

# **WELCOME TO CLARISWORKS 3.0!**

This trial software and guide will show you how ClarisWorks for Windows streamlines your work with its all-in-one word processor, spreadsheet, database, drawing, painting. Create letters, proposals, charts, budgets, presentations, mailing labels, customer lists and more-in a flash. With this trial guide you will create a polished newsletter-complete with multiple columns, table, and chart. Next you'll see how easy it is to work with a customer database. You'll finish by reviewing a To-Do list. It's easy! And it will only take 10-20 minutes.

## **What you need:**

- \* PC with 386DX/25Mhz or higher processor
- \* Microsoft Windows 3.1 or later; MS DOS 5.0 or later
- \* Hard disk, one 3.5" floppy disk drive
- \* 4MB RAM Minimum (8MB recommended)
- \* VGA or better video
- \* Mouse
- \* Any PostScript printer such as Apple LaserWriter and IBM Laser printers, Hewlett-Packard LaserJet, PaintJet and DeskJet Series, or any of a wide variety of other Windows-compatible printers

## **Installation Instructions:**

Lock the disks before you begin installation.

To install the trial version:

(1) Insert Disk 1 and Double-click on SETUP.EXE. Read and follow on-screen instructions.

Windows will restart after installation.

(2) Double-click on "Begin Here" icon in CW3TRIAL group in Program Manager to open it and the ClarisWorks Trial application. Print it out and follow the instructions.

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## **General Troubleshooting**

The following suggestions are offered as potential solutions to the stated condition.

If the installer fails, make sure that the **Virtual Memory** is turned on and set to the Windows suggested size (see Performance below). Some virus checking software may interfere with the installer and prevent a complete installation. If this occurs, turn off any virus checking software before starting the installer. Turn it back on after installation is successful.

## **Out of Memory Error Messages**

If you encounter an error message which says there is not enough memory to perform an operation, try the following:

- \* adjust your Virtual Memory (see Performance below)
- \* check the DOS CONFIG.SYS and remove any unnecessary drivers and TSRs to free up memory
- \* close other applications and ClarisWorks documents that may be running in the background

Note: On computers with 4MB of memory you may encounter out of memory messages when using gradients, creating paint documents, or using 256 colour settings.

## **Performance**

32-bit applications such as ClarisWorks require **Virtual Memory** to be turned on. In order to increase the performance on computers with 8MB of memory or less, we recommend the following:

- \* Setting the Virtual Memory to Permanent
- \* Using the suggested size for your virtual-memory setting (usually twice the size of real memory)
- \* Enabling 32-bit disk access

To make these changes to your system:

- (1) In the Program Manager, open the Main Group, double click on Control Panel, then double-click

the 386 Enhanced icon.

- (2) Click the Virtual Memory button, then click the Change button.
- (3) Select Permanent from the Type pop-up menu.
- (4) Click the check box next to "Use 32-Bit Disk Access"
- (5) Accept the above settings and the suggested size by clicking OK.

If your suggested size is less than twice your physical memory, you may need to increase your free disk space by removing unwanted files or defragmenting the hard disk (DOS 6.0 users can use DEFRAG.EXE; DOS 5.0 users may use some other utility). Defragmenting your hard drive may also increase the performance of your computer.

We also recommend that you run SMARTDRV.EXE by adding the following line to your AUTOEXEC.BAT file: C:\DOS\SMARTDRV.EXE. Use the SMARTDRV.EXE version 5.0 that ships with DOS 6.0 for better performance. On 4MB systems make sure that SMARTDRV.EXE is set to use the default cache size.

### **Video Cards and Drivers:**

If you have problems with your screen displaying objects correctly, you may have a problem with your video driver. If this is the case, try changing the resolution to 640x480 or 800x600. Or, try changing the number of colours displayed (for example, 256, 16K, millions of colours). To verify that it is a video driver problem, change the video driver to Windows standard VGA and run ClarisWorks. If the problem goes away, contact the video card manufacturer for the latest version of the driver or use the driver that is included with the Windows Installation disks.

To change your video driver settings, either follow the directions for your video driver setup or use Windows Setup as follows:

1. Go to the Program Manager and open the Main Group
2. Double click on Windows Setup and make a note of the current Windows Display setting
3. Choose Change System Settings from the Options menu
4. Click in the Display box and select the appropriate setting from the scrolling list and use the current driver if prompted

If you don't have an accelerated video card and are experiencing slow screen redraws, we recommend that you turn Offscreen Drawing on. To do this: choose Preferences from the Edit menu, click General and click Offscreen Drawing (the checkbox is checked). However, if, after making this change, the screen does not redraw properly when you move objects, turn the Offscreen Drawing option off.

### **Fonts**

If your fonts do not display or scale correctly (for example clipping or overlapping), try the following:

- Make certain a valid printer driver is selected as the default and that it is NOT the Generic/Text Only driver
- Enable TrueType (see TrueType Fonts below)
- Make certain the standard Windows TrueType fonts, such as Arial, are installed properly

To select or change the default printer:

1. Go to the Program Manager and open the Main Group
2. Double click on Control Panel, then double-click the Printers icon
3. Select a printer from the Installed Printers list and click Set As Default Printer button
4. If you do not have any printers installed, refer to your Microsoft Windows User's Guide for instructions on installing printers

Ensure that TrueType fonts are enabled on your system. To do this:

1. Go to the Program Manager and open the Main Group
2. Double click on Control Panel, then double-click the Fonts icon
3. Click the TrueType button, then click Enable TrueType Fonts

**Enjoy the trial version!**

When you are finished and you want to remove the trial software, locate and open the REMOVE.WRI file in the CW3TRIAL directory. It instructs you on how to do so.