12 | Integrated Software

If you're looking for the Swiss Army knife of Macintosh applications—one program that does it all—*integrated software* is it. The programs described in this chapter combine the basic software tools most people use everyday. These tools include a word processor, a spreadsheet, a database, drawing tools, and a communications program.

We'll spell out why you might choose an integrated application instead of investing in several separate, specialized applications. You'll find out who's who in the market, as well as get a quick overview of which combination of tools each package offers.

If you've already bought one of the two most popular integrated applications on the Macintosh—ClarisWorks or Microsoft Works—we've compiled a list of tips, tricks, and shortcuts that should help you get the most out of these leading programs.

Contributors

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Contents

Getting the Works (CG)

Integrated applications offer one-stop shopping to Macintosh users who may not want or need separate specialized applications for some of the basics. The basics we're talking about are word processing, database management, spreadsheets, telecommunications, and drawing.

Integrated applications (each component of which is usually called a *module* or an *environment*) offer several advantages over many individual programs:

- *Price.* These programs range in price from $55 to $500. You don't have to be a financial wizard to figure out that buying an integrated application is often less expensive than buying a stand-alone word processor, drawing program, spreadsheet, and so on.

- *Program size.* If you want or need to keep the number of applications on your hard disk to a minimum, then having one application rather than several saves space. An integrated application may be ideal if you have a PowerBook or Duo and want to pack a lot of functionality into limited hard disk space.

POWERBOOK

- *Integration.* Because all the tools are integrated, sharing data between them and moving among them is, for the most part, a snap.

The trade-off is that these programs often offer a limited set of features compared to the leading stand-alone applications. Yes, the basics are here, but if you need to automate your accounts receivable department or plan to write a textbook complete with footnotes and indexes, you may need the more specialized features that stand-alone applications offer.

Choosing an Integrated Package (SS/CS)

The players in this software category have changed considerably since the last edition of *The Macintosh Bible*. GreatWorks (Symantec) and WordPerfect Works no longer exist. And if RagTime and HandiWorks are still around, you can't tell by looking at ads and mail-order catalogs. Thus, there are now only two serious contenders in the Mac integrated software market: ClarisWorks (which is bundled with Apple's Performas and several Macintosh clones) and Microsoft Works.

POWER MAC

Although Microsoft Works owned this category for years, Works (now in version 4) hasn't been updated since mid-1994. Introduced in 1991, ClarisWorks has virtually taken over this market, and has released major updates on an annual basis. And of the two programs, only ClarisWorks has a native version for Power Macintoshes.

In this chapter, you'll also find a discussion of Microsoft Office, a *suite* of programs that Microsoft sells as an integrated package. Unlike ClarisWorks and Microsoft Works, the modules in Microsoft Office are complete copies of three best-selling Microsoft applications: Word, Excel, and PowerPoint.

GOOD FEATURE

Regardless of which integrated package you choose, there's extensive support available, including books, training services, libraries of macros—and the tips at the end of this chapter. Choosing a program will depend on the combination of modules that you need (the following table shows what features the leading integrated packages offer).
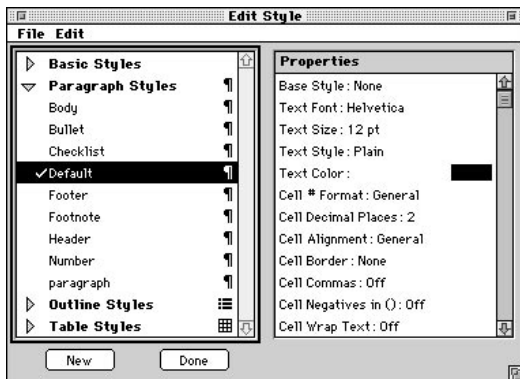
ClarisWorks (JL)

Already the leading integrated application for the Macintosh, **ClarisWorks 4** ($130, Claris) continues its evolution with the addition of powerful new features that beg the question, "Do I really need to buy a Microsoft Office type of product?" By requiring less memory and hard disk space, yet giving users features and power that they'll actually use, it becomes harder for many to justify the expense and overhead of a full-blown suite.

All of the environments (with the exception of communications) offer something new, but it's the word processor that receives the most attention in version 4. Style sheets enable users to format their documents much faster than before. Styles can be edited, saved, and then applied to text, paragraphs, outlines, and tables. Users can easily access the styles via a pop-up menu on the text ruler or by using the floating style sheet

Integrated Offerings

	Word processing	Spreadsheet	Database	Communications	Drawing	Painting	Page layout	Other
ClarisWorks 4	•	•	•	•	•	•	some	
Microsoft Works 4	•	•	•	•	•	•	some	address book, calendar
Microsoft Office 4.21	•	•						presentations, data queries, programming

window. Also new is the ability to have multiple sections in a document. For instance, you could have a single column at the top of the page and multiple columns on the lower half. Other new layout options include end notes and multiple headers and footers in a document.

As more features are added, one common concern is that ease of use may suffer. Because many new Macintosh users get their first taste of computing with ClarisWorks, *Assistant* technology has been added to help

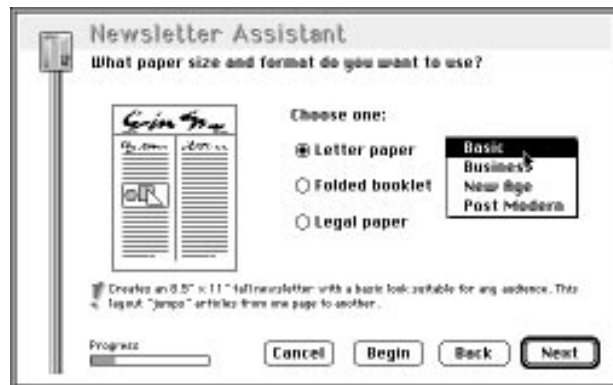*In ClarisWorks, you can create, edit, and apply styles to text, paragraphs, outlines, and tables.*

them create more complex documents like newsletters and home-finance spreadsheets. When creating a new document using an Assistant, you are asked a series of questions concerning the layout and content. After the Assistant gathers the required information, it creates a new formatted document for you, ready to receive information. And Assistants aren't just for new users; experienced users can also save time

by not having to set up documents manually. ClarisWorks also includes many stationery documents that can be quickly modified for common and not-so-common tasks.

The database environment now has a feature that most Microsoft Works users have taken for granted (and have often requested after making the switch): an automatic List view. New field types have been added to make data entry faster and more accurate. Although true scripting isn't available,

ClarisWorks 4 Assistants help you quickly create complex documents such as newsletters.

a feature called FastReports lets you store sets of find and sort instructions and later re-execute them (so you don't need to recreate them each time). Users will appreciate the Assistant that helps set up the dreaded mailing labels, too.

The draw environment includes a drag-and-drop art library with 500 clip art images that you can easily add to any document. The spreadsheet environment gets a graphic makeover with the addition of cell shading. Another nice feature is a Fill Special command that automatically fills in day names, months, quarters, and so on, as row or column headings. Claris finally decided to add some scripting capabilities via

AppleScript and now supports WorldScript, too. (In combination with various foreign language kits, WorldScript enables users to create foreign language documents.) Other features of note are a new mail merge function and an HTML translator for creating documents for the World Wide Web. (See Chapter 23 for more on the World Wide Web.)
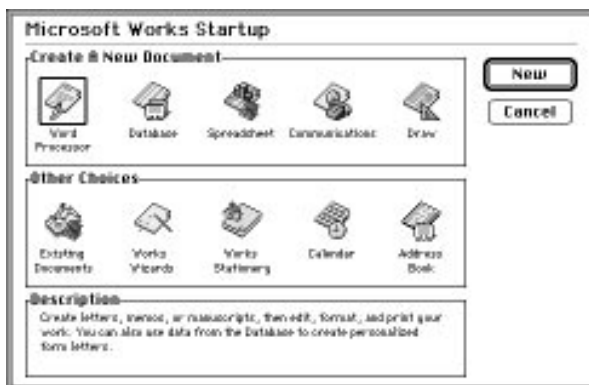
Overall, ClarisWorks 4 provides a robust set of features that enable the novice user to grow with the program. More experienced users will quickly put the powerful feature set to use. But most of all, just about everyone will appreciate the fact that they can get all of this functionality without having to buy a bigger hard disk or more memory.

Microsoft Works   (CS)

Microsoft Works 4 ($55 disk version; $80 CD version, includes Microsoft Bookshelf) addresses some major problems with the previous version. In fact, some users of Works 3 "backtracked" to version 2 because they preferred the way some of the features in that version worked. Works 4 integrates its modules using Microsoft's *Object Linking* and *Embedding* (OLE) technology. This approach works well; you simply click a button and draw a rectangle to, say, insert a spreadsheet in a word processor. You can then edit the embedded object by double-clicking it, and you can also embed objects from other OLE programs within Works. (OLE is Microsoft's version of the same type of technology Apple is introducing with OpenDoc, described in Chapter 3.)

Microsoft beefed up the software with plenty of new features, such as a slide show; a tool for creating tables; an equation editor for editing equations with mathematical symbols and subscripts; an AutoSum button for calculating totals automatically; multi-level database sorting; and drag-and-drop editing that lets you move or copy a selection by just dragging it to the desired location. It ships with a selection of clip art and a Gallery for organizing clip art images, and it now comes with about 36 file-conversion filters.

Works 4 also adds a new calendar and address book, as well as a new paint tool that has features such as gradient fills, rotation, filters for creating special graphical effects, and support for Adobe Photoshop plug-in tools and filters.

To choose a module in Microsoft Works 4, you click on an option in the opening dialog box. Because all the modules are integrated, it's easy to share data among the word processing, database, spreadsheet, and drawing modules and to make sure that changes made to information in one module are reflected in the others.

Microsoft's WordArt includes TrueType fonts and provides tools for different shadow effects, shapes, and text and line rotations. You can also use WordArt to create fancy headlines and banners.

Works 4 offers some features that simplify common tasks such as writing letters, generating reports, and designing newsletters. A feature called WorksWizards helps create documents such as greeting cards and newsletters by posing simple questions that users answer. Almost 40 *stationery documents* templates (called AutoStart in Works) provide a quick starting point for creating different types of documents (such as a Grade Book, Cash Flow Projection, and Home Inventory) designed for teachers, business users, and home users.

Microsoft Office (SS)

Microsoft Office ($500) combines three best-selling Microsoft applications in one convenient package: Microsoft Word 6 (word processing), Excel 5 (spreadsheets), and PowerPoint 4 (presentations). Because many businesses have standardized on Word and Excel, buying Office is a commonsense move. It costs only a little more than the combined prices of Word and Excel. As a bonus, Microsoft tosses in a single workstation license for Microsoft Mail (although server software must be purchased separately), as well as the ability to query databases.

Microsoft Office adds its own ever-present icon to the menu bar. Click it to expose a menu from which you can launch installed Microsoft applications, as well as other programs that you've added to the menu.

Even though Office contains only three programs (plus a single workstation license for Microsoft Mail), a complete installation requires massive amounts of disk space—over 90MB! Office comes with a thorough setup program that you use to install, remove, or reconfigure its components. And it's a good thing because Office is finicky about how it's set up. If you move or rename any folders or forget to enable any of its two dozen or so extensions, there's a good chance that you'll receive a nasty surprise.

WARNING

Because Microsoft Office is billed as an integrated package, you may well be wondering what this integration consists of. Information can be shared between applications by standard Mac methods: copy and paste, Publish and Subscribe, and importing. None of these techniques, however, is new or earthshaking. Office provides two additional data-sharing techniques: *embedding* and *linking*. Suppose, for example, you want to include an Excel chart in a Word document. If you embed the chart in the Word document, no link is kept with the spreadsheet in which it was created. But if you ever need to edit the

embedded chart, you can just double-click it. Doing so launches Excel and opens the original spreadsheet. Linking, on the other hand, works like Publish and Subscribe: When you link an object (such as a chart) and later edit it, all linked copies are automatically updated.

GOOD FEATURE

Do-it-yourselfers will be excited by the package's new scripting capabilities. Word 6 includes a macro recorder, as well as its own scripting language called WordBasic (long available in Word for Windows). And you can now script Excel using the Visual Basic language. (At some point in the near future, *all* Microsoft applications will be scriptable using Visual Basic, so here's your chance to get a head start.)

Other important new features include the following:

- Drag-and-Drop support (within and between programs)

- *OLE* (Object Linking and Embedding) support

- AutoCorrect (a revised glossary feature for inserting lengthy text strings and automatically correcting common typos and misspellings)

- AutoFormat (choose from a set of document formatting styles)

- Wizards (step-by-step guidance for common tasks such as making charts, tables, mailing labels, and designing presentations)

- Improved table handling and formatting

- Excel's "drag and plot" (automatic chart modification by dragging data)

- Workgroup features for collaborating on documents over a network

- TipWizard (watches you work and offers suggestions for easier, more efficient ways to accomplish tasks)

One of the main selling points for Office is its cross-platform compatibility. If your business has standardized on these Microsoft applications, you can readily share your data between Macs and PCs, and users can easily switch from one platform to another (the programs work the same). Of course, the *main* reason for buying Microsoft Office rather than ClarisWorks or Microsoft Works is power, power, power! If you make your living as a writer or a number cruncher, you won't have to worry about constantly bumping into the limitations of typical integrated packages. If Word, Excel, and PowerPoint can't do it for you, it probably can't be done.
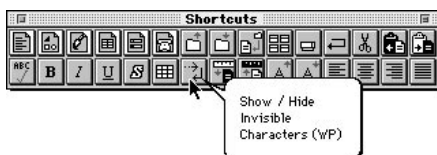
ClarisWorks Tips

These tips are for ClarisWorks 4, although many of them will also work in earlier versions of ClarisWorks.

General

Saving memory (CR/SS). ClarisWorks can run short of memory during long communications sessions or when using the paint environment. Here are a few ways to maximize memory when using these document types:

- Use the Communication preferences to change from an unlimited scrollback area to one of a small fixed size, and use the Capture Text command to store communications data in a file on your disk instead of in memory.

- To free up more memory for paint documents, use the Resolution & Depth command to set the pixel depth to Black & White, 4 colors, or 16 colors, instead of using thousands or millions of colors.

- Because ClarisWorks' Paint environment demands a lot of memory, Claris recommends increasing the memory allocation before using it.

Which shortcut is which? (CR/SS). If you can't remember what each button on the Shortcuts palette does, you can display the shortcuts as names instead of icons. Just change the Shortcuts preferences to Show Names. To find out what one specific button does, choose Edit Shortcuts, click the button in the dialog box, and look in the Description area.

If you regularly forget what the buttons mean, you can also set the Automatic Balloons option in the Shortcuts preferences. Then whenever the cursor rests over a Shortcuts button for a second or two, a help balloon appears that identifies the button.

ClarisWorks' Shortcuts palette gives you access to commonly used functions (represented by icons) with one mouse click.

Recycling macro keys (CS). If you create lots of macros and find yourself running out of macro keys, try assigning macros to specific ClarisWorks document types instead of creating macros that work everywhere. For example, you could use Option ⌘ 2 to double-space a word processing document, and use the same keys to choose a fixed-number format with two decimal places in the spreadsheet. Just be sure to check the document type you want in the Record Macro dialog box as you define each macro.

HOT TIPS

Wrapping text around a graphic (CS). You can wrap text around a graphic even when you're not in the word processing environment. Turn Frame Links on for the frame containing your text. ClarisWorks will wrap text around graphics that were created with the drawing tools or were pasted in PICT format. If you need to wrap around other objects (e.g., bitmapped graphics, EPS files, and so on), draw a borderless white object that is slightly larger than your graphic and move it behind the pasted-in graphic (Send to Back).
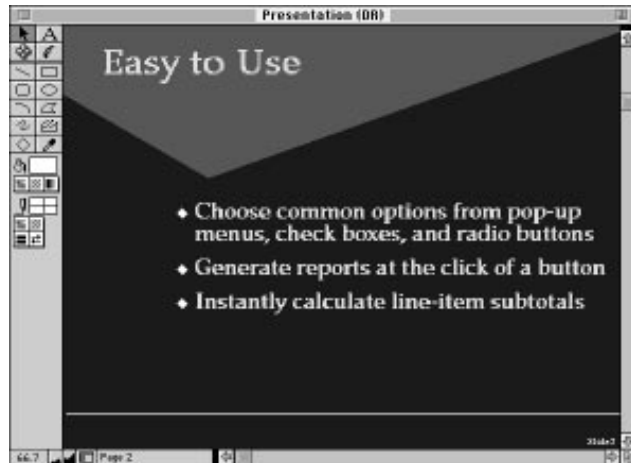
Creating slide presentations (CS). A nice feature in ClarisWorks is the ability to create on-screen slide presentations. There are several different ways to do this; in fact, any environment in ClarisWorks can be turned into a slide presentation. Some of the less obvious ways to do this include:

You can create slides like this in ClarisWorks' draw module using the Presentation Assistant.

• From the Draw environment, insert text frames and organize them as outlines. Use outline formats to define the fonts, sizes, and styles for each level in your presentation. (You can have multiple levels, so the first level could be 36-point bold Times; the second level 30-point Times Roman, and so on.) *[If you need help, you can use the Presentation Assistant to quickly design basic presentations.—SS]*

• From the Database environment, set up a Database layout with a title and a few bullet points. You can then enter data to create a very quick presentation.

Creating predefined formats (CS). You can create predefined document formats such as a fax cover sheet, a standard memo, or a presentation. The format will have all the type styles and other formatting you've defined. Choose Save As from the File menu and click the Stationery radio button. This will save a template with your formatting; you can then select it whenever you create a new document of that type.

Creating default formats (CS/SS). You can create a default document for each of the ClarisWorks environments; then every time you make a new document in that environment, it will automatically default to your predefined formatting. To do this, create a stationery document and, for the word processor, name it *ClarisWorks WP Options* (for the draw module, substitute *DR*; for the paint module, *PT*; for the database module, *DB*; for the spreadsheet module, *SS*; and for the communications module, *CM*).

In ClarisWorks 4, you must keep these documents inside the ClarisWorks Stationery folder (which is chosen automatically when you click the Stationery radio button in the Save As dialog box).

Automating text searches (SS). To conduct a search without having to deal with the normal Find/Change dialog box, select the search text in the document (*Apple Computer*, for example), and then choose Find Selection rather than Find/Change. ClarisWorks takes you directly to the next instance of the selected text string.

Using AppleScripts (JL/SS). Several AppleScript examples are included in the ClarisWorks Scripts folder of ClarisWorks 4. For example, by dragging files or folders onto the Convert Documents AppleScript icon, you can quickly convert foreign files (such as Microsoft Word documents) to ClarisWorks 4 format. Read the *About the AppleScripts* document for instructions.

In the same folder, Claris also includes a database of available AppleScript commands (called ClarisWorks AppleEvents List) so you can get started writing your own scripts. This is a great way to get started with AppleScript.

Word Processing

Inserting graphics (SS/CS). There are two ways to add graphics to a word processing document:

- If the cursor is an I-beam and you have a blinking insertion point in your document, pasting will bring in the graphic as a (usually) large character in the line with the previous characters.

- If you Show Tools, select the Pointer tool, and then choose Paste from the Edit menu, your graphic will appear as a completely separate object from the text. Inserting or changing text will not affect its position. You can then choose Text Wrap from the Options menu and wrap the text around your graphic.

The second method is preferable if you're trying to do any kind of page layout. Use the first method if you want to make sure the graphic stays tied to a particular text section. *[Rather than leave the graphic embedded in the middle of a line of text—usually resulting in horrid between-line spacing—you can use the first method and put the graphic on its own line. You can then apply alignment options (left or centered, for example) and set the line spacing before and after (choose the Paragraph command from the Format menu) to position the graphic exactly where you want it.—SS]*

Toggling invisible characters on and off (CS). Pressing ⌘; toggles invisible characters, such as paragraph and return symbols, on or off.

HOT TIPS

Creating a custom style (JL). You can create your own custom styles to help you quickly and consistently format documents. Choose Show Styles from the View menu, and click New. Choose the type of style you want to create (basic, paragraph, outline, and so on) and then click OK. You can modify and add attributes by clicking the Edit button and then selecting options from the text ruler or menus. When you've got the style the way you want it, click Done. You can later reuse the style by either creating a stationery document or by exporting the style and then importing it into your other documents.

Creating tables (CS). You can easily create tables in a word processing document by using spreadsheet frames. Like a graphic, the table can be free-floating (easily moved around within the document) or tied to a specific section of text.

Paint and Draw

Using a draw document for page layout (CR). It may seem best to use the word processor for newsletters, but creating text frames in a Draw document gives you much more flexibility for arranging blocks of text and graphics on a page. After you create text frames, you can link them (so text flows from one frame to another in the same story). And because frames are objects, you can select them and use the draw document's alignment commands to precisely align columns and graphics.
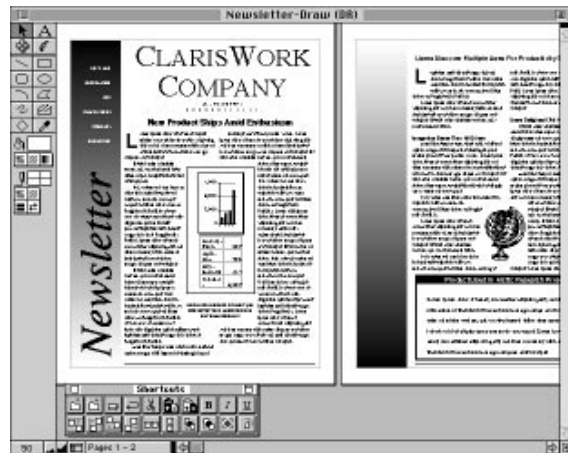
You can use text frames in a ClarisWorks draw document to create page layouts.

Using a draw document for multipage printing (CR). Paint documents in ClarisWorks can be only one page long. To create a multipage paint document, open a draw document, add the number of pages you want, and then create one or more paint frames on each page.

Selecting images precisely without the Lasso (CR). Using the Lasso tool is the most common way to select an image without selecting white space around it. But you can do the same thing more quickly by holding down the ⌘ key while dragging the selection rectangle around the image(s) you want to select. To select all the images on a document without any white space around them, double-click on the selection rectangle tool while holding down the ⌘ key.
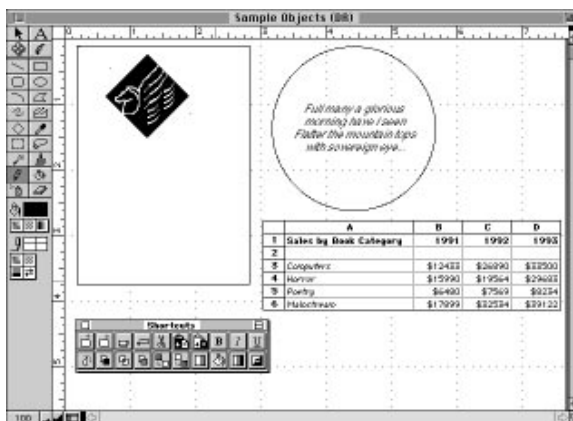
Spreadsheet

Saving paper (CS/SS). Before printing a spreadsheet, drag to select the range you want to print, choose Set Print Range from the Options menu, and click OK. At this point, select Page View from the View menu to see how it will print. Because you can keep working in this view, you can adjust the column widths so pages break the way you want them to.

Making big chart changes (CR). If the chart formatting options in the spreadsheet aren't flexible enough for you, copy the chart to a draw document, select it, and then use the Ungroup Picture command to break up the chart into its components. After you use Ungroup Picture, you can select different chart elements like the legend or a group of bars, and then use the Ungroup command to break up elements further. For example, you could ungroup a series of bars to select and change the fill pattern in one bar. Unfortunately, once you paste a chart into a draw document, it becomes unlinked from the original spreadsheet, so make sure the chart shows exactly the data you want before modifying it in a draw document.

Inserting multiple rows or columns (CR). The Insert Cells command in the spreadsheet takes awhile to work, and using it repeatedly to insert several rows or columns seems particularly slow. You can speed things up by selecting as many rows or columns as you want to insert and then using the Insert Cells command. ClarisWorks will then insert as many rows or columns as you have selected.

Moving data between databases and spreadsheets (CS). You can move data from a database to a spreadsheet—or vice versa—by selecting all of the records (by choosing Select All from the Edit menu) and copying that data into a new spreadsheet. You can go the other direction as well, but you'll need to re-create the field names and definitions.

For better-looking spreadsheets that are suitable for presentations, use the Shortcuts palette to turn grids on and off and to automatically size rows and columns. You can also insert graphics and text balloons.

Shortcuts for formatting spreadsheets in presentations (CS). After you put data into a spreadsheet, you can do a lot to dress it up and format it exactly the way you want it. In the Shortcuts palette, you can access commands to automatically size rows and columns, turn on and off row and column headers, and specify whether grid

lines should be solid or dashed, for example. Because it's still a spreadsheet, you can also make a chart out of it.

Database

Using two windows to design layouts (SS). One of the frustrating things about creating layouts is that you constantly have to switch back to Browse mode to see the effects of your changes. That's where the New View command comes in handy. Next time you need to change a layout, start by selecting New View from the View menu, and then select Tile Windows from the same menu. Make sure that a filled-in record is displayed, and then switch to Layout mode in one of the two windows. As you change the layout—by moving and resizing fields, changing field formatting, and so on—you can instantly see the effects of your modifications in the other window.
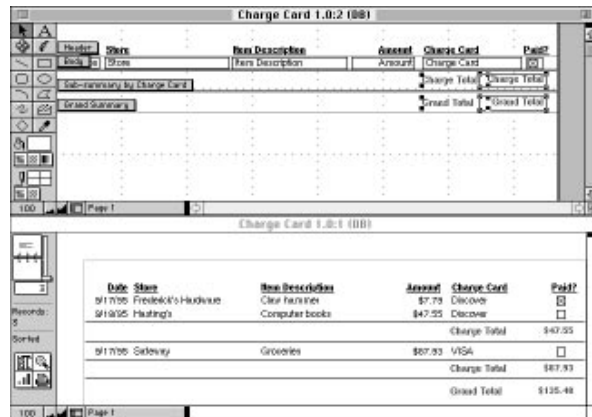
When modifying a layout, you can see the effects of changes—as they are made—if you keep one window open in Layout mode (top) and a second window open in Browse mode (bottom).

Setting up labels (CS). When setting up labels, getting fields to line up next to each other can be tricky. Say you have two fields: First and Last. You'd like Last to slide next to First when it prints. Three things must be true: the *tops* of the fields must be exactly lined up (use 400 percent view so you can see what you're doing, or use the Align Objects command in the Arrange menu); the fields can be very close but they *cannot* touch; and the height of the fields cannot increase as you go from left to right.

Creating reusable sorts, finds, and reports (JL). ClarisWorks 4 lets you save search and sort criteria so you can use them over and over. Click the Search or Sort tool in the toolbar on the left and then choose the New command from the pop-up menu. After giving a name to the action, generate the search or sort. It is now recorded for use at a later time. You can string these commands together by using the FastReport function that lets you select a layout, search instructions, sort instructions, and then print the resulting report.

Communications

Capturing sessions (CS). Capturing information in a session is most reliably done with Capture Data rather than by saving the communications document itself. Saving the document is best used only to retain the settings for calling a particular service or bulletin board. To keep the file small, save it before using it.

Microsoft Works Tips

These tips are for Microsoft Works 4, although many of them will also work in Works 3.

General

Embedding objects (CS). You can add a graphic, spreadsheet, or table to a document without ever leaving the word processor (actually, the same holds true for *any* document—not just word processing documents). From the tool palette, select the appropriate tool by clicking on it, and then draw a rectangle where you would like the object to appear in your document. The appropriate tools for the object you have chosen will appear. To edit that object later, simply double-click it. Using the same steps, you can add any number of OLE objects, including a Microsoft Excel spreadsheet or chart, a Microsoft Word document, WordArt, clip art, or an Equation Editor formula.

Using AddressBook for fast searches (CS). If you type a name in the word processor and then open the AddressBook, the name will automatically appear in the Match Records dialog box, ready to be matched to a record in the database.

Opening multiple documents as one Workspace (CR). If you regularly work with two or more Works documents at a time, you can save the documents as a set, called a *Workspace*, so they're easier to open. Just open all the documents you need to work with (a database file and a form letter, for example), and then use the Save Workspace command on the File menu to save the documents with a project name. Works creates a *workspace document*. The next time you double-click on the workspace document, all the documents saved with it will open at the same time.

Getting to Balloon Help (CS). Hold down ⇧Shift ⌃⌘ Option to get instant access to Balloon Help for descriptions of the items on the toolbar and palette.

Word Processing

Zooming (CS). Formatting changes and alignment of graphics and text will be a lot easier to see if you zoom in on your document. Documents can be magnified up to 800 percent using the magnifying glass buttons on the ribbon, or you can zoom to a particular percentage by clicking on the down arrow at the bottom of the window. The percentage will show next to the arrow.

Automating search text entry (CS). To speed search and replace, select text before you choose the Find or Replace command (both on the Search menu). The selected text is automatically entered into the Find What text box.

Optimizing spell checking (CR). You can make Works' spelling checker run a little faster by resetting some of the standard spelling options. First, choose the Spelling command from the Document menu and click the Options button. Then click the Ignore Words In All Caps and Ignore Words With Digits boxes (so an X appears in each of them). If you don't need Works to help you with alternate spellings, click the Always Suggest box to remove the checkmark from it—it takes extra time for Works to look up and display alternate spellings.

Accessing the thesaurus quickly (CR). You can use Works' built-in thesaurus to find synonyms whenever you want, not just when you select a word in a document. Just choose the Thesaurus command from the Document menu, type the word whose synonyms you want to look up into the With box, and click the Look Up button.

Paint and Draw

Resizing paint frames (CS). While resizing a paint frame (with the frame handles), hold down the ⌘ key. This resizes the frame without scaling (and distorting) the contents.

Making a discontiguous selection (CS). If you need to change the colors, for instance, in some but not all parts of an image, you can select several different (discontiguous) sections of a paint frame by pressing Shift while using the Selection tool.

Selecting colors (CS). Hold down the ⌘ key and click on the paint selection with the Wand tool to select all occurrences of a particular color throughout an image.

Rotating text (CS). You can rotate text created in the Draw module by any degree by clicking on the Rotate Text button on the toolbar and selecting the number of degrees for rotation.

Rearranging pages (CS). Instead of using Copy, Cut, and Paste to move pages of text in a Draw document, you can easily rearrange pages by dragging and dropping them in the Page Sorter. This view shows all the pages in a Draw document side by side in a thumbnail preview. Select Page Sorter from the Views submenu of the View menu.
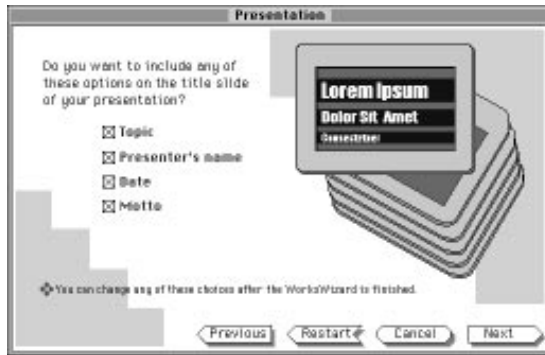
When creating a slide show presentation, use the Master Slide feature to place elements, such as your name or logo, on every slide.

Creating master slide elements (CS). Use the Master Slide feature to automatically insert a graphic or title onto all slides in a presentation. Access the Master Slide through the toolbar, or in the Format menu select Master Slide Attributes, or in the View menu, scroll to Views.

Working along straight lines (CR). You can force Works to draw straight lines at 45- or 90-degree angles by holding down [Shift] as you draw with the Straight Line tool. To move an object along a straight 45- or 90-degree line, select the object and hold down [Shift] as you drag it.

Embellishing lines with arrows (CR). You can add an arrow to one or both ends of any straight line you draw in Works. To move an arrow from one end of a line to the other, just flip the line around: Select the line, choose Rotate from the Draw menu, click the Horizontal Flip or Vertical Flip checkboxes, and then click the OK button.

Creating identical columns (CS/CR). Instead of trying to re-create similar-sized columns one at a time (and then spending time trying to align them), you can create multiple (one, two, three, or four) identically sized columns by clicking on the New Columns button on the Column tool in the floating tool palette. After you've selected the number of columns you want, drag out a rectangle on the page and Works will automatically create the desired number of equally sized columns within that rectangle.

To create a group of identical columns in Works 3, make one column the size you want, select it, duplicate it, and then drag the duplicate to the proper location. This is much faster than trying to draw identical columns from scratch.

Spreadsheet

Selecting areas to be printed (CS). If you have more than a single cell selected in a spreadsheet, when you choose the Print command, Works will print the range you have selected, not the entire spreadsheet.

Moving spreadsheet cells in groups (CR). By taking advantage of the drag-and-drop functionality added in Works 4, you can move a range of cells faster and more easily than you can with the Move command: Simply select a range of cells, click near the edge of the selection when the cursor becomes a pointer, and then drag the selection to the desired new location. To move a group of cells from one place to another in Works 3, select the cells, hold down ⌘ and Option at the same time, and click on the upper-right cell in the area where you want the selection to move.

Using ranges in formulas (CR). After you begin a formula, you can specify a range of cells by simply holding down the mouse button and dragging the mouse pointer across a group of cells. As you do this, the range address appears in the formula.

Getting to cell notes (CR). Cell notes are incredibly handy for inserting backup or explanatory information about numbers in your spreadsheets. To open a cell note quickly, hold down the ⌘ key and double-click on the cell whose note you want to display.

Creating new charts (CR). Instead of using the New Chart command to make a chart, select the data you want in the chart, click the Chart tool in the tool palette, and then hold down the mouse button as you drag an outline where you want the chart to appear. When you release the mouse button, the chart will be drawn inside the outline.

Database

Counting records (CS). You can automatically count the number of records in a field by creating a *serialized field*. To do that, choose Field from the Insert menu and click on Serialized in the dialog box that appears.

Printing selected records (CS). Use the Mark Records for Printing option (in the Tools menu) to print selected records. For instance, if the printer misprints a few labels (or you put them on the wrong envelope), you can mark those records to be reprinted.

Creating new fields (CR). When you're in Design view and need to add a new field to your file, hold down ⌘ and then press the mouse button to drag an outline where you want the field to appear. When you release the mouse button, the New Field dialog box will appear, and you can then type a name for the new field. (In Works 3, oddly enough, you don't have to hold down the ⌘ key.)

Changing field names and formats (CR). The fastest way to make field name or format changes is to double-click anywhere on the field in List or Design view. This brings up a Field Format dialog box where you can change the field name or format. In Works 3, changing the field name and its format requires you to go to two different dialog boxes: You'll need to double-click on the field's name to display the Field Name dialog box and double-click on the field's data space to display the Field Format dialog box.

Entering data in a form (CR). When you enter data on a Data view form, the selection moves from one field to another in the order in which you added fields to the form. In Works 4, to change the tab order all you have to do is choose Tab Order from the Format menu. In other versions, make a new form and add the fields in the tab order you want.

Communications

Automating sign-on (CS). Microsoft Works will record your sign-ons to automatically log onto commonly used services. To record a sign-on sequence, select Sign-On from the Tools menu, and then select Record from the submenu. When you finish your recording, you will be prompted to name your sign-on sequence and save it. In future communications sessions, you can simply select Play and your script name, and Works will automatically sign onto the service.

If you use on-line services a lot, you may find it easier to record and save the sign-on sequence. When you need to sign on, just choose Play and the program executes the sign-on script for you.

Tracking time and costs (CS). Works now has a timer that keeps track of time spent on-line and the charges for the session. Make sure to reset the timer and charges log whenever you begin a new communications session.

Optimizing communications documents (CR). It takes forever to close a communications document when you have Works set to use an overflow area. To speed up communications documents, choose Preferences and click None in the Overflow Area Size box, and then click the Always Capture Text option.

Continuing to work during file transfers (CR). Works can maintain a connection during a long file transfer even if you activate another Works document. Just start sending or receiving, and then switch to the other document and continue working. When the file transfer is complete, Works will beep twice to let you know so that you can return to your communications document.

Calendar

Changing appointments (CS). Move appointments quickly by using drag and drop (instead of deleting and retyping the information). Select the appointment to be moved, hold down the mouse button as you move the selected text to the new location, and then release the mouse button to move the appointment.

Keeping track of To Do items for individual projects (CS). Display all the To Do items for a particular project by assigning each item a keyword (such as Report, Meeting, and so on) on which you can sort.