printer (your printer may have only one). Click the arrow to display a list of available sources, and then click the one you want.

Page Setup command (Source tab): Paper Size dropdown list box

Lists the paper measurements available. Click the arrow to display a list of available paper sizes, and then click the one you want. The measurements in the Width and Height boxes change to reflect the paper size option you choose. If you choose the Custom paper size option here, you must type the custom measurements in the Width and Height boxes.

Page Setup command (Source tab): Width spin box

The measurement in this box changes to reflect the width of the current paper size and orientation options. If you have specified a custom paper size, type the width here, or click the scroll arrows to display a new measurement.

Page Setup command (Source tab): Height spin box

The measurement in this box changes to reflect the height of the current paper size and orientation options. If you have specified a custom paper size, type the height here, or click the scroll arrows to display a new measurement.

Page Setup command (Source tab): Orientation sample picture

Shows the direction the information will be printed on the page. With portrait orientation, your document's height is greater than its width. With landscape orientation, your document's width is greater than its height.

Page Setup command (Source tab): Portrait orientation radio button

Click this to apply portrait orientation to your document. With portrait orientation, the height is greater than the width.

Page Setup command (Source tab): Landscape orientation radio button

Click this to apply landscape orientation to your document. With landscape orientation, the width is greater than the height.

Page Setup command: Sample box

Shows how your document will look with the options you have specified.

Page Setup command (Other Options tab): Starting Page Number spin box

This is where you type the number you want to assign to the first page of your document. You can also click the scroll arrows to display a new number.

Page Setup command (Other Options tab): Charting Screen size radio button

Click this to reduce the chart to the size of your computer screen, approximately one-quarter page.

Page Setup command (Other Options tab): Charting Keep Proportions radio button

Click this to print the chart within the page margins, while retaining its width-to-height ratio.

Page Setup command (Other Options tab):Charting Full Page radio button

Click this to expand the chart to fill the page when you print. Works will adjust its width-to-height ratio as needed to fit the page size.

Page Setup command, Other Options tab: No Header On First Page check box

Specifies that no header will print on the first page of your document. Useful for documents with a cover page. Click this to accept or clear this option.

Page Setup command, Other Options tab: No Footer On First Page check box

Specifies that no footer will print on the first page of your document. Useful for documents with a cover page. Click this to accept or clear this option.

Page Setup command (Other Options tab): Print Footnotes At End check box

Specifies that all footnotes will be printed at the end of the document. Otherwise, footnotes are printed at the bottom of the page on which they appear. Click this to clear or accept this option.

Page Setup command (SS/DBListview_Other Options tab): Print Gridlines check box

Specifies that Works will print the horizontal and vertical cell gridlines on the spreadsheet document or database form.

Page Setup command (SS_Other Options tab): Print Row And Column Headers check box

Specifies that Works will print the row numbers (the numbers down the side of the spreadsheet) and column letters (the letters across the top of the spreadsheet).

Page Setup command (DB_Form and Form Design view_Other Options tab): Print Field Lines check box

Specifies that Works will print horizontal lines under each field in Form view or Form Design view.

Page Setup command (DB_Other Options tab): Page Breaks Between Records check box

Specifies that Works will print one record per page. Clear this check box to print more than one record per page.

Page Setup command (DB_Other Options tab): Space Between Records spin box

This is where you type a measurement for spacing between records when printing several records on one page. You can also click the scroll arrows to display a new measurement. This option is unavailable unless you clear the Page Breaks Between Records check box.

Page Setup command (DB_ListView_Other Options tab): Print Record And Field Labels check box

Specifies that Works will print labels for the records and fields in your database.

Page Setup command (D	B_FormView	_Other Optio	าร tab): Field	l Entries Only	y radio
button					

Click this to print only field entries and not labels or field names.

Page Setup command (DB_FormView_Other Options tab): All Items radio button

Click this to print all items on the form, including field names, field entries, and labels.

Page Setup command (RP_Other Options tab): Print All But Record Rows check box

Specifies that Works will print only introductory and summary rows and not each record in the report.

Open As dialog box: Word Processor button

Click this to open the text file as a Works Word Processor document.

Open As dialog box: Spreadsheet button

Click this to open the text file as a Works spreadsheet.

Open As dialog box: Database button

Click this to open the text file as a Works database.

Open As dialog box: Text for DOS radio button

Click this if the text file you are opening was created and saved in an MS-DOS-based application.

Open As dialog box: Text for Windows radio button

Click this if the text file you are opening was created and saved in a Microsoft Windows-based application.

Open As/Task Launcher dialog box: Cancel button

Click this to close this dialog box without opening a document.

Works Task Launcher (Works Tools tab): OK button

Click this to close this dialog box and open the selected document.

Works Task Launcher (Works Tools tab): WP button

Click this to open a new Word Processor document.

Works Task Launcher (Works Tools tab): SS button

Click this to open a new Spreadsheet.

Works Task Launcher (Works Tools tab): DB button

Click this to open a new Database.

Works Task Launcher (Works Tools tab): Com button

Click this to use the Communications tool.

Works Task Launcher (Works Tools tab): Exit Works button

Click this to close all open Works documents and close Works.

Works Task Launcher (TaskWizard tab): Click the Task Wizard You Want To Begin list box

Lists a wide range of documents designed to help you perform common tasks. Click the scroll arrows to move up or down in the list, click the kind of document you want, and then click the OK button. You can click the List Categories In Different Order button to rearrange the list.

Works Task Launcher (TaskWizard tab): Description box

Provides a description of the selected document.

Works Task Launcher (TaskWizard tab): List Categories In Different Order button

Click this to arrange the task list differently. For example, you can arrange it alphabetically or have the most recently used documents appear at the top of the list.

Works	Task Laun	icher (Ta	skWizard	tab): List	Categories	In Different	Order	button
List By	Category	radio bu	utton					

Click this to arrange the task list by category.

Wo	rks Task L	_auncher	(TaskWizard	tab): List	Categories	In Different	Order	button
Alp	habetical	Order ra	dio button		_			

Click this to arrange the task list alphabetically.

Works Task Launcher (TaskWizard tab): List Categories In Different Order button: Most Recently Used radio button

Click this to arrange the task list so that the most recently used tasks appear at the top of the list.

Works Task Launcher (TaskWizard tab): Lis	t Categories In Diffe	erent Order button
Document Type radio button		

Click this to arrange the task list by document type.

Works Task Launcher (TaskWizard tab): List Categories In Different Order button: Show Templates In List check box

Specifies that Works will include template documents in the task list.

Works Task Launcher (TaskWizard tab): List Categories In Different Order button: Show TaskWizards In List check box

Specifies that Works will include TaskWizards in the task list. When this check box is cleared, Works does not display the TaskWizards in the task list. Click this to clear or accept this option.

Lists recently used documents that you can open in Works. To view the path, or location, of a document, click the filename. The path and filename appear below the list box.

Works Task Launcher (Existing Documents tab): Path display

Shows the path and filename of the selected document.

Works	Task	Launcher	(Existing	Documents	tab): Open	A Document	Not L	isted
Here I	button		_		-			

Click this to open or locate a document that is not listed above.

Works Task Launcher (Existing Documents tab): Help Me Find A Document button Click this to locate an existing document.

Works Task Launcher ("Confirmation" dialog): Cancel button

Click this to close this dialog box without opening a TaskWizard.

Works Task Launcher ("Confirmation" dialog): Yes button

Click this to go directly to the selected wizard so that you can start creating a new document now.

Works Task Launcher ("Confirmation" dialog): Show/Hide List of Documents button

Click this to expand this dialog box and display a list of documents created by the selected wizard. To hide the list, click the button again.

Works Task Launcher ("Confirmation" dialog): Always Display Message check box

Specifies that Works will always display this dialog box when you select a TaskWizard. Click this to clear this option. To turn the option back on, click Options on the Tools menu, click the View tab, and then click the Confirm TaskWizards check box.

Works Task Launcher ("Confirmation" dialog): File List list box

Lists the most recent documents created by the selected wizard. Click the scroll arrows to move up or down in the list, and then click the document you want. If the document you want does not appear in the list, click the Open A Document Not Listed Here button.

Works Task Launcher ("Confirmation"	dialog): Open a	i document n	ot listed	here
button				

Click this to open a document that is not listed above.

Works Task Launcher ("Confirmation" dialog): Open button

Click this to open the selected document.

Save As command, Template dialog: Type A Name For The Template Below text box

This is where you type the filename for the active document you want to save as a custom template. The filename can have capitalized letters and spaces.

Save As, Template Button: Defaults button

Click this to set and clear default templates for the current tool or for all tools. When you set a default template, Works automatically loads the template whenever you start a new document using the tool.

Save As, Template: Use this Template For New Docs check box

Specifies that the active document will be the default template for the current tool. Click this to clear or accept this option.

Save As, Template: Default Template display

Shows the current default template. If no template is used, this box displays None.

Save As, Template: Clear button

Click this to clear, or stop using, the default template for the current tool. It is important to clear the current template if you want to use a different template as your default template.

Save As, Template: Clear All button

Click this to clear, or stop using, the default templates for all of the tools. It is important to clear the current templates if you want to use different templates as your default templates.

Import Excel Worksheet: Select a Worksheet list box (To access: choose Open command, and then try to open an xls worksheet)

Lists the Microsoft Excel spreadsheets that you can import into Works. Click the scroll arrows to move up or down in the list, and then click the spreadsheet you want to open.

Import Excel Worksheet: OK (To access: choose Open command, and then t	ry to
open an xls worksheet)	

Click this to close this dialog box and import the selected spreadsheet.

	mport	Excel	Worksl	heet: (Cancel	(To	access:	choose	Open	command	, and	then	ı try
t	o open	an x	ls work	sheet))								

Click this to close this dialog box without importing a spreadsheet.

Cancel button: Generic pop-up

Click this to close this dialog box without saving any changes you have made.

OK button: Generic pop-up

Click this to close this dialog box and save any changes you have made.

NULL: No topic associated with this area: generic pop-up

No Help topic is associated with this area. Click 2 at the top of the dialog box, and then click directly on a setting or button.

Tabs: Generic pop-up

Click this to display a new tab in the dialog box. Each tab contains options that affect different aspects of a document, graphic, or chart.

Tabs: (Launcher/COM)

Click this to display a new tab in the dialog box.

Edit, FindSS and FindDB: OK button

Click this to find the characters you want to search for. To find the next occurrence, press SHIFT+F4.

Edit, Go To command: Go To text box

This is where you type a page number, cell reference (for example, A1), record number, or field name.

Edit, Go To command: Select A Name list box

Lists the bookmarks or other items in your document. Click the scroll arrows to move up or down in the list, and then click the item name you want.

Edit, Go To command: OK button

Click this to go to the page number, cell, record number, or field name you specified in the Go To text box.

Edit, Go To command: Cancel button

Click this to cancel the task and close the dialog box.

SS and DB Edit, Replace command: Find What box

This is where you type the characters you want to replace. You can include any letter, number, punctuation mark, or wildcard character. A wildcard character is a character (? or *) that stands for one or more characters in a search criteria. An asterisk (*) represents any number of characters. A question mark represents any single character in the same position as the question mark. For example, type **anders?n** to find Anderson and Anderson.

SS and DB Edit, Replace command: Search By Rows/Records radio button

Determines the direction of the search. Click this to specify that Works searches from left to right across rows or records.

SS and DB Edit, Replace command: Search by Columns/Fields radio button

Determines the direction of the search. Click this to specify that Works searches from top to bottom down columns or fields

SS and DB Edit, Replace command: Replace With text box

This is where you type or insert the information you want to use as replacement text. If you used the Copy command to copy the characters from another location, you can use the CTRL+v keyboard shortcut to paste the information here. To delete the text in the Find What box from your spreadsheet or database, leave this box empty.

SS and DB Edit, Replace command: Find Next button

Click this to find and highlight the next occurrence of the information you have specified in the Find What box.

SS and DB Edit, Replace command: Replace button

Click this to change the information highlighted in your document to the information you have specified in the Replace With box, and then find the next occurrence.

SS and DB Edit, Replace command: Replace All button

Click this to find and replace all occurrences of the information in the Replace With box.

WP and DB (form design) Insert Chart command: New Chart radio button

Click this to insert an embedded chart in your Word Processor document or Database form. Works displays a spreadsheet in which you can enter data and subsequently create and display a chart without leaving the Word Processor or Database. Double-click the chart to edit it.

WP and DB (form design) Insert Chart command: Use Existing Chart radio button

Click this to insert an existing chart in your Word Processor document or Database form. Works creates a link so that anytime you change the chart in the spreadsheet, Works will update the chart in the document or form.

WP and DB (form design) Insert Chart command: Select A Spreadsheet list box

Lists available Works spreadsheets. If necessary, click the scroll arrows to move up or down in the list, and then click the name of the spreadsheet that is associated with the chart you want to link to your Word Processor document or Database form.

WP and DB (form design) Insert Chart command: Select A Chart list box

Lists the charts that are associated with the spreadsheet currently highlighted in the Select A Spreadsheet list box. Click the chart you want to link to your Word Processor document or Database form.

SS Insert, Range Name & WP Edit Bookmark: Name text box

This is where you type a name of up to 15 characters, including blank spaces and punctuation, for the bookmark or the range of cells. A bookmark is an invisible marker you can use to mark and return to any location in your document. A range is a group of adjacent spreadsheet cells. To return to this bookmark or range later, choose Go To from the Edit menu.

SS Insert, Range Name & WP Edit Bookmark: Select A Name list box

Lists the bookmarks or ranges you have already named. If necessary, click the scroll arrows to see all the names.

SS Insert, Range Name & WP Edit Bookmark: Delete button

Deletes the name currently highlighted in the Select A Name box. For bookmarks, clicking Delete removes the selected bookmark from the document. For range names, clicking Delete removes the name from the list.

(SS only) Range Insert, Name command: List button

Inserts a list that shows all of the range names and references you have created for this spreadsheet at the location of the active cell. Useful for when you are creating new formulas or need a reminder of the exact range names you have assigned. When you insert a list of range names, you will overwrite any data in the active cell.

WP and DB (form design) Insert Spreadsheet command: Create A New Spreadsheet radio button

Click this to embed a blank spreadsheet with 5 rows and 3 columns in your word processor document or database form. The Spreadsheet toolbar and menus replace the Word Processor or Database toolbar and windows so that you can enter and format information just as you would in a spreadsheet.

WP and DB (form design) Insert Spreadsheet command: Use A Range From An Existing Spreadsheet radio button

Click this to create a link in your Word Processor document or Database form that is connected to a range of cells in an existing spreadsheet. If you change the data in the spreadsheet range, Works will automatically update the linked data in your document or form.

WP and DB (form design) Insert Spreadsheet command: Select a Spreadsheet list box

Lists the currently open spreadsheets. Click the scroll arrows to move up or down in the list, and then click the one that contains the range of cells you want to use.

WP and DB (form design) Insert Spreadsheet command: Select a Range list box

Lists the spreadsheet ranges. Click the scroll arrows to move up or down in the list, and then click the range name you want to link to your Word Processor document or Database form.

SS and RP (Accessed via a shortcut key), Insert/Delete Row : Row radio button (Insert: Ctrl+Shift+Plus sign; Delete: Ctrl+Minus sign)

Click this to insert or delete rows in your spreadsheet or report. To insert several rows at one time, highlight the same number of rows as you want to insert, and then choose the Insert Row command on the Insert menu.

If you want to empty the contents of the row without removing the row, use the Clear command on the Edit menu instead.

SS and RP (Accessed via a shortcut key), Insert/Delete Column: Column radio button (Insert: Ctrl+Shift+Plus sign; Delete: Ctrl+Minus sign)

Click this to insert or delete columns in your spreadsheet or report. To insert several columns at one time, highlight the same number of columns as you want to insert, and then choose the Insert Column command on the Insert menu.

If you want to empty the contents of the column without removing the column, use the Clear command on the Edit menu instead.

DB and SS Format, Alignment command: General radio button

Click this to align text to the left and numbers to the right within a spreadsheet cell or database field. Until you specify another alignment, all cells or fields are formatted this way.

DB and SS Format, Alignment command: Left radio button

Click this to align text and numbers to the left within a spreadsheet cell or database field.

DB and SS Format, Alignment command: Right radio button

Click this to align text and numbers to the right within a spreadsheet cell or database field. Useful when you want to line up decimals in list view.

DB and SS Format, Alignment command: Center radio button

Click this to center text and numbers horizontally within a spreadsheet cell or database field.

DB and SS Format, Alignment command: Wrap text check box

Specifies that the height of a cell or field automatically changes so text wraps within the cell or field. Click this to accept or clear this option.

(DB Form Design view only) Format, Alignment command: Slide To Left check box

Specifies that Works will eliminate extra spaces between fields when you print a database in Form view, such as the extra space between City and State in an address. Click this to accept or clear this option.

DB and SS Format, Alignment command: Top radio button

Click this to align text and numbers with the top of a spreadsheet cell or database field in list view. Useful when you have assigned a cell or field height taller than a single line.

DB and SS Format, Alignment command: Vertical Center radio button

Click this to center text and numbers vertically within a spreadsheet cell or database field in list view. Useful when you have assigned a cell or field height taller than a single line.

DB and SS Format, Alignment command: Bottom radio button

Click this to align text and numbers with the bottom of a spreadsheet cell or database field in list view. Useful when you have assigned a cell or field height taller than a single line.

(SS and RP) Format, Alignment command: Fill radio button

Click this to repeat the contents of a cell until the cell is full. Useful for repeating single characters, for example, an asterisk (*).

(SS and RP) Format, Alignment command: Center Across Selection radio button

Click this to center text and numbers across a group of highlighted cells. Useful when you want to display a title across the top of a spreadsheet.

DB and **SS** Format, Border command: Outline option

Click this to add a box around the highlighted cells or fields. You can easily see the borders if you turn off the gridlines; choose Gridlines from the View menu.

DB and **SS** Format, Border command: Top option

Click this to add a border along the top of the highlighted cells or fields. You can easily see the borders if you turn off the gridlines; choose Gridlines from the View menu.

DB and **SS** Format, Border command: Bottom option

Click this to add a border along the bottom of the highlighted cells or fields. You can easily see the borders if you turn off the gridlines; choose Gridlines from the View menu.

DB and SS Format, Border command: Left option

Click this to add a border along the left side of the highlighted cells or fields. You can easily see the borders if you turn off the gridlines; choose Gridlines from the View menu.

DB and SS Format, Border command: Right option

Click this to add a border along the right side of the highlighted cells or fields. You can easily see the borders if you turn off the gridlines; choose Gridlines from the View menu.

DB and **SS** Format, Border command: Line Style None option

Click this to remove all borders from the highlighted cells or fields. You can easily see that the borders are turned off if you also turn off the gridlines; choose Gridlines from the View menu.

DB and SS Format, Border command: text for all Line Style options

Click this to choose this border style.

DB and SS Format, Border command: color list box

Lists the available colors you can apply to borders. Click the scroll arrows to move up or down in the list, and then click the color you want. Although you can display colors on your screen, you must have a color printer to print the information in color.

SS and DB Format, Shading dialog: Shading Pattern list box

Lists the available shading patterns you can apply to the highlighted area of your spreadsheet or Database form, or to selected objects. Click None to remove any existing shading for the selected cells or fields. Click the scroll arrows to move up or down in the list, and then click the shading pattern you want.

SS and DB Format, Shading dialog: Colors Foreground list box

Lists the available colors you can apply to the dots and lines of the shading pattern. The Auto option applies the same color used for text on your screen (usually black). Click the scroll arrows to move up or down in the list, and then click the foreground color you want.

SS and DB Format, Shading dialog: Colors Background list box

Lists the available colors you can apply for the background of the shading pattern. The Auto option applies the same color used for the background of windows on your screen (usually white). Click the scroll arrows to move up or down in the list, and then click the background color you want.

SS and DB Format, Shading dialog: Sample box

Shows how the shading pattern will look with the colors and patterns you have chosen.

WP and CH Format, Font & Style dialog box: Font list box

Lists the available fonts, based on the printer your computer is connected to. Click the scroll arrows to move up or down in the list, and then click the name of the font you want.

WP and CH Format, Font & Style dialog box: Font Size list box

Lists the available font sizes, based on the printer your computer is connected to. Type the font size you want, or click the scroll arrows to move up or down in the list, and then click the font size you want.

WP and CH Format, Font & Style dialog box: Bold check box

Specifies that text is displayed as **bold** or plain. Click this to accept or clear this option. You can combine this style with any of the others in the Style box.

WP and CH Format, Font & Style dialog box: Italic check box

Specifies that text is displayed as *italic* or plain. Click this to accept or clear this option. You can combine this style with any of the others in the Style box.

WP and CH Format, Font & Style dialog box: Underlined check box

Specifies that text is displayed as <u>underlined</u> or plain. Click this to accept or clear this option. You can combine this style with any of the others in the Style box.

WP and CH Format, Font and Style dialog box: Strikethrough check box

Specifies that text is displayed as strikethrough or plain. Click this to accept or clear this option. You can combine this style with any of the others in the Style box.

WP and CH Format, Font and Style dialog box: Color list

Lists the available colors you can apply to text and numbers. Click the arrow to the right of the Color box, and then click the color you want. Click the scroll arrows to display a list of available colors. Although you can display colors on your screen, you must have a color printer to print the information in color.

WP and CH Format, Font and Style dialog box: Sample box

Shows how text and numbers will look with the fonts, font styles, and colors you have chosen.

WP and CH Format, Font & Style dialog box: Set Default button

Click this to set the current font selections you have made as the ones Works uses by default for all word processor documents and charts.

(WP only) Format, Font & Style dialog box: Normal position

Click this to position the highlighted characters normally on the line with other text.

(WP only) Format, Font & Style dialog box: Superscript position

Click this to position the highlighted characters above the line and other text. Footnote markers, for example, are displayed in superscript position.

(WP only) Format, Font & Style dialog box: Subscript position

Click this to position the highlighted characters below the line of other text.

(Charting only) Format, Font and Style dialog box: Horizontal From Top radio button

Click this to display the text and numbers for labels or titles in the Y-axis horizontally, from top to bottom. The Y-axis is the vertical axis at the left side of your chart.

(Charting only) Format, Font and Style dialog box: Vertical from Top radio button

Click this to display the text and numbers for labels or titles in the Y-axis rotated sideways, starting from the top and moving down. The Y-axis is the vertical axis at the left side of your chart.

(Charting only) Format, Font and Style dialog box: Vertical from Bottom radio button

Click this to display the text and numbers for labels or titles in the Y-axis (the vertical axis at the left side of your chart) rotated sideways, starting from the bottom and moving up.

CH and RP Tools, Delete Chart/Report command: Select a Chart/Report list box

Lists the charts associated with the current spreadsheet or the reports associated with the current database. Click the chart or report you want to delete, and then click the Delete button.

CH and RP Tools, Delete Chart/Report command: Delete button

Click this to delete the selected chart or report. Works will remove the chart or report from the list.

CH and RP Tools, Delete Chart/Report command: Cancel button

Click this to restore any charts or reports you have deleted while the dialog box was open. Works will close the dialog box and restore any charts or reports you deleted.

CH and RP Tools, Duplicate Chart/Report command: Select a Chart/Report list box

Lists the charts associated with the current spreadsheet or the reports associated with the current database. Click the chart or report you want to make a copy of, type a name for the copy in the Type A Name Below box, and then click the Duplicate button.

CH and RP Tools, Duplicate Chart/Report command: Type A Name Below text box

This is where you type a name of up to 15 characters for the copy of the chart or report.

CH and RP Tools, Duplicate Chart/Report command: Duplicate button

Click this to duplicate the selected chart or report and give the copy the name you typed in the Type A Name Below box.

CH and RP Tools, Duplicate Chart/Report command: Cancel button

Click this to delete any copies of charts or reports you have made while this dialog box was open. Works will close the dialog box, and delete any copies of charts or reports you have specified.

CH and RP Tools, Rename Chart/Report command: Select A Chart/Report list box

Lists the charts associated with the current spreadsheet or the reports associated with the current database. Click the scroll arrows to move up or down in the list, and then click the chart or report you want to rename. Type a new name in the Type A Name Below box, and then click the Rename button.

CH and RP Tools, Rename Chart/Report command: Type A Name Below text box

This is where you type a new name of up to 15 characters for the selected chart or report. Works automatically gives charts and reports a name (such as Chart 1 or Report 1). Renaming a chart or report can make it easier to identify on the View menu.

CH and RP Tools, Rename Chart/Report command: Rename button

Click this to apply the new name you typed to the selected chart or report.

CH and RP Tools, Rename Chart/Report command: Cancel button

Click this to cancel any chart or report renaming you have done while this dialog box was open. Works will close the dialog box and restore the original names to any charts or reports you have renamed.

SS View Chart: OK button

Click this to close this dialog box and open the selected chart.

Open/Save command: Drive/Look In/Save In dropdown list box

Lists the files, folders (or directories), and drives on your computer as well as other computers on the network. Click the arrow to display a list of files, folders, and drives, and then click the one you want.

Open/Save command: Directories list box

Lists the files (or directories) in the selected drive. If the filename you want is not displayed, click All Files (*.*) under List Files Of Type to display all the files in the current folder. Click the scroll arrows to move up or down in the list, and then click the one you want.

Open/Save command (also for Chicago Directories dialog): Network button Click this to connect to a network drive.

Open/Save command: File list

Lists the files and folders (or directories) in the selected location. To see what is inside a folder, double-click it. If you want to open a file and the filename you want is not displayed, click All Files (*.*) under List Files Of Type to display all the files in the current folder.

Open/Save command: Filename text box

This is where you type the filename for the file you want to open or save. Or, if you select a file from the list of files, the filename will appear here.

If you are saving a new file, the filename have capitalized letters, and it can be up to 251 characters long, including spaces.

Open command: FindFile button

Click this to open the Find File dialog box so that you can search for documents.

Open command: List Files Of Type/Save As Type drop-down list box

Lists the types of files you can open or save. The list includes all the available file types that Works can recognize. Click the arrow to display a list of file types, and then click the one you want. To see all files in the current folder (or directory), click All Files (*.*).

Open command: Open As Read-Only check box

Specifies that Works will prevent changes to the file while it is open. To save changes to a read-only document, use the Save As command and save the file with a new name. Click this to clear or accept this option.

Open/Save As command: Open/Save button

This button changes names. When the button is Open, click it to open the selected file or to open the file you typed in the Filename box.

When the button is Save, click it to save the active file, after you have specified a filename and location for the file.

When the button is Send, click it to transmit a selected file or text to another computer. Before transmitting a file or text, choose the correct protocol by using the Transfer command on the Settings menu. If you are not sure which protocol to use, check with the person using the other computer before beginning your transfer.

Save As command: Template button

Click this to display the Save As Template dialog box, where you can save the active document as a custom template. A template contains all the settings, text, and formats you want to use later when you create new documents.

Save As command: Create Backup Copy check box

Specifies that Works will make a second, backup copy when you save the document. The backup copy will preserve the last version of the document; the current copy will always contain the latest changes you make. Click this to clear or accept this option.

Print command: Number of copies text box

This is where you type the number of copies of the current document you want to print.

Print command: All radio button

Click this to print the entire document.

Print command: Pages radio button

Click this to specify that you only want to print specific sequential pages of the document. You must type the starting page in the From box and the ending page in the To box.

Print command: From text box

This is where you type the page number of the first page you want to print.

Print command: To text box

This is where you type the page number of the last page you want to print.

Print command: Name drop down list box

Lists the available printers you can use. Click the arrow to display a list of printers, and then click the one you want.

Print command: Collate check box

Specifies that when you are printing more than one copy, Works will print all the pages of the first copy, then it will print all the pages of the second copy, and so on.

Print command: Collate sample graphic

Shows how pages will print when copies are collated (Works prints a copy of the entire document, and then another copy of the entire document, and so on) or when pages are grouped together (Works prints all copies of page 1, then all copies of page 2, and so on).

Print command: Main Document radio button (WP)

Click this to print only the Word Processor document itself, and not any associated mailing labels or envelopes.

Print command: Envelope/Mailing Label radio button (WP)

Click this to print only the envelopes or labels associated with the Word Processor document, and not the document itself.

Print command: Print Merge check box (WP)

Specifies that Works will print multiple copies of the same Word Processor document, inserting different information from an associated database, such as a name and address, in each copy. This option is automatically checked if your document contains placeholders; clear this option to print one copy of the document with the placeholder included.

Print command: Draft Quality Printing check box

Specifies that Works does not print font styles (bold, italic, or underline), or color, or charts, drawings, or other objects, and uses the printer's default font. Most documents with numerous fonts and graphics will print faster in draft quality. Click this to accept or clear this option.

Print command: All records radio button (DB Form view)

Click this to print a form for each record in the current database, not just the record currently displayed on the screen.

Print command: Current Record Only radio button (DB Form view)

Click this to print only the form for the record currently displayed on your screen.

Print command: Preview button

Click this to display a preview of how your document will look when it prints.

Print command: Test button

Click this to print one envelope or two rows of mailing labels as a test. Useful to see if you need to adjust the dimension settings in Works, or make adjustments to the position of the envelopes or labels in your printer.

NT Print command: Setup button

Click this to choose a different printer or to specify print options.

Print command: Properties button

Click this to specify settings – such as resolution, paper size, paper source, and paper orientation

—for your printer. The settings you select become the default settings for the printer during the Works session. The document settings in the Page Setup dialog box will automatically change to match the changes you make in the Properties dialog box. Also, changes you make in the Page Setup dialog box will be automatically reflected in the Properties dialog box.

NT PrintSetup command: Paper Size box

Lists the different paper and envelope sizes you can select. Click the scroll arrows to see the sizes available, and then click the one that you want.

NT PrintSetup command: Network button

Click this to connect to a network drive.

NT PrintSetup command: Portrait radio button

Click this to apply portrait orientation to your document. With portrait orientation, the height is greater than the width.

NT PrintSetup command: Landscape radio button

Click this to apply landscape orientation to your document. With landscape orientation, the width is greater than the height.

NT PrintSetup command: Orientation sample picture

Shows the direction the information will be printed on the page. With portrait orientation, your document's height is greater than its width. With landscape orientation, your document's width is greater than its height.

NT PrintSetup command: Paper Source drop down list box

Lists the available paper sources for your printer. Click the scroll arrow to display a list of paper sources, and then click the one you want. Different printer models support different paper sources, such as upper tray, lower tray, or envelope manual feed.

NT PrintSetup command: Properties button

Click this to see additional options specific to your printer.

Insert Object command: Object Type list box

Lists the available object types that you can insert into your Word Processor document or Database form; for example, a Microsoft Excel chart, a Microsoft Paintbrush picture, or spreadsheet information from Works. Click the scroll arrows to move up or down in the list, and then click the type of object you want to insert.

Insert Object command: Create New radio button

Click this to create a new object to insert into your Word Processor document or Database form.

Insert Object command: Create From File radio button

Click this to insert an existing file into your Word Processor document or a Database form.

Insert Object/Paste Special command: Display As Icon check box

Specifies that Works will display the information as an icon rather than display the information itself. This can be useful when you want easy access to information from another file, but do not want to include the information in your Works document. Click this to display and choose from a range of available icons.

Insert Object command: Result box

Describes the type of object selected in the Object Type list box or the action performed by a selected option.

Insert Object command: Browse button

Click this to scan your folders (or directories) to locate the file you want to insert.

Insert Object/Paste Special command: Change Icon button

Click this to display and choose from a range of available icons.

Insert Object command: Change Icon: Icon group: Current/Default/From File radio buttons

Click Current to accept the currently selected icon, which is displayed next to this option.

Click Default to accept the default icon, which is displayed next to this option.

Click From File to display and choose from a range of available icons. Click the scroll arrows to move through the icon display, and then click the icon you want.

Insert Object command: Change Icon: Label text box

This is where you name the icon you want to insert in your Word Processor document or Database form.

Insert Object command: Change Icon: Preview area

Shows the icon you have chosen.

Paste Special command: Source display

Shows the name of the document that contains the information you copied. It may also show the specific section of the document that you copied.

Paste Special command: Paste radio button

Click this to embed the copied information into your document. Changes you make to the embedded information will not appear in the original document, and changes made to the original document will not appear in this document

Paste Special command: Paste Link radio button

Click this to link copied information to your document. Changes you make to the linked information will appear in the original document, and changes in the original document will also appear in this document.

Paste Special command: As box

Lists the different formats in which you can paste information into your document. This option is not available for all types of documents.

Paste Special command: Result box

Shows how your selection will look with the options you have chosen.

Edit Links: Links

Lists the information already linked to the document. Select the information for which you want to change the link.

Edit Links: Automatic radio button

Click this to automatically update the linked information when it changes in its source document.

Edit Links: Manual radio button

Click this if you want to update the linked information only when prompted.

Edit Links: Update Now button

Click this to update the highlighted linked information.

Edit Links: Change Source button

Click this to change the source document that the information is linked to.

Edit Links: Cancel button

Click this to return to your document without changing the link.

Headers & Footers command: Header text box

This is where you type the information that you want at the top of every page of your document. Works centers the header text unless you type a code for a different alignment. You can also type codes to insert information like the time, date, or filename of your document in the header. Check online Help for the complete list of formatting and field codes you can use.

Headers & Footers command: Footer text box

This is where you type the information that you want at the bottom of every page of your document. Works centers the footer text unless you type a code for a different alignment. You can also type codes to insert information like the time, date, or filename of your document in the footer. Check online Help for the complete list of formatting and field codes you can use.

Headers & Footers command: No Header check box

Specifies that no header will print on the first page of your document. Useful for documents with a cover page. Click this to accept or clear this option.

Headers & Footers command: No Footer check box

Specifies that no footer will print on the first page of your document. Useful for documents with a cover page. Click this to accept or clear this option.

Zoom command: 400% magnification option

Displays your document at four times its normal size on the screen. This does not affect the way the document prints.

Zoom command: 200% magnification option

Displays your document at twice its normal size on the screen. This does not affect the way the document prints.

Zoom command: 100% magnification option

Displays your document at its normal size on the screen.

Zoom command: 75% magnification option

Displays your document at approximately three-fourths of its normal size. This does affect the way the document prints.

Zoom command: 50% magnification option

Displays your document at half its normal size. This does not affect the way the document prints.

Zoom command: Custom text box

This is where you type a number to enlarge or shrink the display of your document. For most documents, use a number between 25 and 1000; for database forms, use a number between 33 and 63, depending on the screen resolution. This option does not affect the way the document prints.

Help menu, About: System Info button

Click this to display information about your system.

Secondary Help window: Done button

Click this to close this Help window when you are finished reading the information.

Help Index: Type The Word text box

This is where you type a word or words that describe the action you want to perform or the item you want to work with. For example, to learn how to add a field, you could type "adding fields," "adding columns," or "fields." If you do not see the index entry you want, try typing a different word in the text box.

Help Index: Click The Index Entry List Box

Lists the index entries for Works. Click the scroll arrows to move up or down in the list, and then click the entry you want, or click a folder to see more topics.

Help Index: Close button

Click this to close this Help window when you are finished.

Help Contents: Contents list box

Lists the Help topics by subject matter. Click the scroll arrows to move up or down in the list, and then click the topic you want.

A folder icon next to a topic indicates a main heading that contains individual Help topics or additional folders. Click a folder icon to list more detailed folders or individual topics. Click a document icon to display a Help topic.

Help Contents: WP button

Click this to display the Help topics, by subject matter, for the Word Processor tool.

Help Contents: Spreadsheet button

Click this to display the Help topics, by subject matter, for the Spreadsheet tool.

Help Contents: DB button

Click this to display the Help topics, by subject matter, for the Database tool.

Help Contents: COM button

Click this to display the Help topics, by subject matter, for the Communications tool.

Field command: Field Name text box

This is where you type the field name you want. You can use up to 15 characters, including blank spaces and punctuation.

Field command: General radio button

Click this to display all entries in this field in general format. Numbers are displayed as precisely as possible and aligned to the right; text is aligned to the left.

Field command: Number radio button

Click this to display all entries in this field in a number format that you select from the Appearance list box.

(DB and SS) Field/Number command: Number Appearance List

Lists the different ways you can display numbers, dates, times, and fractions in a cell or field. Click the format you want.

Field command: Number Decimals/Number of Digits (leading zeros) spin box

This is where you type the number of decimal places or the total number of digits, including leading zeros, you want to display for entries in a field. Or, you can click the scroll arrows to select the number of decimals or digits you want.

Field command: Number Negative Numbers in Red check box

Specifies that negative numbers are displayed in red and enclosed in parentheses. You must have a color printer to print red negative numbers.

Field command: Date radio button

Click this to display all entries in this field in a date format that you select from the Appearance list box.

Field command: Time radio button

Click this to display all entries in this field in a time format that you select from the Appearance list box.

Field command: Text radio button

Click this to format all entries in this field as text (left-aligned), whether they are numbers or text, or a mix of both. Useful when you are entering numbers that contain special characters (for example, the hyphen in a telephone number).

Field command: Fraction radio button

Click this to display all entries in this field as fractions in a format that you select from the Appearance box.

Field command: Serialized radio button

Click this to assign a unique number to each record. The number you assign to a record will stay with that record whether you move it, cut it, paste it or sort the database. Useful as a consistent unique identifier for each record.

Field command: Serialized Next Value

Shows what value will be assigned to the next record that contains this field. Accept this number, or click the box and type a new number.

Field command: Serialized Increment

Shows the value used to increment the numbers assigned to each record. Accept the default to have the numbers increase by one, or click the box and type the increment you want. Or, click the scroll arrows to raise or lower the increment

Field command: Automatically enter a default value check box

Specifies that Works automatically enters the same default information into all records. Useful when all the customers in your database have addresses in the same state, for example.

Field command: Automatic enter default value text box

This is where you type the information you want in this field for every record. You can always type over the information for a record that requires something different in this field.

SS Format/DB Format Field/Insert Field command/Create DB dialog: Add/OK button

This button changes names based on the current state of the spreadsheet or database. When the button is OK, Works will close the dialog box and save any changes you have made. When the button is Add, Works will add a field to the new database you are creating.

SS Format/DB Format Field/Insert Field command/Create DB dialog: Cancel/Done button

This button changes names based on the current state of the spreadsheet or database. When the button is Cancel, Works will close the dialog box without saving any changes you have made. When the button is Done, Works will close the dialog box and create a new database with the fields you have added.

Tab Order command (Form Design view): Fields list box

Lists all the fields in the current database. When you press the TAB key in a database form, Works will move the highlight to each field in the order listed here. Click a field, and then click the Up or Down button to change its order in the sequence.

Tab Order command (Form Design view): Up button

Click this to move the highlighted field up by one in the sequence of fields.

Tab Order command (Form Design view): Down button

Click this to move the highlighted field down by one in the sequence of fields.

Tab Order command (Form Design view): Reset button

Click this to arrange the fields in this database with the default tab order. With the default tab order, Works moves from the top left field to the bottom right field.

Tab Order command (Form Design view): Cancel button

Click this to cancel any changes you have made to the tab order while this dialog box was open. Your database will retain whatever tab order was in effect before you chose the Tab Order command.

(SS and DB) Font & Style command: Font list box

Lists the available fonts. Click the scroll arrows to display a list of fonts, and then click the name of the font you want to apply to the highlighted cells or fields.

(SS and DB) Font & Style command: Font Size list box

Lists the available font sizes. Type the font size you want, or click the scroll arrows to display a list of available sizes, and then click the font size you want to apply to the highlighted cells or fields.

(SS and DB) Font & Style command: Color dropdown list

Lists the available colors you can apply to text. Click the arrow to display the list of colors, and then click the color you want. Although you can display colors on your screen, you must have a color printer to print the information in color

(SS and DB) Font & Style command: Bold check box

Specifies that text is displayed as **bold** or plain. Click this to accept or clear this option. You can combine this style with any of the others in the Style box.

(SS and DB) Font & Style command: Italic check box

Specifies that text is displayed as *italic* or plain. Click this to accept or clear this option. You can combine this style with any of the others in the Style box.

(SS and DB) Font & Style command: Underlined check box

Specifies that text is displayed as <u>underlined</u> or plain. Click this to accept or clear this option. You can combine this style with any of the others in the Style box.

(SS and DB) Font & Style command: Strikethrough check box

Specifies that text is displayed as strikethrough or plain. Click this to accept or clear this option. You can combine this style with any of the others in the Style box.

(SS and DB) Font & Style command: Sample box

Shows how text will look with the fonts, font styles, and colors you have chosen.

(DB and SS) Font & Style command: Set Default button

Click this to use the current font choices for all new spreadsheets and databases.

Protection: Protect Field check box

Specifies that Works prevents changes to information contained in the highlighted fields. Useful for preventing instances where data or results from calculations might be typed over accidentally. Click this to clear or accept this option.

Field Size (Form Design view): Width text box

This is where you type the width you want for the selected field. When a number is too long to fit in a field, or when the formatting causes a number or date not to fit in a field, Works displays #####. To see the entire number or date, you must widen the field or change its number or date format.

Field Size (Form Design view): Height text box

This is where you type the height you want for the selected field. When a field's height is more than one line, Works wraps the text to the next line when the text is longer than the field's width.

Picture command (Form Design view): Size Width text box

This is where you type the measurement you want for the width of the picture, chart, or object. When you change the measurement, Works automatically recalculates the scaling measurements to reflect the scaled size of the picture or object.

Picture command (Form Design view): Size Height text box

This is where you type the measurement for the height of the picture, chart, or object. When you change the measurement, Works automatically recalculates the scaling measurements.

Picture command (Form Design view): Scaling Width text box

This is where you change the width of the picture, chart, or object by typing a percentage of the picture's or object's original width. For example, type 50 to reduce the object's width by half.

Picture command (Form Design view): Scaling Height text box

This is where you change the height of the picture, chart, or object by typing a percentage of the picture's or object's original height. For example, type 200 to double the height of the picture or object.

Picture command (Form Design view): Original Size display area

Shows the original width and height measurements of the picture, chart, or object.

Picture command (Form Design view): Enable Activation check box

Specifies that Works will activate the object when you double-click it in Form view. Click this to clear or accept this option.

Report Creator: Preview button (displays when you click the Done button)

Click this to see how the report will look when printed.

Report Creator: Modify button (displays when you click the Done button)

Click this to change the report specifications.

Report Creator: Initial Report Name dialog box text box

This is where you type a name for the report, or you can accept the name Works suggests. You can use up to 15 characters, including blank spaces and punctuation, for the name.

Report Creator: (Report Title Tab) Title Text box

This is where you type the report title, or you can accept the title Works suggests. Works automatically displays and prints the report title on the report. The report title can be different from the report name: it can be longer and more descriptive because you can use up to 255 characters.

Report Creator: (Report Title Tab) Font box

Lists the available fonts you can apply to all the information in your report. Click the arrow to display a list of fonts, and then click the one you want.

Report Creator: (Report Title Tab) Font Size box

Lists the available font sizes you can apply to all the information in your report. Click the arrow to display a list of font sizes, and then click the one you want.

Report Creator: (Report Title Tab) Sample display

Shows how the font and font size will look in the report.

Report Creator: (Report Title Tab) Portrait radio button

Click this to specify that the report be printed in portrait orientation. With portrait orientation, the height is greater than the width.

Report Creator: (Report Title Tab) Landscape radio button

Click this to specify that the report be printed in landscape orientation. With landscape orientation, the width is greater than the height.

Report Creator: (Fields Tab) Fields Available list box

Lists the fields included in the database you have open. Works lists the fields in the same order as they appear in List view. Click the field you want to add, and then click the Add button.

Report Creator: (Fields Tab) Add button

Click this to add the highlighted field in the Fields Available box to the list of fields in your report. When you add a field, Works copies the field name to the list of report fields.

Report Creator: (Fields Tab) Remove button

Click this to remove a field from the Field Order box. Useful if you change your mind after you have added a field.

Report Creator: (Fields Tab) Add All button

Click this to add all the fields listed in the Fields Available box to your report.

Report Creator: (Fields Tab) Remove All button

Click this to remove all the fields from the Field Order box. Useful if you want to start over, or when you want to list the fields in a different order.

Report Creator: (Fields Tab) Field Order list box

Lists all the fields you have included in the order they will appear in your report.

Report Creator: (Fields Tab) Show Field Names check box

Specifies that the field names are displayed and printed (in bold face type) as titles across the top of each page of your report. Can help make long reports easier to read and follow.

Report Creator: (Fields Tab) Show Summary Info Only check box

Specifies that your database information is summarized and displayed instead of printed in detail. Useful when you want to count and display the number of records for a category (customers in a specific region), without showing all of the records (every customer name).

DB Sort Records/Report Creator: (Sorting Tab) Sort By list box

Lists all the fields you have included in your database or report. Click the arrow to display a list of all the fields, and then click the field you want Works to use first as it sorts. For example, you could sort a report alphabetically based on your customers' last names by choosing the field that contains the last names.

DB Sort Records/Report Creator: (Sorting Tab) Then By list box

Lists all the fields you have included in your database or report. Click the arrow to display a list of all the fields, and then click the field you want Works to use second as it sorts. Then, if Works finds duplicates in the first sort field (two customers with the same last name, for example), it will look next in the field you specify here.

DB Sort Records/Report Creator: (Sorting Tab) Then By list box 2

Lists all the fields you have included in your database or report. Click the arrow to display a list of all the fields, and then click the field you want Works to use third as it sorts. Then, if Works finds duplicates in the first two sort fields (two customers with the same last name and city, for example), it will look next in the field you specify here.

Report Creator: (Sorting Tab) Ascending radio button

Click this to list sorted field entries in ascending order (from A to Z or 1 to 99, for example).

Report Creator: (Sorting Tab) Descending radio button

Click this to list sorted field entries in descending order (from Z to A or 99 to 1, for example).

Report Creator: (Grouping Tab) When Contents Change check box

Specifies that a blank line is inserted between entries in the field wherever the content in that field changes. For example, Works could group together all entries with the same country and separate them from other entries in other countries on the report. Click this to accept or clear this option.

Report Creator: (Grouping Tab) Use First Letter Only check box

Specifies that a blank line is inserted between entries in the field whenever the first letter in that field changes. For example, Works would group together all last names starting with A, and separate them from all last names starting with B on the report, and so on.

Report Creator: (Grouping Tab) Start Each Group on a New Page

Specifies that each group is printed on a separate page. Click this to accept or clear this option.

Report Creator: (Grouping Tab) Show Group Heading

Specifies that the content of the field is used as the group heading (for example, the name of a city). Click this to accept or clear this option.

Report Creator: (Filter Tab) Select a Filter list box

Lists any filters that are associated with the database you have open. The All Records filter includes all records in your database in your report, whether they are hidden or not. The Current Records filter excludes the hidden records in your database from your report. Any filters you have created will also appear in the list. Click the filter you want to apply.

Report Creator: (Filter Tab) Create New Filter button

Click this to display the Filter dialog box, where you can define a new filter to apply to your report.

Report Creator: (Filter Tab) Modify Filter button

Click this to display the Filter dialog box, where you can change the filter currently highlighted in the Select A Filter box. The All Records and Current Records filters are always included and cannot be changed.

Report Creator: (Filter Tab) Filter Description box

Describes what the filter highlighted in the Select A Filter box looks for as it looks at the information in your fields.

Report Creator: (Summary Tab) Select A Field list

Lists all the fields included in this report. Click the field for which you want Works to calculate a statistical value. For example, click the field that includes a list of customer names, and then click the Count option to count the number of customers.

Report Creator: (Summary Tab) Show Summary Name check box

Specifies that a heading is included next to or above the calculation result. For example, when you pick the Sum option, Works displays the name "Total" next to the result.

Report Creator: (Summary Tab) Sum check box

Click this to total all the values in the field highlighted in the Select A Field box. Use this summary calculation with a field that contains numbers; for example, to total your company's sales for the month of July.

Report Creator: (Summary Tab) Average check box

Click this to average all the values in the field highlighted in the Select A Field box. Use this summary calculation with a field that contains numbers; for example, to average your students' scores on a math test.

Report Creator: (Summary Tab) Count check box

Click this to count the number of entries in the field highlighted in the Select A Field box. For example, you could count the number of items in your inventory.

Report Creator: (Summary Tab) Minimum check box

Click this to find the smallest numeric value in the field highlighted in the Select A Field box. Use this summary calculation with a field that contains numbers; for example, to find the lowest temperature for the year from a list of daily temperatures.

Report Creator: (Summary Tab) Maximum check box

Click this to find the largest numeric value in the field highlighted in the Select A Field box. Use this summary calculation with a field that contains numbers; for example, to find the highest score in a series of test results.

Report Creator: (Summary Tab) Standard Deviation check box

Click this to calculate the standard deviation for the numeric values contained in the field highlighted in the Select A Field box; for example, to calculate the standard deviation for the useful life of a product.

Report Creator: (Summary Tab) Variance check box

Click this to calculate the variance for the numeric values contained in the field highlighted in the Select A Field box; for example, to calculate the variance for a set of population data.

Report Creator: (Summary Tab) At End Of Group check box

Click this to display summary information at the end of each group. You can print summary information at the end of each group, at the end of the report, or in both places.

Report Creator: (Summary Tab) At End of Report check box

Click this to display summary information at the end of the report. You can print summary information at the end of the report, at the end of each group, or in both places.

Report Creator: (Summary Tab) Under Each Column radio button

Click this to print summary information under the appropriate field's column.

Report Creator: (Summary Tab) Together in Rows check box

Click this to print summary information in rows at the end of the report or at the end of each group (depending on what you specified).

Filters command: Filter Name dropdown list

Lists the filters you have created. Click the arrow to display the list of filters, and then click the one you want.

Filters command: Type A Name For The Filter text box

This is where you type a name, up to 15 characters, for a new filter or an existing filter selected in the Filter Name box.

Filters command: Rename Filter button

Click this to rename the current filter.

Filters command: Easy Filter radio button

Click this to create a simple filter. If you need to create a complex filter that does not fit easily into the format provided in this dialog box, click Filter Using Formula instead.

Filters command: Filter Using Formula radio button

Click this to create a complex filter that requires a formula. For example, use this option to select records when the total of field 1 and field 2 exceeds 100.

Filters command: Filter Using Formula radio button, Enter a Filter Formula text box

This is where you type the formula for a filter. For example, =SUM(Field1, Field2) > 100.

Filters command: Field Name2 list box

Lists the fields in the database. Click the arrow to display a list of fields, and then click the one you want.

Filters command: Comparison list box

Lists the comparison phrases and other choices by which you can compare the Field Name item with the Compare To criteria.

Filters command: Compare To text box

This is where you type the value or criteria to be compared. You can type text, numbers, or formulas.

Filters command: AND/OR list box

Specifies how to add another new line of criteria to the preceding criteria. Click the arrow, and then click either "and" or "or." Use "and" to find the records that meet every criteria. Use "or" to find records that meet one of the criteria

Filters command: Invert Filter check box

Specifies that the filter will display only those records that do not match the filter criteria. Click this to clear or accept this option.

Filters command: New Filter button

Click this to create a new filter. If you already have eight filters in the database, you must delete one before creating a new filter, or you can modify an existing filter.

Filters command: Delete Filter button

Click this to delete the currently displayed filter from the list.

Filters command: Apply Filter button

Click this to close the Filter dialog box and apply the filter to the records in the database.

Filters command: Close button

Click this to close the Filter dialog box. If you have made changes to the current filter, Works displays a message asking if you want to keep or discard the changes.

Report Creator: (all tabs) Next button

Click this to move to the next tab, which contains additional attributes for database reports.

Report Creator: (all tabs) Previous button

Click this to return to the previous tab.

Report Creator: (all tabs) Done button

Click this when you are finished defining attributes for your report. You can click Done at any time. Works will create a report based on whatever attributes you have defined up to that point.

Find command: Find What box

This is where you type or insert the information you want to search for.

Find command: Match Next Record radio button

Click this to find the next occurrence of the information you specified in the Find What box.

Find command: Match All Records radio button

Click this to search through all the records in the database, including hidden ones. Works will display all the records that contain the search text and hide the records that do not.

Label command (Form Design view): Label Name text box

This is where you can type a label for your database form. The label can be a title or other descriptive text to identify the form or a field on the form. Use this instead of a field name when you want to position a label for a field anywhere on the form.

Label command (Form Design view): Insert button

Click this to insert the label for your database form and close the dialog box. You can drag the label to position it anywhere on the form.

DBSort Records command: Sort By list box

Lists all the fields you have included in your database. Click the arrow to display a list of all the fields, and then click the field you want Works to use first as it sorts. For example, to sort alphabetically based on your customers' last names, choose the field that contains the last names.

DBSort Records command: Then By list box

Lists all the fields you have included in your database. Click the arrow to display a list of all the fields, and then click the field you want Works to use second as it sorts. If Works finds duplicates in the first sort field (two customers with the same last name, for example), it will look next in the field you specify here.

DBSort Records command: Then By list box2

Lists all the fields you have included in your database. Click the arrow to display a list of all the fields, and then click the field you want Works to use third as it sorts. If Works finds duplicates in the first two sort fields (two customers with the same first and last name, for example), it will look next in the field you specify here.

DBSort Records command: Ascending radio button

Click this to list sorted field entries in ascending order (from A to Z or 1 to 99, for example).

DBSort Records command: Descending radio button

Click this to list sorted field entries in descending order (from Z to A or 99 to 1, for example).

(Accessed via a shortcut key) Insert/Delete Record radio button (Insert: Ctrl+Shift+Plus sign; Delete: Ctrl+Minus sign)

Click this to insert or delete records in your database. When inserting, Works inserts a new record above the highlighted record (or records).

If you want to empty the contents of the record without removing the record, use the Clear command on the Edit menu instead.

(Accessed via a shortcut key) Insert/Delete Field radio button (Insert: Ctrl+Shift+Plus sign; Delete: Ctrl+Minus sign)

Click this to insert or delete fields in your database. When inserting, Works inserts a new field to the left of the highlighted field (or fields).

If you want to empty the contents of the field without removing the field, use the Clear command on the Edit menu instead.

Insert Field Summary command: Select a Field list box

Lists the fields in the database associated with this report. Click the field whose entries you want to summarize. The summary will appear in the highlighted cell of a Summary row. You need to repeat this process for each field you want to summarize.

Insert Field Summary command: SUM radio button

Click this to total all the values in the field you highlighted in the Select A Field list box. Works will insert a SUM function in the highlighted cell of the Summary row, and will display the result when you preview or print the report.

Insert Field Summary command: AVG radio button

Click this to average all the values in the field you highlighted in the Select A Field list box. Works will insert an AVG function in the highlighted cell of the Summary row, and will display the result when you preview or print the report.

Insert Field Summary command: Count radio button

Click this to count the number of entries in the field you highlighted in the Select A Field list box. Works will insert a COUNT function in the highlighted cell of the Summary row, and will display the result when you preview or print the report.

Insert Field Summary command: MAX radio button

Click this to find and display the largest value in the field you highlighted in the Select A Field list box. Works will insert a MAX function in the highlighted cell of the Summary row, and will display the result when you preview or print the report.

Insert Field Summary command: MIN radio button

Click this to find and display the smallest value in the field you highlighted in the Select A Field list box. Works will insert a MIN function in the highlighted cell of the Summary row, and will display the result when you preview or print the report.

Insert Field Summary command: STD radio button

Click this to calculate the standard deviation of the values in the field you highlighted in the Select A Field list box. Works will insert an STD function in the highlighted cell of the Summary row, and will display the result when you preview or print the report.

Insert Field Summary command: VAR radio button

Click this to calculate the variance of the values in the field you highlighted in the Select A Field list box. Works will insert a VAR function in the highlighted cell of the Summary row, and will display the result when you preview or print the report.

Insert Field Summary command: Insert button

Click this to close the dialog box and insert the field summary formula in the current highlighted cell of a Summary row.

Insert Row: Select A Row Type

Click Title to print an introductory row at the beginning of a report.

Click Headings to print a row at the top of each page.

Click Intr fieldname to designate a blank row or a group heading before each sort break.

Click Record to print a row for each record in the database.

Click Summ fieldname to print a row after every sort break you specify.

Click Summary to print a row at the end of a report.

After you insert a row, you can leave it blank or insert a field name, field entry, or field summary to show more data in your report.

Note: The row types available depend on the way data is sorted and grouped in your report.

Row/Column command, Row, Insert Row dialog box: Insert button

Click this to close the dialog box and insert the row type you selected.

Field Name/Field Entry command: Select a Field list box

Lists the available field names or field entry formulas for your report. Click the scroll arrows to move up or down in the list, and then click the field name or field entry formula you want to insert in the highlighted cell of your report.

Field Name/Field Entry command: Insert button

Click this to close the dialog box and insert the field name or field entry formula in your report at the current highlighted cell.

View Report: Preview button

Click this to see how the selected report will look when printed.

View Report: Modify button

Click this to change the report specifications of the selected report.

View Report/Chart: Select A Report/Chart list box

Lists the existing database reports or spreadsheet charts. Click the scroll arrows to move up or down in the list, and then click the report or chart you want.

Fill Series dialog box: Number radio button

Click this to increase or decrease the number series you are creating based on the number in the Step By box.

Fill Series dialog box: AutoFill radio button

Click this to fill the blank cells in a selection with a series based on the information at the beginning of the selection. For example, *Quarter 1*, *Quarter 2*, *Quarter 3*, *Quarter 4*. You can use Autofill with seasons, days of the week, and months of the year.

Fill Series dialog box: Day radio button

Click this to fill the blank cells in a selection with a series of dates that increases by days, including Saturday and Sunday. For example, *July 21*, 1995, *July 22*, 1995, *July 23*, 1995, *July 24*, 1995, *July 25*, 1995, *July 26*, 1995.

Fill Series dialog box: Weekday radio button

Click this to fill the blank cells in a selection with a series of dates that increases by weekdays only, excluding Saturday and Sunday from the series. For example, *July 21*, 1995, *July 24*, 1995, *July 25*, 1995, *July 26*, 1995.

Fill Series dialog box: Month radio button

Click this to fill the blank cells in a selection with a series of dates that increases by months. For example, November 27, 1995, December 27, 1995, January 27, 1996, February 27, 1996.

Fill Series dialog box: Year radio button

Click this to fill the blank cells in a selection with a series of dates that increases by years. For example, *April 15*, 1995, *April 15*, 1996, *April 15*, 1997, *April 15*, 1998.

Fill Series dialog box: Step By Box

This is where you type the amount by which you want a series to increase or decrease. Type a positive number to make the series increase (1, 2, 3, 4); type a negative number to make the series decrease (4, 3, 2, 1).

Paste Special command: Values Only radio button

Click this to paste the resulting value of a formula, but not the formula itself, into a new location. Useful when you are consolidating information from several spreadsheets into one.

Paste Special command: Add Values radio button

Click this to add pasted values to any existing values already contained in the cell or range you are copying or moving to.

Paste Special command: Subtract Values radio button

Click this to subtract pasted values from any existing values already contained in the cell or range you are copying or moving to.

Find command: Find What box

This is where you type the characters you want to search for. You can include any letter, number, cell reference, punctuation mark or wildcard character. A question mark represents any single character in the same position as the question mark. For example, type **anders?n** to find Anderson and Andersen. An asterisk (*) represents any number of characters. For example, type **pro*** to find all words that begin with the letters *pro*.

Find command: Search By Rows radio button

Click this to have Works search left to right by rows for the characters you have specified.

Find command: Search by Columns radio button

Click this to have Works search top to bottom by columns for the characters you have specified.

Find command: Look In Formulas radio button

Click this to have Works search through the formulas in your spreadsheet for the characters you have specified.

Find command: Look In Values radio button

Click this to have Works search through the values that result from formulas rather than the formulas themselves as it looks for the characters you have specified.

Column Width command: Column Width text box

This is where you type the exact column width measurement you want for the highlighted column(s).

Column Width command: Standard button

Click this to apply the standard column width to the highlighted column(s).

Column Width command: Best Fit button

Click this to apply the column width necessary to accommodate the largest entry in the highlighted column(s). When more than one column is highlighted, Works applies an appropriate width to each column.

Row Height command: Row Height text box

This is where you type the exact row height measurement you want for the highlighted row(s).

Row Height command: Standard button

Click this to apply the standard row height to the highlighted row(s).

Row Height command: Best Fit button

Click this to apply the row height necessary to accommodate the tallest entry in the row(s). When more than one row is highlighted, Works applies an appropriate row height to each row.

Protection command: Locked check box

Specifies that the currently highlighted cell(s) are locked, which means that the cells are protected and neither the formatting of nor the information in the cell(s) can be changed. Click this to accept or clear this option. To lock cells, you must also click the Protect Data option below.

Protection command: Protect Data check box

Specifies that protection is turned on for cells that are formatted as locked. Click this to accept or clear protection for the currently selected cells.

Number command: General radio button

Click this to display the numbers in the selected cell(s) in General format. Numbers are displayed as precisely as possible and aligned to the right; text is aligned to the left.

Number command: Fixed radio button

Click this to display the numbers in the selected cell(s) rounded to the number of decimal places you specify in the Options box. For example, if you specify two decimal places, then 1234.567 displays as 1234.57.

Number command: Currency radio button

Click this to display the numbers in the selected cell(s) with a currency sign and commas every three places. You can specify the number of decimal places you want to show, and you can also display (and print, if you have a color printer) negative numbers in red.

Number command: Comma radio button

Click this to display the numbers in the selected cell(s) with a comma every three places. You can specify the number of decimal places you want to show, and you can also display (and print, if you have a color printer) negative numbers in red.

Number command: Percent radio button

Click this to display the numbers in the selected cell(s) as percentages. For example, .0625 displays as 6.25%. You can specify the number of decimal places you want to show in the Options box.

Number command: Exponential radio button

Click this to display the numbers in the selected cell(s) in exponential (scientific) notation. For example, 1234567 displays as 1.23E+06. Use the Options box to specify the number of decimal places you want to show.

Number command: Leading Zeros radio button

Click this to display the numbers in the selected cell(s) as numbers whose first digit is zero. If you do not apply this format to numbers that begin with zero, Works automatically suppresses the zeros. Useful for postal codes, invoices, social security numbers, credit card numbers, and so on. You can specify the number of leading zeros you want to display in the Options box. For example, 123 displays as 00123 if you specify 5 as the total number of digits.

Number command: Fraction radio button

Click this to display the numbers in the selected cell(s) as fractional values. Use the Options box to specify whether you want to round to or reduce the fraction.

Number command: True/False radio button

Click this to display the values in the selected cell(s) as logical values. All cells whose value is 0 (zero) display FALSE, and all non-zero cells display TRUE.

Number command: Date radio button

Click this to display the numbers in the selected cell(s) in the date format you specify in the Options box.

Number command: Time radio button

Click this to display the numbers in the selected cell(s) in the time format you specify in the Options box.

Number command: Text radio button

Click this to display the values in the selected cell(s) as text, regardless of whether the cell contains numbers, text, or both. Useful for entering part numbers or postal codes that you want Works to treat as text.

Number command: Number of decimal places text box

This is where you type the number of decimal places you want to display. Works will display numbers rounded to the number of decimal places you specify.

Number command: Currency/Comma Negative Numbers in red check box

Specifies that Works displays (and prints, if you have a color printer) negative numbers in red in selected cells formatted with the currency or comma number format. Click this to accept or clear this option.

Number command: Leading Zeros number of digits text box

This is where you type the total number of digits, including the zeros, you want to display in selected cells formatted with the leading zeros number format. For example, 521 displays as 000521 if you specify 6 as the total number of digits.

Number command: Fraction Round To list box

Lists the fractional denominators you can choose to display numbers in selected cells formatted with the Fraction number format. Click the scroll arrows to move up or down in the list, and then click the fractional denominator you want. Click All Fractions to convert numbers to their precise fractional value.

Number command (SS and DB): Fraction Do Not Reduce check box

Specifies that Works will round the value in this cell or field to the fixed fractional denominator you specified and not reduce fractions. For example, in a cell or field formatted with this option, 6/8 will display as 6/8; otherwise, it is reduced to 3/4.

Number command: Sample box

Shows how numbers or text will look in cells formatted with the formatting options you have specified.

AutoFormat command: Select A Format list box

Lists the available formats you can apply to the selected area in your spreadsheet. Click the scroll arrows to move up or down in the list, and then click the format you want.

AutoFormat command: Format Last Row and/or Column as Total check box

Specifies that you want the last row of the selection formatted as a Totals row for easy identification. Otherwise, Works does not format the last row differently than the rest of the selection. The AutoFormat style does not compute the totals for you.

AutoFormat command: Example box

Shows an example of how your data will look in the format you have chosen.

Function command: All button

Click this to display a list of all the functions. Click one of the other options to display a shorter list of related functions.

Function command: Financial button

Click this to display a list of all financial functions. You can use financial functions to calculate loan payments or track an investment.

Function command: Date & Time button

Click this to display a list of all date and time functions. You can use dates and times in formulas to calculate the days in a project or to determine the time between events.

Function command: Math & Trig button

Click this to display a list of all math and trigonometric functions.

Function command: Statistical button

Click this to display a list of all statistical functions. You can use statistical functions to count numbers in a column, find an average of numbers, find the standard deviation of numbers in a specified range, and so on.

Function command: Lookup & Reference button

Click this to display a list of all lookup and reference functions.

Function command: Text button

Click this to display a list of all text functions. You can use text functions to perform comparisons or to convert values.

Function command: Logical button

Click this to display a list of all logical functions. Logical functions can give only one of two answers: the value 1 (TRUE) or the value 0 (FALSE).

Function command: Informational button

Click this to display a list of all informational functions.

Function command: Choose A Function list box

Lists all functions in the category you have clicked. To see an alphabetical list of all functions, click the All option.

Function command: Description box

Provides a brief description of the function highlighted in the Choose A Function list.

Function command: Insert button

Click this to insert the selected function in your spreadsheet.

Sort command: Sort By dropdown list box

Lists the columns in the spreadsheet or table. To specify a different column as the basis for sorting, click the arrow to display a list of columns, and then click the column you want.

Sort command: Then By dropdown list box

Lists additional columns in the spreadsheet or table. To sort by more than one column, click the arrow to display a list of columns, and then click the column you want.

Sort command: Ascending radio button

Click this to list sorted cell or field entries in ascending order (from A to Z or 1 to 99, for example).

Sort command: Descending radio button

Click this to list sorted cell or field entries in descending order (from Z to A or 99 to 1, for example).

Sort command: Header Row radio button

Click this to have Works ignore the first row while sorting. Use this option when your first row contains headings.

Sort command: No Header Row radio button

Click this to have Works sort all rows in the spreadsheet or table, including the first row.

Sort command: Advanced button

Click this to sort by more than one column. Works can sort one, two, or three columns at a time.

Sort command: Sort button

Click this to close the dialog box and perform the sort.

Easy Calc command: Sum button

Click this to total numbers. Works will display a dialog box asking you to highlight the cells or cell range that contain the values you want to total.

Easy Calc command: Multiply button

Click this to multiply numbers. Works will display a dialog box asking you to highlight the cells that contain the values you want to multiply.

Easy Calc command: Subtract button

Click this to subtract numbers. Works will display a dialog box asking you to highlight the cells that contain the values on which you want to perform the subtraction.

Easy Calc command: Divide button

Click this to divide numbers. Works will display a dialog box asking you to highlight the cells that contain the values on which you want to perform the division.

Easy Calc command: Average button

Click this to average numbers. Works will display a dialog box asking you to highlight the cells or cell range that contain the values you want to average.

Easy Calc command: Other button

Click this to see a complete list of functions available in Works.

Easy Calc command, all dialogs: What your formula will look like box

Shows the Works formula for the specified function applied to the cells you highlighted.

Easy Calc command, all dialogs: Back button

Click this to return to the previous dialog box.

Easy Calc command, all dialogs: Next/Finish button

The name of this button changes. When the button is Next, Works performs the next step in the calculation. When the button is Finish, Works closes the dialog box and completes the calculation.

Easy Calc command, all dialogs: all text boxes at this location in the dialog

This is where you enter the cell reference(s) for the value(s) you want to use in the calculation. If cell references are already displayed, you can accept the displayed references, or you can highlight other cells on the spreadsheet or type cell references in this text box.

When the text box name changes to Result At, enter the reference for the cell in which you want the result of the calculation to appear.

Sort command: Sort Only Highlighted Info radio button

Click this to sort only the highlighted information in the spreadsheet. All other columns and rows will not be sorted.

Sort command: Sort All Info radio button

Click this to sort all the information in the spreadsheet.

Legends command: Auto Series Labels check box

Specifies that Works will assign generic labels—Series 1, Series 2, and so on—to the value (y) series in your chart. Click this to accept or clear this option.

Legends command: 1st value series text box

This is where you type the text you want as the label for the first value (y) series in your chart. Or, if the text you want to use has already been entered in your spreadsheet, type the cell that contains the label text for the series.

Legends command: 2nd value series text box

This is where you type the text you want as the label for the second value (y) series in your chart. Or if the text you want to use has already been entered in your spreadsheet, type the cell that contains the label text for the series

Legends command: 3rd value series text box

This is where you type the text you want as the label for the third value (y) series in your chart. Or if the text you want to use has already been entered in your spreadsheet, type the cell that contains the label text for the series.

Legends command: 4th value series text box

This is where you type the text you want as the label for the fourth value (y) series in your chart. Or, if the text you want to use has already been entered in your spreadsheet, type the cell that contains the label text for the series

Legends command: 5th value series text box

This is where you type the text you want as the label for the fifth value (y) series in your chart. Or if the text you want to use has already been entered in your spreadsheet, type the cell that contains the label text for the series.

Legends command: 6th value series text box

This is where you type the text you want as the label for the sixth value (y) series in your chart. Or, if the text you want to use has already been entered in your spreadsheet, type the cell that contains the label text for the series.

Legends command: Use as Legend radio button

Click this to display either the Auto Series labels or the text or cell references you have specified above as legend text. A legend is the explanatory list of the colors, markers, or symbols used in chart.

Legends command: Use As Area Labels radio button

Click this to display either the Auto Series labels or the text or cell references you have specified above as series labels. Series labels are labels that are displayed on the area chart itself.

Legends command: Don't Use radio button

Click this when you do not want to use a value series as a legend or an area label on the chart.

Titles command: Chart Title text box

This is where you type a title of up to 39 characters for the current chart. Works will center the title at the top of the chart, and print it along with the chart. You can type the actual text you want here, or type the cell reference that contains the title you want.

Titles command: Subtitle text box

This is where you type a subtitle of up to 39 characters for the current chart. Works will center the subtitle just below the title at the top of the chart, and print it along with the chart. You can type the actual text you want here, or type the cell reference that contains the subtitle you want.

Titles command: Horizontal (x) Axis text box

This is where you type a label of up to 39 characters for the horizontal (x) axis for the current chart. Works will display the horizontal axis label below the chart and above the legend, and print it along with the chart. You can type the actual text you want here, or type the cell reference that contains the horizontal axis label you want.

Titles command: Vertical (y) Axis text box

This is where you type a label of up to 39 characters for the vertical (y) axis for the current chart. Works will display the vertical axis label along the left side of the chart, and print it along with the chart. You can type the actual text you want here, or type the cell reference that contains the vertical axis label you want.

Titles command: Right Vertical Axis text box

This is where you type a label of up to 39 characters for the right vertical axis for the current chart. Works will display the right vertical axis label along the right side of the chart, and print it along with the chart. You can type the actual text you want here, or type the cell reference that contains the right vertical axis label you want.

Data Labels command: Use Series Data check box

Specifies that each data point (or bar) of each value series (a set of numeric values in a spreadsheet represented by bars, lines, or points in a chart) is labeled with its actual numeric value. Click this to accept or clear this option.

Data Labels command: 1st Value series

This is where you type the range reference for the group of cells in the spreadsheet that contains the information you want to use to label the first value (y) series. For example, type **A1:F1**.

Data Labels command: 2nd Value series

This is where you type the range reference for the group of cells in the spreadsheet that contains the information you want to use to label the second value (y) series. For example, type **A2:F2**.

Data Labels command: 3rd Value series

This is where you type the range reference for the group of cells in the spreadsheet that contains the information you want to use to label the third value (y) series. For example, type **A3:F3**.

Data Labels command: 4th Value series

This is where you type the range reference for the group of cells in the spreadsheet that contains the information you want to use to label the fourth value (y) series. For example, type **A4:F4**.

Data Labels command: 5th Value series

This is where you type the range reference for the group of cells in the spreadsheet that contains the information you want to use to label the fifth value (y) series. For example, type **A5:F5**.

Data Labels command: 6th Value series

This is where you type the range reference for the group of cells in the spreadsheet that contains the information you want to use to label the sixth value (y) series. For example, type **A6:F6**.

Data Labels command: Paste button

Click this to insert a range reference for a group of cells from your spreadsheet. Useful when you have added a new range of cells and you want to include them as labels for a chart that already exists. Copy the range of cells from the spreadsheet, click the Value Series box you want, and then click the Paste button.

Data Labels command for Pie charts: 1st Value radio button

Click this to label each slice in the pie chart with the actual numeric value from the spreadsheet that it was plotted from.

Data Labels command for Pie Charts: 1st Percentage radio button

Click this to label each slice in the pie chart with the percentage of the total that it represents.

Data Labels command for Pie Charts: 1st Cell Contents radio button

Click this to label each slice in the pie chart with the contents of the range reference you type in the Cell Range box below. Works will label the first pie slice with the contents of the first cell in the range, the second with the second cell in the range, and so on.

Data Labels command for pie charts: 1-2-3- radio button

Click this to label each slice in the pie chart with a sequential number that corresponds to its value's position in the spreadsheet; the first slice of the pie is labeled 1, the second 2, and so on.

Data Labels command for pie charts: None radio button

Click this to remove any labels from the current pie chart.

Data Labels command for pie charts: Cell Range text box

This is where you type the range reference for the group of cells that contains the information you want to use to label the slices of the pie chart. Used with the Cell Contents option above.

Data Labels command for pie charts: Paste button

Click this button when the insertion point is in the Cell Range box to insert a range reference that was copied from the spreadsheet.

Data Labels command for Pie Charts: Example

Shows how the labels will look on your chart.

Data Labels command for pie charts: 2nd Values

Click this to add a second label to the pie chart that shows the actual numeric value each slice was plotted from. The second label will display in parentheses to the right of the first label. Useful when you want to label each slice with both its percentage of the total and its numeric value.

Data Labels command for pie charts: 2nd Percent

Click this to add a second label that shows the percentage of the total that each slice represents. The second label will display in parentheses to the right of the first label. Useful when you want to label each slice with both its numeric value and its percentage of the total it represents.

Data Labels command for Pie Charts: 2nd Cell Contents radio button

Click this to add a second label to each slice that shows the contents of the range you typed the reference for in the Cell Range box below. The second label will display in parentheses to the right of the first label. Works will label the first pie slice with the contents of the first cell in the range, the second with the second cell in the range, and so on.

Data Labels command for Pie Charts: 2nd 1-2-3 radio button

Click this to add a second label to each slice that shows a sequential number corresponding to its value's position in the spreadsheet. The second label will display in parentheses to the right of the first label.

Data Labels command for Pie Charts: 2nd None button

Click this to remove any second labels (enclosed in parentheses) from the current pie chart.

Go To/Paste Series command: 1st Series radio button

For the Go To command, click this to switch to the spreadsheet and highlight the cells for the first series of lines, bars, points, or labels in a chart. (The range reference is displayed here in parentheses.)

For the Paste Series command, click this to specify that the first series gets the copied information.

Go To/Paste Series command: 2nd Series radio button

For the Go To command, click this to switch to the spreadsheet and highlight the cells for the second series of lines, bars, points, or labels in a chart. (The range reference is displayed here in parentheses.)

For the Paste Series command, click this to specify that the second series gets the copied information.

Go To/Paste Series command: 3rd Series radio button

For the Go To command, click this to switch to the spreadsheet and highlight the cells for the third series of lines, bars, points, or labels in a chart. (The range reference is displayed here in parentheses.)

For the Paste Series command, click this to specify that the third series gets the copied information.

Go To/Paste Series command: 4th Series radio button

For the Go To command, click this to switch to the spreadsheet and highlight the cells for the fourth series of lines, bars, points, or labels in a chart. (The range reference is displayed here in parentheses.)

For the Paste Series command, click this to specify that the fourth series gets the copied information.

Go To/Paste Series command: 5th Series radio button

For the Go To command, click this to switch to the spreadsheet and highlight the cells for the fifth series of lines, bars, points, or labels in a chart. (The range reference is displayed here in parentheses.)

For the Paste Series command, click this to specify that the fifth series gets the copied information.

Go To/Paste Series command: 6th Series radio button

For the Go To command, click this to switch to the spreadsheet and highlight the cells for the sixth series of lines, bars, points, or labels in a chart. (The range reference is displayed here in parentheses.)

For the Paste Series command, click this to specify that the sixth series gets the copied information.

Go To/Paste Series command: Category series radio button

For the Go To command, click this to switch to the spreadsheet and highlight the cells for the category series or labels. (The range reference for the category (x) series is displayed here in parentheses.)

For the Paste Series command, click this to specify that the category series gets the copied information.

Go To/Paste Series command: Data radio button

For the Go To command, click this to specify that Works switches to the spreadsheet and highlights the cells used to chart the series, not to the cells that contain the labels that describe the series.

For the Paste Series command, click this to create a series from a copied range.

Go To/Paste Series command: Labels radio button

For the Go To command, click this to specify that Works switches to the spreadsheet and highlights the cells that describe the series, not to the cells that contain the data used to chart the series.

For the Paste Series command, click this to create labels from the range information.

Edit, Go To command: OK button

For the Go To command, click this to go to the series you specified.

For the Paste Series command, click this to copy the information into the specified series.

Edit, Go To command: Cancel button

Click this to cancel the task and close the dialog box.

Series command: 1st value series text box

This is where Works displays the references for the cells that are currently charted. To change the first value series, type the cell reference, range reference, or range name here. To delete the first series completely from the chart, clear this box.

Series command: 2nd value series text box

This is where Works displays the references for the cells that are currently charted. To change the second value series, type the cell reference, range reference, or range name here. To delete the second series completely from the chart, clear this box.

Series command: 3rd value series text box

This is where Works displays the references for the cells that are currently charted. To change the third value series, type the cell reference, range reference, or range name here. To delete the third series completely from the chart, clear this box.

Series command: 4th value series text box

This is where Works displays the references for the cells that are currently charted. To change the fourth value series, type the cell reference, range reference, or range name here. To delete the fourth series completely from the chart, clear this box.

Series command: 5th value series text box

This is where Works displays the references for the cells that are currently charted. To change the fifth value series, type the cell reference, range reference, or range name here. To delete the fifth series completely from the chart, clear this box.

Series command: 6th value series text box

This is where Works displays the references for the cells that are currently charted. To change the sixth value series, type the cell reference, range reference, or range name here. To delete the sixth series completely from the chart, clear this box.

Series command: Category (x) series text box

This is where Works displays the references for the cells that are currently charted. To change the category (x) series, type the cell reference, range reference, or range name here. To delete the category (x) series completely from the chart, clear this box.

Series command: Paste button

Inserts the range reference for a group of cells you copied from the spreadsheet before choosing the Series command. Click the box where you want to insert the reference, and then click this button.

Horizontal (X) Axis command: Show Gridlines check box

Specifies that you want to add vertical gridlines at each point on the horizontal axis. The lines extend from top to bottom, and can make it easier to read the chart data. Click this to accept or clear this option.

Horizontal (X) Axis command: Show Droplines check box

Specifies that droplines are shown for the active Area or 3-D Area chart (available only for these chart types). Click this to accept or clear this option. Droplines are straight lines that extend from a data point to the horizontal (x) axis to show where one marker ends and the next begins.

Horizontal (X) Axis command: No Horizontal Axis check box

Specifies that no horizontal axis appears on the current chart. Click this to accept or clear this option.

Horizontal Axis command: Label Frequency text box

This is where you type the number of labels you want Works to skip as it displays category labels along the horizontal axis. Useful when lengthy category labels overlap. For example, type **2** to display every other category label

Horizontal Axis command: Next To Axis radio button

Click this to position category labels next to the horizontal (x) axis.

Horizontal Axis command: At Bottom radio button

Click this to position category labels at the bottom of the chart.

Horizontal Axis command (XY-specific): Minimum text box

This is where you type the lowest value you want to show on the horizontal axis. If you want Works to automatically set the lowest value for you, type **auto**.

Horizontal Axis command (XY-specific): Maximum text box

This is where you type the highest value you want to show on the horizontal axis. If you want Works to automatically set the highest value for you, type **auto**.

Horizontal Axis command (XY-specific) Interval text box

This is where you type the increment by which values progress along the horizontal axis. For example, type **5** to display the values 5, 10, 15, 20, 25,.... If you want Works to automatically set the increment, type **auto**.

Horizontal Axis command (XY-specific): Use Logarithmic Scale check box

Specifies that data is plotted using a logarithmic scale. Click this to accept or clear this option. Useful when there is a large range of data values or when you need to show a logarithmic relationship.

Vertical Axis/Right Vertical Axis command: Minimum text box

This is where you type the lowest value you want shown on the vertical axis. If you want Works to automatically set the lowest value for you, type **auto**.

Vertical Axis/Right Vertical Axis command: Maximum text box

This is where you type the highest value you want shown on the vertical axis. If you want Works to automatically set the highest value for you, type **auto**.

Vertical Axis/Right Vertical Axis command: Interval text box

This is where you type the increment by which the values progress along the vertical axis. For example, type **5** to display the values 5, 10, 15, 20, 25,.... If you want Works to automatically set the increment, type **auto**.

Vertical Axis/Right Vertical Axis command: Show Gridlines check box

Specifies that you want to add horizontal gridlines at each point on the vertical axis. The lines extend from left to right, and can make it easier to read the chart data. Click this to accept or clear this option.

Vertical Axis/Right Vertical Axis command: Use Logarithmic Scale check box

Specifies that data is plotted using a logarithmic scale. Click this to accept or clear this option. Useful when there is a large range of data values or when you need to show a logarithmic relationship.

Vertical Axis/Right Vertical Axis command: No Vertical Axis check box

Specifies that no vertical axis appears on the current chart. Click this to accept or clear this option. If you have added a right vertical axis, this will remove both vertical axes.

Vertical Axis/Right Vertical Axis command: Normal radio button

Click this to adjust the vertical axis for a Normal chart type, not one of the specific ones listed below.

Vertical Axis/Right Vertical Axis command: Stacked radio button

Click this to adjust the vertical axis to show values as they are charted for a stacked line chart. Stacked line charts show values stacked on top of each other to produce a cumulative total.

Vertical Axis/Right Vertical Axis command: 100% radio button

Click this to adjust the vertical axis to show values in relation to a 100% scale.

Vertical Axis/Right Vertical Axis command: Hi Lo radio button

Click this to adjust the vertical axis to show values as they are charted for a Hi-Lo chart. A Hi-Lo chart is a variation of a line chart that shows the relationship between minimum and maximum values in each category.

Vertical Axis/Right Vertical Axis command: 3-D Rows radio button

Click this to adjust the vertical axis to show values as they are charted for a chart with 3-D rows.

Vertical Axis/Right Vertical Axis command: Next To Axis radio button

Click this to position tick labels next to the vertical (y) axis.

Vertical Axis/Right Vertical Axis command: At Left radio button

Click this to position tick labels at the left of the chart.

Two Vertical Axes command: 1st value series left

Click this to display the first value series along the left vertical axis in a chart with two vertical axes. When one value is on the left vertical axis, another value should be on the right vertical axis. You can also have more than one set of values on the left and right axes. Useful when you want to compare two different values along a shared axis, like the price of one stock and the combined average of the stock market over the same period of months. The stock you want to track could be on the left vertical axis, the market on the right vertical axis; the horizontal x-axis would be the time you want to show.

Two Vertical axes command: 1st value series right

Click this to display the first value series along the right vertical axis in a chart with two vertical axes. When one value is on the right vertical axis, another value should be on the left vertical axis. You can also have more than one set of values on the right and left axes. Useful when you want to compare two different values along a shared axis, like horsepower and torque over the same range of Rpm's. The horsepower measurements could be on the right vertical axis, the torque measurements on the left vertical axis; the horizontal x-axis would be the various Rpm's you want to show.

Two Vertical Axes command: 2nd value series left

Click this to display the second value series along the left vertical axis in a chart with two vertical axes. See the context Help for 1st Value Series for an explanation of when to use more than one vertical series.

Two Vertical axes command: 2nd value series right

Click this to display the second value series along the right vertical axis in a chart with two vertical axes. See the context Help for 1st Value Series for an explanation of when to use more than one vertical series.

Two Vertical Axes command: 3rd value series left

Click this to display the third value series along the left vertical axis in a chart with two vertical axes. See the context Help for 1st Value Series for an explanation of when to use more than one vertical series.

Two Vertical axes command: 3rd value series right

Click this to display the third value series along the right vertical axis in a chart with two vertical axes. See the context Help for 1st Value Series for an explanation of when to use more than one vertical series.

Two Vertical Axes command: 4th value series left

Click this to display the fourth value series along the left vertical axis in a chart with two vertical axes. See the context Help for 1st Value Series for an explanation of when to use more than one vertical series.

Two Vertical axes command: 4th value series right

Click this to display the fourth value series along the right vertical axis in a chart with two vertical axes. See the context Help for 1st Value Series for an explanation of when to use more than one vertical series.

Two Vertical Axes command: 5th value series left

Click this to display the fifth value series along the left vertical axis in a chart with two vertical axes. See the context Help for 1st Value Series for an explanation of when to use more than one vertical series.

Two Vertical axes command: 5th value series right

Click this to display the fifth value series along the right vertical axis in a chart with two vertical axes. See the context Help for 1st Value Series for an explanation of when to use more than one vertical series.

Two Vertical Axes command: 6th value series left

Click this to display the sixth value series along the left vertical axis in a chart with two vertical axes. See the context Help for 1st Value Series for an explanation of when to use more than one vertical series.

Two Vertical axes command: 6th value series right

Click this to display the sixth value series along the right vertical axis in a chart with two vertical axes. See the context Help for 1st Value Series for an explanation of when to use more than one vertical series.

Shading And Color command (1-series bar/pie chart): Bars/Slices list box

Lists all the slices or bars in the currently active pie chart or 1-series bar chart. Click the number that corresponds to the slice or bar whose color or pattern you want to change. Click the scroll arrows to see the entire list. If you are not sure which slice or bar in your chart is number 1, number 2, and so on, close the dialog box, and then double-click the slice or bar you want to change. Works reopens this dialog box with the correct slice or bar selected.

Shading And Color command (1-series bar/pie chart): Colors list box

Lists the colors you can apply to a pie slice or bar. Click the scroll arrows to see the entire list, and then click the color you want. Or click Auto to let Works determine the color for you. If you do not have a color printer, Works will replace the colors with a different shade or pattern for each pie slice or bar when you print.

Shading And Color command (1-series bar/pie chart): Patterns list box

Lists the patterns you can apply to a pie slice or bar. Click the scroll arrows to see the entire list, and then click the pattern you want. Or click Auto to let Works determine the pattern for you.

Shading And Color command (pie chart): Explode Slice check box

Specifies that the current pie slice is separated or "exploded" from the rest of the pie chart for emphasis. Click this to accept or clear this option.

Shading And Color command (1-series bar/pie chart): Format button

Click this to apply the changes you have specified to the pie slice or bar whose number you clicked in the Slices or Bars box.

Shading And Color command (1-series bar/pie chart): Format All button

Click this to apply the changes you have specified to all the pie slices or bars in your chart, not just the slice or bar whose number you clicked in the Slices or Bars box.

Shading And Color command (1-series bar/pie chart): Cancel/Close button

Click this to close the dialog box.

Before you close the dialog, you must click the Format or Format All button to have Works save any changes you made.

Shading And Color command: Series radio buttons

Click the number that corresponds to the value series whose color or pattern you want to change. A value series is a group of related values, such as all the values in a single row or column in the spreadsheet selection you used to create the chart.

Shading And Color command: Colors list box

Lists the available colors for charts. Click the scroll arrows to see the entire list, and then click the color you want for the bars, lines, or markers. Or click Auto to let Works determine the color for you. If you do not have a color printer, Works will replace the colors with shades or patterns of gray when you print.

Shading And Color command: Patterns list box

Lists the available patterns for charts. Click the scroll arrows to see the entire list, and then click the pattern you want for the bars or lines. Or click Auto to let Works determine the pattern for you.

Shading And Color command: Markers list box

List the available markers for the series you want to change in a line chart or a mixed line and bar chart. Click the scroll arrows to see the entire list, and then click the marker you want. Or click Auto to let Works determine the marker for you.

Shading And Color command: Format button

Click this button to apply changes to the value series you chose without closing the dialog box. A value series is a group of related values, such as all the values in a single row or column in the spreadsheet selection you used to create the chart.

Shading And Color command: Format All button

Click this to apply changes to all the value series in the chart without closing the dialog box. A value series is a group of related values, such as all the values in a single row or column in the spreadsheet selection you used to create the chart.

Shading And Color command: Cancel/Close button

Click this to close the dialog box.

Before you close the dialog box, you must click the Format or Format All button to have Works save any changes you made.

Mixed Line & Bar command: LineA radio button

Click this to display the first value series as a line in a mixed line-and-bar chart. When one value series is a line, another should be a bar. Useful when you want to illustrate where two different sets of data overlap, or to superimpose one set on another set.

Mixed Line & Bar command: BarB radio button

Click this to display the first value series as a bar in a mixed line-and-bar chart. When one value series is a bar, another should be a line. Useful when you want to illustrate where two different sets of data overlap, or to superimpose one set on another set.

Mixed Line & Bar command: LineC radio button

Click this to display the second value series as a line in a mixed line-and-bar chart. When one value series is a line, another should be a bar. Useful when you want to illustrate where two different sets of data overlap, or to superimpose one set on another set.

Mixed Line & Bar command: BarD radio button

Click this to display the second value series as a bar in a mixed line-and-bar chart. When one value series is a bar, another should be a line. Useful when you want to illustrate where two different sets of data overlap, or to superimpose one set on another set.

Mixed Line & Bar command: LineE radio button

Click this to display the third value series as a line in a mixed line-and-bar chart. When one value series is a line, another should be a bar. Useful when you want to illustrate where two different sets of data overlap, or to superimpose one set on another set.

Mixed Line & Bar command: BarF radio button

Click this to display the third value series as a bar in a mixed line-and-bar chart. When one value series is a bar, another should be a line. Useful when you want to illustrate where two different sets of data overlap, or to superimpose one set on another set.

Mixed Line & Bar command: LineG radio button

Click this to display the fourth value series as a line in a mixed line-and-bar chart. When one value series is a line, another should be a bar. Useful when you want to illustrate where two different sets of data overlap, or to superimpose one set on another set.

Mixed Line & Bar command: Barl radio button

Click this to display the fourth value series as a bar in a mixed line-and-bar chart. When one value series is a bar, another should be a line. Useful when you want to illustrate where two different sets of data overlap, or to superimpose one set on another set.

Mixed Line & Bar command: LineJ radio button

Click this to display the fifth value series as a line in a mixed line-and-bar chart. When one value series is a line, another should be a bar. Useful when you want to illustrate where two different sets of data overlap, or to superimpose one set on another set.

Mixed Line & Bar command: BarK radio button

Click this to display the fifth value series as a bar in a mixed line-and-bar chart. When one value series is a bar, another should be a line. Useful when you want to illustrate where two different sets of data overlap, or to superimpose one set on another set.

Mixed Line & Bar command: LineL radio button

Click this to display the sixth value series as a line in a mixed line-and-bar chart. When one value series is a line, another should be a bar. Useful when you want to illustrate where two different sets of data overlap, or to superimpose one set on another set.

Mixed Line & Bar command: BarM radio button

Click this to display the sixth value series as a bar in a mixed line-and-bar chart. When one value series is a bar, another should be a line. Useful when you want to illustrate where two different sets of data overlap, or to superimpose one set on another set.

Chart Type command (Basic Types tab): Chart Type gallery options

Shows the available chart types. Click the picture representing the type of chart you want.

Chart Type command (Basic Types tab): Your Chart (Preview)

Shows how your data will look with the chart type you selected.

Chart Type command (Variations tab): Chart Type gallery options2

Shows variations of the chart type you selected on the Basic Types tab. Click the picture representing the type of chart you want.

Create New Chart/Format Chart Type command (Basic Options tab): Chart Type gallery options

Shows the available chart types. Click the picture representing the type of chart you want.

Create New Chart/Format Chart Type command (Basic Options tab): Title text bo	X
This is where you type a name for the chart.	

Create New Chart/Format Chart Type command (Basic Options tab): Border check box

Specifies that Works will place a border around the chart. Click this to clear or accept this option.

Create New Chart/Format Chart Type command (Basic Options tab): Gridlines check box

Specifies that Works will display gridlines in the chart. Click this to clear or accept this option.

Create New Chart/Format Chart Type command (Basic Options tab): Your Chart (Preview)

Shows how your data will look with the chart type you selected.

Create New Chart/Format Chart Type command: Chart Type status line Shows the chart type you selected.

Create New Chart command (Advanced Options tab): Across radio button

Click this if the values you want to chart are in a sequence of cells from left to right.

Create New Chart command (Advanced Options tab): Down radio button

Click this if the values you want to chart are in a sequence of cells from top to bottom.

Click this if the first highlighted row or column contains information that describes the charted values.

Create New Chart command (Advanced Options tab): A Category radio button

Click this if the first row or column contains charted values.

Create New Chart command (Advanced Options tab): Category Labels radio button

Click this if the first highlighted row or column contains information that describes the charted values.

Create New Chart command (Advanced Options tab): A Value [Y] Series radio button

Click this if the first row or column contains charted values.

WP Zoom command: Page Width option

Specifies that the display of your document is reduced so that it fits within the left and right margins. Click this to accept or clear this option.

WP Zoom command: Whole Page option

Specifies that the display of your document is reduced so that it fits within the document window. Useful when you want to see all text on pages with negative margins, or when you want to display a document in landscape orientation without having to scroll horizontally.

WP Zoom command: Margin Width radio button

Click this to zoom the page to the width of the margins. This is useful when you want to maximize the amount of available typing space on your screen.

Paste Special command: Character Style radio button

Click this to specify that the font attributes, but not the text, are pasted to the new location.

Paste Special command: Paragraph Format radio button

Click this to specify that the paragraph formats, including indents, alignments, and spacing, but not the text, are pasted to the new location.

Find command: Find What box

This is where you type or insert the characters you want to search for. You can use the Copy command to copy text or characters from your document and then use the CTRL+V keyboard shortcut to paste the text or characters here

Find command: Find Whole Words Only

Specifies that Works will look only for a word as an entire word and not as part of a longer word. For example, if you type **cash**, Works would find "cash" but not "cashier." Click this to accept or clear this option.

Find command: Match Case

Specifies that Works will look only for text with the capitalization specified in the Find What box. For example, if you type **Cash**, Works would find "Cash" but not "CASH" or "cash."

Find command: Tab Mark button

Click this to insert the tab mark code (^T) in the Find What box to identify and find tab marks in your document. You can find tab marks by themselves, or you can combine them with text in the Find What box.

Find command: Paragraph Marker button

Click this to insert the paragraph mark code (^P) in the Find What box to identify and find paragraph marks in your document. You can find paragraph marks by themselves, or you can combine them with text.

Find command: Find Next button

Click this to find and highlight the next occurrence of the text you have specified in the Find What box.

Cancel button: Find (for all tools)

Click this to stop your search and close this dialog box.

Cancel button: WP Replace dialog

This button changes names. When the button is Cancel, Works will close the dialog box before any changes are made. When the button is Close, Works will close the dialog box and save any changes you have made.

Replace command: Find What box

This is where you type or insert the characters you want to search for. You can use the Copy command to copy text or characters from your document, and then use the CTRL+V keyboard shortcut to paste the information here.

Replace command: Replace With box

This is where you type or insert the characters you want to use as replacement text. You can use the Copy command to copy characters from your document, and then use the CTRL+V keyboard shortcut to paste the information here. To delete the text in the Find What box from the document, leave this box empty.

Replace command: Match Whole Words Only

Specifies that Works will look only for a word as an entire word and not as part of a longer word. For example, if you type **cash** in the Find What box and then click this, Works would replace "cash" but not "cashier." Click this to accept or clear this option.

Replace command: Match Case

Specifies that Works will look only for text with the capitalization specified in the Find What box. For example, if you type **Cash** in the Find What box and click this, Works would replace "Cash" but not "CASH" or "cash."

Replace command: Find Next button

Click this to find and highlight the next occurrence of the text you have specified in the Find What box.

Replace command: Replace button

Click this to change the text highlighted in your document to the text you have specified in the Replace With box, and then find the next occurrence.

Replace command: Replace All button

Click this to find and replace all occurrences of the text in the Replace With box.

Replace command: Tab Mark button

Click this to insert the tab mark code (^T) in the Find What or Replace With box. You can find and replace tab marks by themselves, or you can combine them with text in either the Find What or Replace With boxes.

Replace command: Paragraph Mark button

Click this to insert the paragraph mark code (^P) in the Find What or Replace With box. You can find and replace paragraph marks by themselves, or you can combine them with text in either the Find What or Replace With boxes. For example, you could find a word when it appears at the beginning of a paragraph.

New Easy Text/Change Easy Text dialog box: Name text box

This is where you type a name of up to 32 characters for your new or changed Easy Text entry. The name can include letters and numbers, but no blank spaces. After you create a new Easy Text entry, you can type its name anywhere in your document and then press F3. Works will then replace the name with the information (with any formatting you have specified) in the Easy Text Contents box below.

New Easy Text/Change Easy Text dialog box: Easy Text Contents text box

This is where you type or change the information you want to be able to automatically insert anywhere in a Word Processor document. You can either type the information here, or use the CTRL+V keyboard shortcut to paste information you have copied from another location. When you paste information, Works stores the entry with any formatting.

New Easy Text/Change Easy Text dialog box: Format button

Click this to display the Easy Formats dialog box, where you can specify formatting for your Easy Text entry.

New Easy Text/Change Easy Text dialog box: Done button

Click this when you are finished creating a new or changed Easy Text entry.

Easy Text dialog box: Format button

Click this to display the Easy Formats dialog box, where you can specify formatting for your Easy Text information.

Easy Text dialog box: Insert button

Click this to insert the selected Easy Text entry into the document at the location of the insertion point.

Easy Text dialog box: Delete button

Click this to delete the selected Easy Text entry.

Easy Text dialog box: New button

Click this to create a new Easy Text entry.

Easy Text dialog box: Change button

Click this to modify the selected Easy Text entry.

Easy Text dialog box: Easy Text Contents Display

Displays the contents of the selected Easy Text entry.

Easy Text dialog box: Insert With Formatting check box

Specifies that Works will insert the Easy Text entry with its applied formatting, such as bold or italic formatting. Click this to clear or accept this option.

Easy Text dialog box: Names list box

Lists the names of existing Easy Text entries. Click the scroll arrows to move up or down in the list, and then click the name of the entry you want. To create a new entry, click the New button. To change an existing entry, click the Change button.

Easy Formats command: List box

Lists the available Easy Format paragraph styles. Click an Easy Format name to see a preview and description. You can use the Plain text style to remove the styles from a selection.

Easy Formats command: Sample box

Shows how the paragraph will look with the Easy Format you have chosen.

Easy Formats command: Description box

Provides a detailed description of all the formatting options that make up the Easy Format you have chosen.

Easy Formats command: Apply button

Applies the selected Easy Format to the paragraph(s) you highlighted.

Easy Formats command: Delete button

Removes the selected Easy Format from the list of available formats. Use to remove a format you know you do not use, or to remove a custom Easy Format you do not need anymore.

Easy Formats command: New button

Opens a dialog box where you can create your own custom Easy Format. You can specify the font size and style, tabs, shading, and more to create a new Easy Format of your own.

New Easy Format dialog box: Text box

This is where you type a name for your Easy Format. Works will automatically add this name to the list of available Easy Formats.

New Easy Format dialog box: Sample box

Shows how the highlighted paragraph will look with the Easy Format formatting options you have chosen.

New Easy Format dialog box: Description box

Lists all the formatting options you have chosen for the Easy Format you are creating.

New Easy Format dialog box: Done button

Click this when you are satisfied with the options you have chosen for your new Easy Format. Works will create an Easy Format based on your choices, and its name will appear in the list of available Easy Formats.

New Easy Format dialog box: Font button

Displays the Format Font and Style dialog box, where you can specify the font style and size for the Easy Format you are creating.

New Easy Format dialog box: Paragraph button

Displays the Format Paragraph dialog box, where you can specify the paragraph alignment, indentation, line spacing, and other options for the Easy Format you are creating.

New Easy Format dialog box: Tabs button

Displays the Format Tabs dialog box, where you can specify the position of tab stops, their alignment, leader characters, and other options for the Easy Format you are creating.

New Easy Format dialog box: Borders button

Displays the Borders And Shading dialog box, where you can specify the line style, color, position, and other paragraph border options for the Easy Format you are creating.

New Easy Format dialog box: Shading button

Displays the Borders And Shading dialog box, where you can specify the pattern and degree of shading for the Easy Format you are creating.

New Easy Format dialog box: Bullets button

Click this to display the Format Bullets dialog box, where you can choose a bulleted list style for the new Easy Format you are creating.

Tabs command: Tab Stop Position text box

This is where you type a number for the position you want for a new tab stop. The numbers can be in points (pt), picas (pi), centimeters (cm), or inches (in). To change an existing tab stop, first click it in the list box, and then type a number for the new position you want.

Tabs command: Position list box

Lists any tab stops that are currently set in all of the highlighted paragraphs. This list does not include the preset tab stops, which occur every 0.5 inch.

Tabs command: Left Alignment radio button

Click this to align text along the left, so text extends to the right of the tab stop.

Tabs command: Right Alignment radio button

Click this to align text along the right, so text extends to the left of the tab stop. Some long lines may extend beyond a right tab stop.

Tabs command: Center Alignment radio button

Click this to align text along the center of the tab stop, so text extends equally on both sides of the tab stop.

Tabs command: Decimal Alignment radio button

Click this to align numbers along an invisible decimal point at the tab stop. Text will extend to the left of the tab stop.

Tabs command: Default tab stops spacing text box

This is where you indicate the spacing between the default tab stops. Type a number to change the Works preset tab spacing (0.5"). You can type numbers in points (pt), picas (pi), centimeters (cm), or inches (in).

Tabs command: Leader None radio button

Click this to remove leader lines. Leader lines are solid, dotted, or dashed lines that fill the space to the left of a tab stop.

Tabs command: Leader 1 radio button

Click this to add a dotted line to fill the empty space to the left of a tab stop.

Tabs command: Leader 2 radio button

Click this to add a dashed line to fill the empty space to the left of a tab stop.

Tabs command: Leader 3 radio button

Click this to add a solid line to fill the empty space to the left of a tab stop.

Tabs command: Leader 4 radio button

Click this to add a double line to fill the empty space to the left of a tab stop.

Tabs command: Set button

Sets a tab stop at the position you typed in the Tab Stop Position box. Works adds the new tab stop to the list with the alignment and leader options you specified. You can set several tab stops in the Tab Stop Position box, but make sure you click this button after you type each position.

Tabs command: Clear button

Clears the tab stop that is currently highlighted in the Tab Stop Position box. You cannot clear any of the preset tab stops.

Tabs command: Clear All button

Clears all existing tab stops that you have set. You cannot clear any of the preset tab stops.

Columns command: Number of Columns option

This is where you type the number of columns you want. All columns will have the same width. The maximum number of columns you can specify depends on your margin settings and the amount of space you specify between each column.

Columns command: Space Between option

This is where you type a number to specify the amount of space you want between columns. For example, type .25" to create a quarter-inch space between columns.

Columns command: Line Between check box

Specifies that a vertical line is inserted between columns. The line will be as long as the longest column on each page. Click this to accept or clear this option.

Columns command: Sample box

Shows how your document will look with the columns options you have chosen.

Picture/Object command (Size tab): Size Width text box

This is where you type the measurement you want for the width of the picture, chart, or object. When you change the measurement, Works automatically recalculates the scaling measurements to reflect the scaled size of the picture or object.

Picture/Object command (Size tab) Size Height text box

This is where you type the measurement for the height of the picture, chart, or object. When you change the measurement, Works automatically recalculates the scaling measurements.

Picture/Object command (Size tab): Scaling Width text box

This is where you change the width of the picture, chart, or object by typing a percentage of the picture or object's original width. For example, type 50 to reduce the object's width by half.

Picture/Object command (Size tab) Scaling Height text box

This is where you change the height of the picture, chart, or object by typing a percentage of the picture or object's original height. For example, type 200 to double the height of the picture or object.

Picture/Object command (Size tab) Original Size display area

Shows the original width and height measurements of the picture, chart, or object.

Picture/Object command (Text Wrap tab): In-Line Wrap button

Places the picture or object in line with the text that precedes and follows it. An inline object behaves like a big text character. If it is taller and wider than the text on its line, the line spacing will grow to accommodate it. If you add or delete text, the object moves with the line of text it is in.

Picture/Object command (Text Wrap tab): Absolute button

Specifies an exact place for the picture or object. When an object is in an absolute position, text will wrap around it. You specify the exact position for the object in the Picture Position box.

Picture/Object command (Text Wrap tab): Horizontal dropdown list box

Lists the horizontal placement options for the picture or object. Type the precise distance you want the picture or object to be from the left edge of the page, or click the arrow and then click the Left, Center, or Right option.

Picture/Object command (Text Wrap tab): Vertical dropdown list box

Lists the vertical placement options for the picture or object. Type the precise distance you want the picture or object to be from the top edge of the page, or click the arrow and then click the Top, Center, or Bottom option.

Picture/Object command (Text Wrap tab): Page number text box

Specifies the page number for the current location of the picture or object. For multiple-page documents, you can type the page number on which you want to place the picture or object.

Paragraph command (Spacing tab): Line Spacing spin box

This is where you specify the amount of vertical space between lines of text. Type the number of lines (for example, 2 means double-spaced), or type a number and a unit of measurement (**in** for inches, **cm** for centimeters). Or, type Auto, which sets no minimum height; each line is as tall as the tallest character in that line, but no taller. You can also click the scroll arrows to select a new measurement.

Paragraph command (Spacing tab): Before Paragraphs spin box

This is where you specify the amount of blank space above the first line of each paragraph. Type the number of lines (for example, 2 means two blank lines above each paragraph), or type a number and a unit of measurement (**in** for inches, **cm** for centimeters). The default setting is 0li, which specifies no blank space before a paragraph. You can also click the scroll arrows to select a new measurement.

Paragraph command (Spacing tab): After Paragraphs spin box

This is where you specify the amount of blank space below the last line of each paragraph. Type the number of lines (for example, 2 means two blank lines below each paragraph), or type a number and a unit of measurement (**in** for inches, **cm** for centimeters). The default setting is 0li, which specifies no blank space after a paragraph. You can also click the scroll arrows to select a new measurement.

Paragraph command (Spacing tab): Don't Break Paragraph check box

Click this to prevent a page break within the currently highlighted paragraph. If the entire paragraph cannot fit on the current page, it will move to the next page.

Paragraph command (Spacing tab): Keep Paragraph With Next check box

Click this to prevent a page break between the highlighted paragraph and the paragraph that follows.

Paragraph command: Sample box

Shows how your document will look with the options you have chosen.

Paragraph command (Indents & Alignment tab): Left Indent spin box

This is where you type a measurement to specify the exact distance you want to indent a paragraph from the left margin. Click the scroll arrows to display a new measurement. If you want text to appear in the left margin, type a negative measurement.

Paragraph command (Indents & Alignment tab): Right Indent spin box

This is where you type a measurement to specify the exact distance you want to indent a paragraph from the right margin. Click the scroll arrows to display a new measurement. If you want text to appear in the right margin, type a negative measurement.

Paragraph command (Indents & Alignment tab): First Line Indent spin box

This is where you type a measurement to specify the exact amount of space you want to indent the first line of a paragraph. Click the scroll arrows to display a new measurement. To create a hanging indent, type a negative measurement.

Paragraph command (Indents & Alignment tab): Left Alignment

Click this to align text at the left indent.

Paragraph command (Indents & Alignment tab): Center Alignment

Click this to center text between the left and right indents.

Paragraph command (Indents & Alignment tab): Right Alignment

Click this to align text at the right indent.

Paragraph command (Indents & Alignment tab): Justified

Click this to adjust spaces between words and align text evenly between the left and right indents.

Paragraph command (Indents & Alignment tab): Bulleted check box

Specifies that Works will add bullets to the selected paragraphs. Click this to clear or accept this option.

Bullets command: Bullet Style display list

Displays the different styles of bullets you can insert at the beginning of each highlighted paragraph. Click the bullet style you want.

Bullets command: Sample box

Shows how the highlighted paragraphs will look with the bullet and hanging indent you have specified.

Bullets command: Bullet Size spin box

This is where you type the bullet size (measured in points) you want for the highlighted paragraphs. Click the scroll arrows to display a new size.

Bullets command: Hanging Indent check box

Specifies that the first line of each highlighted paragraph begins farther to the left than the rest of the line. Click this to accept or clear this option. The Sample box shows how hanging indents look.

Bullets command: Remove button

Click this to remove any bullets from the currently highlighted paragraph(s).

Borders & Shading command (Shading tab): Shading Pattern list box

Lists the available shading patterns you can apply to a paragraph or selected objects. Click None to remove any existing shading for the selected paragraphs or objects. Click the scroll arrows to move up or down in the list, and then click the shading pattern you want.

Borders & Shading command (Shading tab): Foreground Color list box

Lists the available colors you can apply to the dots and lines of the shading pattern. The Auto option applies the color used for text on your computer screen (usually black). Click the scroll arrows to move up or down in the list, and then click the foreground color you want.

Borders & Shading command (Shading tab): Background Color list box

Lists the available colors you can apply for the background of the shading pattern. The Auto option applies the color used for the background of windows on your computer screen (usually white). Click the scroll arrows to move up or down in the list, and then click the background color you want.

Borders & Shading command (Shading tab): Sample box

Shows how the shading pattern will look with the colors and fill patterns you have chosen.

Borders and Shading command (Borders tab): Outline option

Click this to enclose the highlighted paragraph(s) in a box outline. The border will extend from the left margin or indent to the right margin or indent.

Borders and Shading command (Borders tab): Outline with shadow option

Click this to enclose the highlighted paragraph(s) in a box outline with a shadow. The border will extend from the left margin or indent to the right margin or indent.

Borders and Shading command (Borders tab): Top option

Click this to place a border along the top of the highlighted paragraph(s). The border will extend from the left margin or indent to the right margin or indent.

Borders and Shading command (Borders tab): Bottom option

Click this to place a border along the bottom of the highlighted paragraph(s). The border will extend from the left margin or indent to the right margin or indent.

Borders and Shading command (Borders tab): Left option

Click this to place a border along the left side of the highlighted paragraph(s).

Borders and Shading command (Borders tab): Right option

Click this to place a border along the right side of the highlighted paragraph(s).

Borders and Shading command (Borders tab): Line Style

Click a line style to use in the borders that you have specified. Click None to remove an existing border.

Borders and Shading command (Borders tab): color list box

Displays a list of colors you can apply to borders. Click the scroll arrows to move up or down in the list, and then click the color you want.

Borders and Shading command (Borders tab): Sample box

Shows how the paragraph, graphic, or page will look with the border options you have specified.

Borders and Shading command (Page tab): Border First Page Only check box

Specifies that Works will add a border to the first page only. Useful for documents such as one-page flyers and title pages.

Borders and Shading command (Page tab): Shadow check box

Specifies that Works will add a shadow to the border.

Borders and Shading command (Page tab): Distance From Left text box

This is where you type or select the distance from the left and right sides of the page to the border.

Borders and Shading command (Page tab): Distance From Top text box

This is where you type or select the distance from the top and bottom of the page to the border.

Borders and Shading command (Page tab): Color list box

Lists the available colors for your page border. Click the scroll arrows to move up or down in the list, and then click the color you want.

Borders and Shading command (Page tab): Line Style

Click the line style you want for the page border. Click None to remove an existing page border.

Borders and Shading command (Page tab): Sample

Shows how the page will look with the options you chose.

Easy Formats command: Change button

Click this to modify the current settings for the selected format.

WP Insert Special Character command: box

Lists the special characters you can insert in a Word Processor document. Click the special character you want, and then click the Insert button.

WP Insert Special Character command: Shortcut key description

Shows the keystrokes you can use to insert the highlighted special character. For example, to insert an optional hyphen, hold down ALT and type 0172. In the future, you can type the shortcut key to insert the character without opening this dialog box.

WP Insert Special Character command: Insert button

Click this to insert the special character that is currently highlighted in the list box into your Word Processor document

WP Insert Special Character command: Description

Provides a brief description of the special character that is currently highlighted in the Select A Character box.

WP Insert Date and Time command: Formats list box

Lists the date and time formats you can use when inserting dates and times into a Word Processor document. Click the format you want, and then click the Insert button.

WP Insert Date and Time command: Insert button

Click this to insert the date or time format that is currently highlighted in the list box into your Word Processor document.

WP Insert Date and Time command: Automatically Update When Printed check box

Specifies that the inserted date or time will automatically update to today's date when you print the document. Click this to accept this option; clear this if you do not want Works to update the date or time when you print.

WP Insert Database Field command: Select A Field list box

Lists the fields in the database shown in the Database box. Click the field name to insert a placeholder for that field into your document. When you print, Works will replace the placeholder with an entry from the database field.

WP Insert Database Field command: Database box

Shows the database associated with the current Word Processor document. If there is no associated database, this box displays "None." To choose a different database, click the Use A Different Database button.

WP Insert Database Field command: Insert button

Click this to insert a placeholder for the field highlighted in the Select A Field box into your document at the cursor location. When you print, Works will print multiple copies of the document, replacing the placeholders with entries from the database field.

WP Insert Database Field command: Use a Different Database button

Click this to display the Use Database dialog box, where you can choose the database that contains the information you want to insert into your document.

WP Insert Database Field command: Close/Cancel button

Click this when you are finished inserting database fields into your document.

WP Insert menu, Use Database dialog: Select A Database list box

Lists the currently available Works databases. Click the one that contains the information you want to insert into your document.

WP insert menu, Use Database dialog: Open A Database Not Listed Here button

Click this to display the Use Another File dialog box, where you can find and open Works database files, as well as Microsoft Profit database files and dBASE files.

Insert Footnote command: Numbered radio button

Click this to insert a footnote with a numbered reference mark. When you choose a numbered footnote, Works automatically assigns the next sequential number to that footnote. Works automatically renumbers any existing footnotes so the sequence is always correct.

Insert Footnote command: Special mark radio button

Click this to insert a footnote with the reference mark you type in the Mark box.

Insert Footnote command: Mark text box

This is where you type the character you want to use as a footnote reference mark.

Insert Footnote command: Insert button

Click this to close the dialog box and insert the footnote in the document.

Insert Table command: Number Of Rows text box

This is where you type or select the number of rows you want in your new table.

Insert Table command: Number Of Columns text box

This is where you type or select the number of columns you want in your new table.

Insert Table command: Select A Format list box

Lists the available formats you can apply to your new table. Click the scroll arrows to move up or down in the list, and then click the format you want.

Insert Table command: Example box

Shows an example of how your data will look in the format you have chosen.

WP Spelling command: Change to text box

This is where you type the correct spelling for the highlighted word in your document. Click the Change button to accept the correct spelling, or click Ignore to ignore it and leave the word as it is. Click the Suggest button to see one or more words that are similar in spelling. If you have chosen one of the Suggest options, a proposed new spelling for the word may already be displayed here.

WP Spelling command: Suggestions list box

Lists the proposed correct spellings for the highlighted word in your document. When there are several proposed spellings, click the scroll arrows to move up or down in the list, and then click the one you want.

WP Spelling command: Ignore Words In Uppercase check box

Specifies that words with all capital letters are ignored during the spelling check. Click this to accept or clear this option.

Cancel button: Spelling dialog

Click this to end the spelling check and close this dialog box. Changes you have already made will be saved.

WP Spelling command: Always Suggest check box

Specifies that a list of proposed spellings is always automatically displayed in the Suggestions box. Click this to accept or clear this option.

WP Spelling command: Ignore button

Click this to ignore the suggested spelling and leave the highlighted word in your document unchanged.

WP Spelling command: Ignore All button

Click this to leave all instances of the same word in your document unchanged. When you click this button, Works will not highlight any other instances of this word during the spelling check.

WP Spelling command: Change button

Click this to replace the highlighted word with the spelling displayed in the Change To box.

WP Spelling command: Change All button

Click this to replace all instances of the highlighted word with the spelling displayed in the Change To box. When you click this, Works will make the changes automatically and will not highlight any other instances of this word during the spelling check.

WP Spelling command: Add button

Click this to add the highlighted word to your custom dictionary so that, in subsequent spelling checks, Works will not identify it as a misspelled word.

WP Spelling command: Suggest button

Click this to display a list of proposed spellings in the Suggestions box. Click the Always Suggest check box to always display a list of suggestions.

WP Hyphenation command: Hyphenate At box

Illustrates the proposed hyphenation for the highlighted word. To split the word at one of the hyphens, click Yes. To position the hyphen elsewhere in the word, use the LEFT and RIGHT ARROW keys or click the location where you want the hyphen.

WP Hyphenation command: Hyphenate CAPs check box

Specifies that hyphenation of words in all capital letters is allowed. Otherwise, Works will ignore words in all capital letters as it hyphenates.

WP Hyphenation command: Confirm check box

Displays a box in which you can review or change the proposed hyphenation for each word to be hyphenated. Click this to accept this option; clear this if you do not want to confirm the proposed hyphenations.

WP Hyphenation command: Hot Zone text box

This is where you type a measurement to control the raggedness of line breaks along the right margin. The "hot zone" is an unmarked space along the right margin into which each line extends. A narrow hot zone measurement reduces raggedness along the right margin; a wide hot zone measurement reduces the number of hyphens.

WP Hyphenation command: OK/Yes button

If you clicked the Confirm option, click this to begin displaying words to be hyphenated. When the word appears, you can accept or reject the proposed hyphenation. If you did not click the Confirm option, click this to close the dialog box and start automatic hyphenation.

WP Hyphenation command: No button

Click this to skip the current word and not accept the proposed hyphenation. Works will then display the next word for hyphenation.

WP Hyphenation command: Cancel button

Click this to stop hyphenation. This does not remove any hyphens you have already inserted.

WP Thesaurus command: Meanings list box

Lists meanings for the word(s) in the Looked Up box, and indicates what part of speech they are, such as noun or adjective. Click the meaning for which you want to see a list of synonyms, antonyms, or related words. When there are several meanings, click the scroll arrows to see the rest of the list. If there are no synonyms, antonyms, or related words, this box displays a list of entries that are similar in spelling to the word or phrase.

WP Thesaurus command: Synonyms/Antonyms/Related Words list box

Lists suggested synonyms, antonyms, or related words for the word(s) highlighted in the Meanings box. Click the synonym, antonym, or related word you want to replace the highlighted word(s) . When there are several suggestions, click the scroll arrows to move up or down in the list.

WP Thesaurus command: Replace button

Click this to replace the word(s) in the Looked Up box with the synonym, antonym, or related word you selected.

WP Thesaurus command: Look Up button

Click this to display suggested synonyms, antonyms, or related words for any word you highlight in the Meanings box or Replace With box.

WP Labels command (Instructions tabs): All steps and associated buttons

This tab lists the steps for creating labels, envelopes, or form letters. Use the other tabs to make selections or type information that Works needs to create your document. Read the instructions on this screen, and then click the Next button to go to each tab in the prescribed sequence. When you complete each tab, click Next again to return to this tab, where you can read the next step before going on to the next tab. Works displays a check mark next to each step as you complete it.

WP Labels command (All tabs): Close button

Click this to close the dialog box and create the labels, envelopes, or form letters. After you click Close, you can click Save on the File menu to save your work.

WP Labels command (All tabs): Delete Label button

Click this to remove the label or envelope you have created from your document.

WP Labels command (All tabs): Next button

Click this to go to the next tab in the sequence. After you make the necessary selections or type the needed information on the tab, click Next to return to the Instructions tab so that you can read the next step.

WP Labels command (Label Size tab): Choose A Label/Envelope Size list box

Lists the available sizes for labels or envelopes. Click the scroll arrows to move up or down in the list, and then click the size you want.

WP Labels command (Label Size tab): Custom button

Click this to enter dimensions for labels or envelopes that do not appear in the list of predefined sizes.

WP Labels command (Label Size tab): Custom button, Label Size tab, Layout box

Shows the areas for which you need to enter values in the boxes below. For example, for the top margin, look at the diagram in this box to see the portion of the label you should measure. After you have measured the distance between the first line of text and the top of the label, type or select the value in the Top box.

WP Labels command (Label Size tab): Custom button, Label Size tab, Preview Shows how the labels will look on the sheet.

WP Labels command (Label/Page Size tab): Custom button, Label Size tab, Top spin box

This is where you type or select the top margin for the label on which you will print your information.

WP Labels command (Label/Page Size tab): Custom button, Label Size tab, Left spin box

This is where you type or select the left margin for the label on which you will print your information.

WP Labels command (Label/Page Size tab): Custom button, Page Size tab, Side spin box

This is where you type or select the side margin for the label on which you will print your information.

WP Labels command (Label Size tab): Custom button, Label Size tab, Vertical spin box

This is where you type or select the vertical spacing between labels.

WP Labels command (Label Size tab): Custom button, Label Size tab, Horizontal spin box

This is where you type or select the horizontal spacing between labels.

WP	Labels command	(Label Size	e tab): Custon	n button, L	.abel Size ta	b, Height spin
box	(

This is where you type or select the height for the labels.

WP Labels command (Label Size tab)	: Custom button,	Label Size tab	, Width spin
box			_

This is where you type or select the width for the labels.

WP	Labels command	(Label Size	e tab): Custon	n button, l	Label Size	tab, Acros	s spin
box	(

This is where you type or select the number of labels per row on the sheet on which you want to print the labels.

WP Labels command (Label Size tab): Custom button, Label Size tab, Down spin box

This is where you type or select the number of labels per column on the sheet on which you want to print the labels.

WP Labels command (Label Size tab): Custom button, Labels, Done button

Click this when you finish entering information on the label size and page size for your custom labels.

This is where you type or select the height of the envelopes.

This is where you type or select the width of the envelopes.

WP Envelopes command (Envelope Size tab): Custom button, Envelopes, OK button

Click this when you finish entering information on the envelope size for your custom envelopes.

WP Labels command (Label Size tab): Custom button, Page Size tab, Paper Size dropdown box ${\bf v}$

This is where you select the paper size.

WP Labels command	d (Label Size t	ab): Custom	button, Page	Size tab,	Width spin
box					

This is where you type or select the width of the page.

WP	Labels command	(Label Size	tab): Custom	button,	Page Size	tab, Len	gth spin
box	(

This is where you type or select the length of the page.

WP Labels command (Label Size tab): Custom button, Page Size tab, Portrait radio button

Click this to apply portrait orientation to the page. With portrait orientation, the page height is greater than the width.

WP Labels command (Label Size tab): Custom button, Landscape radio button

Click this to apply landscape orientation to the page. With landscape orientation, the page width is greater than the height.

WP Labels command (Database tab): Choose A Database list box

Lists the available databases. Click the scroll arrow to move up or down in the list, and then click the database you want. With the database selected, click the Next button. This will open the database file and return you to the Instructions tab.

WP Labels command (Database tab): View Database button

Click this to review the records in the selected database. You can also mark records by clicking the check boxes in the leftmost column while you are viewing the selected database. Marked records are useful if you want to use certain records for form letters, labels, or envelopes, or when you do not want to create a filter.

WP Labels command (Database tab): View Database button, Go Back Dialog button

Click this to return to the Labels, Envelopes, or Form Letters dialog box.

WP Labels command (Database tab): (Open a database not listed here button
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Click this to locate a database that does not appear in the list.

WP Labels command (Recipients tab): All Records radio button

Click this to print all records in the database.

WP Labels command (Recipients tab): Current Records radio button

Click this to print the current records that are displayed in the database.

WP Labels command (Recipients tab): Currently Marked Records radio button

Click this to print only currently marked records in the database. To mark a record in a database, click the check box in the leftmost column next to the row number. Works will display a check mark to indicate the record is marked. Marked records are useful if you want to use certain records for form letters, labels, or envelopes, or when you do not want to create a filter.

WP Labels command (Recipients tab): Filtered Records In The Database radio button

Click this to print records from a new or existing filter in the database. If you click the Change Filter button, Works will display a list of previously defined filters.

WP Labels command (Recipients tab): Current Filter dropdown list box

Lists the available filters in the database specified on the Database tab. Click the arrow to display a list of filters, and then click the one you want. If no filters are available, "(No Filters)" is displayed. To create a new filter, click the Change Filter button.

WP Labels command (Recipients tab): Change Filter button

Click this to display a list of previously defined filters from which you can choose or to create a new filter.

WP Labels command (Label Layout tab): Choose A Field list box

Lists the available fields in the database. Click the scroll arrows to move up or down in the list, click the field you want, and then click the Add Field button or the Insert Field button. Repeat this process until you have added all the fields you need to create your labels, envelopes, or form letters.

WP Labels command (Label Layout tab): Add Field button

Click this to add the selected field to the Label Layout box or to the Main Address box.

WP Labels command (Label Layout tab): New Line button

Click this to add a new line to the Label Layout box or to the Main Address box.

WP Labels command (Label Layout tab): Clear All button

Click this to remove all fields and text from the Label Layout box or the Main Address box.

WP Form Letters command (Add Fields tab): Insert Field button

Click this to add the selected field to your form letter.

WP Labels command (Label Layout tab): Font button

Click this to select the font style and other formatting options for your labels and envelopes.

WP Labels command (Label Layout tab): Label Layout list box

This is where you can position the database fields for your labels and envelopes, and perform basic editing, such as adding a comma between fields. For example, you may want to add a comma between a CITY field and a STATE field

WP Return Label command (Return Address tab): Return Address box

This is where you type the return address for an envelope or a return address label. If you are creating a different type of label, type the text you want on the label here.

WP Envelopes command (Address tabs): preview area

Shows the return address or main address area on the envelope.

WP Labels command (Advanced tab): Edit button

Click this to perform advanced editing functions—such as adding a border or graphics to your labels, envelopes, or form letters

—without closing the dialog box.

WP Labels command (Printing tab): Print button

Click this to print your labels, envelopes, or form letters immediately.

WP Labels command (Printing tab): Test button

Click this to print the first two rows of labels or your first envelope. This is very useful for identifying any areas that you might want to fix or change before you print all of your labels or envelopes.

WP Labels command (Printing tab): Preview button

Click this to see how your labels, envelopes, or form letters will appear when printed.

WP Labels command (Printing tab): Current Printer status line

This shows the type of printer you are printing to.

WP Labels command (Printing tab): Number of Copies text box

This is where you type the number of copies you want printed.

WP Labels command (Printing tab): First Row To Print text box

This is where you type the number of the first row of labels you want to print. For example, if you want printing to start at the fourth row, type **4**. This is useful when you have printed a few rows and the printing is interrupted. By specifying a starting row when you resume printing, you do not have to start over on the label sheet.

WP Labels command (Printing tab): Draft Quality Printing check box

Specifies that Works will print a preliminary, or draft, version of your labels, envelopes, or form letters. The effect varies from printer to printer, but most printers can print more quickly with this option checked.

WP Labels command (Printing tab): Group Copies Together check box

Specifies that Works will group pages together if you are printing more than one copy. For example, Works will print all copies of page 1, then it will print all copies of page 2, and so on.

WP Labels command (Printing tab): Group Copies Together sample graphics

Shows how pages will print when copies are grouped together (Works prints all copies of page 1, then all copies of page 2, and so on) or when they are not grouped together (Works prints a copy of the entire document, and then another copy of the entire document, and so on).

Mail Merge Options dialog (launched from toolbar): Envelopes button

Click this to print names and addresses on envelopes.

Mail Merge Options dialog: Multiple Copies of One Label button

Click this to create multiple copies of a return address label or to create any kind of repeated label, such as multiple cassette labels.

Mail Merge Options dialog (launched from toolbar): Labels button

Click this to print names and addresses on many kinds of mailing labels, name tags, VCR labels, and so on.

Tools/Labels dialog: Labels button

Click this to print names and addresses on many kinds of mailing labels, name tags, VCR labels, and so on.

Mail Merge Options dialog (launched from toolbar): Form Letters button

Click this to create a personalized document to send to many people. The main document contains the information that is the same for each form letter; the address and name changes for each letter.

Label Mail Merge Options dialog: Multiple Copies of Same Label button

Click this to create multiple copies of a return address label or to create any kind of repeated label, such as multiple cassette labels.

Test Label Printing dialog: Print button

Click this to print all the envelopes or labels now if you are satisfied with the results of the print test.

Test Label Printing dialog: Test button

Click this to print the envelope or two rows of test labels again.

WP Spelling command: Ignore Words With Numbers check box

Click this to ignore any words that contain numbers during the spell check.

WP Spelling command: Misspelled Word display

Displays any word not found in the main dictionary or custom dictionaries that are open.

WP Thesaurus command: Looked Up dropdown list box

Displays the word or phrase you selected before choosing the Thesaurus command or the last word you looked up. Click the arrow to display a list of all words previously looked up during the current thesaurus session.

Custom Dictionary dialog: Word text box

This is where you type a new word that you want to add to the custom dictionary.

Custom Dictionary dialog: Word list box

Lists the words in the custom dictionary. Click the scroll arrows to move up or down in the list, and then click the word you want.

Custom Dictionary dialog: Add button

Click this to add the word you typed in the Word text box to the custom dictionary.

Custom Dictionary dialog: Delete button

Click this to delete the selected word from the custom dictionary.

Custom Dictionary dialog: Done button

Click this when you are finished adding a word to or deleting a word from the custom dictionary.

Spelling command: Edit Custom Dictionary button

Click this to add words to or delete words from the custom dictionary.

(WP Multimedia) Tools/Lookup Reference Title: Available Reference Titles list box

Lists all multimedia reference titles installed on your computer that are also compatible with Works, such as all Microsoft multimedia CDs. Click the scroll arrows to move up or down in the list, and then click the reference title you want.

(WP Multimedia) Tools/Lookup Reference Title: Keyword radio button

Click this to search the selected multimedia reference for a specified keyword. Type the keyword you want to search for in the Text box below.

(WP Multimedia) Tools/Lookup Reference Title: Full Text radio button

Click this to search the selected multimedia reference for a specified string of characters, such as a sentence or a phrase. Type the characters you want to search for in the Text box below.

(WP Multimedia) Tools/Lookup Reference Title: None radio button

Click this to open the multimedia reference without performing any searches.

(WP Multimedia) Tools/Lookup Reference Title: Text text box

This is where you type the keyword, phrase, or sentence you want to search for in the selected multimedia reference

Phone command: Dial Once radio button

Click this to tell Works to dial only once when attempting to connect to another computer.

Phone command: Redial radio button

Click this to tell Works to dial repeatedly, if necessary, to connect to another computer. After choosing Redial, you also need to indicate the number of redial attempts and the length of delay between redials.

Phone command: Redial Attempts text box

This is where you type the number of times you want Works to redial to connect to another computer.

Phone command: Auto Answer radio button

Click this to automatically answer incoming calls to your modem. When you choose Auto Answer, Works ignores all other settings in the Phone dialog box, so you do not have to delete or change any of them.

Phone command: Redial Delay text box

This is where you type the number of seconds you want Works to wait between redial attempts.

Terminal Command: Terminal list box

Lists the settings available to emulate the most common types of data terminals. Some computers will communicate only with the data terminal types they recognize. Click the scroll arrows to see all the terminals Works can emulate, and then click the one you want.

Terminal command: ISO Translation list box

Lists the country settings you can use to automatically translate special international characters when you are connecting to a computer in a foreign country. Click the scroll arrows to see the available country settings, and then click the one you want.

Terminal command: End of Lines Normal radio button

Click this to change the End of Lines setting to Normal; this is the default setting. You only need to change this setting if text is displayed incorrectly on your screen.

Terminal command: End of Lines Add CR radio button

Click this to add carriage returns to the end of each line if lines of text do not begin at the left edge of your screen.

Terminal command: End of Lines Add LF radio button

Click this to add line feeds if lines of text overwrite each other on your screen.

Terminal command: Local Echo check box

Click this if the text you type does not display on your screen as it is sent to another computer. Clear this if the text you type appears twice on your screen as it is sent to another computer.

Terminal command: Wrap Around check box

Click this if characters on your screen overwrite each other at the end of a line. Clear this if there are blank lines between lines of text on your screen.

Transfer command: Transfer protocol list box

Lists the available transfer protocols your computer will use to communicate with another computer during file transfer. When you transfer files, both computers must be using the same protocol. Click the scroll arrows to move up or down in the list, and then click the protocol you want.

Transfer command: Line Delay text box

This is where you type a number to indicate how long, in tenth-second increments, Works pauses between each line of text it sends during a file transfer. For example, type **1** to make Works pause one-tenth of a second. Useful when the other computer cannot process the text as fast as you send it.

Transfer command: Directory command button

Displays the Choose A Directory dialog box, where you can specify a directory (folder) in which to automatically place any files you download.

Transfer command: Receive Directory display

Displays the location of the directory (folder) in which Works will automatically place any files you download.

Terminal command: Font list box

Lists the available fonts you can use for your screen. Click the scroll arrows to move up or down in the list, and then click the font you want.

Terminal command: Size list box

Lists the available font sizes you can use for your screen. Click the scroll arrows to move up or down in the list, and then click the font size you want.

Modem command (NT version only): Advanced Modem Name text box

This is where type a name for the current settings for a modem for your own reference. Useful when you have more than one modem connected, and you want to identify the settings based on the different types of modems or how you use them.

Modem command (NT version only): Advanced Initialize text box

Modem command (NT version only): Advanced Dial Prefix text box

Modem command (NT version only): Advanced Dial Suffix text box

Modem command (NT version only): Advanced Escape text box

Modem command (NT version only): Advanced Hang Up text box

Modem command (NT version only): Advanced Answer Mode On text box

Modem command (NT version only): Advanced Answer Mode Off text box

Modem command (NT version only): Advanced Results OK

This is where you type new text to display when the result of a modem connection attempt is OK. The default settings work for Hayes-compatible modems. If your modem requires specific settings for this command, type the setting recommended by the manufacturer. To restore the generic Hayes-compatible setting, click the Reset button.

Modem command (NT version only): Advanced Results ERROR

This is where you type new text to display when the result of a modem connection attempt is ERROR. The default settings work for Hayes-compatible modems. If your modem requires specific settings for this command, type the setting recommended by the manufacturer. To restore the generic Hayes-compatible setting, click the Reset button.

Modem command (NT version only): Advance Results BUSY

This is where you type new text to display when the result of a modem connection attempt is BUSY. The default settings work for Hayes-compatible modems. If your modem requires specific settings for this command, type the setting recommended by the manufacturer. To restore the generic Hayes-compatible setting, click the Reset button.

Modem command (NT version only): Advanced Results NO CARRIER

This is where you type new text to display when the result of a modem connection attempt is NO CARRIER. The default settings work for Hayes-compatible modems. If your modem requires specific settings for this command, type the setting recommended by the manufacturer. To restore the generic Hayes-compatible setting, click the Reset button.

Modem command (NT version only): Advanced Results CONNECT

This is where you type new text to display when the result of a modem connection attempt is CONNECT. The default settings work for Hayes-compatible modems. If your modem requires specific settings for this command, type the setting recommended by the manufacturer. To restore the generic Hayes-compatible setting, click the Reset button.

Modem command (NT version only): Advanced Results RINGING

This is where you type new text to display when the result of a modem connection attempt is RING. The default settings work for Hayes-compatible modems. If your modem requires specific settings for this command, type the setting recommended by the manufacturer. To restore the generic Hayes-compatible setting, click the Reset button.

Modem command (NT version only): Advanced Results NO DIALTONE

This is where you type new text to display when the result of a modem connection attempt is NO DIALTONE. The default settings work for Hayes-compatible modems. If your modem requires specific settings for this command, type the setting recommended by the manufacturer. To restore the generic Hayes-compatible setting, click the Reset button.

Modem command (NT version only): Advanced Reset button

Click this to restore all settings to the generic Hayes-compatible settings.

Modem command (NT version only): Advanced button

Click this to specify a different modem type, and to change or add commands for your modem to use. Use this button only if the manufacturer of your modem suggests using specific command sequences.

Modem command (NT version only): Modem Test Status

Displays the status of your modem after you click the Test button. If there is a problem, Works will display a message in this box that tells you what to do next.

Modem command (NT version only): COM 1 button

Click this if your modem is connected to the COM $\bf 1$ port and you want to change the settings. If you do not know which COM port your modem is connected to, click the Test button.

Modem command (NT version only): COM 2 button

Click this if your modem is connected to the COM 2 port and you want to change the settings. If you do not know which COM port your modem is connected to, click the Test button.

Modem command (NT version only): COM 3 button

Click this if your modem is connected to the COM 3 port and you want to change the settings. If you do not know which COM port your modem is connected to, click the Test button.

Modem command (NT version only): COM 4 button

Click this if your modem is connected to the COM 4 port and you want to change the settings. If you do not know which COM port your modem is connected to, click the Test button.

Modem command (NT version only): Test button

Click this to have Works automatically detect what COM port your modem is connected to. If there is a problem, Works will display a message in the Modem Test Status box that tells you what to do next.

Communication command: Available Devices list box

Lists the available modems and direct cable connections. Click the scroll arrows to move up or down in the list, and then click the modem or cable connection you want to use.

Communication command: Properties button

Click this to display a dialog box containing modem options, such as speaker volume and maximum speed.

Communication command: Location button

Click this to display a dialog box containing dialing properties, such as the location you are dialing from and whether you have a calling card or call-waiting service.

Communication command (NT version only): Port dropdown list box

Lists the available ports for your computer. To choose the port that is connected to your modem or computer, click the arrow to see all the available ports, and then click the one you want.

Communication command (NT version only): Baud Rate dropdown list

Lists the baud rates (speeds) at which information can be sent or received. Check your modem manual for the baud rates it can use. Click the arrow to see all the baud rate settings, and then click the one you want.

Your baud rate should match the computer you want to connect to. To send and receive information faster, choose the highest rate that both your modem and the other computer's modem can use. If you are cabled directly to another computer, you can use 9600 baud.

Communication command (NT version only): Parity None radio button

Click this to set parity to None. Parity provides a way to check for transmission errors. Your parity setting should match the setting of the computer you want to connect to. If you are not sure what parity setting to use, try None.

Communication command (NT version only): Parity Odd radio button

Click this to set parity to Odd. Parity provides a way to check for transmission errors. Your parity setting should match the setting of the computer you want to connect to. If you are not sure what parity setting to use, try None.

Communication command (NT version only): Parity Even radio button

Click this to set parity to Even. Parity provides a way to check for transmission errors. Your parity setting should match the setting of the computer you want to connect to. If you are not sure what parity setting to use, try None.

Communication command (NT version only): Parity Mark radio button

Click this to set parity to Mark. Parity provides a way to check for transmission errors. Your parity setting should match the setting of the computer you want to connect to. If you are not sure what parity setting to use, try None.

Communication command (NT version only): Parity Space radio button

Click this to set parity to Space. Parity provides a way to check for transmission errors. Your parity setting should match the setting of the computer you want to connect to. If you are not sure what parity setting to use, try None.

Communication command (NT version only): Data Bits 7 radio button

Click this to set the number of bits used to represent each character during transmission to 7. Your Data Bits setting should match the setting of the computer you want to connect to. If you are not sure what Data Bits setting to use, try 8.

Communication command (NT version only): Data Bits 8 radio button

Click this to set the number of bits used to represent each character during transmission to 8. Your Data Bits setting should match the setting of the computer you want to connect to.

Communication command (NT version only): Stop Bits 1 radio button

Click this to set the number of bits used to signal the end of each transmitted character.

Communication command (NT version only): Stop Bits 2 radio button

Click this to set the number of bits used to signal the end of each transmitted character.

Communication command (NT version only): Handshake None radio button

Click this to set the handshake setting to None. Your handshake setting should match the setting of the computer you want to connect to. If you are not sure what handshake setting to use, try None.

Communication command (NT version only): Handshake Xon/Xoff radio button

Click this to set the handshake setting to Xon/Xoff. You often use Xon/Xoff when you communicate through a modem. Your handshake setting should match the setting of the computer you want to connect to. If you are not sure what handshake setting to use, try None.

Communication command (NT version only): Handshake Hardware radio button

Click this to set the handshake setting to Hardware. Use this setting only when there is a direct cable connection to the computer you are communicating with. Your handshake setting should match the setting of the computer you want to connect to. If you are not sure what handshake setting to use, try None.

EZ Connect command: Country Code dropdown list

Lists the available country codes for international dialing. Click the arrow to display a list of all the country codes, and then double-click the one you want.

EZ Connect command: Area Code text box

This is where you type the area code for the telephone number of the computer you want to contact. Dashes, spaces, and parentheses are ignored.

EZ Connect command: Phone Number text box

This is where you type the telephone number of the computer you want to contact. Dashes, spaces, and parentheses are ignored; a comma causes your modem to pause before it continues dialing.

EZ Connect command: Name of Service text box

This is where you type the name of the information service or other party whose phone number you typed in the boxes above. After you save the file, this name will appear at the bottom of this dialog box and on the Phone menu so that you can choose it again later to connect to the same computer.

EZ Connect command: Services list box (MRU)

Lists the information services or other parties you have set up for Easy Connect. Click the scroll arrows to see the complete list, and then double-click the name associated with the phone number you want to dial.

EZ Connect command: Receive Incoming Call button

Click this to answer incoming calls you plan to receive.

EZ Connect command: Delete button

Click this to delete a selected information service or other party you have set up for Easy Connect.

EZ Connect command, Dial Dialog: Phone Number display

Displays the phone number that you are dialing so that you can verify its accuracy. If you want to change the phone number, click the Modify button. Works will display a text box in which you can type the new or corrected phone number.

EZ Connect command, Dial Dialog: Location drop down list

Lists the locations from which you can dial. By default, this box displays Default Location. If you have added other locations, you can select them from the list. Click the arrow to display a list of locations, and then click the one you want.

EZ Connect command, Dial Dialog: Device drop down list

Lists the available modems and direct connections. Click the arrow to display a list of modems and direct connections, and then click the one you want.

EZ Connect command, Dial Dialog: Dial As Long Distance check box

Click this if you want to dial the phone number as long distance.

EZ Connect command, Dial Dialog: Dial button

Click this to dial the phone number at the location you have specified.

EZ Connect command, Dial Dialog: Modify/Done button

Click this to change the phone number you are dialing. After you have completed your changes, click the Done button.

Record Script command: Sign-on radio button

Click this to record the sequence of steps you perform to sign on to another computer. Works will play back the steps when you choose the script name from the Tools menu. Useful for signing on to information services you use often

Record Script command: Other radio button

Click this to record a task or sequence of steps for use while in a communications session (after sign-in). You can create scripts for repetitive tasks like accessing an information service and navigating to the sports news section.

Record Script command: Script Name text box

This is where you type a name, up to 40 characters, for the script. For example, if you are going to record the steps to view stock market quotes, you might type the name "View quotes."

Edit Script command: Text box

This is where you type the name of the script you want to edit. Or click the script name in the list below. To create a new script, type a new name here, and then click the Modify button.

Edit Script command: List box

Lists all the scripts associated with the current communications file. Click the scroll arrows to move up or down in the list, and then click the script name you want to edit.

Edit Script command: Rename button

Click this to rename the script whose name appears in the Select A Script To Edit box, then type its new name and click OK.

Edit Script command: Delete button

Click this to delete the script whose name appears in the Select A Script To Edit box.

Edit Script command: Modify button

Click this to display the Modify Script dialog box. Works displays the script named in the Select A Script To Edit box line-by-line. You can change your script, such as adding, replacing, and deleting commands. You can also click this to create a new script after you type the name in the Select A Script To Edit box.

Modify Script dialog box: Script list box

Displays line-by-line the script you want to modify. Click the line you want to delete or change. To add a new line to the script, click the line below where you want to add the new one.

Modify Script dialog box: Command list box

Lists the commands you can use in a communications script to tell Works how to do a particular task. Click the command you want to use. A description of what the command does and any arguments the command requires will display in the box to the right.

Modify Script dialog box: Command description box

Describes the command currently highlighted in the Commands box. If additional information is needed for a selected command, Works provides a space for you to type the information.

Modify Script dialog box: Add button

Click this to add the command you highlighted to the script above the currently highlighted line in the script.

Modify Script dialog box: Replace button

Click this to replace the command line highlighted in the Script box with the command highlighted in the Commands box.

Modify Script dialog box: Delete button

Click this to delete the command line highlighted in the Script box.

Rename Script dialog box: Type a Name For the Script text box

This is where you type a new name for a script.

Modify Script dialog box: Comment text (above the text box)

In the following text box, type explanatory text for the script. Works ignores these comments when playing the script.

Modify Script dialog box: Wait For text (above the text box)

In the following text box, type the text you want to wait for. Works waits for the other computer to send text that exactly matches the text you type here. Useful when you want to have someone send an acknowledgment before you start transmitting a large file to them.

Modify Script dialog box: Type text (above the text box)

In the following text box, type the text you want to display on the screen in response to a prompt from another computer. For example, you could type your first name here, and it would display in response to a "First Name:" prompt from another computer.

Modify Script dialog box: text box for WaitFor, Type, and Comment commands

This is where you type the text for the WaitFor, Type, and Comment commands.

Modify Script dialog box: Seconds text box

This is where you type the number of seconds by which you want to pause the script playback.