

Monthly Newsletter

Thank you for choosing ClarisWorks™ 3.0. We're excited about this latest release of ClarisWorks and know that it will help you to be more productive and creative. This Read Me file documents some additional tips that may prove helpful when using ClarisWorks 3.0.

ClarisWorks now includes eight Assistants you can use in working with documents for your home, school, or office. Assistants ask you questions and then produce a document or part of a document based on your answers. Assistants also guide you on the content of your document.

Several Assistants (for making a table, typing a footnote, addressing an envelope, or finding and opening a



A rare South American butterfly shows the way that nature uses bright colours.

document) are available when you are working within a document. To see what task Assistants are available to you in your current work environment, choose ClarisWorks Assistants from the Help menu that you can find by pulling down the Apple menu on the far left of the Menu bar.

ClarisWorks 3.0 for Macintosh has the same file format and features as ClarisWorks 3.0 for Windows. It also opens files created in ClarisWorks for Windows versions 1.0 and converts them to version 3.0. You can create a ClarisWorks document on Windows and edit it on a Macintosh computer or vice versa. Consequently, if you work with both Macintosh and Windows versions of ClarisWorks, or if you collaborate with colleagues who use ClarisWorks 3.0 for Windows, you can work without translating files or learning a different program.

Version 3.0 opens and saves files that are fully compatible with ClarisWorks versions 2.0 or 2.1, so you can use your existing 2.x files and/or share work with colleagues using version 2.x.

When you use ClarisWorks 3.0 to open ClarisWorks 1.0 files, ClarisWorks displays a message and adds [v3.0] to the

when ClarisWorks asks if you want to replace the existing file. If you are converting a number of files from the 1.0 to 3.0 file format, you can access the Preferences dialog from the Edit menu and turn off the Old Version Alert and/or the

[v3.0] Suffix.

Due to differences between Macintosh and Windows platforms, it is necessary to use a file transfer program such as PC Exchange, AccessPC, or a similar utility in order to transfer files via floppy disk. These utilities require that your Macintosh have a high density drive (FDHD SuperDrive). Follow the directions in the documentation of the file transfer utility program. After copying the files to or from a PC formatted disk, rename the files with DOS-compatible file names (8 characters or less) and include the .CWK extension.

After renaming your files, copy them to your computer's hard drive, if desired, and open them as you would any ClarisWorks document.

Fonts, margins, page breaks, and graphics may appear differently after being transferred from the Macintosh. You can minimise unintended consequences associated with font changes by using TrueType fonts on both platforms. Helvetica on the Macintosh converts well to Arial on Windows, and

Competition Win a Medieval holiday for two!

similarly Times converts well to Times New Roman. It may be necessary to change the margins and page breaks in order to restore the original page breaks. QuickTime movies will be converted to PICT images. In addition, some macros created on the Macintosh may not run as expected on Windows. In these cases, it is necessary to recreate your macros.

To count the words in your document, choose Writing Tools from the Edit menu and then choose Word Count.

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Editing Documents Created with the ClarisWorks Assistants

Some documents created using the ClarisWorks Assistants (or provided as Stationery files) contain objects that are locked or grouped to keep objects in position and prevent accidental edits. To move or edit the objects, unlock and/or ungroup them:

To edit the text in an object, click the Text tool and then click on the text you want to edit.

You may want to increase the amount of memory set aside for ClarisWorks if you work with Paint documents, documents longer than ten pages, or if you want to have several large documents open at the same time. Increasing the memory allocation may also reduce the time it takes to print some documents.

If you attempt to run the "Introduction to ClarisWorks" file on a computer with a monitor set to Thousands or Millions of colours and you get the message, "Not enough memory to run MacroMind Player.", you have two choices. Reset your Monitors Control Panel to 256 colours, or increase the memory for the "Introduction to ClarisWorks" file using the instructions found above under "Adjusting ClarisWorks Memory".

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New by-pass planned

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Sale Of The Century

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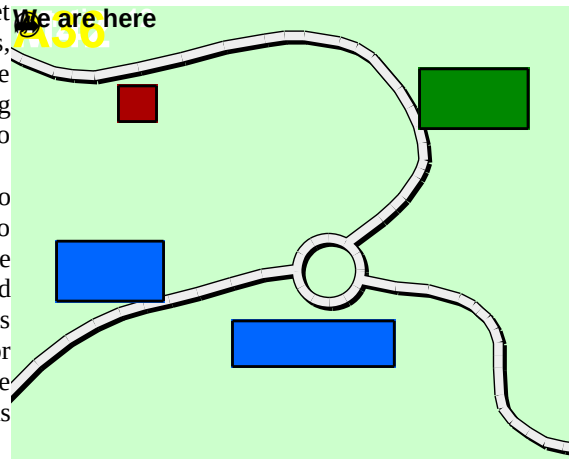
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