

# ClarisWorks 4.0

for Macintosh and Windows



# ClarisWorks 4.0

for Macintosh and Windows

## ClarisWorks Does It All!

Isn't it about time you had all the tools you need for your everyday projects in one place? Whatever you need to do, ClarisWorks has everything you need to get it done. Word processing. Spreadsheet. Charting. Graphics. Database. Painting and Presentations. Instead of buying separate applications, ClarisWorks provides it all in one. So you're assured of tools that work together to tackle complicated jobs in record time. And nobody makes it easier or more affordable. To purchase ClarisWorks, visit your Claris authorised dealer today.

### FOR MACINTOSH

#### File Formats Supported

##### Word Processing

Acta 3.0, AppleWorks 2.0-3.0, AppleWorks GS, ClarisWorks 1.0-2.1 text, MacWrite™, MacWrite II, MacWrite Pro, MS-Word 3.0, 4.0, 5.0, MS-Word PC, MS-Works 1.0-2.0, MS-Write, WordPerfect 1.0-1.02, WordPerfect 4.2-5.0 PC, WriteNow 1.0-2.2, WriteNow NeXT

##### Spreadsheet

MS-Works 2.0 SS, MS-Excel 3.0, 4.0, SYLK, DIF, DBF, AppleWorks SS, ASCII Text

##### Database

MS-Works 2.0 DB, DIF, DBF, SYLK, AppleWorks DB, ASCII Text

##### Graphics

EPSF, GIF, MacPaint™ 2.0, PICT, PICT 2, Apple QuickTime Movie, TIFF

#### Required Equipment

- ▶ Apple Macintosh or Power Macintosh with 68020 processor or higher
- ▶ Hard disk drive and 4MB RAM
- ▶ System 7 or higher
- ▶ Hard disk space required for minimum installation – 1MB for Macintosh (2MB for Power Macintosh); full installation 14MB

#### Printer Support

- ▶ Apple LaserWriter, Personal LaserWriter and ImageWriter families, Apple StyleWriter
- ▶ Hewlett Packard LaserJet, DeskWriter and PaintWriter families
- ▶ A wide variety of other Macintosh-compatible, third party printers

### FOR WINDOWS

#### File Formats Supported

##### Word Processing

DOS Text (\*.TXT), Rich Text Format (\*.RTF), Microsoft Word for Windows 2.0, 6.0, WordPerfect for MS-DOS 5.1, WordPerfect for Windows 5.1, 6.0

##### Spreadsheet

Microsoft Excel 3.0, 5.0, Lotus 1-2-3 DOS (\*.WKS and \*.WK3), SYLK (\*.SLK), DIF (\*.DIF), Text/ASCII (\*.TXT)

##### Database

Borland dBASE (\*.DBF), SYLK (\*.SLK), DIF (\*.DIF), Text/ASCII (\*.TXT)

##### Graphics

Aldus/Windows Metafile (\*.WMF) 3.0 or 3.1, Computer Graphics Metafile (\*.CGM), Encapsulated Postscript (\*.EPS), Macintosh PICT (\*.PCT), TIFF (\*.TIF), Windows Bitmap 3.1 (\*.BMP), Zsoft Paintbrush (\*.PCX)

#### Required Equipment

- ▶ PC with 386 processor, 33Mhz recommended
- ▶ Windows 95 required (for Windows 3.1 users, ClarisWorks 3.0 is still available)
- ▶ One hard disk, one 3.5" floppy disk drive
- ▶ 8MB RAM recommended
- ▶ VGA or better monitor
- ▶ Mouse

#### Printer Support

- ▶ Postscript printer such as IBM LaserPrinters and Apple LaserWriter
- ▶ Hewlett Packard LaserJet, PaintJet and DeskJet Series
- ▶ A wide variety of other Windows-compatible, third party printers

### Also from Claris – New ClarisImpact 2.0!

From timelines and calendars to flow charts and organisational charts, ClarisImpact™ lets you breeze through the structured business graphics you need to create, update and present most often. ClarisImpact — the complete business graphics manager.



Claris International Inc.  
1 Roundwood Avenue, Stockley Park, Uxbridge  
Middlesex UB11 1BG  
Tel: (0181) 756 0101

Distributed in the UK by:

Ingram Micro (UK) Ltd.  
Garamonde Drive, Wymbush, Milton Keynes  
Bucks MK8 8DF  
Tel: (01908) 260422

Frontline Distribution  
Hampshire House, Wade Road, Basingstoke  
Hampshire RG24 8PL  
Tel: (01256) 463344

Distributed in the Republic of Ireland by:

MicroWarehouse  
Unit 25, Western Parkway Business Centre  
Ballymount Road, Dublin 12, Ireland  
Tel: (353) 1 450 9888

© 1995 Claris Corporation. All Rights Reserved. Claris, ClarisImpact, ClarisWorks, the ClarisWorks design, ExpressStyle, FastReport, MacPaint, MacWrite, ReadyArt and Simply powerful software are trademarks of Claris Corporation. All other product names are trademarks or registered trademarks of their respective owners.  
B-CW4.0-0895-001

### Full-featured

- ▶ Word processing
- ▶ Spreadsheet
- ▶ Database
- ▶ Charting
- ▶ Presentation
- ▶ Drawing/Painting
- ▶ Outlining
- ▶ Communication (Macintosh)
- ▶ Microsoft Windows '95 version available soon

What makes ClarisWorks™ software your smartest all-in-one choice for business, home and education? First, it does everything you do – easily. Like letters, reports, budgets, presentations, proposals, flyers, mailing labels, term papers, newsletters – and virtually anything else.

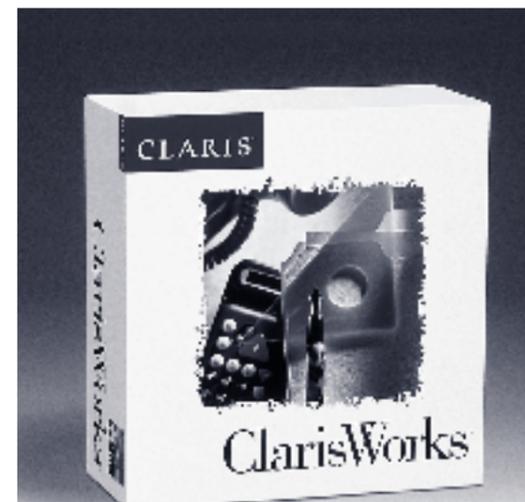
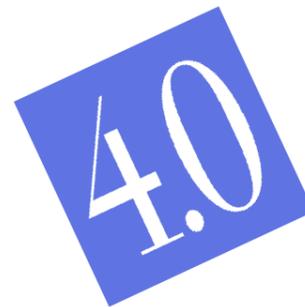
Second, the all-in-one design of ClarisWorks gives you unparalleled power. Its word processing, spreadsheet, database, drawing, painting and presentation functions are completely integrated – so you learn just one program, not half a dozen separate ones. You'll also appreciate the way it works – from its consistent menus to the effortless way it combines words, graphs, tables, images and even video on a single page.

Third, ClarisWorks helps get your documents done fast. Expert Assistants guide you through complex tasks and documents in a flash. Time-saving ReadyArt™ Libraries, pushbutton Shortcuts and FastReport™ capabilities automate your work and save you time. And the new ExpressStyle™ feature formats anything – text, paragraphs, outlines, tables and graphics – in a single click.

And then there's its extraordinary lean, compact design. ClarisWorks is the lightning fast office alternative that conserves precious disk space and battery life – making it perfect for laptops.

ClarisWorks. The smartest all-in-one choice for business, home and education.

**Claris. Simply powerful software.™**



*ClarisWorks. It simply works.*

# ClarisWorks 4.0

## for Macintosh and Windows



FOR WINDOWS



FOR MACINTOSH

### All-in-one Design, Unparalleled Power

Features	Benefits
All-in-one Integration	ClarisWorks is a single compact application that combines text, graphics, tables, charts and even video on the same page.
Shortcuts	Get pushbutton access to over 150 of the most common operations like changing text size, sorting data and adding numbers.
Share Files	Open ClarisWorks documents on Windows or Macintosh – without translation. Easily share files with popular Macintosh, Microsoft Windows and MS-DOS programs including Microsoft Word and Excel.
Slide Show Presentations	Create and deliver professional slide show presentations on screen, complete with master backgrounds and video movies.
Ultra-compact and Speedy	Minimal disk and memory requirements make ClarisWorks perfect for even modestly configured and notebook computers.
Communications	Use integrated communications environment for Macintosh or Windows Terminal Accessory to connect with online services. Use the built-in HTML translator to create and author documents for the World Wide Web.

### Powerful Word Processing for Professional-looking Results

Features	Benefits
Versatile Section Formatting and Layout	Format complex documents like reports and term papers with sections – each with its own column formatting, headers and footers, page numbering, left/right/facing pages, automatic text wrap and more.
Stylesheets	Instantly format text, paragraphs and outlines with a pre-defined ExpressStyle, or create your own.
Integrated Outlining	Organise documents quickly with pre-defined outline styles, or create your own.
Writing Tools	Access all the information you will need to write correctly with 110,000-word spell checker, 660,000-word thesaurus, built-in hyphenation and word counter.
Mail-merge with Database	Personalise form letters and mailings directly from your database. Preview before you print.
Automatic Footnotes	Easily create footnotes or end notes. The Footnote Assistant prompts you for needed information and formats footnotes perfectly.
WorldScript Support for Multi-lingual Documents	Integrate Japanese, Chinese and other text into your documents on Macintosh through WorldScript support (Language Kit from Apple required).

### Spreadsheet and Charting Tools Bring Numbers to Life

Features	Benefits
100 Built-in Functions	Analyse data using the built-in mathematical, statistical, financial, date, time, logic and text functions.
Dazzling Charts	Communicate information more effectively using 12 chart types including bar, pie, line and hi-low close charts. Change fonts and adjust orientation, size, colours, patterns and 3D effects to illustrate your point.
Instant Tables	Use the Table Assistant to create a table in any ClarisWorks document, formatted to your exact specifications. Pick from a pre-defined Table ExpressStyle to highlight data.

### Colourful Graphics Highlight Your Message

Features	Benefits
ReadyArt Libraries	Just drag and drop any of 500 images into ClarisWorks documents. Store, sort and organise your own images by creating custom libraries.
Comprehensive Graphics Tools	Create graphics with tools for lines, ovals, rectangles, beziers and more. Select from 100 fill patterns, up to 256 colours and 32 gradient fills. Produce precise graphics using smoothing, reshaping and free rotation.
Full Colour Painting	Edit scanned images and add colour effects with paintbrush, paint bucket, spray can tools and more.

### Easy Database Management and Reporting

Features	Benefits
FastReport Capabilities	Save frequent searches, sorts and reports to instantly access, display and print precisely the data you want.
Visual Reports and Automatic List View	Lay out data exactly the way you want it to appear with graphic tools. View and edit all your data in row and column format. Move and expand the columns as necessary.
Mailing Labels	Use the Mail Label Assistant to effortlessly generate labels in over 50 pre-defined Avery formats.
Automatic Field Entry and Verification	Speed data entry, ensure accuracy with pop-up menus, scrolling lists, check boxes, radio buttons and more.

### Expert Assistance and Time-saving Automation

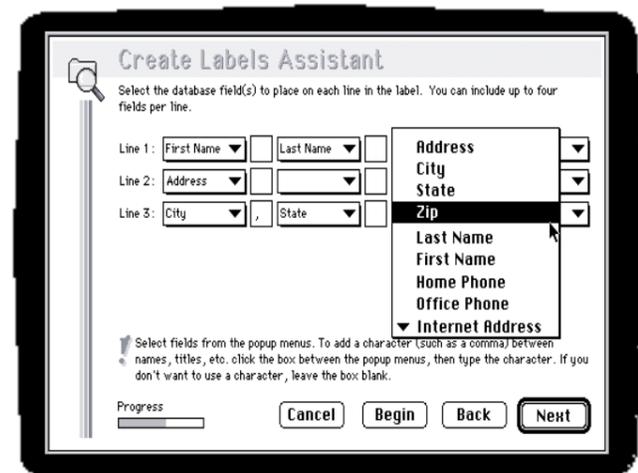
Features	Benefits
Universal ExpressStyle Capabilities	Format text, paragraphs, outlines, tables and graphic objects with one click. Create, edit and share the ExpressStyle to ensure uniform formatting.
ClarisWorks Assistants and Templates	Assistants guide you through multi-step tasks like creating certificates, designing a newsletter and tracking your finances. Save time with dozens of ready-to-use documents from fax covers to personal stationery.
Help When You Need It	Get an overview using the Introductory Tour or answers to questions from on-screen Help, without referring to manuals.
AppleScript	Write scripts to automate multiple operations using ClarisWorks for Macintosh. Sample scripts for batch printing and file conversion included.



List View displays data in spreadsheet-like rows and columns so you can compare data faster and more easily.



Use an ExpressStyle to format tables, outlines or paragraphs. Click to apply pre-defined styles or customise to create your own.



Answer a few simple questions from the Mail Label Assistant and in seconds you'll have perfectly formatted labels.



Use the drag-and-drop ReadyArt Libraries to add clip art, text or video clips to any document.