



## **ClarisWorks Help Contents**

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## About Help

The following topics provide information about using ClarisWorks Help.

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For information on Windows Help features, including keeping the Help window on top of the application window, using bookmarks, and adding annotations, choose How to Use Help from the ClarisWorks Help menu.

## Choosing ClarisWorks Help Topics

There are many Help topics in ClarisWorks to assist you in working with ClarisWorks.

### **To get help on a specific ClarisWorks task at the contents list:**

- Choose the ClarisWorks environment you are using to see a list of help topics for that environment.
- Choose ClarisWorks Basics to see a list of topics that applies to all ClarisWorks environments.
- Choose Functions to see explanations of the ClarisWorks functions used in the Database and Spreadsheet environments.

When you see the list of topics for an environment, for the functions, or about ClarisWorks basics, you can click any topic to see the topic information.

**To get help while you're working in ClarisWorks:** Press F1.

## Returning to a Topic

As you jump from topic to topic, you might want to return to a previously viewed topic.

- To return to the last topic you viewed, click the Back button (or type b).
- To return to the last topic in sequence, click the button with two left arrows.
- To return to any Help topic you viewed during the current Windows session, click the History button and double-click on a topic name.

## Searching for a Specific Help Topic

You can find information about a specific subject by using the Search button in the Help window.

### **To search for specific help topics:**

1. In the Help window, click the Search button.

Or, type **s**.

2. In the Search dialog box, select a word or phrase from the list.

Or, type the first few letters of the word or phrase you want to use for the search. As you type, the list box scrolls to the item that most closely matches what you type.

3. Click the Show Topics button.
4. Select the topic you want to view.

If necessary, use the scroll bar to see more topics.

5. Click the Go To button to jump to the selected topic.

## Using a Jump

Help topics often include text that links to a glossary definition or to another Help topic. This text, called a jump, is usually identified by a color and an underline. When you point to a jump, the pointer changes to a hand shape.

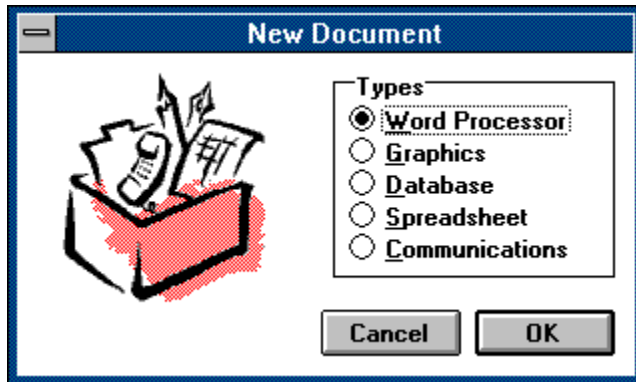
**To use a jump:** Click the underlined text.

## Using Hotspot Pictures

You can click on some pictures in the ClarisWorks Help file to display pop-up boxes of explanatory text. Pictures with hot spots always appear with a caption below or to the right of the picture.

For example, you can click in the different parts of the following dialog box picture to see information about the dialog box and how to use it. The cursor changes into a hand when you put it over a hot spot on the picture. Click the mouse button to display a popup message. Click again to hide the popup.

**Click different areas of the dialog box for more information.**



### **New Document Dialog Box Control-Menu Box**

Opens the New Document dialog box Control menu.



**New Document Dialog Box Title Bar**

Displays the title of the dialog box.

## **New Document Dialog Box**

You choose the ClarisWorks environment in which you want to work from the New Document dialog box.

**Types Area**

Lists the different ClarisWorks environments.

**Word Processor Button**

Opens a new word processing (text) document.

**Graphics Button**

Opens a new graphics document.

**Database Button**

Opens a new database document.

**Spreadsheet Button**

Opens a new spreadsheet document.

**Communications Button**

Opens the Windows Terminal application.



**New Document Cancel Button**

Closes the New Document dialog box without opening a new document.

**OK Button**

Opens a new document of the selected type.

## Credits

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# ClarisWorks Basics

The following topics provide information about features that are common to all of the ClarisWorks environments.

[Cascading Windows](#)

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Working with Frames

Working with Macros

Working with the Tool Palette

## Cascading Windows

If you've opened multiple views of a document or if you have several different documents open, you can cascade the various windows for easy access to each.

**To cascade windows:** Choose Cascade from the Window menu.

ClarisWorks slightly overlaps the windows starting from the upper left corner so that a small portion of each window is visible.

### **See Also**

[Tiling Windows](#)

## Changing Margins

The margins for your documents are preset. You can change the size of the margins if you want.

### **To change margins:**

1. Choose Document from the Format menu to display the Document dialog box.
2. Type the margin widths you want to use in the margins boxes and click OK.

### **See Also**

[Setting Up a Document](#)

[Viewing a Page Before Printing](#)

## Checking Your Spelling

You can check spelling in any ClarisWorks document. ClarisWorks checks your spelling against its Main dictionary, which is installed when you install ClarisWorks, and any User dictionaries you create to contain your own terms. You can also use the spelling checker to count words.

### To check your spelling in a document:

1. Choose Check Document from the Spelling submenu in the Edit menu.

As the spelling checker starts, you see the Spelling dialog box. ClarisWorks reviews the whole document, beginning at the insertion point. In a spreadsheet, the spell check begins at the first cell.

2. If there are no inaccurate spellings, ClarisWorks reports this in the Spelling dialog box. If ClarisWorks detects a misspelled word, it displays the word in question in the Spelling dialog box and some suggested alternate spellings. You can:
  - Replace the word by selecting a word from the list of replacements and clicking Replace. Tip
  - Type a correction in the Word box and click Replace.
  - Type a new spelling of the word in the Word box and click Check to have the spelling checker verify it.
  - Click Skip to accept the word as it is. Tip
  - Click Learn to add the word to your User dictionary.
3. When the check is complete, click Done to return to the document. Tip

### To check the spelling of one word:

1. Choose Check Document from the Spelling submenu in the Edit menu.
2. Type the word to check in the Word box.
3. Click Check.

The status area indicates whether or not the word is spelled correctly.

### See Also

[Creating a User Dictionary](#)

[Finding Synonyms](#)

[Installing a Dictionary](#)

[Working with a User Dictionary](#)



## Choosing a Different Document Type

In dialog boxes similar to Open and Save, the List Files of Type box determines which extension you see in the File Name box and which documents appear in the list box below. The preset entry in the List Files of Type box is the extension assigned to ClarisWorks documents, but the list box includes all document types supported by ClarisWorks.

### **To see a different list of documents in the selected directory:**

1. Click the arrow in the List Files of Type box to see a list of document types supported by ClarisWorks.
2. Click the entry for the type of document you want to list.

### **See Also**

[Choosing a Directory](#)

[Choosing a Drive](#)

## Choosing a Directory

When opening and saving documents, ClarisWorks assumes you want to work with the current directory. You can, however, work with other directories.

**To choose a different directory:** Double-click the directory name in the list box below the name of the current directory.

The names in the list box below the File Name box change to show the documents in the new directory.

### **See Also**

[Choosing a Different Document Type](#)

[Choosing a Drive](#)

## Choosing a Drive

When opening and saving documents, ClarisWorks assumes you want to work with the current drive. You can, however, work with other drives.

### **To choose a different drive:**

1. Click the arrow in the Drives box to see a list of available drives.
2. Click the name of the drive you want to use.

The names in the list box below the current directory and the list box below the File Name box change to show the directories and documents on the new drive.

### **See Also**

[Choosing a Different Document Type](#)

[Choosing a Directory](#)

## Choosing a Printer

If you have installed several printers, you can choose which printer you want to print with.

### **To choose a printer:**

1. Choose Print Setup from the File menu.
2. In the Print Setup dialog box, click the Default Printer or Specific Printer option.

If you click Specific Printer, select the printer you want to use from the list.

3. Change the Orientation and Paper specifications if necessary.
4. Click the Options button to change printer options.

The available options depend on the printer you chose.

5. Select the options you want to use.
6. Click OK to close the Options dialog box.
7. Click OK to close the Print Setup dialog box.

### **See Also**

[Printing a Document](#)

[Setting Printer Options](#)

[Viewing a Page Before Printing](#)

## Closing a Document

Close a document when you are finished working with it. This frees the space in memory used by the document for current memory requirements.

**To close a document:** Choose Close from the File menu.

Or, double-click the document Control-menu box.

**To close all documents:** Hold down Ctrl and choose Close from the File menu.

Or, hold down Ctrl and double-click the document Control-menu box.

**To close ClarisWorks and all documents:** Hold down Alt and press F4.

If you haven't saved a document or recent changes to it, you're given the opportunity to do so.

### **See Also**

[Opening a Document](#)

## Creating a Document

You can create and work with four different types of documents -- word processing, spreadsheet, database, and graphics. The type of document you create depends on the kind of work you plan to do.

| In this type of document: | You work primarily with:          |
|---------------------------|-----------------------------------|
| Word processing           | Words                             |
| Spreadsheet               | Numbers                           |
| Database                  | Information storage and retrieval |
| Graphics                  | Artwork and page layout           |

### **To create a new ClarisWorks document when you open ClarisWorks:**

1. Double-click the ClarisWorks application in Windows Program Manager.
2. In the New Document dialog box, choose a document type by clicking the appropriate button.  
When you choose Communications from the New Document dialog box, you start Windows Terminal, which you can use to communicate between computers. (For more information on using Terminal, see your Microsoft Windows documentation.)
3. Click OK.

### **To create a new ClarisWorks document while working on a document:**

1. Choose New from the File menu.
2. In the New Document dialog box, choose a document type by clicking the appropriate button.  
When you choose Communications from the New Document dialog box, you start Windows Terminal, which you can use to communicate between computers. (For more information on using Terminal, see your Microsoft Windows documentation.)
3. Click OK.

### **See Also**

[Creating a Database Document](#)

[Creating a Graphics Document](#)

[Creating a Spreadsheet Document](#)

[Creating a Text Document](#)

[Saving a Document for the First Time](#)

[Setting Up a Document](#)

## Creating Multiple Views of a Document

To see different parts of a document at the same time, you can open multiple views of the document. Each new view is one complete window on the document, and only one view can be active at a time.

**To open a new view of a document:** Choose New View from the Window menu.

**To make one of several open views the active view:** Click anywhere within the view's window.

Or, choose the name of the view from the Window menu.

**To see all views of a document at the same time:** Choose Tile from the Window menu.

### **See Also**

[Splitting a Window into Panes](#)

[Tiling Windows](#)

## Creating Stationery

You can save a ClarisWorks document as stationery and then use the document as a template for new documents. The stationery document retains all the formatting and contents of the original document and remains intact so that you can use it over again. When you open a stationery document, ClarisWorks opens a document named Untitled1.CWK. You change the document as necessary, assign a name of your choice, and save it as a new file.

### To save a document as stationery:

1. Choose Save As from the File menu to display the Save As dialog box.

The name of the document you are working with appears in the File Name box. Below the box is a list of other documents in the current directory using the same extension.

2. In the List Files of Type list box, select ClarisWorks Stationery (\*.CWS).

Using the .CWS extension makes the file a stationery (or template) file.

3. Type a new name for the document in the File Name box in front of the .CWS extension.

If you want to save your stationery in a location other than the current drive and directory, choose another drive using the Drives Box or choose another directory using the Directories box.

4. Click OK.

You can also type the pathname for the stationery in the File Name box and choose OK. If you want to save the stationery anywhere other than in the current directory, be sure to include the drive and directory in the pathname.

### See Also

[Choosing a Directory](#)

[Choosing a Drive](#)



## Cutting, Copying, and Pasting

To move text, data, or an object -- or a copy of it -- to another place, you select the item, cut or copy it, and paste it elsewhere in the same document or in a different document.

This topic covers only the basics of cutting, copying and pasting. You'll find more specific information in the topics concerning text, graphics, spreadsheet, and database documents.

### **To cut or copy text, data, or objects:**

1. Select the text, data, or objects you want to cut or copy.
2. Choose Cut or Copy from the Edit menu.

ClarisWork places a copy of the selection on the [Clipboard](#). If you choose Cut, the item is removed from its original location in the document and placed on the Clipboard. If you choose Copy, the selection remains in its original location, and a copy is placed on the Clipboard.

### **To paste the contents of the Clipboard:**

1. Click at the location where you want to paste the contents.
2. Choose Paste from the Edit menu.

You can paste the contents as many times as you want. The contents remain on the Clipboard until you cut or copy something else.

### **See Also**

[Cutting/Copying and Pasting a Cell Range](#)

[Cutting, Copying, and Pasting Records](#)

[Cutting, Copying, and Pasting Spreadsheet Data](#)

[Deleting Text, Data, or Objects](#)

[Editing Text in a Field](#)

## Deleting Text, Data, or Objects

When you cut or copy text, data, or objects, ClarisWorks places your selection on the [Clipboard](#). If you choose Cut, the selection is removed from its original location and placed on the Clipboard. If you choose Copy, the selection remains in its original location, and a copy is placed on the Clipboard. The selection remains on the Clipboard until something else is cut or copied.

When you delete text, data, or objects, nothing is placed on the Clipboard. A delete is permanent.

### **To delete text, data, or objects permanently:**

1. Select the text, data or objects you want to delete.
2. Press Backspace, or choose Clear from the Edit menu.

In a text or database document, you can also delete text permanently by pressing the Spacebar.

For more information about deleting text, data, or objects, see the topics concerning text, graphics, spreadsheet, and database documents.

### **See Also**

[Correcting Mistakes](#)

[Cutting, Copying, and Pasting](#)

[Deleting a Field](#)

[Deleting a Record](#)

[Deleting Cells](#)

[Deleting Text](#)

[Editing Text in a Field](#)

## Exporting a Document

To export a ClarisWorks document to a format used in another application, ClarisWorks uses a program called a translator to change the file format of the document. ClarisWorks includes translators for the following applications and file formats.

### Word Processing:

Microsoft Word for Windows 2.0  
Microsoft Word for DOS 5.5  
WordPerfect for Windows  
WordPerfect for DOS 5.1  
RTF (Rich Text Format)  
DOS Text

### Database and Spreadsheet:

Lotus 123 for DOS  
Microsoft Excel 3.0  
ASCII Text (tab delimited)  
DIF (Data Interchange Format)  
SYLK (Symbolic Link Format)  
DBF (dBase IV file format)

### Graphics:

WMF (Windows Metafiles)

### To export a document:

1. Open the ClarisWorks document you want to export.
2. Choose Save As from the File menu.
3. In the Save As dialog box, select the format you want from the List Files of Type list box.
4. If you want to give the document a new name, type the name in front of the extension in the File Name box.

If you want to save your document in a location other than the current drive and directory, choose another drive using the Drives box or choose another directory using the Directories box.

5. Click OK.

You can also type the pathname for the document in the File Name box and choose OK. If you want to save the document anywhere other than in the current directory, be sure to include the drive and directory in the pathname. Tip

### See Also

[Choosing a Directory](#)

[Choosing a Drive](#)

[Importing a Document](#)

[Inserting a Document](#)

[Saving a Document](#)

## Finding and Changing Information

You can have ClarisWorks find specified or selected text and characters in a document, and you can change the text and characters after finding it. You can find the same information as many times as you want, as long as you don't change the entry in the Find box in the Find/Change dialog box.

### To find information in a document:

1. Choose Find/Change from the Find/Change submenu in the Edit menu.
2. Type the information you want to find in the Find box.  
To find the text as a whole word, click Whole Word. To match uppercase and lowercase characters exactly, click Case Sensitive.
3. Choose Find Next.
4. When you finish finding information, double-click the Control-menu box to close the Find/Change dialog box.  
To find specified information again after closing the Find/Change dialog box: Choose Find Again from the Find/Change submenu in the Edit menu.

### To find and change information in a document:

1. Choose Find/Change from the Find/Change submenu in the Edit menu.
2. Type the information you want to find in the Find box.
3. Type the replacement information in the Change box.  
To find the text as a whole word, click Whole Word. To match uppercase and lowercase characters exactly, click Case Sensitive.
4. Click one of the option buttons at the bottom of the dialog box. **Tip**
5. When you finish finding and changing information, double-click the Control-menu box to close the Find/Change dialog box.

| This option  | Does this   |
|--------------|---|
| Change All   | Changes all occurrences of the text in the Find box to the text in the Change box.  |
| Change       | Changes the found text at the current location to the text in the Change box.   |
| Change, Find | Changes the found text at the current location, and then locates the next occurrence. This option lets you make a decision about each occurrence of the found text. |
| Find Next    | Finds the next occurrence of the text in the document.  |

**To find selected information:** Select the text you want to find in the document and choose Find Selection from the Find/Change submenu in the Edit menu.

### See Also

[Selecting Text](#)

[Finding Invisible Formatting Characters](#)

## Finding Invisible Formatting Characters

You can have ClarisWorks find invisible characters in a ClarisWorks document as well as visible characters. The following table shows you what to type in the Find box to locate invisible characters in a document. (Don't type the plus signs -- they indicate key combinations where you hold down one or more keys while you press another.)

| To Find:          | Press:                        | You see this in the Find box: |
|-------------------|-------------------------------|-------------------------------|
| Return character  | Ctrl+Enter                    | \ p                           |
| Tab               | Ctrl+Tab                      | \ t                           |
| Space             | Spacebar                      | empty space                   |
| Nonbreaking space | Ctrl+Alt+Spacebar             | empty space                   |
| Column break      | Ctrl+Enter (numeric keyboard) | \ c                           |
| Time              | \h                            | \ h                           |
| Date              | \d                            | \ d                           |
| Backslash (\)     | \\                            | \\                            |
| Footnote          | \f                            | \ f                           |

### **See Also**

[Finding and Changing Information](#)

## Finding Synonyms

ClarisWorks has a thesaurus for looking up synonyms -- words with similar meanings.

### **To find synonyms for a word:**

1. Choose Thesaurus from the Spelling submenu in the Edit menu.
2. In the Thesaurus dialog box, type the word you want to look up in the Find box.
3. Click Lookup to see a list of synonyms in the list box.
4. If you see a synonym you want to use in your document, click the word in the list and click Replace to insert the word at the position of the insertion point in the document (or double-click the word).

If you don't see a word you like, select one of the synonyms and click Lookup again to see more words.

### **To find synonyms for a selected word in a document:**

1. Select the word in your document.
2. Choose Thesaurus from the Spelling submenu in the Edit menu.
3. In the Thesaurus dialog box, the word you selected in your document appears in the Find box.
4. Click Lookup and a list of synonyms appears in the list box.
5. If you find a synonym you want to use in your document, click the word in the list and click Replace (or double-click the word).

If you don't see a word you like, select one of the synonyms and click Lookup again to see more words.

### **To review a word you previously looked up:**

1. Click Last Word.

In the list box you see the words you looked up since opening the dialog box (up to 10).

2. Select a word from the list and select Lookup to review its synonyms.
3. Click Cancel to close the dialog box when you finish reviewing synonyms.

Or, select a word in the list and click Replace to replace a selected word in your document.

### **See Also**

[Checking Your Spelling](#)

## Importing a Document

To import documents from other applications, ClarisWorks uses programs called translators to change the file format of the document into the ClarisWorks file format. ClarisWorks installs translators for the following applications and file formats.

### Word Processing:

Microsoft Word for Windows 2.0  
Microsoft Word for DOS 5.5  
WordPerfect for Windows  
WordPerfect for DOS 5.1  
RTF (Rich Text Format)  
DOS Text

### Spreadsheet:

Lotus 123 for DOS  
Microsoft Excel 3.0  
ASCII Text (tab delimited)  
DIF (Data Interchange Format)  
SYLK (Symbolic Link Format)

### Graphics:

Database:  
DBF (dBase IV file format)  
ASCII Text (tab delimited)  
DIF (Data Interchange Format)  
SYLK (Symbolic Link Format)

EPS (Encapsulated PostScript)  
CGM (Computer Graphics Metafiles)  
BMP (Windows Bitmap files)  
WMF (Windows Metafiles)  
TIFF (Tag Image File Format)  
PCX (PC Paintbrush bitmap)  
PICT (Macintosh Picture)

### To import a document from one of these applications or file formats:

1. Choose Open from the File menu.
2. In the Open dialog box, click the Import Options button, and click the button for the type of document you want to import (for example, Graphics or Spreadsheet).
3. Choose the specific file format you want to work with from the List Files of Type box.
4. If the document you want to import is in the current directory, click its name in the list box. If not, use the Drives box and the Directories area to choose another drive and to choose another directory, and then click the document's name.
5. Click OK.  
Or, double-click the name of the document.

### See Also

[Exporting a Document](#)

[Inserting a Document](#)

[Opening a Document](#)

[Saving a Document](#)

## Inserting a Document

Inserting a document eliminates the need to open another document, copy the contents, and then return to the original document to paste the contents. You use the Insert command to insert documents, or you can drag one or more documents from the File Manager into a ClarisWorks document.

You can insert an entire graphics document created by the graphics applications listed in the following table into any ClarisWorks document. You can also insert a text document created by the following word processing applications into a text document or a text frame. You can't insert ClarisWorks documents.

**Word Processing:**

- Microsoft Word for Windows 2.0
- Microsoft Word for DOS 5.5
- WordPerfect for Windows
- WordPerfect for DOS 5.1
- RTF (Rich Text Format)
- DOS Text

**Graphics:**

- EPS (Encapsulated PostScript)
- CGM (Computer Graphics Metafiles)
- BMP (Windows Bitmap Files)
- WMF (Windows Metafiles)
- TIFF (Tag Image File Format)
- PCX (PC Paintbrush bitmap)
- PICT (Macintosh Picture)

### To insert a document using the Insert command:

1. Click in your ClarisWorks document where you want to insert the non-ClarisWorks document.
2. Choose Insert from the File menu.
3. In the Insert dialog box, choose the type of document you want to insert from the List Files of Type box.
4. If the document you want to insert is in the current directory, click its name in the list box. If not, use the Drives box and the Directories area to choose another drive and to choose another directory, and then click the document's name.
5. Click OK.

Or, double click the name of the document.

### To insert a document by dragging:

1. Open the ClarisWorks document into which you want to insert the non-ClarisWorks document.  

If you are inserting a graphics document into a database document, choose Layout from the Layout menu. If you are inserting a text document into a database document, choose Layout from the Layout menu and create a text frame. Also create a text frame if you are inserting a text document into a graphics or spreadsheet document.
2. Open File Manager and select the documents you want to insert.  

If you select more than one document, ClarisWorks inserts them in the order you select them.
3. Drag the document icon over the open ClarisWorks document, positioning the pointer where you want the contents of the document to appear.



4. Release the mouse button.

**See Also**

[Exporting a Document](#)

[Importing a Document](#)

[Opening a Document](#)

[Saving a Document](#)

## Inserting Page Numbers

You can insert page numbers anywhere in a document, including a header or footer.

### **To insert page numbers in a document:**

1. Position the insertion point where you want the page number to appear in your document.

Or, choose Insert Header or Insert Footer from the Format menu.

2. If desired, type the word *Page* and add a space after it.

2. Choose Insert Page # from the Edit menu.

The current page number appears at the insertion point or in the header or footer.

### Tip

### **See Also**

[Creating a Header or Footer](#)

[Setting up a Document](#)

## Inserting the Date or Time

You can insert the date or time in a document and ClarisWorks updates the date or time as you work. If you want to repeat a date or time on every page, you can place it in a header or footer.

### **To insert a date or time:**

1. Click once where you want the date or time to appear in your document.

Or, choose Insert Header or Insert Footer from the Format menu.

2. Choose Insert Date or Insert Time from the Edit menu.

ClarisWorks places the current date or time at the insertion point or in the header or footer.

### Tip

### **See Also**

[Creating a Header or Footer](#)

## Making a Backup Copy

Making a backup copy of a document on a floppy disk protects you against loss of a document if a hard disk fails or if a power failure unexpectedly occurs and destroys a document.

### **To make a backup copy of a document on a floppy disk:**

1. Insert the floppy disk you want to use as a backup disk into a disk drive.
2. Open the document you want to back up and choose Save As from the File menu.
3. In the Save As dialog box, click the arrow to the right side of the Drives box and click the disk drive you want to use.
4. Click OK.

### Tip

### **See Also**

[Choosing a Directory](#)

[Choosing a Drive](#)

[Opening a Document](#)

[Saving a Document Under a New Name](#)

[Saving an Existing Document](#)

## Opening a Document

Once you create and save a document, you can open it to work with it again.

### **To open an existing ClarisWorks document:**

1. Choose Open from the File menu to display the Open dialog box.

The extension used for ClarisWorks documents appears in the File Name box. Below you see a list of all documents in the current directory that have the same extension. You can see documents that use a different extension by changing the selection in the List Files of Type box.

2. If the document you want to use is in the current directory, click its name in the list box. If not, use the Drives box to choose the appropriate drive and the Directories area to choose a different directory, and then click the document's name.
3. Click OK (or double-click the document's name).

You can also type the pathname for the document in the File Name box and choose OK. If the document is not in the current directory, be sure to include the drive and directory in the pathname.

For information about opening documents created by other applications, see Importing a Document.

### **See Also**

Choosing a Different Document Type

Choosing a Directory

Choosing a Drive

Creating a Document

Importing a Document

Inserting a Document

Saving a Document

## Paginating a Document

In text and spreadsheet documents, you can decide where the pages of a multipage document break, and you can remove manual page breaks that you insert. You can include numbers on the pages of any document.

[Inserting a Manual Page Break](#)

[Removing a Manual Page Break](#)

### **See Also**

[Inserting Page Numbers](#)

## Inserting a Manual Page Break

ClarisWorks inserts a page break when a page is full, and you can't remove the page break. You can, however, insert a page break earlier on the page in a text or spreadsheet document. In a text document, you can also set a break to tell ClarisWorks where to end a column of text and begin another.

### **To insert a page or column break in a text document:**

1. Click at the end of the word, line, or paragraph where you want a break to occur.
2. Choose Insert Break from the Format menu or press Enter on the numeric keypad.

ClarisWorks makes the break, but there is no visible indication of the break.

### **To insert a page break in a spreadsheet document:**

1. Click a cell above and to the left of where you want the break to occur.
2. Choose Add Page Break from the Options menu.

ClarisWorks indicates the page break with a broken line.

### **See Also**

[Removing a Manual Page Break](#)

## Removing a Manual Page Break

You can remove a page break that you have inserted in a text or spreadsheet document, but you can't remove an automatic page break inserted by ClarisWorks.

**To remove a page break from a text document:** Click at the beginning of the line that follows the break and press Backspace.

Or, select the space that contains the break and press Backspace.

**To remove a page break from a spreadsheet document:**

1. Click a cell immediately to the left of, or above, the break you want to remove.
2. Choose Remove Page Break from the Options menu.

**To remove all breaks from a spreadsheet document:** Choose Remove All Breaks from the Options menu.

### **See Also**

[Inserting a Manual Page Break](#)



## Printing a Document

If you have connected and installed a printer, you can print your documents. ClarisWorks prints to the default printer. When printing, ClarisWorks uses the margin setting in the Document dialog box.

### To print a document:

1. Choose Print from the File menu to display the Print dialog box.

The options available in the Print dialog box depend on the printer you are using and the ClarisWorks environment in which you are working.

2. Verify that the printer shown at the top of the dialog box is the one you want to use.

If it is not, click the Setup button in the Print dialog box to choose a different printer.

3. Select the printing options you want to use and click OK. Tip

| This option:     | Does this:  |
|------------------|---|
| Printer          | Indicates the currently selected printer  |
| All              | Prints all the pages in the document. This is the preset setting  |
| Pages -- From/To | Prints a range of pages. You type the beginning and ending page numbers in the From and To boxes after selecting this option.   |
| Print Quality    | Indicates the resolution at which text and graphic images in the document are printed. The available choices vary with the type of printer. If the option is dimmed, it isn't available for the selected printer. |
| Print to File    | Prints the document to a file containing print commands. You can send this file directly to the printer from MS-DOS. You are asked to enter a filename after you choose Print to File and click OK.               |
| Copies           | Indicates the number of copies to be printed. The preset number is one.   |
| Collate Copies   | When printing more than one copy of a document, this option prints one entire copy before printing additional copies. If Collate Copies is dimmed, the option isn't available for the selected printer.           |
| Print Records    | When printing database documents, you can specify whether you want to print just the current record or all visible records.   |

If you have a problem printing, check your Microsoft Windows documentation about printing and using the Control Panel. Also, check to see if you can print from one of the applications that come with Windows, such as Paintbrush or Windows Write.

**Note:** In spreadsheet documents, you can print all cells with data, or you can specify a range of cells by choosing Print Range from the Options menu.

### See Also

[Changing Margins](#)

[Choosing a Printer](#)

[Creating a Header or Footer](#)

[Setting Printer Options](#)

[Viewing a Page Before Printing](#)



## Saving a Document

A document resides temporarily in the computer's memory as you work. If you switch the computer off or experience a power failure, you lose the document if you haven't saved it on a disk.

**To save a document you're working on:** Choose Save from the File menu.

The following topics cover the different ways to save a document.

[Saving a Document for the First Time](#)

[Saving a Document Under a New Name](#)

[Saving an Existing Document](#)

### **See Also**

[Creating Stationery](#)

## Saving a Document for the First Time

When you create a new document, you should save the document frequently to protect your work. After you save a document for the first time, its name appears in the title bar.

### To save a new document the first time:

1. Choose Save from the File menu.

You see \*.CWK in the File Name box. The .CWK extension is used for all ClarisWorks files. The names of other ClarisWorks files in the current directory appear in the list box.

2. Type a name for the new document in front of the extension in the File Name box and click OK to save the document in the current directory.

If you want to save your document in a location other than the current drive and directory, choose another drive using the Drives box or choose another directory using the Directories box.

You can also type the pathname for the document in the File Name box and choose OK. If you want to save the document anywhere other than in the current directory, be sure to include the drive and directory in the pathname. Tip

### See Also

[Choosing a Directory](#)

[Choosing a Drive](#)

[Creating Stationery](#)

[Making a Backup Copy](#)

[Saving a Document Under a New Name](#)

[Saving an Existing Document](#)

## Saving a Document Under a New Name

You can save a document under a new name so that you can make changes to the document and still retain a copy of the original.

### **To save a document under a new name:**

1. Choose Save As from the File menu to display the Save As dialog box.

The name of the document you are working with appears in the File Name box. Below the box is a list of other documents in the current directory using the same extension.

2. Type a new name for the document in the File Name box.

If you want to save your document in a location other than the current drive and directory, choose another drive using the Drives Box or choose another directory using the Directories box.

3. Click OK.

You can also type the pathname for the document in the File Name box and choose OK. If you want to save the document in other than the current directory, be sure to include the drive and directory in the pathname.

### Tip

### **See Also**

[Choosing a Directory](#)

[Choosing a Drive](#)

[Creating Stationery](#)

[Making a Backup Copy](#)

[Saving a Document for the First Time](#)

[Saving an Existing Document](#)

## Saving an Existing Document

After saving a document for the first time, you can quickly save any changes you've made.

**To save an existing document:** Choose Save from the File menu.

The current version replaces the document on disk. If you haven't made changes in the document since the last time you saved it, the Save command is not available.

### **See Also**

[Creating Stationery](#)

[Making a Backup Copy](#)

[Saving a Document for the First Time](#)

[Saving a Document Under a New Name](#)

## Setting Document Preferences

ClarisWorks documents are set up so that you can immediately get to work using standard settings for certain options. ClarisWorks is preset to do the following:

- Use curly quotation marks to enclose phrases.
- Ignore fractional spaces between characters in text.
- Number footnotes sequentially throughout a document.
- Display dates in a mm/dd/yy format (for example, 12/12/92, 2/21/93).
- Show selected objects with four selection handles.
- Leave polygons open.
- Use a constraint angle of 45 degrees.

### To change the preset preferences:

1. Choose Preferences from the Edit menu to open the Preferences dialog box.
2. Select the preferences you want to use and click OK.

| This preference option:     | Does this:  | Preset to:                                     |
|-----------------------------|---|--|
| Smart Quotes                | Gives you curly opening and closing quotation marks and a curly apostrophe, instead of straight marks.  | On   |
| Fractional Character Widths | Tightens spaces between characters in text when printing. On a LaserWriter this feature gives your documents a more professional appearance. Leave the option off when printing on a non-PostScript printer, such as a DeskJet or dot matrix printer. | Off  |
| Auto Number Footnotes       | Numbers footnotes sequentially throughout a document.   | On   |
| Starting Footnote #         | Designates the starting number for footnotes.   | 1  |
| Offscreen Drawing           | Click this option unless your computer contains a display card with a graphics accelerator.   |  |
| Date Format                 | Formats dates that you insert in documents. Several formats are provided for you to choose from.  | mm/dd/yy<br>(for example, 12/11/92 or 2/22/93) |
| Object Selection            | Gives you four or eight handles on a selected object.   | 4  |
| Polygon Closing             | Determines whether you must close polygons manually or whether ClarisWorks closes them automatically.   | Manual   |
| Shift Constraint            | Limits angles in most graphic objects when you hold down Shift to draw.   | 45 degrees                                     |

### See Also

[Setting Up a Document](#)

## Setting Printer Options

You change your printer options when you want to do such things as change the size of the paper you use for a document or change the printing orientation (lengthwise instead of widthwise) for a document. You can change the preset options for your printer at any time.

### **To set printer options:**

1. Choose Print Setup from the File menu to display the Print Setup dialog box.
2. If you want, select a new printer.
3. Choose whether you want to use the portrait orientation (where the printed page is taller than it is wide) or use the landscape orientation (where the page is wider than it is tall).
4. Select the size of the paper you want to print to and how the paper feeds into the printer.
5. If you want to set other options for your printer, click the Options button.  
The available options depend on the printer you chose.
6. Select the options you want to use.
7. Click OK to close the Options dialog box.
8. Click OK to close the Print Setup dialog box.

### **See Also**

[Choosing a Printer](#)

[Printing a Document](#)



## Setting Up a Document

You can set document options that apply to a new or existing document.

**To set document options:** Choose Document from the Format menu.

You see the Document dialog box, which varies according to the ClarisWorks environment in which you are working.

In the Document dialog box, you can set margins and a starting page number for each document type. Depending on the type of document you are working with, you can also:

- Make a title page for a word processing or database document.
- Display the pages of a word processing or database document side by side.
- Change the size of the work area in a graphics document by creating more pages across and down.
- Change the number of rows and columns in a spreadsheet document.
- Show or hide page guides or margins in a graphics or spreadsheet document that has Page View selected.

### **See Also**

[Setting Up a Database Document](#)

[Setting Up a Graphics Document](#)

[Setting Up a Spreadsheet Document](#)

[Setting Up a Text Document](#)

## Splitting a Window into Panes

When you want to work with one section of a document while maintaining a fixed view of another section, you can split a window into panes. When you open multiple panes into a document, you can see different segments of the same document in each pane.

**To split a window into panes:** Drag the vertical pane tool at the left edge of the horizontal scroll bar or the horizontal pane tool at the top edge of the vertical scroll bar.

**To close panes:** Drag the vertical pane tool all the way to the left of the window, or drag the horizontal pane tool all the way to the top of the window.

### **See Also**

[About the Database Document Windows](#)

[About the Graphics Document Window](#)

[About the Spreadsheet Document Window](#)

[About the Text Document Window](#)

[Creating Multiple Views of a Document](#)

## Tiling Windows

If you've opened multiple views of a document, or if you have several different documents open and want to see all of them at the same time, you can tile the various windows.

**To tile windows across:** Choose Tile from the Window menu.

ClarisWorks arranges the open windows to fill the screen from left to right, with an equal portion of each window showing.

**To tile windows down:** Hold down Ctrl and choose Tile from the Window menu.

ClarisWorks arranges the open windows to fill the screen from top to bottom, with an equal portion of each window showing.

### **See Also**

[Cascading Windows](#)

## Using a Header or Footer

You can set up a document so that ClarisWorks automatically inserts repeating information at the top or bottom of a page. The following topics explain how to create and remove headers and footers.

[Creating a Header or Footer](#)

[Removing a Header or Footer](#)

## Creating a Header or Footer

Headers and footers are the same on every printed page of a document, except title pages. Title pages do not contain headers or footers.

### **To create a header or footer in a document:**

1. Choose Insert Header or Insert Footer from the Format menu.
2. Type or paste the information you want to use as a header or footer.

You can use dates, times, and page numbers as headers and footers, as well as graphics and any other appropriate text.

3. Click in the document to return to the main document.

Insert Header or Insert Footer changes to Remove Header or Remove Footer.

**Note:** You can't put footnotes in headers or footers.

### **See Also**

[Creating a Title Page](#)

[Inserting Page Numbers](#)

[Inserting the Date or Time](#)

[Printing a Document](#)

[Removing a Header or Footer](#)

## Removing a Header or Footer

Headers and footers appear on each page of a document -- on the screen and when you print. When you remove a header or footer, you remove it from each page of the document.

**To remove a header or footer from a document:** Choose Remove Header or Remove Footer from the Format menu.

ClarisWorks removes the header or footer from the document, and Remove Header or Remove Footer changes to Insert Header or Insert Footer.

**Note:** You can't undo the removal of a header or footer by choosing Undo from the Edit menu.

### **See Also**

[Creating a Header or Footer](#)

## Using Dictionaries

When you check your spelling in a document, ClarisWorks uses its Main dictionary, which is installed when you install ClarisWorks, and any User dictionaries you create to contain your own terms. The following topics explain how to use these ClarisWorks features.

[Closing a User Dictionary](#)

[Creating a User Dictionary](#)

[Importing and Exporting User Dictionary Terms](#)

[Installing a Dictionary](#)

[Working with a User Dictionary](#)

### **See Also**

[Checking Your Spelling](#)

## Closing a User Dictionary

Whenever you want to use a different User dictionary, you can close the dictionary that is currently installed.

### **To close a User dictionary:**

1. Choose Install Dictionaries from the Spelling submenu in the Edit menu.
2. In the Install Dictionaries dialog box, click User.
3. Click None.

ClarisWorks closes the User dictionary currently installed.

### **See Also**

[Creating a User Dictionary](#)

[Installing a Dictionary](#)

[Working with a User Dictionary](#)



## Creating a User Dictionary

One User dictionary (USERD.SPL) is installed with ClarisWorks. You can create additional User dictionaries to contain terms that are not in the Main dictionary.

**Note:** You can use only one User dictionary at a time in ClarisWorks.

### To create a new User dictionary:

1. Choose Install Dictionaries from the Spelling submenu in the Edit menu.
2. In the Install Dictionaries dialog box, click User.
3. Type a name in front of the .SPL extension in the File Name box.
4. Click New.

The new user dictionary is ready for you to add entries.

### To add terms to a new User dictionary:

1. Choose User Dictionary from the Spelling submenu in the Edit menu to display the User Dictionary dialog box.
2. Type a word in the Entry box and click Add.
3. Continue adding the words you want in your User dictionary.
4. When you finish adding words, Click OK to store your dictionary.

**Note:** You can also add terms to a User dictionary by clicking the Learn button in the Spelling dialog box while you're checking the spelling in a document.

### See Also

[Closing a User Dictionary](#)

[Installing a Dictionary](#)

[Working with a User Dictionary](#)

## Importing and Exporting User Dictionary Terms

You can import words from a text file or another user dictionary into your user dictionary, and you can export the contents of your user dictionary into another user dictionary or a text file. Words in the text file must be separated by spaces. The file format must be text.

### To import a text file:

1. Choose User Dictionary from the Spelling submenu in the Edit menu to display the User Dictionary dialog box.
2. Click the Text File button to display the Import and Export buttons.
3. Click the Import button to display the Import dialog box.
4. Select the name of the file you want to import from the File Name list box.

If the filename is not in the list, use the Drive box to choose the appropriate drive or use the Directories area to choose a different directory, and then select the filename.

3. Click OK.

ClarisWorks imports the file and displays the Import Complete message.

### To export a user dictionary:

1. Choose User Dictionary from the Spelling submenu in the Edit menu to display the User Dictionary dialog box.
2. Click the Text File button to display the Import and Export buttons.
3. Click the Export button to display the Export dialog box.
4. From the File Name list box, select the name of the file that you want to export the user dictionary to, or type a file name in the File Name box.

If the filename is not in the list, use the Drive box to choose the appropriate drive or use the Directories area to choose a different directory, and then select the filename.

5. Click OK.

ClarisWorks exports the user dictionary and displays the Export Complete message.

### **See Also**

[Using Dictionaries](#)

[Working with User Dictionaries](#)

## Installing a Dictionary

You can have multiple Main and User dictionaries stored on your hard disk. If you want to use a Main or User dictionary other than the one currently installed, you can install a different dictionary.

### **To install a dictionary:**

1. Choose Install Dictionaries from the Spelling submenu in the Edit menu to display the Install Dictionaries dialog box.
2. Click Main or User.

The list of available dictionaries changes, depending on the button you select. Main dictionaries use the extension NDX, and User dictionaries use the extension .SPL.

3. Select the name of the dictionary you want to use in the File Name list.

If you have stored dictionaries on a different drive or in a different directory, use the Drive box to choose the appropriate drive or use the Directories area to choose a different directory , and then select the document's name.

4. Click OK to return to your document.

Or, double click the dictionary name.

### **See Also**

[Choosing a Directory](#)

[Choosing a Drive](#)

[Closing a User Dictionary](#)

[Creating a User Dictionary](#)

[Working with a User Dictionary](#)

## Working with a User Dictionary

After creating and installing a User dictionary, you can keep it up to date by adding new terms, editing terms, or removing words from the current list.

### **To add a word to the current User dictionary:**

1. Choose User Dictionary from the Spelling submenu in the Edit menu to display the User Dictionary dialog box.
2. Type the word in the Entry box and click Add.
3. Click OK to store your changes. [Tip](#)

### **To remove a word from the current User dictionary:**

1. Choose User Dictionary from the Spelling submenu in the Edit menu to display the User Dictionary dialog box.
2. Select the word you want to remove in the list and click Remove.
3. Click OK to store your changes.

### **To edit a word in the current User dictionary:**

1. Choose User Dictionary from the Spelling submenu in the Edit menu to display the User Dictionary dialog box.
2. Select the word you want to edit and click Remove.
3. Make the appropriate changes to the word and click Add.

The revised spelling appears in the list of terms.

4. Click OK to store your changes.

### **See Also**

[Checking Your Spelling](#)

[Closing a User Dictionary](#)

[Creating a User Dictionary](#)

[Importing and Exporting User Dictionary Terms](#)

[Installing a Dictionary](#)

## Using the Rulers

The text ruler controls the left and right margins of paragraphs, the indentation of paragraphs, text justification, tab settings, and the spacing between lines. The graphics ruler controls the automatic grid and the spacing of gridlines. Rulers have no influence on the size of objects.

You can change the units of measure for the text and graphics rulers as well as the number of division per unit. You can also hide the ruler you are currently using and show it again when you want to use it later. The following topics explain how.

[Changing Ruler Settings](#)

[Hiding or Showing the Ruler](#)

### **See Also**

[Using the Text Ruler](#)

[Using the Graphics Ruler](#)

## Changing Ruler Settings

You can change the units of measure for the text and graphics rulers as well as the number of divisions per unit.

### **To change ruler settings:**

1. Choose Rulers from the Format menu.
2. Click Text or Graphics to choose which ruler you want to display and change the settings for.
3. From the Units section, select a unit of measure.
4. If desired, type the number of divisions you want to see in each unit of measure.
5. Click OK.

### **See Also**

[Hiding or Showing the Ruler](#)

[Using the Text Ruler](#)

## Hiding or Showing the Ruler

The ruler is preset to appear at the top of a new text document. No ruler appears at the top of a new graphics or spreadsheet document, but you can turn on the ruler in either of these document types.

**To hide or show the ruler:** Choose Hide Rulers or Show Rulers from the Window menu.

### **See Also**

[Changing Ruler Settings](#)

[Using the Text Ruler](#)

## Using the Zoom Controls

Using the Zoom controls you can enlarge or reduce your view of a document. The following topics explain how to use the Zoom controls.

[Setting Up a Custom Zoom Percentage](#)

[Zooming In and Out](#)



## Zooming In and Out

Using the Zoom controls, you can enlarge or reduce your view of a document. The standard size of a document is 100%.

**To reduce or enlarge the current view of a document:** Click one of the Zoom controls at the bottom left of your window.

Clicking the small mountain icon reduces the document. Clicking the larger mountain enlarges the document. The Zoom Percentage box shows the current reduction or enlargement.

**To return to the standard size of a document:** Click the Zoom Percentage box.

Clicking the Zoom percentage box toggles between the current zoom percentage and the standard size of the document (100%).

### **See Also**

[Setting Up a Custom Zoom Percentage](#)

## Setting Up a Custom Zoom Percentage

The Zoom controls enlarge or reduce your view of a document in predefined increments (for example, 100%, 66.7%, 50%, and so on). You set a custom zoom percentage to enter a zoom percentage different from those predefined (for example, 125%, 90%, or 75%).

### **To set a custom zoom percentage:**

1. Choose View Scale from the Window menu.

Or, press Alt and click the Zoom Percentage box.

2. When you see the View Scale dialog box, type the percentage you want to use and click OK.

**To switch back and forth between your current view and the standard view:** Click the Zoom Percentage box.

Clicking the Zoom percentage box toggles between the current zoom percentage and the standard size of the document (100%).

### **See Also**

[Zooming In and Out](#)

## Viewing a Page Before Printing

ClarisWorks can show you the pages in a document exactly as they will be printed. You can see the margins that are set, as well as any headers, footers, and page numbers that you inserted.

**To see your document as it will be printed:** Choose Page View from the Window menu.

Choose Page View again to turn it off. Page View is always turned on in a text document.

### **See Also**

[Changing Margins](#)

[Choosing a Printer](#)

[Creating a Header or Footer](#)

[Inserting Page Numbers](#)

[Printing a Document](#)

## Working with Frames

Frames are objects that act as views into other environments. For example, you can create a text frame in the graphics environment and thus create a view from the graphics environment into the word processing environment.

There are two types of frames in ClarisWorks: text and spreadsheet. The following topics explain how to work with frames.

[Changing the Appearance of a Frame](#)

[Creating a Spreadsheet Frame](#)

[Creating a Text Frame](#)

[Creating Linked Spreadsheet Frames](#)

[Creating Linked Text Frames](#)

[Enlarging a Spreadsheet Frame](#)

[Locking a Frame](#)

[Making a Chart from a Spreadsheet Frame](#)

[Modifying a Spreadsheet Frame](#)

[Opening a Spreadsheet Frame](#)

[Switching Between a Frame and a Document](#)

[Unlinking Frames](#)

## Changing the Appearance of a Frame

When you select a text or spreadsheet frame, it becomes a graphic object, and you can use the graphics tools to enhance the frame. For example, you can change a frame's appearance by:

- adding a fill color (but not a fill pattern)
- changing the width of the border
- changing the pen color or pattern used in the border
- resizing the frame

### **See Also**

[Choosing a Line Width](#)

[Choosing a Pen Color](#)

[Choosing a Pen Pattern](#)

[Creating a Spreadsheet Frame](#)

[Creating a Text Frame](#)

[Creating Linked Spreadsheet Frames](#)

[Creating Linked Text Frames](#)

[Cutting, Copying, and Pasting](#)

[Duplicating an Object](#)

[Modifying a Spreadsheet Frame](#)

[Moving an Object](#)

[Resizing an Object](#)

[Rotating an Object](#)

[Switching Between a Frame and a Document](#)

## Creating a Spreadsheet Frame

When you create a spreadsheet frame, you can use all the tools and features that are available in a full spreadsheet document, including the ability to make charts from spreadsheet data. You can create a spreadsheet frame in any type of ClarisWorks document.

### **To create a spreadsheet frame in a word processing, graphics, or database document:**

1. Select the spreadsheet tool from the tool palette.
2. Drag the mouse pointer to draw the spreadsheet frame.
3. When the spreadsheet frame is the desired size, release the mouse button.

### **To create a spreadsheet frame in a spreadsheet document:**

1. Select the spreadsheet tool from the tool palette.
2. Hold down Alt and drag the mouse pointer.
3. When the spreadsheet frame is the desired size, release the mouse button.

After creating a spreadsheet frame, you can modify the frame to change certain aspects of its appearance and change the cell address it uses as its origin. You can also open a frame that displays a portion of a larger spreadsheet to display the full spreadsheet. Tip

### **See Also**

[Changing the Appearance of a Frame](#)

[Creating a Text Frame](#)

[Creating Linked Spreadsheet Frames](#)

[Creating Linked Text Frames](#)

[Drawing an Object](#)

[Enlarging a Spreadsheet Frame](#)

[Making a Chart from a Spreadsheet Frame](#)

[Modifying a Spreadsheet Frame](#)

[Opening a Spreadsheet Frame](#)

[Switching Between a Frame and a Document](#)

## Creating a Text Frame

When you create a text frame, you can use all the tools and features available in a full text document. You can think of a text frame as a text document within a document. You can create a text frame in any type of ClarisWorks document.

### To create a text frame in a spreadsheet, graphics, or database document:

1. With the tool palette displayed, click the text tool.
2. Drag the mouse pointer to draw the text frame.
3. When the text frame is the desired size, release the mouse button.
4. Type or paste text into the frame.

If you click outside the frame before entering text, the frame disappears.

### To create a text frame in a text document:

1. Select the spreadsheet tool from the tool palette.
2. Hold down Alt and drag the mouse pointer to open the frame.
3. When the text frame is the desired size, release the mouse button.
4. Type or paste text into the frame.

If you click outside the frame before entering text, the frame disappears.

### Typing to create a text frame:

1. Select the text tool and click once in the document where you want the text to start.

A small text frame with an insertion point appears where you clicked.

**Note:** In a text document, hold down the Alt key while you click to create a text frame.

2. Type your text.

When you reach the right edge of the text frame, the text wraps onto another line. When you finish typing and click outside the frame, the box surrounding the frame disappears and selection handles appear. You can use these handles to adjust the size of the frame, or you can point inside the frame and drag it to a new position. Tip

### See Also

[Changing the Appearance of a Frame](#)

[Drawing an Object](#)

[Creating Linked Spreadsheet Frames](#)

[Creating Linked Text Frames](#)

[Locking a Frame](#)

[Switching Between a Frame and a Document](#)

## Creating Linked Spreadsheet Frames

Using linked spreadsheet frames, you can show one portion of a spreadsheet in one frame and another portion in a different frame. Changes you make in one frame are reflected in other views of the spreadsheet. Each linked frame is treated as a separate object that you can move or resize, unless you lock it. You can link together as many frames as you want.

### **To create linked spreadsheet frames:**

1. Select the spreadsheet tool.
2. Choose Frame Links from the Options menu.
3. Drag the mouse pointer to draw the first frame.
4. When the frame is the desired size, release the mouse button.
5. Select the graphics tool and click once inside the frame.  
You see a continue indicator at the bottom of the frame.
6. Click the continue indicator and draw a second frame.  
The second frame begins with the row following the last row in the previous frame.
7. Continue adding frames until you have the number you need.

**To add spreadsheet data to the linked frames:** Type new data or paste data from an existing spreadsheet.

If you paste an existing spreadsheet, the data appears in all the linked frames, each of which shows a different portion of the spreadsheet.

After creating a linked spreadsheet frame, you can modify the frame to change certain aspects of its appearance and to change which cell address it uses as its origin. You can also open a linked spreadsheet frame to see the entire spreadsheet at once, instead of portions of it in the different linked frames.

### **See Also**

[Changing the Appearance of a Frame](#)

[Creating a Text Frame](#)

[Creating a Spreadsheet Frame](#)

[Creating Linked Text Frames](#)

[Drawing an Object](#)

[Locking a Frame](#)

[Making a Chart from a Spreadsheet Frame](#)

[Modifying a Spreadsheet Frame](#)

[Opening a Spreadsheet Frame](#)

[Switching Between a Frame and a Document](#)



## Creating Linked Text Frames

When you link text frames, you can flow the contents from one frame to another in the same document. Each linked frame is treated as a separate object that you can move or resize, unless you lock it. You can link together as many frames as you want.

### To create linked text frames:

1. Select the graphics tool.
2. Choose Frame Links from the Options menu.
3. Select the text tool.
4. Drag the mouse pointer to draw the first frame.
5. When the frame is the desired size, release the mouse button.
6. Click once outside the frame (or press Enter on the numeric keypad).

In addition to selection handles, link indicators appear on the top and bottom of the frame. The bottom link indicator contains an arrow and is called a continue indicator.

7. Click the continue indicator and drag the mouse pointer to draw the next frame.

Continue adding frames until you have the number you need.

### To add text to the frames:

1. Click once in the first frame.
2. Type or paste the text you want in the frame (or insert a text document from another application into the text frame).

If the text exceeds the size of the first frame, it flows into the following frame. You see a text overflow indicator in the bottom right of the text frame.

### See Also

[Changing the Appearance of a Frame](#)

[Creating a Spreadsheet Frame](#)

[Creating a Text Frame](#)

[Creating Linked Spreadsheet Frames](#)

[Drawing an Object](#)

[Enlarging a Spreadsheet Frame](#)

[Locking a Frame](#)

[Switching Between a Frame and a Document](#)

[Unlinking Frames](#)

## Enlarging a Spreadsheet Frame

By dragging a selection handle of a spreadsheet frame, you can enlarge the frame up to 10 columns by 50 rows. If you want a larger frame, you must use the Document dialog box.

### **To enlarge a spreadsheet frame:**

1. Select the spreadsheet frame and choose Open Frame from the Window menu.
2. Choose Document from the Format menu.
3. In the Size area of the Document dialog box, type the number of columns you want in the Columns Across box and the number of rows you want in the Rows Down box.
4. Click OK.
5. Double-click the Control-menu box for the spreadsheet.
6. Select your spreadsheet frame and drag a handle to see the new rows and columns.

### **See Also**

[Changing the Appearance of a Frame](#)

[Creating a Spreadsheet Frame](#)

[Creating Linked Spreadsheet Frames](#)

[Making a Chart from a Spreadsheet Frame](#)

[Modifying a Spreadsheet Frame](#)

[Opening a Spreadsheet Frame](#)

[Switching Between a Frame and a Document](#)

## Locking a Frame

You can lock a frame to keep it from being moved or resized.

### **To lock a frame:**

1. Select the frame you want to lock.
2. Choose Lock from the Arrange menu.

**Note:** You can edit the contents of locked frames, and you can pour text into a linked and locked text frame.

### **To unlock a locked frame:**

1. Select the locked frame.
2. Choose Unlock from the Arrange menu.

### **See Also**

[Creating a Spreadsheet Frame](#)

[Creating a Text Frame](#)

[Creating Linked Spreadsheet Frames](#)

[Creating Linked Text Frames](#)

[Switching Between a Frame and a Document](#)

## Making a Chart from a Spreadsheet Frame

You can make a chart with data in a spreadsheet frame, just as you can with data in a spreadsheet document.

### To create a chart with data in a spreadsheet frame:

1. If the data you want to chart is not visible in the frame area, [open the frame](#) and scroll to the data you want.
2. Either in the open view or in the frame, select the [cell range](#) you want to use in the chart.
3. If you've opened a full view of the spreadsheet, close it to place the chart outside of the frame in the primary document.
4. Choose [Make Chart](#) from the Options menu, select the chart options you want, and click OK.

### See Also

[Creating a Spreadsheet Frame](#)

[Creating a Chart](#)

[Creating Linked Spreadsheet Frames](#)

[Enlarging a Spreadsheet Frame](#)

[Modifying a Spreadsheet Frame](#)

[Opening a Spreadsheet Frame](#)

[Switching Between a Frame and a Document](#)

## Modifying a Spreadsheet Frame

You can specify various aspects of a spreadsheet's appearance in a frame, such as whether it displays row or column headers, whether it displays a grid to divide columns, and which cell of an existing spreadsheet is used as the top left cell in the frame (the origin of the frame).

### To modify the appearance of a spreadsheet frame:

1. Click the graphics tool and, if necessary, select the spreadsheet frame you want to change.
2. Choose Modify Frame from the Options menu.

Or, select the graphics tool, press Ctrl, and double-click the frame.

3. In the Display dialog box, select the options you want to use and click OK.

| This option:             | Does this:  | Preset to: |
|--------------------------|---|------------|
| Grid Lines               | Displays dotted grid lines to show individual cells   | On         |
| Solid Lines              | Displays solid lines to show individual cells   | Off        |
| Formulas                 | Displays formulas in cells containing formulas, rather than the computed results of the formulas          | Off        |
| Column Headers           | Displays the column headers (letters) that appear horizontally along the top of a spreadsheet document    | On         |
| Row Headers              | Displays the row headers (numbers) that appear vertically along the left side of the spreadsheet document | On         |
| Mark Circular References | Surrounds a cell that contains a circular reference with dots   | On         |
| Origin                   | Determines which cell of a spreadsheet is used as the top left cell in a spreadsheet frame                | A1         |

**Note:** You can't modify a spreadsheet frame in a text document if you change the frame into a text object.

### See Also

[Creating a Spreadsheet Frame](#)

[Creating Linked Spreadsheet Frames](#)

[Making a Chart from a Spreadsheet Frame](#)

[Opening a Spreadsheet Frame](#)

[Switching Between a Frame and a Document](#)

## Opening a Spreadsheet Frame

You can open a spreadsheet frame that displays a portion of a larger spreadsheet to display the full spreadsheet. You can also open a linked spreadsheet frame to see the entire spreadsheet at once, instead of portions of it in the different linked frames. You can then scroll through the spreadsheet, edit the data, and split the window into panes.

### **To open a spreadsheet frame:**

1. Select the graphics tool.
2. Click the spreadsheet frame to select it.
3. Choose Open Frame from the Window menu.

Or, press Alt and double-click the frame.

**To close an open spreadsheet frame:** Double-click the document Control-menu box.

### **See Also**

[Creating a Spreadsheet Frame](#)

[Creating Linked Spreadsheet Frames](#)

[Making a Chart from a Spreadsheet Frame](#)

[Modifying a Spreadsheet Frame](#)

[Switching Between a Frame and a Document](#)

## Switching Between a Frame and a Document

Switching between a frame and the document containing the frame is easy, but the menus can change when you make such a switch. For example, if you've been editing data in a spreadsheet frame in a graphics document, switching to the graphics document causes the graphics menus to appear.

**To return to the main document from a frame:** Click anywhere in the main document outside the frame.

**To switch to a frame from the main document:** Click the frame.

### **See Also**

[Changing the Appearance of a Frame](#)

[Creating a Spreadsheet Frame](#)

[Creating a Text Frame](#)

[Creating Linked Spreadsheet Frames](#)

[Creating Linked Text Frames](#)

[Locking a Frame](#)

[Making a Chart from a Spreadsheet Frame](#)

[Modifying a Spreadsheet Frame](#)

[Opening a Spreadsheet Frame](#)

[Unlinking Frames](#)

## Unlinking Frames

Once frames are linked, you can only unlink them by cutting a frame from your document and pasting it in again.

### **To unlink a frame:**

1. Select the frame you want to unlink.  
A link indicator should appear on the top or bottom of the frame if it is linked.
2. Choose Cut from the Edit menu.
3. Choose Paste from the Edit menu to paste the frame back in again.  
You should no longer see a link indicator on the frame.

### **See Also**

[Creating Linked Spreadsheet Frames](#)

[Creating Linked Text Frames](#)

[Switching Between a Frame and a Document](#)



## Working with Macros

A macro is a keyboard shortcut you create to automate repetitive tasks. You can record macros in any type of ClarisWorks document.

The following topics explain how to use macros.

[Deleting a Macro](#)

[Editing a Macro](#)

[Loading a Macro File](#)

[Playing a Macro](#)

[Recording a Macro](#)

[Saving Macros to a File](#)

## Deleting a Macro

If you are no longer using a macro, you can delete it from your macro file.

### **To delete a macro:**

1. Choose Edit Macros from the Macros submenu in the File menu.
2. Select a macro from the list in the Edit Macros dialog box and click Delete.

If you want to delete more than one macro, press Shift as you click each macro name.

3. When you finish deleting macros, click Done.

### **See Also**

[Editing a Macro](#)

[Loading a Macro File](#)

[Playing a Macro](#)

[Recording a Macro](#)

[Saving Macros to a File](#)

## Editing a Macro

After recording a macro, you can easily change the macro's name or key assignment and ignore pauses recorded with the macro. You can't, however, make any changes to recorded actions.

### **To edit a macro:**

1. Choose Edit Macros from the Macros submenu in the File menu.
2. In the Edit Macro dialog box, select the name of the macro you want to change and click Edit.
3. In the second Edit Macro dialog box, make the changes you want and click OK.
4. Click Done.

### **See Also**

[Deleting a Macro](#)

[Loading a Macro File](#)

[Playing a Macro](#)

[Recording a Macro](#)

[Saving Macros to a File](#)

## Loading a Macro File

When you want to use a different set of macros, you can load a new macro file. You can only load and use one macro file at a time.

### To load a macro file:

1. Choose Load Macros from the Macros submenu in the File menu.

In the Load Macros dialog box, you see \*.MAC in the File Name box. Below the File Name box, you see a list of the files in the current directory using the .MAC extension.

2. If the file you want to use is in the current directory on the current drive, click its name in the list box. If not, use the Drives box and the Directories area to choose the appropriate drive and choose a different directory , and then click the file's name.

3. Click OK (or double-click the file's name).

You can also type the pathname for the file in the File Name box and choose OK. If the file is not in the current directory, be sure to include the drive and directory in the pathname.

If you have modified the macros you are currently using, ClarisWorks asks if you want to save the changes to your macro file before loading the new file.

### See Also

[Deleting a Macro](#)

[Editing a Macro](#)

[Playing a Macro](#)

[Recording a Macro](#)

[Saving Macros to a File](#)

## Playing a Macro

After recording a macro, you can play the macro to perform the series of actions recorded in the macro quickly.

### To play a macro, choose one of the following:

- Press the function key or the Ctrl+Alt+letter key combination assigned to the macro.
- Select the macro name from the Play Macro dialog box.
- Use the MACRO ( ) function in a spreadsheet or database formula.

### To select a macro name from the Play Macro dialog box:

1. Choose Play Macro from the Macros submenu in the File menu.
2. In the Play Macro dialog box, select the name of the macro you want to use and click Play.

### **See Also**

[Deleting a Macro](#)

[Editing a Macro](#)

[Loading a Macro File](#)

[Recording a Macro](#)

[Saving Macros to a File](#)

## Recording a Macro

When you record a macro, you record a series of actions, such as key presses, mouse actions, and menu commands.

### **To record a macro:**

1. Choose Record Macro from the Macros submenu in the File menu.
2. In the Record Macro dialog box, type a name for your macro in the Name box.
3. Assign a function key or a Ctrl+Alt+letter key combination to use as a keyboard shortcut.
4. Click Record to begin recording your macro.

The Record Macro menu item changes to Stop Recording, and a microphone icon flashes in the ClarisWorks title bar to remind you that you're recording. You can stop and start recording a macro at any time by pressing Shift+Ctrl+J.

5. When you are finished recording your series of actions, choose Stop Recording from the Macros submenu in the File menu.

**Note:** Macros can't accurately record dragging with a mouse or scrolling windows.

### **See Also**

[Deleting a Macro](#)

[Editing a Macro](#)

[Loading a Macro File](#)

[Playing a Macro](#)

[Saving Macros to a File](#)

## Saving Macros to a File

You can create multiple macros and save them as sets intended for different purposes. For example, you could create a set to use exclusively in spreadsheets.

### To save a set of macros to a file:

1. Record the macros that you want to save as a set.

All macros that you record since the last time you saved macros are included in the set.

2. Choose Save Macros from the Macros submenu in the File menu.

In the Save Macros dialog box, you see \*.MAC in the File Name box. Below the File Name box, you see a list of the files in the current directory using the .MAC extension.

3. Type a name for your file in the Save Macros As box, using the .MAC extension. Tip

To save your file on a different drive or in a different directory, use the Drives box to choose another drive and use the Directories box to choose another directory.

4. Click OK.

### See Also

[Deleting a Macro](#)

[Editing a Macro](#)

[Loading a Macro File](#)

[Playing a Macro](#)

[Recording a Macro](#)

## Working with the Tool Palette

You use the tools in the ClarisWorks tool palette to draw different types of graphic objects, to create text and spreadsheet frames, to select objects, and to add colors and patterns to objects. You use the tool palette primarily in the graphics environment, but you can also display and use the tool palette in the word processing and spreadsheet environments.

**Click a tool for more information.**



**To display the tool palette in a non-graphics environment:** Click the Hide/Show tools control  at the bottom left of your window.

Or, choose Hide Tools or Show Tools from the Window menu. When the tool palette appears in the text environment, the text tool is active. In the spreadsheet environment, the spreadsheet tool is active.

**To begin drawing an object in a non-graphics document:** Select the graphics tool or a drawing tool.

You can't draw anything with the graphics tool. Selecting it switches you into the graphics environment so you can select and move objects.

### See Also

[Changing Lines with the Pen Tools](#)

[Drawing an Object](#)

[Drawing with the Drawing Tools](#)

[Filling an Object Using the Fill Tools](#)

[About the Spreadsheet Document Window](#)

[About the Text Document Window](#)



# Text Documents

The following Text topics are available.

[About the Text Document Window](#)

[Changing Line Spacing](#)

[Changing Text Alignment](#)

[Copying Ruler Settings](#)

[Creating a Text Document](#)

[Creating a Title Page](#)

[Creating Multiple Columns](#)

[Deleting a Tab](#)

[Deleting Text](#)

[Editing Text](#)

[Entering Text](#)

[Formatting with Fonts](#)

[Hiding Margins and Page Guides](#)

[Indenting Paragraphs](#)

[Selecting Text](#)

[Setting a Tab](#)

[Setting Up a Table](#)

[Setting Up a Text Document](#)

[Undoing Your Actions](#)

[Using Footnotes](#)

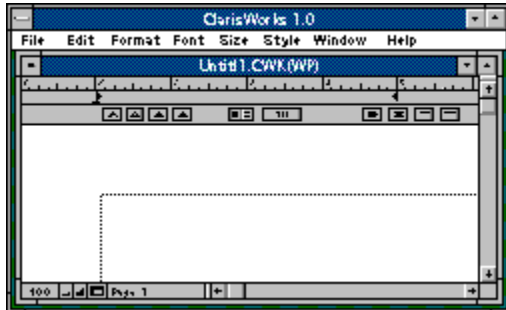
[Using the Text Ruler](#)

[Viewing Several Pages at Once](#)

## About the Text Document Window

When you choose Word Processor in the New Document dialog box, a new text document window opens on the desktop.

**Click different areas of the window for more information.**



### **See Also**

[Changing Margins](#)

[Setting Up a Text Document](#)

[Using the Text Ruler](#)

**Text Document Menu Bar**

Displays the names of the text document menus.

**Text Document Control-Menu Box**

Opens the text document Control menu.

**Text Document Title Bar**

Displays the title of the current text document.

**Text Document Minimize Button**

Shrinks the Text Document window to an icon at the bottom of the ClarisWorks window.

**Text Document Maximize Button**

Enlarges the Text Document window to its maximum size. A document window cannot be larger than the ClarisWorks main window.

**Text Ruler**

Controls the left and right margins of paragraphs, the indentation of paragraphs, text justification, tab settings, and the spacing between lines.



**Left indent marker**

Indicates the left margin of the document.

**First-Line Indent Marker**

Indicates the indentation of the first line of a paragraph in relation to the rest of the paragraph.

**Right Indent Marker**

Indicates the right margin of the document.

**Tab Stop Markers**

Set left, center, right, and decimal tabs in a document.

## **Line Spacing Icons**

Increase or decrease the spacing between the lines in a document.

**Line Spacing Status Box**

Shows the current line spacing in lines or in points. Click the box to switch from lines to points.

**Alignment Icons**

Align the text in a document with the document margins. You can line up text with the left margin, center the text between both margins, line up text with the right margin, or justify text between both margins.

**Margin**

The border around your text document.



**Typing Area**

The area where you enter your text document.

**Text Window Page Guides**

Border the area on your screen in which you can type. The page guides are not visible when you print.

**Insertion Point**

Indicates where text appears when you type. Appears as a short, blinking, vertical line. In a new document it appears in the upper-left corner of the document.

**I-Beam Pointer**

Indicates that the mouse pointer is within the area of the text document where you can type.

**Page Status Area**

Indicates which page of your document is currently displayed on the screen.

## Changing Line Spacing in Text Documents

ClarisWorks text documents are preset to single space lines. You can increase or decrease the line spacing.

### **To change line spacing:**

1. If the text ruler isn't visible, choose Show Rulers from the Window menu.
2. Select the text you want to change.

To change the whole document, choose Select All from the Edit menu. To change one paragraph, click it so it contains the insertion point.

3. Click the increase or decrease icon on the ruler to increase or decrease space between lines.

Each click increases or decreases line spacing by a half line. The status box to the right of the icons shows the current line spacing.

**To change the measurement used for line spacing:** Click the status box to the right of the increase and decrease icons.

Clicking the status box toggles between a line spacing measurement of lines and points. Lines is the preset measurement. Each time you click the increase or decrease icons when using points as the measurement, the line spacing increases or decreases by one point.

### **See Also**

[About the Text Document Window](#)

[Using the Text Ruler](#)

## Changing Text Alignment

You can align text within a paragraph in several different ways. You can line up text with the left margin, center text between both margins, line up text with the right margin, or justify text between both margins.

### **To align text:**

1. Select the text you want to align.
2. Click one of the [alignment icons](#) on the ruler.

The selected text changes when you release the mouse button.

### **See Also**

[About the Text Document Window](#)

[Using the Text Ruler](#)

## Copying Ruler Settings

You can copy the ruler settings that format the text in one paragraph and apply them to another paragraph. For example, if you set up a format to create indented columns of text, you can use it later when you want to create more indented columns of text.

### **To copy ruler settings from one paragraph to another:**

1. Click in the paragraph that uses the settings you want to copy.
2. Choose Copy Ruler from the Format menu.
3. Click in the paragraph where you want to use the same settings.

Or, select multiple paragraphs.

4. Choose Apply Ruler from the Format menu.

### **See Also**

[About the Text Document Window](#)

[Indenting Paragraphs](#)

[Using the Rulers](#)

[Using the Text Ruler](#)



## Creating a Text Document

When you choose Word Processor in the New Document dialog box, a new text (or word processing) document opens on the desktop. You can type a letter or a report, and then save your document, print it, and edit it if necessary.

A new text document is preset to a standard letter-size page (8½ x 11 inches). Margins are preset to one inch, and page guides indicate the margin boundaries in the document. Line spacing is preset to single spacing, and the preset font is 12-point Arial. The preset alignment is Left, and the ruler is set to measure in inches. You can change the page size of a document by changing the paper size in the Print Setup dialog box, and you can also change any of the other settings at any time.

### **See Also**

[About the Text Document Window](#)

[Changing Line Spacing](#)

[Changing Margins](#)

[Changing Text Alignment](#)

[Changing the Font Size](#)

[Changing the Font](#)

[Creating a Title Page](#)

[Inserting Page Numbers](#)

[Inserting the Date or Time](#)

[Opening a Document](#)

[Paginating a Document](#)

[Printing a Document](#)

[Saving a Document](#)

[Setting Printer Options](#)

[Setting Up a Text Document](#)

[Using the Rulers](#)

[Using the Text Ruler](#)

## Creating a Title Page

You can designate the first page of your text document as a title page to prevent headers and footers from printing on this page.

### **To create a title page:**

1. Choose Document from the Format menu.
2. In the Document dialog box, click the Title Page box and click OK.

**Note:** You can also designate a title page for a database document.

### **See Also**

[Inserting Page Numbers](#)

[Setting Up a Text Document](#)

## Creating Multiple Columns

You can have several columns (up to nine) of text on a page.

### **To create multiple columns:**

1. Choose Columns from the Format menu.
2. In the Columns dialog box, type the number of columns you want (from one to nine).
3. Enter the amount of space that you want to leave between columns.

The units are those specified for the text ruler. The preset spacing is 0.17 inches.

4. Click OK.

The entire document is rearranged into the columns you specify.

### **See Also**

[Changing Ruler Settings](#)

## Deleting a Tab

If you no longer want to use a tab at its current position on the [text ruler](#), you can move it to a new location by dragging it, or you can remove it completely from the ruler.

**To remove a tab marker completely:** Drag the tab marker off the ruler.

### **See Also**

[About the Text Document Window](#)

[Setting a Tab](#)

[Using the Text Ruler](#)

## Deleting Text

You can delete unwanted text and retain a copy on the [Clipboard](#) by using the Cut command on the Edit menu. You can also delete unwanted text completely without retaining a copy.

### **To delete text permanently:**

1. [Select the text](#) you want to delete.
2. Press Backspace or Delete, or choose Clear from the Edit menu.

Or, start typing. The selected text disappears, and the text you type is inserted in its place.

### **See Also**

[Cutting, Copying, and Pasting](#)

[Editing Text](#)

[Selecting Text](#)

## Editing Text

As you type text into your document, you can correct simple errors by using the Backspace or Delete keys. Each time you press Backspace, the last character you typed is erased. Pressing Delete erases characters to the right of the insertion point.

To make more substantial changes, you must select a word or block of text that you want to change. Then you can copy, cut, paste, delete, or replace the selected text with new text. You can also undo any corrections you make if you change your mind about them.

If you format some of your text as a table by using a spreadsheet frame, there are special steps to follow to edit the text in this table after you change the spreadsheet frame to a text object.

### **To edit text formatted as a table in a spreadsheet frame:**

1. If necessary, display the tool palette by choosing Show Tools from the Window menu.
2. Click the spreadsheet tool.
3. Click the cell you want to edit and make your edits.
4. After completing your edits, click the text tool and resume work on your text document.

### **See Also**

[Checking Your Spelling](#)

[Cutting, Copying, and Pasting](#)

[Deleting Text](#)

[Entering Text](#)

[Finding and Changing Information](#)

[Selecting Text](#)

[Setting Up a Table](#)

[Undoing Your Actions](#)

## Entering Text

When you create a new text document, the text insertion point appears as a short blinking, vertical line in the upper-left corner of the document. The insertion point indicates where text appears when you type. As you type, text appears just ahead of the insertion point.

**To type a paragraph:** Type the text you want without pressing Enter.

When you reach the end of a line, ClarisWorks automatically wraps words to the next line.

**To end one paragraph and start another:** Press Enter once to end the paragraph and once more to insert a blank line.

After typing several paragraphs in your document, you can move the insertion point to different positions in your document using the mouse or the arrow keys. When you move the mouse pointer within the area of a document where you can type, the pointer becomes an I-beam. You move the I-beam pointer and click to move the insertion point to a different spot in text.

### **See Also**

[About the Text Document Window](#)

[Changing Line Spacing in Text Documents](#)

[Changing Text Alignment](#)

[Checking Your Spelling](#)

[Deleting Text](#)

[Editing Text](#)

[Formatting with Fonts](#)

[Hiding Margins and Page Guides](#)

[Indenting Paragraphs](#)

[Selecting Text](#)

[Setting a Tab](#)

[Setting Up a Table](#)

[Setting Up a Text Document](#)

[Using the Text Ruler](#)

## Formatting with Fonts

The following topics explain how you can format your text document using different fonts and different sizes and colors for fonts.

[Adding a Font to the Font Menu](#)

[Changing the Color of Text](#)

[Changing the Font Size](#)

[Changing the Font](#)

[Choosing a Text Style](#)



## Adding a Font to the Font Menu

The Font menu can display up to 22 fonts. Any additional fonts appear in the Other Fonts dialog box, which displays all the scaleable fonts installed on your computer.

You can use the Other Fonts dialog box to add a font to the Font menu. If you already have 22 fonts on the Font menu, the font you add replaces the one you used longest ago. You can also choose a font without adding it to the Font menu and the text you type appears in that font until you choose another font.

### To add a font to the Font menu:

1. Choose Other from the Font menu.
2. In the Other Fonts dialog box, click a font in the font list.

When you select a font, a sample of it appears in the Sample box.

A double T symbol next to a font name indicates a TrueType font. Choose a TrueType font if you want text to scale properly when you zoom your document in or out.

3. Leave the Add to Font Menu box checked and click OK.

The font appears in the Font menu, replacing the one you used longest ago. To use a font without adding it to the Font menu, deselect the Add to Font Menu box.

**Note:** You can't remove a font from the Font menu by selecting it in the Other Fonts dialog box and deselecting the Add to Font Menu box.

See your Microsoft Windows documentation for information about working with fonts.

### See Also

[Changing the Color of Text](#)

[Changing the Font Size](#)

[Changing the Font](#)

[Choosing a Text Style](#)

## Changing the Color of Text

If you have a color monitor, you can change the color of your text.

### **To change the color of existing text:**

1. Select the text for which you want to change the color.
2. Choose Text Color from the Style menu.
3. Choose a color from the palette that appears.

### **To change the color for new text:**

1. Choose Text Color from the Style menu.
2. Choose a color from the palette that appears and begin typing.

### **See Also**

[Adding a Font to the Font Menu](#)

[Changing the Font Size](#)

[Changing the Font](#)

[Choosing a Text Style](#)

## Changing the Font Size

A ClarisWorks text document is preset to use the Arial font in the 12-point size. You can increase the font size to create a heading for a document or decrease the font size to squeeze more text onto a page.

### **To change the font size for existing text:**

1. Select the text for which you want to change the font size.
2. Choose a size from the Size menu.

A checkmark indicates the currently selected size. If there is no checkmark, the selected text includes multiple sizes.

**To change the font size for new text:** Choose a size from the Size menu and begin typing.

**Note:** In document types other than text, choose a size from the Size submenu of the Format menu.

### **To choose a font size not on the Size menu:**

1. Choose Other from the Size menu.
2. In the Font size box, type a point size from 4 to 255.
3. Click OK.

**Note:** Choose scalable fonts like TrueType fonts to display text at different font sizes. Non-scalable fonts don't scale to all sizes and don't display correctly when you zoom out to see a larger area of your document.

### **See Also**

[Adding a Font to the Font Menu](#)

[Changing the Color of Text](#)

[Changing the Font](#)

[Choosing a Text Style](#)

## Changing the Font

A font is a collection of type with a particular appearance. Choosing the right font can create a special look for a document. A font can also make a document more or less readable.

### **To change the font for existing text:**

1. Select the text for which you want to change the font.
2. Choose a font from the Font menu.

A checkmark indicates the currently selected font. If there is no checkmark, the selected text includes multiple fonts.

**To change the font for new text:** Choose a font from the Font menu and begin typing.

### **To choose a font not on the Font menu:**

1. Select the text for which you want to change the font or position the insertion point where you want to begin typing.
2. Choose Other from the Font menu.
3. In the Other Font dialog box, select a font from the Font list and click OK.

When you select a font, you see a sample of the font in the Sample box.

**Note:** In document types other than text, choose a font from the Font submenu of the Format menu.

### **See Also**

[Adding a Font to the Font Menu](#)

[Changing the Color of Text](#)

[Changing the Font Size](#)

[Choosing a Text Style](#)

## Choosing a Text Style

Style refers to the way a font appears on the screen and when you print. You can use just one style to format text, or you can combine styles. For example, you can use only **bold** or both **bold** and *italic* to format certain text. ClarisWorks is preset to enter text into your documents as plain text.

### **To choose a new text style for existing text:**

1. Select the text for which you want to change the style.
2. Choose a style from the Style menu.

**To choose a text style for new text:** Choose a style from the Style menu and begin typing.

**To deselect a style:** Choose Plain Text again.

### **See Also**

[Adding a Font to the Font Menu](#)

[Changing the Color of Text](#)

[Changing the Font Size](#)

[Changing the Font](#)

## Hiding Margins and Page Guides

If you are working on a small screen, you can hide the margins to see more of a document. You can also hide the page guides to see how the document will look when printed. Hiding the margins and page guides changes the way the page looks on the screen, but not the way the page is printed.

### **To hide the document margins or page guides:**

1. Choose Document from the Format menu.
2. In the Display area of the Document dialog box, click Show Margins, Show Page Guides, or both.
3. Click OK.

**To show the document margins or page guides again:** Click Show Margins or Show Page Guides in the Document dialog box again.

### **See Also**

[Changing Margins](#)

[Setting Up a Document](#)

[Setting Up a Text Document](#)

## Indenting Paragraphs

The following topics explain how to indent a selected paragraph from the current margin settings, create a hanging indent in which the first line of a paragraph extends farther to the left than the rest of the paragraph, or indent the first line of a paragraph.

[Changing Paragraphs Indents](#)

[Creating a Hanging Indent](#)

[Indenting the First Line in a Paragraph](#)

### **See Also**

[About the Text Document Window](#)

[Changing Margins](#)

[Using the Rulers](#)

[Using the Text Ruler](#)

## Changing Paragraph Indents

You can use the text ruler to adjust the right and left margins to indent a selected paragraph. For example, if you want to indent a quotation, you can select the quotation and change the ruler settings just for that one paragraph.

### **To change paragraph indents:**

1. If the text ruler isn't visible, choose Show Rulers from the Window menu.
2. Click inside the paragraph you want to indent.  
Or, drag to select multiple paragraphs.
3. Drag the left indent marker on the ruler to the right to set the left margin of the paragraph.  
The first line marker moves with the left indent marker as you drag the left indent marker, unless you hold down the Alt key.
4. Drag the right indent marker on the ruler to the left to set the right margin of the paragraph.

### Tip

### **See Also**

[About the Text Document Window](#)

[Changing Margins](#)

[Creating a Hanging Indent](#)

[Indenting the First Line in a Paragraph](#)

[Using the Rulers](#)

[Using the Text Ruler](#)



## Creating a Hanging Indent

In a hanging indent, the first line of a paragraph extends farther to the left than the other lines of the paragraph.

### **To create a hanging indent:**

1. Select the paragraph in which you want to create the hanging indent.
2. Hold down the Alt key as you drag the left indent marker to the right to set the left margin for all but the first line of the paragraph.

### **See Also**

[About the Text Document Window](#)

[Changing Margins](#)

[Changing Paragraph Indents](#)

[Indenting the First Line in a Paragraph](#)

[Using the Rulers](#)

[Using the Text Ruler](#)

## Indenting the First Line in a Paragraph

You can indent the first line of a paragraph to distinguish it from the rest of the paragraph.

**To indent the first line in a paragraph:** Drag the first line indent marker (⌞) away from the left margin to the position you want.

### **See Also**

[About the Text Document Window](#)

[Changing Margins](#)

[Changing Paragraph Indents](#)

[Creating a Hanging Indent](#)

[Using the Rulers](#)

[Using the Text Ruler](#)

## Selecting Text

To make corrections or changes to more than one letter at a time, select the word or block of text you want to change before making your changes. When you select text, it is highlighted in your document. The following table describes different ways of selecting text.

| To select a:  | Do this:   |
|---------------|--|
| Word          | Double-click the word.   |
| Line          | Click rapidly three times anywhere in the line.  |
| Paragraph     | Click rapidly four times anywhere in the paragraph.  |
| Block of text | Position the <u>pointer</u> at the beginning of the text and drag through it. Or, hold down Shift and click at the beginning and at the end of the text. |
| Document      | Choose Select All from the Edit menu (or press Ctrl-A).  |

**Note:** To extend a selection, hold down Shift and press an arrow key to extend the selection in the direction of the arrow.

### See Also

[Changing Line Spacing in Text Documents](#)

[Changing Text Alignment](#)

[Deleting Text](#)

[Editing Text](#)

[Entering Text](#)

[Finding and Changing Information](#)

[Formatting with Fonts](#)

[Indenting Paragraphs](#)

## Setting a Tab

You can set four types of tabs in a text document, which are described in the table that follows. The text ruler is preset with standard (left) tabs every half-inch. Preset tabs don't show on the ruler. If you add tabs, only preset tabs to the right of them still remain in place.

### To set a tab:

1. If the text ruler isn't visible, choose Show Rulers from the Window menu.
2. Drag the icon for the type of tab you want to the desired position on the ruler.

The tab marker appears in the ruler. If you need to change a tab marker's position, drag it to a new position on the ruler.

| This type of tab: | Does this:  |
|-------------------|---|
| Left (standard)   | Aligns the left end of text on the tab position   |
| Center            | Centers text on the tab position  |
| Right             | Aligns the right end of text on the tab position  |
| Decimal           | Aligns text on a decimal character (usually a decimal point). Useful for entering columns of numbers. |

**To use tabs when typing:** Press the Tab key to move the insertion point to the next tab. Tip

### To change the decimal tab alignment character:

1. Double-click a decimal tab that is already positioned on the ruler.
2. In the Align On dialog box, type the character by which you want to align decimal tabs and click OK.

### See Also

About the Text Document Window

Deleting a Tab

Using the Text Ruler

## Setting Up a Table

You can use tabs to set up a table of columnar information in a text document, or you can create a spreadsheet frame in the document. Using a spreadsheet frame for columnar information gives you more flexibility in working with your columnar information.

### **To insert a spreadsheet frame as a table:**

1. If the tool palette isn't showing, choose Show Tools from the Window menu.
2. Select the spreadsheet tool and [create your spreadsheet frame](#).
3. [Adjust the column width and row height](#) to accommodate your text data.
4. Select the graphics tool, choose Modify Frame from the Options menu, and [make any changes](#) that you want to row headers, column headers, and gridlines.
5. Select the spreadsheet, click in a cell, and type the information you want in the table as if you were [entering data in a spreadsheet](#). **Tip**
6. Select the spreadsheet frame and choose Cut from the Edit menu.
7. Select the text tool, place the [insertion point](#) where you want the spreadsheet frame, and choose Paste from the Edit menu.

The spreadsheet frame is now a text object that keeps its position in your document relative to the text around it.

8. Use the text alignment and indent markers on the [ruler](#) to position the table.
9. To continue typing text after the table, click to position the insertion point, and begin typing.

**To change the size of the spreadsheet frame once it becomes a text object:** Click in the frame and drag the selection handle in the lower right corner.

**Note:** For information about editing text in a table created using a spreadsheet frame, see [Editing Text](#).

### **See Also**

[Entering a Spreadsheet Formula](#)

[Changing Text Alignment](#)

[Creating a Spreadsheet Frame](#)

[Creating Multiple Columns](#)

[Changing the Appearance of a Frame](#)

[Editing Text](#)

[Entering Data](#)

[Indenting Paragraphs](#)

[Resizing Cells](#)

[Setting a Tab](#)

[Using the Text Ruler](#)

## Setting Up a Text Document

You can set document options for a new text document, or you can change document option settings for an existing document. ClarisWorks is preset to:

- Use a top, bottom, left, and right margin of one inch.
- Use a starting page number of 1.
- Display document pages one page at a time.
- Show margins and page guides.
- Consider the first page of your document to be the same as the rest of the document and not a title page.

### To change text document options:

1. Choose Document from the Format menu to open the Document dialog box for the word processing environment.
2. Change the options you want to change and click OK.

| This document option: | Does this:   | Preset to:                 |
|-----------------------|--|----------------------------|
| Margins               | Determines the size of the blank border at the top, bottom, right, and left of your document text                  | One inch                   |
| Starting Page #       | Designates the starting page number used on the first page of your document  | 1                          |
| Display pages         | Determines whether ClarisWorks displays pages side by side, and the number of pages that it displays side by side  | Display one page at a time |
| Show Margins          | Determines whether the margins appear on the screen or only when you print   | On                         |
| Show Page Guides      | Determines whether the <u>page guides</u> appear on the screen   | On                         |
| Title Page            | Makes the first page of your document a title page, which means that headers and footers won't print on that page. | Off                        |

### See Also

[Changing Margins](#)

[Creating a Text Document](#)

[Hiding Margins and Page Guides](#)

[Inserting Page Numbers](#)

[Setting Document Preferences](#)

[Setting Up a Document](#)

[Viewing a Page Before Printing](#)

[Viewing Several Pages at Once](#)

## Undoing Your Actions

If you make a mistake when making changes to your document, you can cancel the changes in many instances.

**To undo a mistaken action immediately:** Choose Undo from the Edit menu.

You must choose Undo before you choose any other command or type anywhere else in the document. Otherwise, the option is no longer available to you.

**To reverse an Undo command:** Choose Redo from the Edit menu.

ClarisWorks restores the change you cancelled when you chose Undo from the Edit menu.

### **See Also**

[Editing Text](#)

## Using Footnotes

To use footnotes in a document, ClarisWorks computes the exact spot where text should end and footnotes begin, and automatically numbers the footnotes. The following topics explain how to insert, move, and remove footnotes.

[Inserting a Footnote](#)

[Moving a Footnote](#)

[Removing a Footnote](#)



## Inserting a Footnote

You can insert a footnote anywhere in your document. Footnotes appear at the end of the page, above any page footers.

### **To insert a footnote:**

1. Click at the end of the word where you want the footnote number to appear.
2. Choose Insert Footnote from the Format menu.

The appropriate number appears in superscript above the point of insertion. At the same time, ClarisWorks drops the text insertion point into the footnote panel, inserts the note number, and waits for you to type the footnote text.

3. In the footnote panel, type the text of the footnote.
4. When you finish the footnote, click anywhere in the text document to resume work on the main document.

Or, press the Enter key on the numeric keypad.

### **See Also**

[Moving a Footnote](#)

[Removing a Footnote](#)

## Moving a Footnote

You can move a footnote number and its corresponding text to a new location in your document. ClarisWorks rennumbers all the footnotes to include the footnote you move in its new position.

### **To move a footnote within a document:**

1. In the main document, select the footnote number you want to move.
2. Choose Cut from the Edit menu.
3. Click in the text where you want to put the footnote.
4. Choose Paste from the Edit menu.

### **See Also**

[Inserting a Footnote](#)

[Removing a Footnote](#)

## Removing a Footnote

When you remove a footnote from a document, ClarisWorks removes the footnote number from the main document, removes the footnote text from the footnote region, renumbers the remaining footnotes, and rearranges the pages.

### **To remove a footnote:**

1. In the main document, select the footnote number you want to remove.
2. Choose Cut or Clear from the Edit menu, or press Delete.

**Note:** Removing the text in the footnote region does not remove the footnote number from your document.

### **See Also**

[Inserting a Footnote](#)

[Moving a Footnote](#)

## Using the Text Ruler

The text ruler at the top of a text document page gives you numerous ways to format your text. You can change vertical line spacing, set paragraph margins and first-line indentation, set tabs, and change how text lines up relative to the left and right margins.

The ruler always shows the format settings for the paragraph containing the insertion point. You can change the format of a paragraph at any time by adjusting the ruler. Or, you can select several paragraphs and change their formats at the same time. You can also copy the ruler settings from one paragraph to another.

**Click a ruler icon for more information.**



### See Also

[Changing Line Spacing in Text Documents](#)

[Changing Text Alignment](#)

[Copying Ruler Settings](#)

[Indenting Paragraphs](#)

[Setting a Tab](#)

[Using the Rulers](#)

**Left Tab Icon**

Sets a left tab stop, which aligns the left end of text on the tab position.

**Center Tab Icon**

Sets a center tab stop, which centers text on the tab position.

**Right Tab Icon**

Sets a right tab stop, which aligns the right end of text on the tab position.

**Decimal Tab Icon**

Sets a decimal tab stop, which aligns text on a decimal character (usually a decimal point). Useful for typing a column of figures.



**Decrease Line Spacing Icon**

Decreases line spacing by one line or one point (depending on the measurement selected).

**Increase Line Spacing Icon**

Increases line spacing by one line or one point (depending on the measurement selected).

**Left Align Icon**

Aligns text on the left margin of a document. The right margin is ragged.

**Center Align Icon**

Centers text between the margins of a document.

**Right Align Icon**

Aligns text on the right margin of a document. The left margin is ragged.

**Justify Icon**

Aligns text evenly along the left and right margins.

## Viewing Several Pages at Once

You can view two or three pages of your text document next to each other as they will appear when printed.

### **To view several pages at once:**

1. Choose Document from the Format menu.
2. In the Display area of the Document dialog box, click the two-page option or the option that lets you enter the number of pages you want to see side by side (preset to 3).
3. Click OK.

**Note:** You can [use the zoom controls](#) to get an overview of the document or enlarge the details.

### **See Also**

[Setting Up a Document](#)

[Setting Up a Text Document](#)

[Using the Zoom Controls](#)

# Graphics Documents

Click a topic for more information.

[About the Graphics Document Window](#)

[Adjusting Corners](#)

[Aligning Objects](#)

[Changing Arc Angles](#)

[Changing Lines with the Pen Tools](#)

[Choosing a Line Width](#)

[Correcting Mistakes](#)

[Creating a Graphics Document](#)

[Creating a Multipage Document](#)

[Drawing an Object](#)

[Drawing with the Drawing Tools](#)

[Duplicating an Object](#)

[Filling an Object Using the Fill Tools](#)

[Flipping an Object](#)

[Grouping Objects](#)

[Locking an Object](#)

[Moving an Object](#)

[Reshaping an Object](#)

[Resizing an Object](#)

[Rotating an Object](#)

[Selecting/Deselecting an Object](#)

[Setting Up a Graphics Document](#)

[Smoothing and Unsmoothing](#)

[Stacking Objects](#)

[Using the AutoGrid](#)

[Using the Graphics Grid](#)

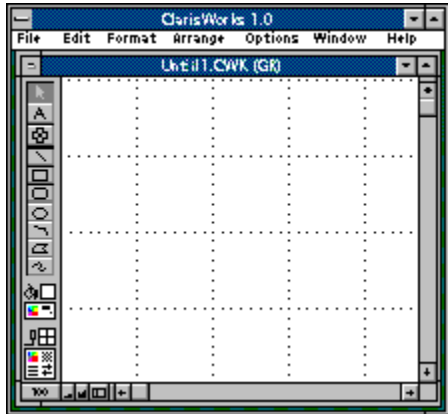
[Using the Graphics Ruler](#)



## About the Graphics Document Window

When you choose Graphics in the New Document dialog box, a new graphics document window opens on the desktop.

**Click different areas of the window for more information.**



### **See Also**

[Creating a Multipage Document](#)

[Drawing an Object](#)

[Setting Up a Graphics Document](#)

[Using the Zoom Controls](#)

**Graphics Document Menu Bar**

Displays the names of the graphics document menus.

**Graphics document Control-Menu Box**

Opens the Spreadsheet document Control menu.

**Graphics Document Title Bar**

Displays the title of the current Spreadsheet document.

**Graphics Document Minimize Button**

Shrinks the Graphics Document window to an icon at the bottom of the ClarisWorks window.

**Graphics Document Maximize Button**

Enlarges the Spreadsheet document window to its maximum size. A document window cannot be larger than the ClarisWorks main window.

**Pen Tools**

The tools you use for doing line work. You can select a line width, as well as a color, pattern, and arrowhead for the line.

**Fill Tools**

The tools you use to fill the objects you draw with a color or pattern.



**Tool Palette**

A palette containing the tools you use to draw objects.

**Drawing Area**

The area of your graphics document window where you draw graphic objects.

## Adjusting Corners

You can draw round-cornered rectangles and squares and then adjust the roundness of the corners. You can also turn sharp corners into round corners.

### **To adjust the corners of a rectangle or square:**

1. Select the object to adjust.
2. Choose Round Corners from the Options menu, or double-click the object.
3. In the Round Corners dialog box, type a number for the corner radius (from 0 to 16,383 points).
4. Click OK.

### **See Also**

[The Rectangle Tool](#)

[The Rounded Rectangle Tool](#)

## Aligning Objects

You can align objects to each other, and you can align objects to the graphics grid.

### **To align objects to each other:**

1. Select the objects to align.
2. Choose Align Objects from the Arrange menu.
3. In the Align Objects dialog box, click a Top to Bottom option and a Left to Right option.
4. Click OK.

You can align objects to the graphics grid whenever they are not already aligned to the grid. For example, if you create objects with the Autogrid turned off, the objects are not automatically aligned to the graphics grid.

### **To align objects to the graphics grid:**

1. Select the objects to align.
2. Choose Align to Grid from the Arrange menu.

### **See Also**

[Using the Autogrid](#)

[Using the Graphics Grid](#)

[Using the Graphics Ruler](#)

## Changing Arc Angles

Any arc can be thought of as a section of an oval or circle. You can choose how much of the oval, in degrees, to show and from where on the oval to begin measuring. ClarisWorks is preset to draw arcs with a 0-degree start angle and a 90-degree arc angle.

### **To change the angles of an arc:**

1. Select the arc to adjust.
2. Choose Modify Arc from the Options menu or double-click the arc.
3. In the dialog box, type a number for the start and arc angles.
4. Click OK.

### **See Also**

[The Arc Tool](#)

## Changing Lines with the Pen Tools

The pen tools are beneath the fill tools and are represented by a pen. You use the pen tools for doing line work. You can select a line width for drawing, as well as a color, pattern, and arrowhead for the line. [Tip](#)

**Click a tool for more information.**



The following topics explain how to use the pen tools.

[Adding an Arrowhead to a Line](#)

[Choosing a Pen Color](#)

[Choosing a Pen Pattern](#)

### **See Also**

[Choosing a Line Width](#)

[Filling an Object Using the Fill Tools](#)

**Pen Tool Sample Box**

Displays the current line width, pen color, and pen pattern.

**Pen Color Icon**

Displays the pen color palette.



**Pen Pattern Icon**

Displays the pen pattern palette.

**Line Width Icon**

Displays the available line widths.

**Arrowhead Icon**

Displays the choices for arrowhead placement.

## Adding an Arrowhead to a Line

You can choose to add an arrowhead to a line -- on either end or on both ends. The preset option is for a line to have no arrowhead.

### **To add an arrowhead to a line:**

1. Select the line to change.
2. Place the pointer over the Arrowhead icon, press the mouse button to open the Arrowhead tear-off menu, and drag the check mark to choose an option.

### **To change the preset arrowhead option:**

1. Deselect all objects in your drawing.
2. Place the pointer over the Arrowhead icon, press the mouse button to open the Arrowhead tear-off menu, and drag the check mark to choose an option.

### **See Also**

[Choosing a Line Width](#)

[Choosing a Pen Color](#)

[Choosing a Pen Pattern](#)

[Filling an Object Using the Fill Tools](#)

## Choosing a Pen Color

You choose a pen color for single lines and the borders of rectangles, ovals, arcs, polygons, freehand objects, spreadsheet frames, and text frames. The pen color is preset to black.

### **To change the color of a line or border:**

1. Select the line or border to change.
2. Place the pointer over the Pen Color icon, press the mouse button to open the color palette, and drag the pointer to choose a new color.

### **To change the preset pen color:**

1. Deselect all objects in your drawing.
2. Place the pointer over the Pen Color icon, press the mouse button to open the color palette, and drag the pointer to choose a new color.

### **See Also**

[Adding an Arrowhead to a Line](#)

[Choosing a Line Width](#)

[Choosing a Pen Pattern](#)

[Filling an Object Using the Fill Tools](#)

## Choosing a Pen Pattern

You can choose a pen pattern for single lines and the borders of rectangles, ovals, arcs, polygons, freehand objects, spreadsheet frames, and text frames. You can also make an object transparent or opaque. The preset pen pattern is opaque.

### **To change the pattern of a line or border:**

1. Select the line or border to change.
2. Place the pointer over the Pen Pattern icon, press the mouse button to open the pattern palette, and drag the pointer to choose a new pattern.

### **To change the preset pen pattern:**

1. Deselect all objects in your drawing.
2. Place the pointer over the Pen Pattern icon, press the mouse button to open the pattern palette, and drag the pointer to choose a new pattern.

### **See Also**

[Adding an Arrowhead to a Line](#)

[Choosing a Line Width](#)

[Choosing a Pen Color](#)

[Filling an Object Using the Fill Tools](#)

## Choosing a Line Width

You can choose a line width for single lines and for the borders of rectangles, ovals, arcs, polygons, freehand objects, spreadsheet frames, and text frames. The preset line width is always Hairline for new spreadsheet frames, and None for new text frames.

### **To change the width of a line or border:**

1. Select the line or border to change.
2. Place the pointer over the Line Width icon, press the mouse button to open the Line Width tear-off menu, and drag the check mark to choose a new width.

### **To change the preset line width:**

1. Deselect all objects in your drawing.
2. Place the pointer over the Line Width icon, press the mouse button to open the Line Width tear-off menu, and drag the check mark to choose a new width.

To set a line width of over 8 points (up to 255), choose Other from the line width tear-off menu, and type the width. Then click OK.

### **See Also**

[Adding an Arrowhead to a Line](#)

[Choosing a Pen Color](#)

[Choosing a Pen Pattern](#)

[Filling an Object Using the Fill Tools](#)

## Correcting Mistakes

You can undo a mistake you make while drawing an object as long as you do it immediately. You cannot undo a previous action after starting another action, but you can also delete an entire object from your drawing at any time.

**To undo a mistake:** Choose Undo from the Edit menu.

**To reverse an Undo command:** Choose Redo from the Edit menu.

**To delete an object permanently:**

1. Select the object you want to delete.
2. Press Backspace or Delete, or choose Clear from the Edit menu.

**To delete an object and keep a copy on the Clipboard:**

1. Select the object you want to delete.
2. Choose Cut from the Edit menu.

### **See Also**

[Drawing an Object](#)



## Creating a Graphics Document

When you choose Graphics in the New Document dialog box, a new graphics document opens on the desktop. You can draw objects, and then save your document, print it, and edit it if necessary.

A new graphics document is preset to a standard letter-size page (8-1/2 x 11 inches). Margins are preset to the smallest amount allowed by your currently selected printer, and the graphics rulers are preset to measure in inches. You can change your page size by changing the paper size in the [Print Setup dialog box](#), and you can also change any of the other settings at any time.

### **See Also**

[Changing Margins](#)

[Creating a Multipage Document](#)

[Drawing an Object](#)

[Opening a Document](#)

[Saving a Document](#)

[Setting Printer Options](#)

[Setting Up a Graphics Document](#)

[Using the Graphics Ruler](#)

## Creating a Multipage Document

You can create a graphics document that is larger than one page, because ClarisWorks displays adjacent pages as they will appear when printed. You can then draw objects that are split between pages or easily drag objects from page to page until you have the arrangement you want.

### **To create a multipage document:**

1. Choose Document from the Format menu to display the Document dialog box.
2. Type the number of pages you want across and down and click any Display options you want to use.
3. Click OK.

**Note:** Choose Page View from the Window menu to see the boundaries of your pages. You can also use the Zoom-Out control at the bottom of the graphics document window to view all the pages at the same time.

### **See Also**

[Creating a Graphics Document](#)

[Drawing an Object](#)

[Setting Up a Graphics Document](#)

[Zooming In and Out](#)

## Drawing an Object

ClarisWorks provides a variety of drawing tools for drawing graphic objects.

### **To draw an object:**

1. Select the appropriate drawing tool.

If you plan to use the same tool to draw several objects, double-click the tool to select it. The tool becomes darker than the other tools on the palette to indicate that it remains selected until you select another tool.

2. Drag the pointer in your document to create the object.

When you select a tool for drawing graphic objects (lines, rectangles, circles, and so on), the pointer becomes a crosshair to aid you in matching up corners or ends of lines.

As soon as you release the mouse button after drawing an object, ClarisWorks selects the new object and adds selection handles. You can move the selected object by dragging the whole object or change its size by dragging one of the handles.

### **See Also**

[Creating a Graphics Document](#)

[Selecting/Deselecting an Object](#)

[Setting Up a Graphics Document](#)

[Drawing with the Drawing Tools](#)

## Drawing with the Drawing Tools

The tools you use to create objects are grouped together in the tool palette. You click a tool to select it for drawing, and then drag the pointer across the drawing area to draw the object. ClarisWorks tools are preset to draw solid black lines with a 1-point pen size and a white fill pattern. Tip

**Click a tool for more information.**



[The Arc Tool](#)

[The Freehand Line Tool](#)

[The Graphics Tool](#)

[The Line Tool](#)

[The Oval Tool](#)

[The Polygon Tool](#)

[The Rectangle Tool](#)

[The Rounded Rectangle Tool](#)

[The Spreadsheet Tool](#)

[The Text Tool](#)

### **See Also**

[Changing Lines with the Pen Tools](#)

[Drawing an Object](#)

[Filling an Object Using the Fill Tools](#)

**Graphics Tool**

Selects objects. Objects must be selected before you can work with them. In other types of documents, clicking this tool switches you to the graphics environment so you can select and move objects.

**Text Tool**

Creates a text frame in which you can enter text. You also use the text tool to edit existing text. In other types of documents, clicking this tool switches you to the text environment so you can create and edit text frames.

**Spreadsheet Tool**

Creates a spreadsheet frame in which you can enter spreadsheet values. You also use the spreadsheet tool to edit data in spreadsheet cells. In other types of documents, clicking this tool switches you to the spreadsheet environment so you can create and work with spreadsheet frames.

**Line Tool**

Draws straight lines.



**Rectangle Tool**

Draws rectangles and squares.

## **Rounded Rectangle Tool**

Draws rectangles and squares with rounded corners.

**Oval Tool**

Draws ovals and circles.

**Arc Tool**

Draws an arc that curves between two points.

**Polygon Tool**

Creates polygons -- shapes that are composed of angles and straight lines, like stars.

**Freehand Line Tool**

Draws curving or irregular lines -- freehand shapes such as those you draw with a pen or pencil.

## The Arc Tool

You can use the arc tool to include an arc in a drawing. You can leave the arc open, fill it in with a color or pattern, or shape it to meet your needs.

### To draw an arc:

1. Select the arc tool.
2. Click in the document where you want to begin the arc.
3. Drag the pointer from one point to another. The direction in which you drag determines the arc's curve.

Hold down Shift to draw a perfect quarter circle.

If you fill an arc, the area filled is based on the concave shape of the arc. Tip

**Note:** If you don't get a perfect quarter circle when you hold down Shift, choose Preferences from the Edit menu and change the Shift constraint to 45-degrees, which is the preset value.

### See Also

[Changing Arc Angles](#)

[Changing Lines with the Pen Tools](#)

[Drawing an Object](#)

[Drawing with the Drawing Tools](#)

[Filling an Object Using the Fill Tools](#)

[The Freehand Line Tool](#)

[The Graphics Tool](#)

[The Line Tool](#)

[The Oval Tool](#)

[The Polygon Tool](#)

[The Rectangle Tool](#)

[The Rounded Rectangle Tool](#)

[The Spreadsheet Tool](#)

[The Text Tool](#)

## The Freehand Line Tool

Using the freehand line tool, you can drag a line in your graphics document to create an object of any shape and size.

### **To draw a freehand line:**

1. Select the freehand line tool.
2. Click in the document where you want to begin the line.
3. Draw the shape you want and release the mouse button.

ClarisWorks smooths a freehand drawing.

### Tip

### **See Also**

[Changing Lines with the Pen Tools](#)

[Drawing an Object](#)

[Drawing with the Drawing Tools](#)

[Filling an Object Using the Fill Tools](#)

[Smoothing and Unsmoothing](#)

[The Arc Tool](#)

[The Graphics Tool](#)

[The Line Tool](#)

[The Oval Tool](#)

[The Polygon Tool](#)

[The Rectangle Tool](#)

[The Rounded Rectangle Tool](#)

[The Spreadsheet Tool](#)

[The Text Tool](#)



## The Graphics Tool

You must select an object before you can work with it. Use the graphics tool to select an object.

**To select an object:** Click anywhere in the object. (For objects with transparent fill, click an object's line.)

An invisible rectangle encloses the entire object. You see four black squares, which form the corners of an invisible rectangle. These squares are the object's selection handles, which you can use for resizing.

**To select several objects:**

1. Position the pointer where you want to begin the selection rectangle.
2. Drag the dotted selection rectangle until it encloses the objects you want to select and release the mouse button.

Or, hold down Ctrl and drag the selection rectangle until it intersects the objects you want to select and release the mouse button. You can also hold down Shift and click each object you want to select.

**To select all objects in a document:** Choose Select All from the Edit menu.

**To select all objects of a certain type:**

1. Select the tool that created the type of object you want to select.
2. Choose Select All from the Edit menu.

**To deselect an object:** Click anywhere outside the object.

### **See Also**

[Drawing with the Drawing Tools](#)

[The Arc Tool](#)

[The Freehand Line Tool](#)

[The Line Tool](#)

[The Oval Tool](#)

[The Polygon Tool](#)

[The Rectangle Tool](#)

[The Rounded Rectangle Tool](#)

[The Spreadsheet Tool](#)

[The Text Tool](#)

## The Line Tool

You can use the line tool to draw straight lines at any angle across your drawing. You can also limit the degrees of angle at which you can draw straight lines.

### **To draw a straight line:**

1. Select the line tool.
2. Click in the document where you want to begin the line.
3. Drag the line until it is the desired length and release the mouse button.

Hold down Shift to draw lines with 0-, 45-, or 90-degree angles, or to limit lines to the Shift Constraint you have set in Preferences.

### **See Also**

[Changing Lines with the Pen Tools](#)

[Drawing an Object](#)

[Drawing with the Drawing Tools](#)

[The Arc Tool](#)

[The Freehand Line Tool](#)

[The Graphics Tool](#)

[The Oval Tool](#)

[The Polygon Tool](#)

[The Rectangle Tool](#)

[The Rounded Rectangle Tool](#)

[The Spreadsheet Tool](#)

[The Text Tool](#)

## The Oval Tool

You can use the oval tool to draw an oval or a circle.

### **To draw an oval:**

1. Select the oval tool.
2. Click in the document where you want to begin the oval or circle.
3. Drag the object until it is the size and shape you want and release the mouse button.

Hold down Shift to draw a perfect circle.

**Note:** If you don't get a perfect circle when you hold down Shift, choose Preferences from the Edit menu and change the Shift constraint to 45-degrees, which is the preset value.

### **See Also**

[Changing Lines with the Pen Tools](#)

[Drawing an Object](#)

[Drawing with the Drawing Tools](#)

[Filling an Object Using the Fill Tools](#)

[The Arc Tool](#)

[The Freehand Line Tool](#)

[The Graphics Tool](#)

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[The Rectangle Tool](#)

[The Rounded Rectangle Tool](#)

[The Spreadsheet Tool](#)

[The Text Tool](#)

## The Polygon Tool

A polygon is a shape that is composed of angles and straight lines, like a star. You can draw an open polygon or a closed polygon.

### To draw an open polygon:

1. Select the polygon tool.
2. Click once in the document where you want the shape to begin.
3. Move the mouse in the desired direction and click to end the first line.  
You don't have to hold down the mouse button. A line follows your movement.
4. Continue moving the mouse and clicking to create the angular shape you want.
5. Double-click to finish the polygon.

### To draw a closed polygon:

1. Choose Preferences from the Edit menu.
2. In the dialog box, click Automatic under Polygon Closing and click OK.
3. Select the polygon tool.
4. Click once in the document where you want the shape to begin.
5. Move the mouse in the desired direction and click to end the first line.
6. Continue moving the mouse and clicking to create the angular shape you want.
7. Double-click to close the polygon (or click on the starting point).

### Tip

### See Also

[Changing Lines with the Pen Tools](#)

[Drawing an Object](#)

[Drawing with the Drawing Tools](#)

[Filling an Object Using the Fill Tools](#)

[Smoothing and Unsmoothing](#)

[The Arc Tool](#)

[The Freehand Line Tool](#)

[The Graphics Tool](#)

[The Line Tool](#)

[The Oval Tool](#)

[The Rectangle Tool](#)

[The Rounded Rectangle Tool](#)

[The Spreadsheet Tool](#)

[The Text Tool](#)

## The Rectangle Tool

You can use the rectangle tool to draw rectangles or squares of any size.

### **To draw a rectangle:**

1. Select the rectangle tool.
2. Click in the document where you want to begin the rectangle.
3. Drag the rectangle until it is the size you want and release the mouse button.

Hold down Shift to draw a perfect square.

**Note:** If you don't get a perfect square when you hold down Shift, choose Preferences from the Edit menu and change the Shift constraint to 45-degrees, which is the preset value.

### **See Also**

[Adjusting Corners](#)

[Changing Lines with the Pen Tools](#)

[Drawing an Object](#)

[Drawing with the Drawing Tools](#)

[Filling an Object Using the Fill Tools](#)

[The Arc Tool](#)

[The Freehand Line Tool](#)

[The Graphics Tool](#)

[The Line Tool](#)

[The Oval Tool](#)

[The Polygon Tool](#)

[The Rounded Rectangle Tool](#)

[The Spreadsheet Tool](#)

[The Text Tool](#)

## The Rounded Rectangle Tool

You can use the rounded rectangle tool to draw rectangles or squares of any size that have rounded corners instead of square corners. The rounded corners are based on a circle with a radius of 1/4 inch. You can [adjust the corners](#), if necessary.

### To draw a rectangle with rounded corners:

1. Select the rounded rectangle tool.
2. Click in the document where you want to begin the rectangle.
3. Drag the rectangle until it is the size you want and release the mouse button.

Hold down Shift to draw a perfect square.

**Note:** If you don't get a perfect square when you hold down Shift, choose Preferences from the Edit menu and change the Shift constraint to 45-degrees, which is the preset value.

### See Also

[Adjusting Corners](#)

[Changing Lines with the Pen Tools](#)

[Drawing an Object](#)

[Drawing with the Drawing Tools](#)

[Filling an Object Using the Fill Tools](#)

[The Arc Tool](#)

[The Freehand Line Tool](#)

[The Graphics Tool](#)

[The Line Tool](#)

[The Oval Tool](#)

[The Polygon Tool](#)

[The Rectangle Tool](#)

[The Spreadsheet Tool](#)

[The Text Tool](#)

## The Spreadsheet Tool

In addition to using graphic objects and entering text into a drawing, you can create spreadsheet frames in which you enter and work with numeric data. You can also use the spreadsheet tool to [create spreadsheet frames](#) in other types of documents.

### **To draw a spreadsheet frame in a graphics document:**

1. Select the spreadsheet tool.
2. With the pointer in the document where you want to begin drawing the spreadsheet frame, press and hold down the mouse button.
3. Drag the pointer until the spreadsheet frame is the desired size and release the mouse button.
4. Type or paste your spreadsheet values into the spreadsheet frame.

### **See Also**

[Changing Lines with the Pen Tools](#)

[Creating a Spreadsheet Frame](#)

[Creating Linked Spreadsheet Frames](#)

[Drawing an Object](#)

[Drawing with the Drawing Tools](#)

[Filling an Object Using the Fill Tools](#)

[The Arc Tool](#)

[The Freehand Line Tool](#)

[The Graphics Tool](#)

[The Line Tool](#)

[The Oval Tool](#)

[The Polygon Tool](#)

[The Rectangle Tool](#)

[The Rounded Rectangle Tool](#)

[The Text Tool](#)

## The Text Tool

In addition to using graphic objects and spreadsheet frames in a drawing, you can use the text tool to create text frames to use for entering text. You can also use the text tool to create text frames in other types of documents.

### **To enter text in a drawing:**

1. Select the text tool.
2. With the pointer in the document where you want to begin drawing the text frame, press and hold down the mouse button.
3. Drag the pointer until the text frame is the desired size and release the mouse button.
4. Type or paste your text into the text frame.

### **See Also**

[Changing Lines with the Pen Tools](#)

[Creating a Text Frame](#)

[Creating Linked Text Frames](#)

[Drawing an Object](#)

[Drawing with the Drawing Tools](#)

[Filling an Object Using the Fill Tools](#)

[The Arc Tool](#)

[The Freehand Line Tool](#)

[The Graphics Tool](#)

[The Line Tool](#)

[The Oval Tool](#)

[The Polygon Tool](#)

[The Rectangle Tool](#)

[The Rounded Rectangle Tool](#)

[The Spreadsheet Tool](#)



## Duplicating an Object

You can create one or more exact duplicates of an object and place them throughout your drawing.

### **To duplicate an object:**

1. Select the object you want to duplicate.
2. Choose Duplicate from the Edit menu.

A copy of the object appears, slightly offset from the original.

### **See Also**

[Cutting, Copying, and Pasting](#)

## Filling an Object Using the Fill Tools

The fill tools are immediately below the tool palette and are represented by a paint bucket. You can use these tools to fill an object in your drawing with a color or pattern, or you can make an object transparent.

You can also change the preset options that determine how new objects look. The fill tool is preset to create most objects as white and opaque. The freehand shape, however, is preset to be transparent.

Tip

**Click a tool for more information.**



The following topics explain how to use the fill tools.

[Changing the Fill Color](#)

[Changing the Fill Pattern](#)

### **See Also**

[Changing Lines with the Pen Tools](#)

**Fill Tool Sample Box**

Displays the current preset fill color and pattern.

**Fill Color Icon**

Displays the fill color palette.

**Fill Pattern Icon**

Displays the fill pattern palette.

## Changing the Fill Color

You can apply fill colors to any object, including frames, database [fields](#), and objects imported from other applications. The fill color is preset to white.

### **To change the color of an object:**

1. Select the object to change.
2. Place the pointer over the Fill Color icon, press the mouse button to open the color palette, and drag the pointer to choose a new color.

### **To change the preset fill color:**

1. Deselect all objects in your drawing.
2. Place the pointer over the Fill Color icon, press the mouse button to open the color palette, and drag the pointer to choose a new color.

### **See Also**

[Changing Lines with the Pen Tools](#)

[Changing the Fill Pattern](#)

[Drawing with the Drawing Tools](#)

## Changing the Fill Pattern

You can apply a fill pattern to most objects, except for frames, database fields, or objects imported from other applications. You can also set an object to be transparent or opaque. The fill pattern is preset to make an object opaque.

### **To change the pattern in an object:**

1. Select the object to change.
2. Place the pointer over the Fill Pattern icon, press the mouse button to open the pattern palette, and drag the pointer to choose a new pattern.

### **To change the preset fill pattern:**

1. Deselect all objects in your drawing.
2. Place the pointer over the Fill Pattern icon, press the mouse button to open the pattern palette, and drag the pointer to choose a new pattern.

To make an object transparent, choose the first square in the pattern palette.

**Note:** When you fill a transparent object with a pattern or color, the object becomes opaque.

### **See Also**

[Changing Lines with the Pen Tools](#)

[Changing the Fill Color](#)

[Drawing with the Drawing Tools](#)

## Flipping an Object

ClarisWorks can flip one or more objects either vertically or horizontally.

### **To flip an object vertically or horizontally:**

1. Select the object to flip.
2. Choose Flip Horizontal from the Arrange menu to turn an object sideways, or choose Flip Vertical to turn it upside down.

### **See Also**

[Filling an Object Using the Fill Tools](#)

[Rotating an Object](#)



## Grouping Objects

You can consolidate separate objects into a group, and then select the group and manipulate it as you would a single object. You can also group a group with other single objects.

### **To group objects:**

1. Select the objects to group.
2. Choose Group from the Arrange menu.

Selection handles appear around the objects to show they are now grouped as a single object.

### **To ungroup the objects:**

1. Select the grouped objects.
2. Choose Ungroup from the Arrange menu.

## Locking an Object

After creating a drawing, you can protect your work from inadvertent changes by locking objects in the drawing. When you lock an object, its handles are dimmed. You can edit the contents of locked frame objects, and you can pour text into a linked and locked text frame. However, you cannot move or resize any locked object.

### **To lock an object and protect it from changes:**

1. Select the object to lock.

To select the whole drawing, choose Select All from the Edit menu.

2. Choose Lock from the Arrange menu.

### **To unlock an object:**

1. Select the locked object.
2. Choose Unlock from the Arrange menu.

### **See Also**

[Moving an Object](#)

[Resizing an Object](#)

[Working with Frames](#)

## Moving an Object

You can move any object in a drawing. You can also select several objects and move them simultaneously.

**To move an object:** Select the object and drag it to a new position.

As you drag, a dotted rectangle follows the pointer. When you release the mouse button, the object moves to the place indicated by the rectangle. [Tip](#)

**To move an object in small increments:** Select the object and press one of the arrow keys.

The object moves one grid unit in the direction of the arrow if the autogrid is on. If you want to move the object in even smaller increments, choose Turn Autogrid Off from the Options menu. The object moves one pixel in the direction of the arrow if the autogrid is off.

### **See Also**

[Grouping Objects](#)

[Resizing an Object](#)

[Selecting/Deselecting an Object](#)

## Reshaping an Object

You can reshape existing polygons, arcs, and freehand objects. Add extra handles to help you change only the width or height.

### **To reshape an object other than a polygon, arc, or freehand object:**

1. Select the object to reshape.
2. Drag one of the handles to reshape the object, and release the mouse to finish.

### **To add more handles to an object:**

1. Choose Preferences from the Edit menu.
2. Click the option under Object Selection that shows eight handles.

### **To reshape a polygon, arc, or freehand object:**

1. Select the object to reshape.
2. Choose Reshape from the Edit menu.  
The pointer changes to the reshape pointer ( $\oplus$ ).
3. Drag one of the handles to reshape, and release the mouse to finish.

To add another handle to a polygon, click on a line. (If you smoothed the polygon, you must unsmooth it before you can add a handle.) To delete a handle, press Alt and click the handle. You can also add handles to a freehand object if you unsmooth it first.

4. To stop reshaping, choose Reshape again.

### **See Also**

[Drawing with the Drawing Tools](#)

[Resizing an Object](#)

[Smoothing and Unsmoothing](#)

## Resizing an Object

You can resize any existing object to meet your current needs.

### **To resize an object:**

1. Select the object to resize.
2. Drag one of the handles to make the object larger or smaller.  
Hold down the Shift key to resize the object proportionally.

### **To reduce or enlarge an object by a set percentage:**

1. Select the object to resize.
2. Choose Scale Selection from the Options menu.  
Or, double-click the object.
3. Type the percentage of reduction or enlargement you want (from 25 to 400%) in the two entry boxes.  
To change the size proportionally, type the same value in both boxes. The current values are 50% (the preset values) or the last value entered during the current session.
4. Click OK.

### **To resize a group of objects by the same amount:**

1. Select the objects to resize.
2. Choose Scale Selection from the Options menu.
3. Type the percentage of reduction or enlargement you want (from 25 to 400%) in the two entry boxes.
4. Click OK.

### **See Also**

[Reshaping an Object](#)

## Rotating an Object

ClarisWorks can rotate one or more objects clockwise on their center points.

### **To rotate an object in 90-degree increments:**

1. Select the object to rotate.
2. Choose Rotate from the Arrange menu.

Or, press Shift+Ctrl+R.

**Note:** A frame cannot be resized or edited when it is rotated. Also, linked frames cannot be rotated.

### **See Also**

[Working with Frames](#)

[Flipping an Object](#)

## Selecting/Deselecting an Object

You must select an object before you can work with it. Use the graphics tool to select an object.

**To select an object:** Click anywhere in the object. (For objects with transparent fill, click an object's line.)

An invisible rectangle encloses the entire object. You see four black squares, which form the corners of an invisible rectangle. These squares are the object's selection handles, which you can use for resizing.

**To select several objects:**

1. Position the pointer where you want to begin the selection rectangle.
2. Drag the dotted selection rectangle until it encloses the objects you want to select and release the mouse button.

Or, hold down Ctrl and drag the selection rectangle until it intersects the objects you want to select and release the mouse button. You can also hold down Shift and click each object you want to select.

**To select all objects in a document:** Choose Select All from the Edit menu.

**To select all objects of a certain type:**

1. Select the tool that created the type of object you want to select.
2. Choose Select All from the Edit menu.

**To deselect an object:** Click anywhere outside the object.

### **See Also**

[Drawing with the Drawing Tools](#)

## Setting Up a Graphics Document

You can set document options for a new graphics document, or you can change document option settings for an existing graphics document. ClarisWorks is preset to:

- Use a top, bottom, and left margin of zero, and a right margin of one-half inch.
- Use a starting page number of 1.
- Use a single page for the drawing area.

Show margins and [page guides](#) when Page View is selected from the Window menu.

### To change graphics document options:

1. Choose Document from the Format menu to open the Document dialog box for the graphics environment.
2. Change the options you want to change and click OK.

| This document option: | Does this:   | Preset to:   |
|-----------------------|--|--|
| Margins               | Determines the size of the blank border at the top, bottom, right, and left of your document   | The minimum margins required by the printer you're using |
| Starting Page #       | Designates the starting page number used on the first page of your document  | 1  |
| Pages across          | Determines the number of pages across in the drawing area. The paper size selected in the <a href="#">Print Setup dialog box</a> determines the size of a single page. | 1  |
| Pages down            | Determines the number of pages down in the drawing area. The paper size selected in the Print Setup dialog box determines the size of a single page.                   | 1  |
| Show Margins          | Determines whether the margins appear on the screen when Page View is selected from the Window menu or only when you print   | On   |
| Show Page Guides      | Determines whether the <a href="#">page guides</a> appear on the screen when Page View is selected from the Window menu  | On   |

### See Also

[Changing Margins](#)

[Creating a Graphics Document](#)

[Creating a Multipage Document](#)

[Drawing an Object](#)

[Inserting Page Numbers](#)

[Setting Document Preferences](#)

[Setting Printer Options](#)

[Setting Up a Document](#)

[Viewing a Page Before Printing](#)



## Smoothing and Unsmoothing

You can round off (or smooth) the sharp angles of a polygon, and you can change the smoothed angles of a polygon back to sharp angles (unsmooth). You can also unsmooth the angles of a freehand line.

### **To smooth the shape of a polygon:**

1. Select the polygon to smooth.
2. Choose Smooth from the Edit menu.

### **To unsmooth the shape of a polygon or a freehand line:**

1. Select the object to unsmooth.
2. Choose Unsmooth from the Edit menu.

### **See Also**

[The Freehand Line Tool](#)

[The Polygon Tool](#)

[Reshaping an Object](#)

[Resizing an Object](#)

## Stacking Objects

Overlapping, or layered, objects are stacked in the order in which they were created. You can change the stacking order of objects if you want. For example, you can move a chart created in a spreadsheet frame to the back to get a complete view of the spreadsheet data in the frame.

### **To change the stacking order of objects:**

1. Select an object in a stack.
2. From the Arrange menu, choose to move the object forward, backward, to the front of, or to the back of the stack.

### **See Also**

[Aligning Objects](#)

[Moving an Object](#)

[Resizing an Object](#)

## Using the AutoGrid

The autogrid is a hidden control device that aligns objects you create to the graphics grid, helping you keep the objects lined up on the page. The autogrid is set to the units of measure you choose for the graphics rulers, and is preset to be turned on. However, if you are doing freehand work, you can turn the autogrid off so that you have more freedom in placing objects.

**To turn off the autogrid:** Choose Turn Autogrid Off from the Options menu.

The menu item changes to Turn Autogrid On, which you can choose to turn the autogrid back on.

### **See Also**

[Aligning Objects](#)

[Using the Graphics Grid](#)

[Using the Graphics Ruler](#)

## Using the Graphics Grid

Graphics documents are preset to show a graphics grid of dotted lines. The graphics grid helps you position objects precisely and create objects in exact sizes. The spacing of grid lines corresponds to the units of measure you set for the ruler. You can hide the grid lines if you don't want to see them.

**To hide the graphics grid:** Choose Hide Graphics Grid from the Options menu.

The menu item changes to Show Graphics Grid, which you can choose to show the grid lines again.

### **See Also**

[Aligning Objects](#)

[Using the AutoGrid](#)

[Using the Graphics Ruler](#)

## Using the Graphics Ruler

The graphics ruler controls the units of measure used in the graphics grid, the autogrid, and the outside margins of a document. It is preset to inches, with eight divisions per inch.

### **To change the units of measure used in the ruler:**

1. Choose Rulers from the Format menu.
2. In the dialog box, click Graphics, and click one of the units of measure.

To change the divisions per unit, type a number in the Divisions box.

3. Click OK.

### **See Also**

[Changing Ruler Settings](#)

[Hiding or Showing the Ruler](#)

[Using the AutoGrid](#)

[Using the Graphics Grid](#)

[Using the Rulers](#)

[Using the Text Ruler](#)

# Spreadsheet Documents

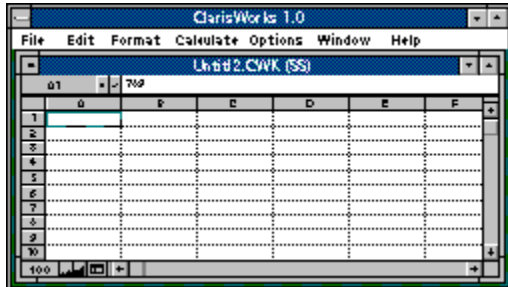
The following Spreadsheet topics are available:

- [About the Spreadsheet Document Window](#)
- [Calculating and Recalculating](#)
- [Calculating with Formulas](#)
- [Changing the Spreadsheet Appearance](#)
- [Creating a Spreadsheet Document](#)
- [Creating Charts from Spreadsheet Data](#)
- [Cutting, Copying, and Pasting Spreadsheet Data](#)
- [Cutting/Copying and Pasting a Cell Range](#)
- [Deleting Cells](#)
- [Deleting Data](#)
- [Editing Spreadsheet Data](#)
- [Entering a Cell Reference](#)
- [Entering a Function in a Spreadsheet Formula](#)
- [Entering Spreadsheet Data](#)
- [Filling Cells](#)
- [Formatting Numbers](#)
- [Hiding a Row or Column](#)
- [Inserting Cells](#)
- [Moving Data](#)
- [Pasting Only Values](#)
- [Protecting Cells](#)
- [Resizing a Spreadsheet](#)
- [Resizing Cells](#)
- [Selecting Cells](#)
- [Setting Up a Spreadsheet Document](#)
- [Sorting Cells](#)
- [Transposing Rows and Columns](#)
- [Types of Cell References](#)
- [Using Operators](#)

## About the Spreadsheet Document Window

When you choose Spreadsheet in the New Document dialog box, a new spreadsheet document window opens on the desktop.

**Click different areas of the window for more information.**



**Address Box**

Contains the cell address of the currently selected cell. The address of a cell is based on the cell's position in the grid. For example, the cell at the intersection of column B and row 3 has a cell address of B3.



**Cancel Button**

Cancels the entry in the text box.

**Accept Button**

Accepts the entry in the text box and enters it into the currently selected cell. If the entry is a formula, ClarisWorks calculates the results of the formula and places the results in the cell.

**Text box**

Displays the text, numbers, or formula that you type after selecting a cell. You can cancel your entry, and type another, or you can click the Accept button to insert your entry into the selected cell.

**Selection Box**

Selects all cells in the spreadsheet.

**Column Identifier**

This letter identifies the column of cells positioned vertically under it.

**Row Identifier**

This number identifies the row of cells positioned horizontally to the right of it.

**Selected Cell**

This cell is affected by your next action.

**Cell**

This box is formed by the intersection of a row and a column.



**ClarisWorks Control-Menu Box**

Opens the ClarisWorks Control menu.

**ClarisWorks Title Bar**

Displays the name of ClarisWorks for Windows, which is the application you are currently using.

**Minimize Button**

Shrinks the ClarisWorks window to an icon.

**Maximize Button**

Enlarges the ClarisWorks window to its maximum size.

**Spreadsheet Document Menu Bar**

Displays the names of the Spreadsheet document menus.

**Spreadsheet Document Control-Menu Box**

Opens the Spreadsheet document Control menu.

**Spreadsheet Document Title Bar**

Displays the title of the current Spreadsheet document.

**Spreadsheet Document Minimize Button**

Shrinks the Spreadsheet document window to an icon at the bottom of the ClarisWorks window.



**Spreadsheet Document Maximize Button**

Enlarges the Spreadsheet document window to its maximum size. A document window cannot be larger than the ClarisWorks main window.

**Scroll Arrow**

Moves the contents of the window up or down one line or one interval to the left or right.

**Scroll Box**

Shows the position of what you can see in the window relative to the contents of the entire document. You can drag a scroll box to display another part of the document's contents.

**Scroll Bar**

Contains two scroll arrows and a scroll box, which let you move the contents of a window.

**Horizontal Pane Control**

Splits a window into horizontal panes.

### **Vertical Pane Control**

Splits a window into vertical panes.

**Zoom Percentage Box**

Shows the percentage your document was reduced or enlarged. When clicked, switches between the current size and any previous view you've set.

**Zoom-Out Control**

Reduces the view of (or zooms away from) your document.



**Zoom-In Control**

Enlarges the view of (or zooms into) your document.

**Hide/Show Tools Control**

Displays or hides the ClarisWorks tool palette.

## Calculating and Recalculating

ClarisWorks recalculates each time you make or change an entry in a spreadsheet. If a spreadsheet is large and complex, the frequency of recalculations may become too time consuming. Therefore, you may want to control when ClarisWorks recalculates.

### **To control when ClarisWorks recalculates a spreadsheet:**

1. Choose AutoCalc from the Calculate menu to remove the checkmark.

ClarisWorks stops recalculating formulas automatically.

2. When you want ClarisWorks to recalculate your spreadsheet, choose Calculate Now from the Calculate menu.

To have ClarisWorks recalculate your spreadsheet automatically again, choose AutoCalc again from the Calculate menu.

### **See Also**

[Entering a Cell Reference](#)

[Entering a Spreadsheet Formula](#)

[Entering a Function in a Spreadsheet Formula](#)

[Precedence in a Formula](#)

[Types of Cell References](#)

[Using Operators](#)

## Calculating with Formulas

A formula performs a calculation in your spreadsheet and displays the results of the calculation in a cell. The following topics explain formulas.

[Entering a Spreadsheet Formula](#)

[Precedence in a Formula](#)

### **See Also**

[Entering a Cell Reference](#)

[Entering a Function in a Spreadsheet Formula](#)

[Types of Cell References](#)

[Using Operators](#)

## Entering a Spreadsheet Formula

A simple formula is a series of numbers joined by operators. A more complex formula uses cell references and predefined formulas called functions. When you enter a formula in a cell, ClarisWorks calculates the result of the formula and uses that result in the cell. If formulas in other cells refer to that cell, their results also change.

### To enter a formula:

1. Select a cell in the spreadsheet.

2. Type an equal sign (=).

The equal sign tells ClarisWorks that you are about to enter a formula.

3. Type the formula after the equal sign.

You can put a space before or after any operators in the formula.

4. Confirm your formula by clicking the Accept button.

Or, confirm the formula by pressing Tab, Enter, or an arrow key. If you want to cancel the formula, click the Cancel (X) button.

### See Also

[Calculating and Recalculating](#)

[Entering a Cell Reference](#)

[Entering a Function in a Spreadsheet Formula](#)

[Precedence in a Formula](#)

[Selecting Cells](#)

[Types of Cell References](#)

[Using Operators](#)

## Precedence in a Formula

Precedence is the order in which calculations are performed when a formula has more than one operator. ClarisWorks acts on an operator with a higher level of precedence before it acts on one with a lower level. If two operators have the same level of precedence, ClarisWorks performs the calculation left to right.

| This type of operator: | Does this:  | Level of precedence: |
|------------------------|---|----------------------|
| %                      | Calculates percentages (divides by 100)               | 7                    |
| ^                      | Displays numbers as exponential powers of 10          | 6                    |
| +, -                   | Makes numbers positive or negative                    | 5                    |
| *, /                   | Multiplies, divides                                   | 4                    |
| +, -                   | Adds, subtracts                                       | 3                    |
| &                      | Joins text expressions                                | 2                    |
| =, >, ≥, <, ≤, or <>   | Expresses the relationship between two pieces of data | 1                    |

### **See Also**

[Calculating and Recalculating](#)

[Entering a Cell Reference](#)

[Entering a Spreadsheet Formula](#)

[Entering a Function in a Spreadsheet Formula](#)

[Types of Cell References](#)

[Using Operators](#)

## Changing the Spreadsheet Appearance

You can change the appearance of a spreadsheet by changing the alignment of data in cells, changing the appearance of text in cells, adding or deleting borders around cells, and more. The following topics discuss options for changing spreadsheet appearance.

[Adding a Border to a Cell](#)

[Changing Display Options](#)

[Changing the Alignment of Data](#)

[Changing the Appearance of Text](#)

### **See Also**

[Formatting Numbers](#)

[Hiding a Row or Column](#)

[Inserting a Manual Page Break](#)

[Resizing a Spreadsheet](#)

[Resizing Cells](#)

## Adding a Border to a Cell

You can add a border to a single cell, a [range of cells](#), or entire rows and columns.

### **To add a border to a cell:**

1. [Select the cell](#) to which you want to add a border.
2. Choose Borders from the Format menu.
3. In the Borders dialog box, click one or more border options.

You can add a complete border around a cell by choosing the Outline option, or you can add a partial border by clicking one or more of the Left, Top, Right, or Bottom options.

4. Click OK.

### **See Also**

[Changing Display Options](#)

[Changing the Alignment of Data](#)

[Changing the Appearance of Text](#)

[Formatting Numbers](#)

[Hiding a Row or Column](#)

[Resizing a Spreadsheet](#)

[Resizing Cells](#)

[Selecting Cells](#)



## Changing Display Options

Spreadsheet documents are preset to show grid lines, column and row headers, and to mark circular references.

### To change the display options for a spreadsheet document:

1. Choose Display from the Options menu.
2. In the Display dialog box, select the options you want and click OK.

| This option:             | Does this:  | Preset to: |
|--------------------------|---|------------|
| Grid Lines               | Displays dotted grid lines to show individual cells   | On         |
| Solid Lines              | Displays solid lines instead of dotted grid lines   | Off        |
| Formulas                 | Displays a formula in a cell rather than the computed result of the formula                               | Off        |
| Column Headers           | Displays the column headers (letters) that appear horizontally along the top of a spreadsheet document    | On         |
| Row Headers              | Displays the row headers (numbers) that appear vertically along the left side of the spreadsheet document | On         |
| Mark Circular References | Surrounds a cell that contains a circular reference with dots   | On         |

### See Also

[Adding a Border to a Cell](#)

[Changing the Alignment of Data](#)

[Changing the Appearance of Text](#)

[Formatting Numbers](#)

[Hiding a Row or Column](#)

[Resizing a Spreadsheet](#)

[Resizing Cells](#)

## Changing the Alignment of Data

Alignment determines where data appears in a cell relative to the left and right borders of the cell.

### To change the alignment of data in cells:

1. Select the cells containing the data to align.
2. Choose an alignment option from the Alignment submenu of the Format menu.

| This option: | Aligns:  |
|--------------|--|
| General      | Text against a left cell border, numbers against a right cell border, and Boolean and error values in the center of a cell. This is the preset option. |
| Left         | Text and numbers to the left cell border   |
| Center       | Text and numbers in the center of a cell   |
| Right        | Text and numbers to the right cell border  |

### See Also

[Adding a Border to a Cell](#)

[Changing Display Options](#)

[Changing the Appearance of Text](#)

[Formatting Numbers](#)

[Hiding a Row or Column](#)

[Resizing a Spreadsheet](#)

[Resizing Cells](#)

[Selecting Cells](#)

## Changing the Appearance of Spreadsheet Text

A ClarisWorks spreadsheet is preset to use 12-point Arial to display text. You can change the font and type style for the entire spreadsheet or for a selected range of cells.

### **To change the preset font and font size:**

1. Choose Default Font from the Options menu.
2. Select a different font from the list.
3. Type a different size in the Size box if you want.
4. Click OK.

### **To change the type style for selected cells:**

1. Select the cells you want to change.
2. Choose a different font, size, style, or text color by choosing commands from the Font, Size, Style, or Text Color submenus of the Format menu.

### **See Also**

[Adding a Border to a Cell](#)

[Changing Display Options](#)

[Changing the Alignment of Data](#)

[Formatting Numbers](#)

[Hiding a Row or Column](#)

[Resizing a Spreadsheet](#)

[Resizing Cells](#)

[Selecting Cells](#)

## Creating a Spreadsheet Document

When you choose Spreadsheet in the New Document dialog box, a new spreadsheet document opens on the desktop. You can enter data and formulas that calculate data. You can create charts from your data, and then save your document, print it, and edit it if necessary.

A new spreadsheet document is preset to contain 40 columns and 500 rows. You can increase the number of columns in a spreadsheet to a maximum of 256, and you can increase the number of rows to a maximum of 16,384. Margins are preset to one-half inch on all sides.

### **See Also**

[Changing Margins](#)

[Creating Charts from Spreadsheet Data](#)

[Entering a Spreadsheet Formula](#)

[Entering Spreadsheet Data](#)

[Opening a Document](#)

[Printing a Document](#)

[Saving a Document](#)

[Setting Up a Spreadsheet Document](#)

## Creating Charts from Spreadsheet Data

Charts are graphic representations of the data in a spreadsheet. The purpose of most charts is to convey relationships among different sets of data. Using charts, you can highlight trends and make your spreadsheet data easier to understand. The following topics explain how to use your spreadsheet data to create and use charts.

[Changing the Scale](#)

[Chart Types](#)

[Creating a Chart](#)

[Creating a Horizontal Bar Chart](#)

[Creating a Single or Multiple Pie Chart](#)

[Creating a Three-Dimensional Bar Chart](#)

[Displaying in Monochrome or Color](#)

[Displaying the Chart Legend](#)

[Exploding a Slice of a Pie Chart](#)

[Hiding or Showing the Chart Grid](#)

[Revising a Chart](#)

[Showing Percentages in a Pie Chart](#)

## Changing the Scale

The impact of values pictured on a chart can often be completely changed by changing the scale against which the values are shown. For example, on a linear scale of 1 to 10, a value of 2 looks insignificant. If you change the scale to a range of 1 to 5, the value 2 appears much more important.

### **To change the scale used to chart data:**

1. Choose Modify Chart from the Options menu.  
Or, double-click the chart.
2. In the Options area of the Make Chart dialog box, type a maximum and minimum for the series.

In addition to changing the minimum and maximum for the range of values shown on the axis of a chart, you can also convert the scale to a logarithmic scale to emphasize orders of magnitude.

**To change from a linear to a logarithmic scale:** Click Log Base and type the log base you want.

### **See Also**

[Creating a Chart](#)

[Creating a Horizontal Bar Chart](#)

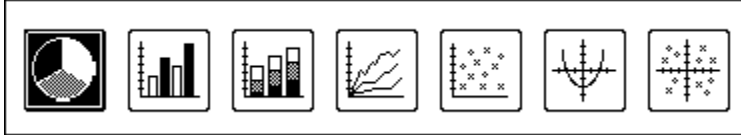
[Creating a Single or Multiple Pie Chart](#)

[Creating a Three-Dimensional Bar Chart](#)

## Chart Types

When you choose Make Chart from the Options menu, the Make Chart dialog box appears showing the following charts for you to choose from.

**Click an icon for more information.**



### **See Also**

[Creating a Chart](#)

[Creating a Horizontal Bar Chart](#)

[Creating a Single or Multiple Pie Chart](#)

[Creating a Three-Dimensional Bar Chart](#)

**Pie Chart**

Shows each number as a relative portion of a whole pie. You can create a single pie chart by selecting only one data series, such as a row, and you can create a chart showing several pies by selecting multiple data series.



**Bar Chart**

Shows each different value from a column or row of data as a bar. You can show the bars vertically or horizontally and three-dimensionally.

**Stacked Chart**

Shows the different values from a row or column stacked one on top of the other within a single bar. It is similar to a bar chart.

**Line Chart**

Plots the selected data points and connect the points in a single line. A line chart is useful for showing changing or comparative trends over a period of time, especially in financial applications.

**Scatter Chart**

Shows discrete points of data, using x symbols for the data points, without indicating any relationship among the points. A scatter chart is best for showing commonality among values, or the grouping of values, when actual values are of less interest than the overall pattern.

**Line/X-Y Chart**

Plots one set of data against another, such as expenses against revenues, showing the relationship among the points. A Line/X-Y chart is best for showing the effect of one value's change on another.

**Scatter/X-Y Chart**

Plots one set of data against another without showing the relationship among the points.

## Creating a Chart

Using ClarisWorks you can create a [bar chart](#), a [stacked bar chart](#), a [line chart](#), a [scatter chart](#), an [X-Y chart](#), an [X-Y scatter plot](#), and a [pie chart](#). Most charts have the following components:

- at least one data series, which represents a set of values from the spreadsheet
- divisions, which represent columns or rows from the spreadsheet that produce the categories by which the values are grouped
- axes, which are straight lines used to measure and compare data. Values are usually placed along the Y (vertical) axis, and divisions are usually placed along the X (horizontal) axis.
- legends, which indicate the different divisions of data on a chart. ClarisWorks reads the legend for a category from the first cell in each division.
- chart title, which ClarisWorks creates from any text in the cell at the upper-left corner of the chart range

### **To create a chart from spreadsheet data:**

1. [Select the cells](#) to include in the chart.
2. Choose Make Chart from the Options menu.  
Or, press Ctrl+M.
3. In the Make Chart dialog box, [click a chart type](#), click the options you want to use for that chart type, and click OK.

ClarisWorks draws the chart and places it on top of the spreadsheet.

**To resume work in the spreadsheet:** Click anywhere in the spreadsheet.

Tip

### **See Also**

[Changing the Scale](#)

[Chart Types](#)

[Creating a Horizontal Bar Chart](#)

[Creating a Single or Multiple Pie Chart](#)

[Creating a Three-Dimensional Bar Chart](#)

[Displaying in Monochrome or Color](#)

[Displaying the Chart Legend](#)

[Exploding a Slice of a Pie Chart](#)

[Hiding or Showing the Chart Grid](#)

[Revising a Chart](#)

[Selecting Cells](#)

[Showing Percentages in a Pie Chart](#)

## Creating a Horizontal Bar Chart

Though it is preset to create a vertical [bar chart](#), ClarisWorks can also draw a bar chart using horizontal bars.

### **To create a horizontal bar chart:**

1. Select the data for the chart and choose Make Chart from the Options menu.
2. In the Categories area of the Make Chart dialog box, click the Bar Chart icon.
3. In the Options area, click Horizontal.
4. Click OK.

### **See Also**

[Chart Types](#)

[Creating a Chart](#)

[Creating a Three-Dimensional Bar Chart](#)



## Creating a Single or Multiple Pie Chart

You can create a single pie chart by selecting only one data series and its accompanying legend. For example, you could select a column of salary costs for the different departments of a company for a particular month. (The legend would identify the names of the different departments.)

You can create a chart that shows multiple pies by selecting several data series. For example, you could select several columns of salary costs for the different departments for multiple months. You can also scale the multiple pies and show each pie relative to the whole of all the pies.

### **To create a chart with multiple pies:**

1. Select a range of cells that includes more than one data series.
2. Choose Make Chart from the Options menu.
3. In the Options area of the Make Chart dialog box, click Scale Multiple Pies.
4. If your data series is in columns instead of rows, click the option Columns for the Series in.  
ClarisWorks is preset to create pie charts using data in rows.
5. Click OK.

### **See Also**

[Chart Types](#)

[Creating a Chart](#)

[Exploding a Slice of a Pie Chart](#)

[Selecting Cells](#)

[Showing Percentages in a Pie Chart](#)

## Creating a Three-Dimensional Bar Chart

You can enhance a vertical or horizontal [bar chart](#) by making the bars three-dimensional.

**To create a three-dimensional bar chart:**

1. Select the data for the chart and choose Make Chart from the Options menu.
2. In the Categories area of the Make Chart dialog box, click the Bar Chart icon.
3. In the Options area, click 3-Dimensional.
4. Click OK.

**See Also**

[Chart Types](#)

[Creating a Chart](#)

[Creating a Horizontal Bar Chart](#)

## Displaying in Monochrome or Color

On systems with color monitors, ClarisWorks is preset to display a chart in different colors. On a monochrome monitor, charts appear in black and white with different patterns.

### **To display your chart in monochrome on a color monitor:**

1. Choose Modify Chart from the Options menu to remove the check mark.

Or, double-click the chart.

2. In the Options area of the Make Chart dialog box, deselect Color.

If you print with color/grayscale selected in the print dialog box (even with a monochrome monitor), the chart prints in color or grayscale, depending on your printer.

3. Click OK.

### **See Also**

[Creating a Chart](#)

## Displaying the Chart Legend

Charts are preset to show legends. The row or column labels in your spreadsheet become your chart legends. Legends appear to the right of charts.

### **To hide a chart legend:**

1. Choose Modify Chart from the Options menu.

Or, double-click the chart.

2. In the Options area of the Make Chart dialog box, deselect Legend.

To display the legend again, open the dialog box and click Legend again.

### **See Also**

[Creating a Chart](#)

## Exploding a Slice of a Pie Chart

To emphasize a particular pie slice, you can explode it, or separate it from the rest of the pie.

**To explode a slice of a pie chart:** Hold down Alt and click the legend for the slice you want to explode.

If you want to return the exploded slice to the pie, hold Down Alt and click the legend for the slice again.

### **See Also**

[Creating a Chart](#)

[Creating a Single or Multiple Pie Chart](#)

[Showing Percentages in a Pie Chart](#)

## Hiding or Showing the Chart Grid

ClarisWords is preset to show a grid for all chart types, except pie charts.

### **To hide the chart grid:**

1. Choose Modify Chart from the Options menu.

Or, double-click the chart.

2. In the Options area of the Make Chart dialog box, deselect Grid.

If you want to see the grid in your chart again, open the dialog box and click Grid again.

### **See Also**

[Chart Types](#)

[Creating a Chart](#)

## Revising a Chart

Because a chart is a graphic object, you can make the same changes to a chart that you can make to other graphic objects. For example, you can add a text frame to a chart, change the size and color of chart borders, change the colors and patterns used for the background and other chart elements, and resize a chart. You can also change the chart type or chart options by choosing Modify Chart from the Options menu (or double-clicking the chart).

### **See Also**

[Creating a Text Frame](#)

[Changing the Fill Color](#)

[Changing the Fill Pattern](#)

[Choosing a Line Width](#)

[Choosing a Pen Color](#)

[Choosing a Pen Pattern](#)

[Creating a Chart](#)

[Resizing an Object](#)

## Showing Percentages in a Pie Chart

Pie charts are preset not to show percentages, but you can show percentages in the legends or the slices of a pie chart.

### **To show percentages in a pie chart:**

1. Select the data for the chart and choose Make Chart from the Options menu.
2. In the Options area of the Make Chart dialog box, click Show Percentages.
3. Click In Legend to see the percentages with the legends, or click In Slice to see the percentages in the pie slices.

### **See Also**

[Creating a Chart](#)

[Creating a Single or Multiple Pie Chart](#)

[Exploding a Slice of a Pie Chart](#)



## Cutting, Copying, and Pasting Spreadsheet Data

You can cut or copy data, data formats, and formulas from one cell and paste them to another cell to rearrange the contents of a spreadsheet or to use the same information in more than one place. You can also cut or copy data for pasting into a different spreadsheet or spreadsheet frame.

When you use the Copy command, a copy of the contents of the selected cell is placed on the Clipboard. The original contents remain in place. When you use the Cut command, the contents of the selected cell are removed from the spreadsheet and placed on the Clipboard. No copy remains in the spreadsheet.

### **To cut or copy the contents of a cell:**

1. Select the cell whose contents you want to cut.
2. Choose Cut or Copy from the Edit menu.

### **To paste the contents of the Clipboard:**

1. Select the cell in which you want to paste the contents of the Clipboard.
2. Choose Paste from the Edit menu.

You can use the Move command on the Calculate menu to move data, as well as the Cut command.

### **See Also**

[Cutting/Copying and Pasting a Cell Range](#)

[Deleting Data](#)

[Editing Spreadsheet Data](#)

[Entering Spreadsheet Data](#)

[Moving Data](#)

[Pasting Only Values](#)

[Selecting Cells](#)

## Cutting/Copying and Pasting a Cell Range

You can copy or cut a cell range and then paste it in another location.

### **To copy or cut a cell range:**

1. Drag the pointer to select the cells containing the data you want to copy or cut.
2. Choose Copy or Cut from the Edit menu.

### **To paste a cell range:**

1. Click the cell that you want to be the upper-left cell of the range at its new location.
2. Choose Paste from the Edit menu.

### **See Also**

[Cutting, Copying, and Pasting Spreadsheet Data](#)

[Deleting Data](#)

[Editing Spreadsheet Data](#)

[Entering Spreadsheet Data](#)

[Moving Data](#)

[Pasting Only Values](#)

[Selecting Cells](#)

## Deleting Cells

You can delete ranges, columns, or rows of cells from a spreadsheet. Deleting cells removes the cells and all their contents.

### **To delete a row or column of cells:**

1. Select the row or column you want to delete.
2. Choose Delete Cells from the Calculate menu.

### **To delete a range of cells:**

1. Select the range of cells you want to delete.
2. Choose Delete Cells from the Calculate menu.
3. In the Delete Cells dialog box, click Shift Cells Up to delete the selected cells and move the remaining cells up, or click Shift Cells Left to delete the selected cells and move the remaining cells to the left.
4. Click OK.

**Note:** Deleting cells creates errors in any references to the deleted cells.

### **See Also**

[Deleting Data](#)

[Filling Cells](#)

[Inserting Cells](#)

[Selecting Cells](#)

## Deleting Data

When you delete data, the entry you delete is removed from its cell and no copy is placed on the Clipboard. The cell containing the data remains in the spreadsheet. Be sure that you delete only data that you don't need anymore.

### **To delete an entry:**

1. Select the cell whose entry you want to delete.
2. Press Delete.

Or, choose Clear from the Edit menu.

**Note:** You can undo your deletion if you immediately choose Undo Clear from the the Edit menu. You must choose Undo Clear before you take any other action, or it isn't available.

### **See Also**

[Cutting, Copying, and Pasting Spreadsheet Data](#)

[Cutting/Copying and Pasting a Cell Range](#)

[Deleting Cells](#)

[Editing Spreadsheet Data](#)

[Entering Spreadsheet Data](#)

[Moving Data](#)

[Pasting Only Values](#)

## Editing Spreadsheet Data

To edit data, you must first select the data and then make the changes you want.

### To edit data:

1. Select the cell that contains the data you want to change.
2. In the text box, make the changes you want to the data. You can:
  - Begin typing immediately to replace the entire entry.
  - Click to position the insertion point in the data and type an addition to it.
  - Select a portion of the data and press Delete or Backspace to remove it.
3. Confirm your changes by clicking the Accept button.

Or, confirm the changes by pressing Tab, Enter, or an arrow key. If you want to cancel the changes, click the Cancel (X) button.

### See Also

[Cutting, Copying, and Pasting Spreadsheet Data](#)

[Cutting/Copying and Pasting a Cell Range](#)

[Deleting Cells](#)

[Deleting Data](#)

[Entering Spreadsheet Data](#)

[Moving Data](#)

[Selecting Cells](#)

## Entering a Cell Reference

You can enter a cell reference in a formula that refers to a single cell or to a range of cells. There are four types of cell references: relative, absolute, mixed, and circular.

### To enter a cell reference for a single cell:

1. Position the insertion point where you want the cell reference to appear in the formula.
2. Click the cell that you want to reference.

ClarisWorks inserts the cell address at the location of the insertion point. (You can also type the cell address.)

### To enter a cell reference for a range of cells:

1. Position the insertion point where you want the cell reference to appear in the formula.
2. Drag the pointer through the range of cells.

Or, type the address of the cell at the upper left of the range, two periods (..), and the address of the cell at the lower right of the range. For example, enter A3..C17.

You can also use more than one cell reference or range together in a formula. For example, the following formula adds the values in cells D12 and in cells A16 through A20 and averages them:

= AVERAGE (D12, A16..A20)

### Tip

### **See Also**

Calculating and Recalculating

Entering a Spreadsheet Formula

Entering a Function in a Spreadsheet Formula

Precedence in a Formula

Types of Cell References

Using Operators

## Entering a Function in a Spreadsheet Formula

Functions perform routine calculations, such as adding a group of numbers or deriving a square root. You can use functions in a spreadsheet formula instead of typing a long complex formula.

### **To enter a function in a spreadsheet formula:**

1. Position the insertion point where you want to place the function in the formula.
2. Choose Paste Function from the Edit menu.
3. In the Paste Function dialog box, select a function and click OK.
4. Replace the argument names with values or cell references.
5. Confirm your formula by clicking the Accept button.

Or, confirm the formula by pressing Tab, Enter, or an arrow key. If you want to cancel the formula, click the Cancel (X) button.

### **See Also**

[About Functions](#)

[Alphabetical List of Functions](#)

[Calculating and Recalculating](#)

[Entering a Cell Reference](#)

[Entering a Spreadsheet Formula](#)

[Precedence in a Formula](#)

[Types of Cell References](#)

[Using Operators](#)

## Entering Spreadsheet Data

When you enter data into a spreadsheet, you type it into the text box at the top of the spreadsheet. A spreadsheet can contain text, numbers, dates, times, and formulas that create text, numbers, dates, or times.

### **To enter data into a spreadsheet:**

1. Select a cell in the spreadsheet.
2. Type the data you want to enter (up to 255 characters).  
The text box scrolls to the right if you exceed the length of the box.
3. Confirm your entry by clicking the Accept button.

Or, confirm the entry by pressing Tab, Enter, or an arrow key. If you want to cancel the entry, click the Cancel (X) button.

### **See Also**

[About the Spreadsheet Document Window](#)

[Cutting, Copying, and Pasting Spreadsheet Data](#)

[Cutting/Copying and Pasting a Cell Range](#)

[Deleting Data](#)

[Editing Spreadsheet Data](#)

[Moving Data](#)

[Pasting Only Values](#)

[Resizing Cells](#)

[Selecting Cells](#)



## Filling Cells

ClarisWorks stores spreadsheet data in cells, which are formed by the intersection of columns and rows. To use the same data in adjacent cells, you can duplicate the data automatically.

### To fill cells downward:

1. Select the row of cells (or part of a row) containing the values or formulas you want to duplicate.
2. Without releasing the mouse button, drag the pointer downward to select the cells you want to fill.
3. Choose Fill Down from the Calculate menu.

### To fill cells to the right:

1. Select the column of cells (or part of a column) containing the values or formulas you want to duplicate.
2. Without releasing the mouse button, drag the pointer to the right to select the cells you want to fill.
3. Choose Fill Right from the Calculate menu.

### See Also

[Deleting Cells](#)

[Inserting Cells](#)

[Protecting Cells](#)

[Selecting Cells](#)

[Sorting Cells](#)

## Formatting Numbers

You can specify the way numeric, date, and time data appears in cells.

### To format numeric, date, or time data:

1. Select the cells you want to format.
2. Choose Number from the Format menu.

Or, double-click a single cell you want to format.

3. In the Number Format dialog box, click the number, precision, date, and time options you want to use and click OK.

| This format:     | Does this:  |
|------------------|---|
| General          | Adds a floating number of decimal places to the right of the decimal point. Trailing zeroes to the right of the decimal point are dropped. If the number doesn't fit in the cell, it displays as Scientific.                  |
| Currency         | Displays a currency symbol next to the number. Currency precision is preset to two decimal places.  |
| Percent          | Multiplies the number by 100 and displays it in a Fixed decimal format with the percent symbol to the right of the number   |
| Scientific       | Displays numbers as exponential powers of 10. The precision specified applies to the mantissa of the displayed value.   |
| Fixed            | Rounds numeric entries to a fixed number of decimal places, as specified in the Precision box   |
| Commas           | Inserts commas in numbers over 999  |
| Negatives in ( ) | Puts negative values in parentheses and hides the minus ( - ) sign  |
| Precision        | Determines how many decimal places display (up to 15). ClarisWorks is preset to display two decimal places for Fixed, Currency, and Percent formats. Precision settings have no effect on the General, Date, or Time formats. |
| Date             | Determines how a date displays. The preset date format is 7/15/93. To display a date <u>serial number</u> , use the General format.   |
| Time             | Determines how a time displays. The preset time format is 5:20 PM. To display a time <u>serial number</u> , use the General format.   |

### See Also

[Changing the Spreadsheet Appearance](#)

[Entering Spreadsheet Data](#)

[Selecting Cells](#)

## Hiding a Row or Column

You can hide one or more selected rows or columns temporarily to view only certain elements of your spreadsheet in relation to each other.

### **To hide a row or column:**

1. Move the pointer to the edge of the row or column header.

The pointer changes into a bar.

2. Drag the bottom of a row or the right edge of a column until the row or column disappears.

Rows or columns that you hide on the screen also don't appear when you print the spreadsheet.

### **To restore a hidden row or column:**

1. Move the pointer to the edge of the row header for the row below the hidden row or to the edge of the column header for the column to the right of the hidden column.

The pointer changes into a bar.

2. Drag the pointer until the row or column reappears and is the desired size.

### **See Also**

[Changing the Spreadsheet Appearance](#)

[Resizing a Spreadsheet](#)

[Resizing Cells](#)

## Inserting Cells

You can insert ranges, columns, or rows of new cells anywhere in a spreadsheet.

### **To insert a whole row or column of cells:**

1. Select the row that you want to be immediately below the new row of cells, or click the column that you want to be immediately to the right of the new column of cells.
2. Choose Insert Cells from the Calculate menu.

### **To insert cells when a range of cells is selected:**

1. Select the range of cells and choose Insert Cells from the Calculate menu.
2. In the Insert Cells dialog box, click Shift Cells Down to insert cells above the selected cells, or Shift Cells Right to insert them to the left of the selected cells.

You won't see this dialog box if you selected whole rows or columns.

3. Click OK.

### **See Also**

[Deleting Cells](#)

[Filling Cells](#)

[Protecting Cells](#)

[Selecting Cells](#)

[Sorting Cells](#)

## Moving Data

You can move the contents of a cell, or of a range of cells, to another spot in the spreadsheet without cutting and pasting.

### To move data using the Move command:

1. Select the cell, or cell range, containing the data you want to move.
2. Choose Move from the Calculate menu.
3. In the Move dialog box, type the address of the destination cell.

If you are moving a cell range, type the address of the cell that you want to be the upper-left corner of the range.

4. Click OK.

### To move data quickly:

1. Select the cell, or cell range, containing the data you want to move.
2. Hold down Ctrl+Alt and click the destination cell.

If you are moving a cell range, click the cell that you want to be the upper-left corner of the range.

### See Also

[Cutting, Copying, and Pasting Spreadsheet Data](#)

[Cutting/Copying and Pasting a Cell Range](#)

[Deleting Data](#)

[Editing Spreadsheet Data](#)

[Entering Spreadsheet Data](#)

[Pasting Only Values](#)

[Selecting Cells](#)

## Pasting Only Values

ClarisWorks is preset to cut, copy and paste a value in a spreadsheet cell as well as the formula used to create the value.

**To paste a value, but not the formula that produced it:**

1. Select the cell whose value you want to cut or copy and paste.
2. Choose Cut or Copy from the Edit menu.
3. Click the cell where you want to paste the value.
4. Choose Paste Special from the Edit menu.
5. In the Paste Special dialog box, click Values Only.
6. Click OK.

**See Also**

[Cutting, Copying, and Pasting Spreadsheet Data](#)

[Cutting/Copying and Pasting a Cell Range](#)

[Deleting Data](#)

[Editing Spreadsheet Data](#)

[Entering Spreadsheet Data](#)

[Moving Data](#)

[Selecting Cells](#)

## Protecting Cells

You can protect selected cells so data cannot be deleted or modified.

### **To protect cells:**

1. Select the cells you want to protect.
2. Choose Protect Cells from the Options menu.

### **To remove the protection from cells:**

1. Select the cells you no longer want to protect.
2. Choose Unprotect Cells from the Options menu.

### **See Also**

[Deleting Cells](#)

[Filling Cells](#)

[Inserting Cells](#)

[Selecting Cells](#)

[Sorting Cells](#)

## Resizing a Spreadsheet

A new spreadsheet is preset to contain 40 columns and 500 rows.

### **To change the size of a spreadsheet:**

1. Choose Document from the Format menu to display the Document dialog box.
2. In the Size area, type the number of columns you want in the Columns Across box and the number of rows you want in the Rows Down box.
3. Click OK.

### **See Also**

[Changing the Spreadsheet Appearance](#)

[Resizing Cells](#)



## Resizing Cells

You can widen columns and make rows deeper to change the size of cells in a spreadsheet. You can change the size of cells in a single row or column, in a selected range of rows or columns, or in all rows or columns.

### To change the size of a row or column in a spreadsheet:

1. Select the row or column whose size you want to change.

To change the size of all the rows and columns, choose Select All from the Edit menu, or click the selection box in the upper-left corner between the column and row identifiers.

2. Choose Column Width or Row Height from the Format menu.
3. In the Column Width or Row Height dialog box, type a number, in points, for the size you want to use.

If you previously changed the width or height and want to revert to the preset size, click Use Default.

4. Click OK.

### To change the size of a row or column using the mouse:

1. Select the row or column whose size you want to change.

To change the size of all the rows and columns, choose Select All from the Edit menu, or click the selection box in the upper-left corner between the column and row identifiers.

2. Move the pointer to the bottom edge of a row header or to the right edge of a column header.

The pointer changes into a bar.

3. Drag the edge of the row or column until you have the size you want and release the mouse button.

**Note:** If numbers can't be displayed because you make cells too narrow, ClarisWorks fills the cells with number signs (#), except when you are using the General format. The General format displays a number in scientific notation when it doesn't fit in a cell.

### See Also

[Changing the Spreadsheet Appearance](#)

[Resizing a Spreadsheet](#)

[Selecting Cells](#)

## Selecting Cells

Before you can work with a spreadsheet cell, you must select it. You can select a single cell, a range of cells, a row or column of cells, or the entire spreadsheet.

**To select a single cell:** Click the cell.

**To select a range of cells:** Drag the pointer through the cells, or click the first cell in the range and then press Shift and click the last cell. Tip

**To select a whole row or column of cells:** Click the row or column header.

**To select the whole spreadsheet:** Click the selection box in the upper-left corner of the spreadsheet between the row and column headers.

You can also select all the cells in a spreadsheet by choosing Select All from the Edit menu or by pressing Ctrl+A.

### **See Also:**

[Cutting, Copying, and Pasting Spreadsheet Data](#)

[Cutting/Copying and Pasting a Cell Range](#)

[Deleting Cells](#)

[Deleting Data](#)

[Editing Spreadsheet Data](#)

[Entering Spreadsheet Data](#)

[Filling Cells](#)

[Moving Data](#)

[Protecting Cells](#)

[Sorting Cells](#)

[Transposing Rows and Columns](#)

## Setting Up a Spreadsheet Document

You can set document options for a new spreadsheet document, or you can change document option settings for an existing spreadsheet document. ClarisWorks is preset to:

- Use top, bottom, left, and right margins of one-half inch.
- Use a starting page number of 1.
- Use 40 columns in the spreadsheet.
- Use 500 rows in the spreadsheet.
- Show margins when Page View is selected from the Window menu.
- Hide page guides when Page View is selected from the Window menu.

### To change spreadsheet document options:

1. Choose Document from the Format menu to open the Document dialog box for the spreadsheet environment.
2. Change the options you want to change and click OK.

| This document option: | Does this:   | Preset to:    |
|-----------------------|--|---------------|
| Margins               | Determines the size of the blank border at the top, bottom, right, and left of your printed document                       | One-half inch |
| Starting Page #       | Designates the starting page number used on the first page of your document  | 1             |
| Columns across        | Determines the number of columns in the spreadsheet. A spreadsheet can contain a maximum of 256 columns.                   | 40            |
| Rows down             | Determines the number of rows in the spreadsheet. A spreadsheet can contain a maximum of 16,384 rows.                      | 500           |
| Show Margins          | Determines whether the margins appear on the screen when Page View is selected from the Window menu or only when you print | On            |
| Show Page Guides      | Determines whether the <u>page guides</u> appear on the screen when Page View is selected from the Window menu             | Off           |

### See Also

[Changing Margins](#)

[Creating a Spreadsheet Document](#)

[Resizing a Spreadsheet](#)

[Setting Up a Document](#)

[Viewing a Page Before Printing](#)

## Sorting Cells

You can sort values in selected spreadsheet cells based on the values in a single row or column or based on values in up to three rows or columns. If you want to sort based on the values in two or three rows or columns that contain duplicate values, you need to perform a subsort on the second and third rows or columns to reorder your data properly.

### To sort values in selected spreadsheet cells:

1. Select the rows or columns to be sorted.
2. Choose Sort from the Calculate menu.

You see the Sort dialog box. In the Order Keys area, the 1st box shows the address of the first cell in the range you selected. You must specify at least one cell address as a sort order key for sorting. If you want to sort based on two or three columns, this row or column should have the highest priority in the sort order.

3. If you want to sort based on more than one row or column, type the beginning cell addresses for the rows or columns that have the second and third priorities in the sort order.

The selected rows or columns are sorted according to the values in the row or column containing the cell designated as the first order key. Second or third order keys are only used when there are identical items in the previous row or column.

4. Change the sort direction for the specified cell addresses from Ascending (the preset order) to Descending, if desired.
5. If you are sorting based on rows, click Vertical. If you are sorting based on columns, click Horizontal.

When you choose a Vertical sort, values are anchored horizontally across rows so that related values stay together when the rows are sorted vertically according to the cell designated as the first order key. When you choose a Horizontal sort, values are anchored vertically down columns so that related values stay together when the columns are sorted horizontally.

6. Click OK.

If selected cells contain both text and numbers, ClarisWorks sorts text values first, then numbers.

### See Also

[Deleting Cells](#)

[Filling Cells](#)

[Inserting Cells](#)

[Protecting Cells](#)

[Selecting Cells](#)

## Transposing Rows and Columns

You can change (or transpose) one or more selected columns of cells into rows of cells or rows into columns.

### **To transpose a row or column of cells:**

1. Select the row or column you want to transpose.
2. Choose Cut or Copy from the Edit menu.
3. Choose Paste Special from the Edit menu.
4. In the Paste Special dialog box, click Transpose.
5. Click OK.

### **See Also**

[Cutting, Copying, and Pasting Spreadsheet Data](#)

[Pasting Only Values](#)

[Selecting Cells](#)

## Types of Cell References

There are three types of cell references that you can use when creating a formula: relative, absolute, and mixed. There is also a type of cell reference called a circular reference, which you might accidentally create when entering cell references in a formula. Circular references must be corrected before ClarisWorks can calculate a formula correctly. The following table describes the four types of cell references.

| This type of reference: | Does this:   |
|-------------------------|--|
| Relative                | Gives the location of a cell relative to the location of the current cell. If you copy or move a formula with a relative reference to another cell, ClarisWorks changes the reference to reflect the relative position from the new source cell. Unless otherwise indicated, ClarisWorks considers a cell reference to be relative.                              |
| Absolute                | Gives the exact location of a cell. An absolute reference doesn't change when you copy and paste a formula. When you move a cell used in an absolute reference to a different location, ClarisWorks adjusts the reference to that cell. Typing a dollar sign (\$) before each part of the cell address shows that a reference is absolute. An example is \$C\$3. |
| Mixed                   | Contains both relative and absolute references. For example, the reference \$C3 indicates an absolute column but a relative row location, but the reference C\$3 indicates a relative column but absolute row location.  |
| Circular                | Occurs when two or more cells refer to each other or a cell refers to itself. To help you find and correct circular references, ClarisWorks is preset to mark cells that contain them.   |

### **See Also**

[Calculating and Recalculating](#)

[Entering a Cell Reference](#)

[Entering a Spreadsheet Formula](#)

[Entering a Function in a Spreadsheet Formula](#)

[Precedence in a Formula](#)

[Using Operators](#)

# Using Operators

You can use three types of operators in ClarisWorks formulas:

| This:      | Does this:   | Characters used:  |
|------------|--|---|
| Numeric    | Performs arithmetic calculations on numeric data   | + addition<br>- subtraction<br>* multiplication<br>/ division<br>^ exponentiation                                       |
| Text       | Joins text expressions   | & (Quotation marks should be used to surround text expressions.)  |
| Relational | Expresses a relationship between two <u>operands</u> of the same type. For example, both operands must be text, or both must be numbers. | = equal to<br>> greater than<br>≥ greater than or equal to<br>< less than<br>≤ less than or equal to<br><> not equal to |

## **See Also**

[Calculating and Recalculating](#)

[Entering a Cell Reference](#)

[Entering a Spreadsheet Formula](#)

[Entering a Function in a Spreadsheet Formula](#)

[Precedence in a Formula](#)

[Types of Cell References](#)

# Database Documents

Click a topic for more information.

[About the Database Document Windows](#)

[Changing a Field Definition](#)

[Changing the Tab Order or Sorting Records](#)

[Closing Up Spaces for Printing](#)

[Creating a Database Document](#)

[Creating a Record](#)

[Creating and Working with Layouts](#)

[Cutting, Copying, and Pasting Records](#)

[Defining a Field](#)

[Deleting a Field](#)

[Deleting a Record](#)

[Editing Text in a Field](#)

[Entering a Date or Time](#)

[Entering a Function in a Database Formula](#)

[Entering Data in a Record](#)

[Entering Formulas for Calculations or Record Matches](#)

[Finding Records](#)

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[Performing a Mail Merge](#)

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[Working with Mailing Labels](#)



## About the Database Document Windows

When you choose Database in the New Document window, a new database document window opens. The Define Fields dialog box also opens so you can begin defining fields for your new database document.

ClarisWorks provides three different views in which you can work with your database documents. The following topics explain the different views:

[Using the Browse View](#)

[Using the Find View](#)

[Using the Layout View](#)

### **See Also**

[Creating a Database Document](#)

[Setting Up a Database Document](#)

[Viewing Records](#)

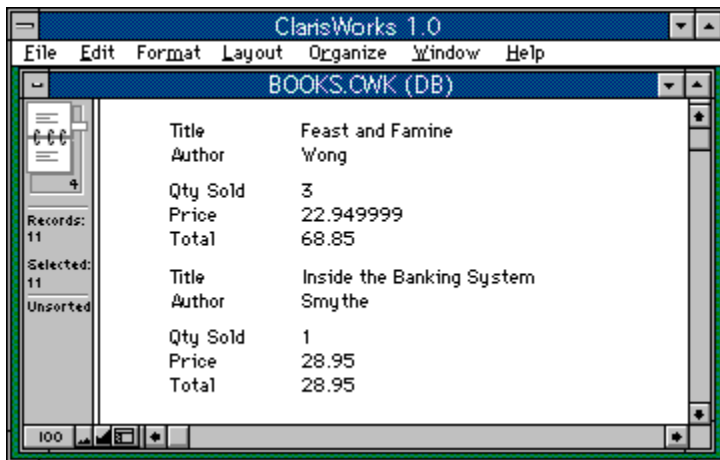
## Using the Browse View

You use the Browse view by choosing Browse from the Layout menu. When you choose Browse, you can:

- Enter and edit data.
- Add records.
- View records.
- Sort and match records.

In Browse, the records appear in the current layout, and you work with records one at a time or view them in a list.

**Click different areas of the window for more information.**



### **See Also**

[Moving to a Record](#)

[Viewing Records](#)

[Using the Find View](#)

[Using the Layout View](#)

**Database Document Menu Bar**

Displays the names of the Database document menus.

**Browse View Status Panel**

Provides information about the records in your database documents and controls for working with your document.

**Upper Page of Browse View Book**

Moves to the previous record.

**Browse View Bookmark**

Moves quickly through records.

**Lower Page of Browse View Book**

Moves to the next record.

**Current Record**

Indicates the number of the currently selected record.



**Records**

Indicates the total number of records in the database document.

**Selected**

Indicates the number of the record that is currently selected.

**Sort Status**

Indicates the sort status of records in the database document -- unsorted or sorted.

**Database Document Control-Menu Box**

Opens the Database document Control menu.

**Database Document Title Bar**

Displays the title of the current database document.

**Database Document Minimize Button**

Shrinks the Database document window to an icon at the bottom of the ClarisWorks window.

**Database Document Maximize Button**

Enlarges the database document window to its maximum size. A document window cannot be larger than the ClarisWorks main window.

**Hide/Show Status Panel Control**

Hides or displays the database status panel.



**Record**

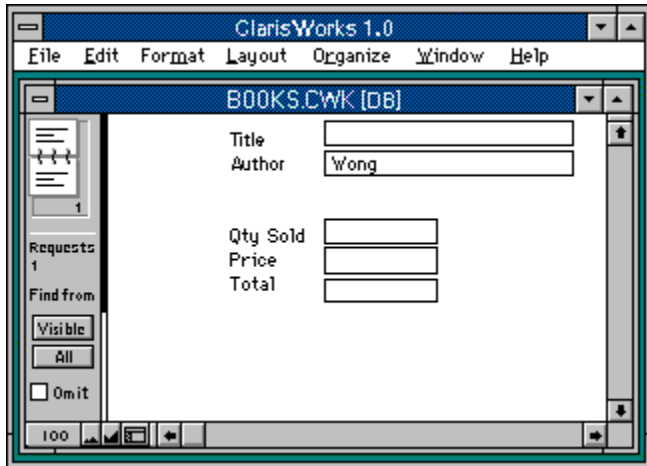
A collection of data about a single book.

## Using the Find View

You use the Find view by choosing Find from the Layout menu. When you choose Find, you can search for and select records based on search criteria you specify.

In Find, you see a blank record (called a find request). The Find status panel shows a book control for moving through find requests and buttons for controlling the search and omitting records.

**Click different areas of the window for more information.**



### **See Also**

[Finding Records](#)

[Using the Browse View](#)

[Using the Layout View](#)

**Upper Page of Find View Book**

Moves to the previous find request.

**Lower Page of Find View Book**

Moves to the next find request.

**Current Request**

Indicates the number of the current find request.

**Search Fields**

Shows the fields where you can type data you want to search for in your records.

**Requests**

Indicates the total number of find requests.

**Visible Button**

Finds all matching records in those records that are currently visible.



**All Button**

Finds all matching records in the database document.

**Omit Button**

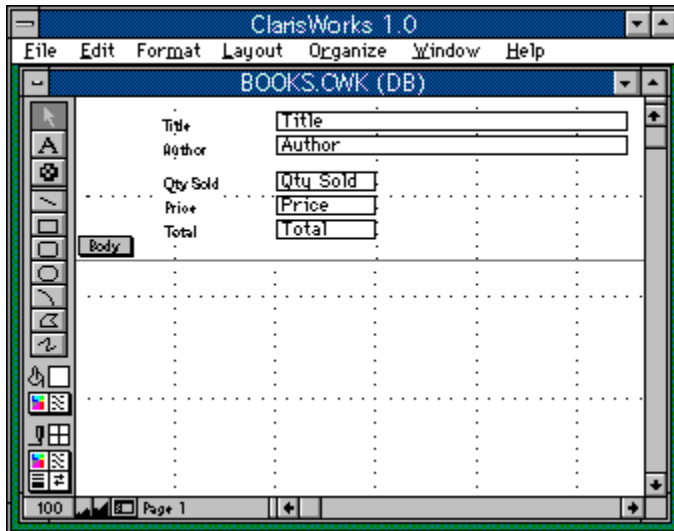
Temporarily sets aside records matching the existing find requests.

## Using the Layout View

You use the Layout view by choosing Layout from the Layout menu. When you choose Layout, you can modify a layout. Layouts determine how your database document displays in the Browse or Find views or prints.

In Layout, ClarisWorks switches to a graphics view of the current layout with the tool palette in the status panel. Fields and field names appear as graphic objects, and graphics menus are activated. You can move objects around or add new graphics or layout text.

**Click different areas of the window for more information.**



### See Also

[Creating and Working with Layouts](#)

[Drawing with the Drawing Tools](#)

[Understanding Layout Types](#)

[Using the Browse View](#)

[Using the Find View](#)

**Page Status Area**

Indicates which page of a layout is currently visible on the screen.

**Field Name**

Describes the information entered in a field.

**Data Field**

Stores the information you enter into your database document. A field represents a category of information. Fields can contain names or other text, numbers, dates, times, calculations, or summary information.

**Body Layout Part**

The body part of a layout contains the data in all the current records. A new standard layout contains only a body part.

**Layout View Drawing Area**

The area of the Layout view into which you can expand your layout to include new layout parts, fields, field labels, and graphics.



## Changing a Field Definition

A field definition consists of a field's name and its other attributes, such as the field type and the formula associated with a calculation field. You can change a field definition at any time. However, if you have already entered data into a field, be careful. When you change a field definition, you can mistakenly create unexpected results or cause data to be lost. (See the *ClarisWorks Handbook* for more information.)

### **To change a field definition:**

1. Choose Define Fields from the Layout menu.
2. In the Define Fields dialog box, select the name of the field you want to change.

The field name appears in the name box.

3. Edit the name or change the field type, and then click Modify.
4. Click OK in response to the message that tells you data may be lost if the data cannot be converted to the new type.

The list is updated to show the new name or field type. If you selected a calculation or summary field or changed a field to a calculation or summary field, the Enter Formula dialog box opens so you can modify the formula in the dialog box.

5. When you are finished making changes, click Done in the Define Fields dialog box.

### **See Also**

[Creating a Calculation Field](#)

[Creating a New Database Document](#)

## Changing the Tab Order or Sorting Records

To make data entry easier, you can specify the order in which ClarisWorks moves the insertion point through the fields in your database when you press the Tab key in Browse view.

You can also sort your records to change the order they're displayed in when you browse through them.

The following topics explain how to change the tab or sort order.

[Changing the Tab Order](#)

[Sorting Records](#)

## Changing the Tab Order

In the Browse view, ClarisWorks is preset to move the insertion point through fields when you press Tab in the order in which you created the fields. If you want, you can change the tab order for more convenient data entry.

### **To change the tab order:**

1. Choose Tab Order from the Layout menu.
2. In the Tab Order dialog box, click Clear to remove all field names from the current Tab Order list.
3. In the Field List, select the field you want first in the tab order and click Move.  
Or, double-click the field name.
4. Select the remaining field names and move them to the Tab Order list in the order you want.  
To move several fields at once, press Shift as you select them and then click Move. To remove a field from the Tab Order list, select the field name in that list and click Move again (or double-click the field name).
5. Click OK.

**To leave a field out of the tab order:** Don't move the field to the Tab Order list. When you're entering data, you can still get to the field by clicking in it.

### **See Also**

[Entering Data in a Record](#)

[Cutting, Copying, and Pasting Records](#)

## Sorting Records

ClarisWorks stores records in the order in which you add them to your database document. You can rearrange records by sorting them. You can sort records alphabetically or numerically in ascending or descending order, and you can sort on multiple fields.

When you sort, you sort the entire database, not just the layout you are currently working with. If you want to sort your layouts differently, you need to sort each time you begin working with a different layout.

### To sort records:

1. Choose Browse from the Layout menu.
2. If necessary, choose Show All Records from the Organize menu to make all records visible.
3. Choose Sort Records from the Organize menu.  
Or, press Ctrl+J.
4. In the Sort Records dialog box, select the name of the field that has the highest priority in the sort order.
5. Click Ascending order or Descending order.  
Ascending sorts in A to Z order for words, lowest-to-highest order for numbers, and earliest to latest for dates or times. Descending sorts in Z to A order for words, highest-to-lowest order for numbers, and latest to earliest for dates or times.
6. With the field name still selected, click Move (or double-click the field name).  
The field name moves to the Sort Order list and an icon indicates ascending or descending order.
7. Add other fields to the Sort Order list in the same way, adding them according to their priority in the sort order.  
To move multiple fields at once, press Shift and click each field name to select it. To remove a field name from the Sort Order list, double-click the field name.
8. Click Sort.  
When ClarisWorks finishes sorting, the status panel indicates that the records are sorted.

**Note:** Records are renumbered sequentially when you sort.

### See Also

[Showing and Hiding Records](#)

[Sorting Records for a Sub-Summary Part](#)

## Closing Up Spaces for Printing

A database document is preset to print fields as they appear on the screen. You can adjust the fields in your layouts to eliminate unused space within fields when you print. You won't see the effects of these adjustments on the screen, but you will notice that extra space disappears when you print.

### **To eliminate unused space in fields when printing:**

1. Choose Layout from the Layout menu.
2. Choose the name of the layout you want to work with from the bottom of the Layout menu.
3. If you want to make sure your fields line up evenly when printed, choose Align Objects from the Arrange menu.
4. Choose Layout Info from the Layout menu.
5. In the Layout Info dialog box, click Slide objects left or Slide objects up or click both.

For fields to slide left, their top edges must be aligned. For fields to slide up, their left edges must be aligned.

6. Click OK.

ClarisWorks now closes up any extra space between fields when printing the contents of the fields.

**Note:** You can control which objects slide by resizing them. Objects do not slide towards objects that are smaller than they are.

### **See Also**

[Aligning Objects](#)

[Creating and Working with Layouts](#)

[Printing a Document](#)

[Understanding Layout Types](#)

## Creating a Database Document

When you choose Database in the New Document dialog box, a new database document opens on the desktop. The Define Fields dialog box also opens so you can define fields for your new database document. The new document has one standard layout, in which fields and field names are stacked vertically, and it's set to show records in a scrolling list instead of one-by-one. You can define fields in which to store your database information, save your document, and use the information to print reports. You can also search for and edit stored records whenever necessary.

If you open a new database document but do not add fields, ClarisWorks creates a single field when you close the Define Fields dialog box.

### **See Also**

[About the Database Document Windows](#)

[Changing Margins](#)

[Creating a Header or Footer](#)

[Creating a Title Page](#)

[Finding and Changing Information](#)

[Inserting Page Numbers](#)

[Inserting the Date or Time](#)

[Opening a Document](#)

[Printing a Document](#)

[Saving a Document](#)

[Setting Up a Database Document](#)

[Viewing Records](#)

## Creating a Record

You create a new record in your database for each customer, transaction, product, or the like that you are tracking. To avoid retyping information in records that are similar, you can duplicate a record and change only the fields that are different. The following topics explain how to create new and duplicate records.

[Creating a Duplicate Record](#)

[Creating a New Record](#)

### **See Also**

[Deleting a Record](#)

## Creating a Duplicate Record

Creating a duplicate record is useful when you have two records that are similar. You enter the first record and create a duplicate of that record. Then you can change the fields in the duplicate that are different and avoid retyping information in the other fields.

### **To duplicate a record:**

1. Choose Browse from the Layout menu.
2. Choose Duplicate Record from the Edit menu (or press Ctrl+D).

ClarisWorks creates a duplicate of the current record and adds a record to the book in the status panel.

**Note:** When you create new records, ClarisWorks numbers the records consecutively and shows the current record number on the book in the status panel. If you sort, search for, or hide records, ClarisWorks rennumbers the set, beginning with 1 for the first record in the current set.

### **See Also**

[Creating a New Record](#)

[Deleting a Record](#)



## Creating a New Record

You create a new record for each person, transaction, product, or the like, that you want to track in your database.

### **To create a new record:**

1. Choose Browse from the Layout menu.
2. Choose New Record from the Edit menu (or press Ctrl+R).

ClarisWorks creates a new record, displays it in the current layout, and adds one record to the book in the status panel.

**Note:** When you create new records, ClarisWorks numbers the records consecutively and shows the current record number on the book in the status panel. If you sort, search for, or hide records, ClarisWorks renumbers the set, beginning with 1 for the first record in the current set.

### **See Also**

[Creating a Duplicate Record](#)

[Deleting a Record](#)

## Creating and Working with Layouts

A layout is a graphic arrangement of [fields](#), [field names](#), and other objects that determine the way data appears in the Browse view and in printed reports. You use a layout to change how you organize and present the data in [records](#), and you can create several layouts for the same data. The data itself is independent of any layout.

You can show some fields in one layout but not in another and use different graphic and [font](#) treatments in different layouts. You can also add [layout parts](#) to help organize data or to summarize data. The following topics explain how to create and work with layouts.

[Creating a Columnar Report Layout](#)

[Creating a Duplicate Layout](#)

[Creating a Layout](#)

[Creating a Mailing Label Layout](#)

[Deleting a Layout](#)

### **See Also**

[Revising a Layout](#)

[Understanding Layout Types](#)

[Using the Layout View](#)

[Working with Layout Parts](#)

[Working with Mailing Labels](#)

## Creating a Columnar Report Layout

In a columnar layout, field names appear at the top of the columns and records appear as rows.

### **To create a columnar layout:**

1. Choose New Layout from the Layout menu.
2. In the New Layout dialog box, type a layout name.
3. Click Columnar report, and click OK.
4. In the Set Field Order dialog box, select from the field list the field you want to appear at the upper-left side of the layout, and then click Move (or double-click the field name).

The field name appears in the Field Order list. To remove a field name from the Field Order list, select the field name in that list and click Move again (or, double-click the field name).

5. Move any other fields you want to include, moving the fields in the order you want them to appear across the layout (left to right).

To move several fields at once, press Shift and click each field to select it. Then click Move to move the fields as a group.

6. Click OK.

ClarisWorks creates the columnar layout and returns you to the Browse view of your document where you can enter data.

### **See Also**

[Creating a Duplicate Layout](#)

[Creating a Layout](#)

[Creating a Mailing Label Layout](#)

[Deleting a Layout](#)

[Revising a Layout](#)

[Understanding Layout Types](#)

[Using the Browse View](#)

## Creating a Layout

When you create a new database document, ClarisWorks automatically creates the first layout, called a standard layout. In a standard layout the fields that you create are stacked vertically in the order in which you created them. You can create other layouts for the same database document and use these layouts to arrange fields differently, to add more fields, and to add graphics, layout parts, and other objects to your document.

### **To create a new layout:**

1. Choose New Layout from the Layout menu.
2. In the New Layout dialog box, type a name for the layout.

If you do not name layouts, ClarisWorks automatically names them Layout 2, Layout 3, and so on.

3. Click the type of layout you want to create, and click OK.

You can choose from five different types of layouts: standard, columnar report, labels, blank, and duplicate.

ClarisWorks creates the new layout, adds its name to the bottom of the Layout menu, and returns you to the Browse view where you can enter data.

### **See Also**

[Creating a Columnar Report Layout](#)

[Creating a Duplicate Layout](#)

[Creating a Mailing Label Layout](#)

[Deleting a Layout](#)

[Revising a Layout](#)

[Understanding Layout Types](#)

[Using the Browse View](#)

## Creating a Mailing Label Layout

To use a database document to make mailing labels, create a label layout to match your mailing label stock.

### To create a mailing label layout:

1. Choose New Layout from the Layout menu.
2. In the New Layout dialog box, type a name for your mailing label layout.
3. Click Labels, and then click OK.
4. In the Label Layout dialog box, type the number of labels you want across the page and the height and width of the labels.

Measure your label height from the top of the first label to the top of the label below it. Measure your label width from the left edge of the first label to the left edge of the next label. You cannot change the label width after closing this dialog box.

5. Click OK.
6. In the Set Field Order dialog box, select the field you want as the top line of your label and click Move.

The field name appears in the field order list. To remove a field name from the field order list, select the field name in that list and click Move again (or double-click the field name).

7. Move the rest of the fields you want in the label.

Move the fields in the order you want them to appear on the label. To move several fields at once, press Shift and click the fields to select them, and then click Move.

8. Click OK.

ClarisWorks creates the label layout with one field per row. Lines show the border of the label.

**Note:** You cannot specify more than one field on a line in the Set Field Order dialog box. You select all the fields you want in your label in this dialog box. You can move them around in the Layout view.

For more information about working with a mailing label layout, see Working with Mailing Labels.

### See Also

Creating a Columnar Report Layout

Creating a Duplicate Layout

Creating a Layout

Deleting a Layout

Revising a Layout

Understanding Layout Types

Using the Layout View

Working with Mailing Labels

## Deleting a Layout

You can delete [layouts](#) you no longer need, but you must always leave at least one layout in your document. If you have only one layout, Delete Layout is dimmed in the Layout menu. Deleting layouts has no effect on the data in your records.

### **To delete a layout:**

1. Choose the layout you want to delete from the Layout menu.
2. Choose Delete Layout from the Layout menu.
3. Click OK to confirm the deletion.

### **See Also**

[Creating a Columnar Layout](#)

[Creating a Duplicate Layout](#)

[Creating a Layout](#)

[Creating a Mailing Label Layout](#)

[Revising a Layout](#)

[Understanding Layout Types](#)

## Creating a Duplicate Layout

To design a new layout by making a few changes to an existing layout, you can begin with a duplicate layout.

### **To create a duplicate layout:**

1. Choose the name of the layout you want to duplicate from the Layout menu.  
The layout appears on the screen.
2. Choose New Layout from the Layout menu.
3. In the New Layout dialog box, type a name for the duplicate layout.
4. Click Duplicate, and then click OK.

ClarisWorks creates an exact copy of the layout you were using when you chose New Layout, and the new layout name appears in the Layout menu. You can now make changes to the duplicate.

### **See Also**

[Creating a Columnar Layout](#)

[Creating a Layout](#)

[Creating a Mailing Label Layout](#)

[Deleting a Layout](#)

[Revising a Layout](#)

[Understanding Layout Types](#)

## Cutting, Copying, and Pasting Records

You can copy or cut selected database records and paste them into another database document, a text document, or a spreadsheet document.

### To cut or copy database records:

1. Choose Browse from the Layout menu.
2. Select the records you want to cut or copy.
3. Choose Cut or Copy from the Edit menu.

ClarisWork places a copy of the records on the Clipboard. If you choose Cut, the records are removed from the database and placed on the Clipboard. If you choose Copy, the records remain in the database, and a copy is placed on the Clipboard.

**To paste the contents of the Clipboard in a database document:** Choose Paste from the Edit menu.

Records are automatically pasted at the end of the document, after all the existing records.

**To paste the contents of the Clipboard in a text or spreadsheet document:**

1. Click at the location where you want to paste the contents.
2. Choose Paste from the Edit menu.

You can paste the contents as many times as you want. The contents remain on the Clipboard until you cut or copy something else.

When you paste, cut, or copy database records:

| In this document type: | ClarisWorks does this:   |
|------------------------|--|
| Database               | Matches the field types in the cut or copied records with those in the database into which you paste. Data is not pasted if there is no matching field type. |
| Text                   | Inserts tabs between each field and a carriage return at the end of a record.  |
| Spreadsheet            | Pastes the contents of one record into a single row in the spreadsheet. Each field becomes a column in the spreadsheet.                                      |

### Tip

### See Also

[Cutting, Copying, and Pasting](#)

[Deleting a Field](#)

[Deleting a Record](#)

[Editing Text in a Field](#)



## Defining a Field

Fields are the building blocks for records. Fields contain the data you want to store, find, sort and print. They represent categories of information in your database. For example, if a database contains a list of names and addresses, names represent one category of information and addresses another.

### **To define a new field:**

1. Create a new database document or choose Define Fields from the Layout menu.
2. In the Define Fields dialog box, type a field name in the Name box (up to 63 characters).
3. Click a field type in the Type area, and click Create.

If you select Calculation or Summary as the field type, the Enter Formula dialog box appears so you can enter a formula.

4. When you finish defining fields, click Done.

### **See Also**

[Changing a Field Definition](#)

[Creating a Calculation Field](#)

[Deleting a Field](#)

[Understanding Field Types](#)

## Deleting a Field

Delete a field from your document only when you are certain that you no longer need the data contained in the field. Deleting a field permanently erases all data from the field in all records, and the field itself from all layouts.

### **To delete a field:**

1. Choose Define Fields from the Layout menu.
2. In the Define Fields dialog box, select the name of the field you want to delete.
3. Click Delete.
4. Click OK to confirm the deletion and click Done in the Define Fields dialog box.

**Caution:** You cannot undo a field deletion.

### **See Also**

[Adding a Field to a Layout](#)

[Changing a Field Definition](#)

[Defining a Field](#)

## Deleting a Record

To keep the information in your database document up to date, you can delete records that contain information you no longer need. Be careful when deleting records, however, because deleting a record permanently erases the information from your database.

### **To delete a record:**

1. Select the record you want to delete.
2. Choose Cut or Clear from the Edit menu.

### **See Also**

Creating a New Record

Selecting a Record

## Editing Text in a Field

In the Browse view, you can edit text in a field using standard text-editing methods for deleting, copying, and pasting.

### **To delete one character, do one of the following:**

Place the insertion point to the left of the character and press Delete.

Place the insertion point to the right of the character and press Backspace.

### **To replace a block of text:**

1. Select the text you want to replace.
2. Type the replacement text.

You can also delete the selected text by pressing Backspace or by choosing Clear from the Edit menu.

### **To copy or move data from one field to another:**

1. Select the field contents you want to copy or move.
2. Choose Cut or Copy from the Edit menu.
3. Select the field into which you want to paste the data and choose Paste from the Edit menu.

This field can be in the same record or in another record.

### **See Also**

[Cutting, Copying, and Pasting](#)

[Cutting, Copying, and Pasting Records](#)

[Moving to a Record](#)

[Selecting Text](#)

## Entering a Date or Time

Although you can type a date or time in a text [field](#), it's better to create fields with a date or time [field type](#) for this purpose so that you can take full advantage of the date and time options that ClarisWorks provides. You assign the date or time field type to a field when you [define the field](#).

### **To enter a date or time in a date or time field:**

1. Click in the field.

2. Type the date or time.

Type a date entirely as numbers separated by slashes (12/12/1992), or type the month as text -- in full or abbreviated -- and use a comma as a separator (December 12, 1992). Use four digits for the year.

Type a time as numbers, separating hours, minutes, and seconds with colons. If the Time field is set to 24-hour time format, you must enter time values in that format.

3. Press Tab.

ClarisWorks converts the date or time into the format set for the field.

**To enter the current date or time in a date or time field:** Press Ctrl+Hyphen (-).

Tip

**Note:** Calculations and matches for Dates work only if the field is defined as a Date field type.

### **See Also**

[Changing a Field Definition](#)

[Changing Number, Date, and Time Formats](#)

[Defining a Field](#)

[Entering Data in a Record](#)

[Understanding Field Types](#)

## Entering a Function in a Database Formula

You can use many of the ClarisWorks [functions](#) for database formulas.

### To enter a function in a database formula:

1. Choose Define Fields from the Layout menu and create a calculation or summary field.

2. In the Enter Formula dialog box, click a function in the Function box.

The function and its [arguments](#) appear in the formula box. The first argument is selected so that you can immediately replace it with the required values.

3. Replace the argument names with values or [field names](#).

You can type values or click field names.

4. Choose the type of result you want from the Format Result As list and click OK.

5. In the Define Fields dialog box, click Done.

**Note:** You can also type the function, but you must be exact. The name must be spelled correctly -- you can use any combination of uppercase and lowercase letters -- and you must use the arguments in the order shown and with the exact punctuation shown in the Functions box. Remember to enclose field names in single quotes.

### See Also

[Changing a Field Definition](#)

[Creating a Calculation Field](#)

[Defining a Field](#)

## Entering Data in a Record

You enter data in a text, number, date, or time field by moving to the record and field you want and typing. You don't type in calculation and summary fields. ClarisWorks enters data in these fields according to the formula you set up when you defined the field.

### **To enter data in a record:**

1. Choose Browse from the Layout menu.
2. Move to the record you want.
3. Click anywhere in the field in which you want to type.

Or, press Tab to select the first field.

4. Type the data you want to enter into the field.

Each field entry can be up to 510 characters, less 20 for every text style change.

5. Press Tab to move to the next field to enter data there.

Or, press Shift-Tab to move to the previous field in the tab order.

For more information about entering dates and times into fields, see Entering a Date or Time.

### **See Also**

Changing Number, Date, and Time Formats

Changing the Appearance of Text in a Field

Changing the Tab Order

Entering a Date or Time

Moving to a Record

## Entering Formulas for Calculations or Record Matches

You can enter formulas to define a calculation field that computes a result of a specified type and enters that result in the field.

You can also enter formulas to perform complex searches in a single operation with the Match command instead of making multiple find or omit requests.

The following topics explain how to create calculation fields and match records.

[Creating a Calculation Field](#)

[Matching Records](#)



## Creating a Calculation Field

You define a calculation field by entering a formula that computes a result of a specified type and enters that result in the field. The formula for a calculation field consists of functions, constants, operators, and information from other fields in the same record.

### To create a calculation field:

1. Choose Define Fields from the Layout menu.
2. In the Define Fields dialog box, type a field name in the Name box (up to 63 characters).
3. Click Calculation in the Type area, and click Create.
4. In the Enter Formula dialog box, build a formula by clicking field names, operators, and functions.

#### Tip

As you click field names, operators, and functions, the formula appears in the Formula box. You can also type the formula, or you can copy a formula from a spreadsheet or other source and paste it into the Formula box.

5. Choose the type of result you want (text, number, date, time, calculation, or summary) from the Format Result As list.
6. Click OK to confirm the formula and return to the Define Fields dialog box.

ClarisWorks checks the formula and informs you of any errors. If there are no errors, ClarisWorks computes the result for that field in every record.

7. Click Done.

**Note:** When you click a field name to enter it in a formula, ClarisWorks inserts a single quotation mark at the beginning and end of the name. If you type a field name in a formula, you must also type the single quotation marks around the name. You should also type double quotation marks around text constants.

### See Also

[Defining a Field](#)

[Defining a Summary Field](#)

[Matching Records](#)

[Understanding Field Types](#)

## Matching Records

Use the Match command to perform complex searches in a single operation by using equations and functions in formulas instead of making multiple find or omit requests. ClarisWorks finds the records that match your search formula and selects these records. It does not hide the records that do not match the search formula.

### To match records:

1. Choose Browse from the Layout menu.
2. Choose Match Records from the Organize menu.
3. In the Formula area of the Match Records dialog box, build a formula.

The Match Records dialog box looks the same as the dialog box you use to enter the formulas for a calculation field, and you build your formulas the same as you do when creating a calculation field.

4. Click OK to find the matching records in the database document.

After ClarisWorks finds the matching records, you can use Hide Selected or Hide Unselected on the Organize menu to get the set of records you want to work with.

Construct formulas for matching records so they evaluate as TRUE for the records you want to select. For example, to find all records with Steve in the Name field you would enter:

```
'NAME' = "STEVE"
```

To find records with a balance greater than \$50.00 in the Balance Due field and a date earlier than 8/1/92 in the Date Due field, you would enter:

```
AND('Balance Due'>50,'Date Due'<TEXTTODATE("8/1/1992"))
```

**Note:** In this formula, \$50.00 is expressed as 50 and the TextToDate function is used with the date in the Date Due field. When you match records, dollar amounts must be expressed without currency signs and commas and you must use conversion functions such as TextToDate and TextToTime with date and time fields.

### See Also

[Creating a Find Request](#)

[Creating Multiple Find Requests](#)

[Omitting Records](#)

[TEXTTODATE](#)

[TEXTTOTIME](#)

[Using Operators for Special Searches](#)

## Finding Records

As your database document grows larger, you often need to find and work with a specific group of records. For example, if you were preparing a mailing to customers in a particular city, you temporarily wouldn't need the records for customers in other cities.

ClarisWorks gives you two ways to find records, by creating find requests and by matching records. The following topics explain these methods and more.

[Creating a Find Request](#)

[Creating Multiple Find Requests](#)

[Omitting Records](#)

[Using Operators for Special Searches](#)

### **See Also**

[Matching Records](#)

[Using the Find View](#)

## Creating a Find Request

When you use a find request to find records that you want to work with, you provide ClarisWorks with a description of what you want to find. The characters you type in this description are known as the search criteria. ClarisWorks finds and displays the records that match your search criteria and hides the other records in the database.

### **To create a find request:**

1. Choose the layout you want from the bottom of the Layout menu.
2. Choose Find from the Layout menu.

ClarisWorks displays the Find view of your document.

3. Type the data (search criteria) you want to find in the appropriate fields (search fields).

You can use as many search criteria as you need to make sure ClarisWorks finds the records you want to find.

4. Click Visible to search only visible records or click All to search both visible and hidden records.

The status panel shows the number of records found and puts the total number of records in the whole database in parentheses.

**To see all the records again:** Choose Show All Records from the Organize menu.

The status panel shows the number of active find requests, the Visible and All buttons, and the Omit checkbox.

### **See Also**

[Creating Multiple Find Requests](#)

[Matching Records](#)

[Omitting Records](#)

[Using Operators for Special Searches](#)

## Creating Multiple Find Requests

If you want ClarisWorks to search for one set of search criteria *or* another, you can create multiple find requests.

### **To create multiple find requests:**

1. Create the first request.
2. Leave the first request as is, and before you click Visible or All, choose New Request from the Edit menu.

Or, press Ctrl+R.

3. Type your search criteria in the second request.
4. When you have created and filled in as many requests as you need, click Visible to search visible records only or click All to search both visible and hidden records.

ClarisWorks finds records that match one or more of the requests.

**Note:** If you create multiple find requests, and you click Omit in one request, ClarisWorks applies the Omit command to all the find requests.

### **See Also**

[Creating a Find Request](#)

[Matching Records](#)

[Omitting Records](#)

[Using Operators for Special Searches](#)

## Omitting Records

You can set a group of records aside temporarily by omitting them. Omitting records doesn't delete them from the document, but hides them.

### **To omit records:**

1. Create a new find request.
2. After typing the data that identifies the records you want to omit, click Omit.
3. Click Visible to search only visible records or click All to search both visible and hidden records.

ClarisWorks finds the records that match the request and hides them.

**To bring back omitted records:** Choose Show All Records from the Organize menu.

Or, press Ctrl+Shift+A.

**Note:** If you create multiple find requests and you click Omit in one request, ClarisWorks applies the Omit command to all the find requests.

### **See Also**

[Creating a Find Request](#)

[Creating Multiple Find Requests](#)

[Matching Records](#)

[Using Operators for Special Searches](#)

## Using Operators for Special Searches

The following table explains the operators that you can use in a search field to narrow your search for records.

| Use this operator: | To find values that are:                                       | Example:   |
|--------------------|--|--|
| <                  | Less than the value you type after the operator                | < 250 finds numbers less than 250                |
| >                  | Greater than the value you type after the operator             | > 250 finds numbers greater than 250             |
| ≤ (use <=)         | Less than or equal to the value you type after the operator    | <=250 finds 250 and any numbers less than 250    |
| ≥ (use >=)         | Greater than or equal to the value you type after the operator | >=250 finds 250 and any numbers greater than 250 |
| =                  | An exact match for the value you type after the operator       | =Tom finds Tom (but not Tomas)                   |
| ≠ (Use < >)        | Not equal to the value you type after the operator             | < > 7 finds everything but 7                     |

### **See Also**

[Creating a Find Request](#)

[Creating Multiple Find Requests](#)

## Hiding and Showing Records

You can hide records to display temporarily only the records you want to see. Then you can redisplay records that you previously hid.

### **To hide selected records:**

1. Choose Browse from the Layout menu.
2. Select the records you want to hide.
3. Choose Hide Selected Records from the Organize menu.

### **To hide records that are not selected:**

1. Choose Browse from the Layout menu.
2. Select the records with which you want to work.
3. Choose Hide Unselected from the Organize menu.

**To view all records again:** Choose Show All Records from the Organize menu.

Or, press Ctrl+Shift+A.

### **See Also**

[Finding Records](#)

[Selecting a Record](#)



## Importing Data from a Spreadsheet

You can import spreadsheet data into a database document by copying it to the clipboard and then pasting it into the database.

### **To import spreadsheet data into a database document:**

1. Select the spreadsheet data and choose Copy from the Edit menu.
2. Open a new or existing database document.

Each spreadsheet row corresponds to a database record, and each cell corresponds to a field. If you're setting up a new database document, define fields that match the data in your spreadsheet. In an existing database document, make sure you've defined the fields you need -- text fields for spreadsheet text, and number fields for numbers.

3. Choose Paste from the Edit menu.

ClarisWorks creates new database records for the spreadsheet data. The new records appear at the end of the document, after all existing records.

**Note:** If the data in a cell doesn't match the corresponding database field's type, ClarisWorks skips that piece of data and goes on to the next field.

### **See Also**

[Cutting, Copying, and Pasting Records](#)

## Moving to a Record

You can move sequentially through the records in your database document or move quickly to a specific record. The following topics explain how.

[Moving from Record to Record](#)

[Moving to a Specific Record](#)

## Moving from Record to Record

You can move through the [records](#) in your database document sequentially. As you move through your records, the current record number under the [book](#) changes.

### **To move through database records sequentially:**

1. Choose Browse from the Layout menu.
2. Click the bottom page of the book to advance to the next record.  
Or, press Ctrl+Enter.
3. Click the top page of the book to return to the previous record.  
Or, press Ctrl+Shift+Enter.

**Note:** If List View is selected, you can use the scroll bar to bring a record into view.

### **See Also**

[Entering Data in a Record](#)

[Moving to a Specific Record](#)

[Selecting a Record](#)

[Viewing Records](#)

## Moving to a Specific Record

You can move forward or back to a specific record by dragging the bookmark down or up. As you drag, the current record number under the book changes. If you know a record's number, you can move directly to that record.

### **To move to a specific record when you know a record's number:**

1. Choose Browse from the Layout menu.
2. Choose Go To Record from the Organize menu.  
Or, press Ctrl+G.
3. In the Go To Record dialog box, type the number of the record and click OK.

### **See Also**

[Entering Data in a Record](#)

[Moving from Record to Record](#)

[Selecting Records](#)

## Merging Data into a Spreadsheet

You can merge information from database fields into cells in a spreadsheet or spreadsheet frame in much the same way you merge data into a text document or frame.

### **To insert database information into a spreadsheet:**

1. Open the appropriate ClarisWorks database and spreadsheet documents.
2. Unless you want to use all the records in the database, use the Find or Sort commands to isolate the records you want to merge.
3. In the spreadsheet document, click the cell where you want information from a database field to appear.

A cell can contain up to 255 characters.

4. Choose Mail Merge from the File menu.
5. In the Select Data dialog box, select the name of the database document you want to merge, and click OK.
6. In the Mail Merge box, click the name of the field that contains the data you want inserted in the selected spreadsheet cell and click Insert Field.

ClarisWorks places the field name in the spreadsheet document and surrounds it with delimiters (<< >>).

7. Insert more fields into your spreadsheet document if desired.  
You can add up to 256 fields into a spreadsheet document.
8. To print the spreadsheet immediately, click Print Merge in the Mail Merge box, and click OK in the Print dialog box.

Unless you specify a cell range, only the cells containing data will print. To specify a cell range, close the Mail Merge box by clicking the Close button in the upper-left corner and choose Print Range from the Options menu. Then return to the Mail Merge box and click Print Merge.

### **See Also**

[Finding Records](#)

[Performing a Mail Merge](#)

[Printing a Document](#)

[Sorting Records](#)

## Performing a Mail Merge

You can insert field data from a database document into a text document to create a series of personalized form letters. This process is called a mail merge.

### To set up a document for a mail merge:

1. Open the appropriate ClarisWorks database and text documents.
2. Unless you want to use all the records in the database, use the Find or Sort commands to isolate the records you want to merge.
3. In the text document, position the insertion point where you want the database information to appear.
4. Choose Mail Merge from the File menu.
5. In the Select Data dialog box, select the name of the database you want to merge, and click OK.
6. In the Mail Merge box, click the name of the field that contains the data you want inserted at the current insertion point and click Insert Field.

ClarisWorks places the field name in the text document, surrounded with delimiters (<< >>). If you're using the field name in the salutation of a letter, you can type the appropriate punctuation (such as a colon or comma) after the second delimiter.

7. Insert more fields into your text document if desired.

You can add up to 256 fields into a text document. **Tip**

8. To print the document immediately, click Print Merge in the Mail Merge box, and click OK in the Print dialog box. **Tip**

You must print the text document to see the results of a mail merge. ClarisWorks prints the document as many times as there are records in the database, adding to each copy the unique information derived from the fields you inserted.

**Note:** You can also insert database information into a text frame.

### See Also

[Entering Data in a Record](#)

[Finding Records](#)

[Printing a Document](#)

[Hiding and Showing Records](#)

[Merging Data into a Spreadsheet](#)

[Sorting Records](#)

## Revising a Layout

To work with a layout, you must choose Layout from the Layout menu. Then choose the name of the layout from the same menu. When you choose Layout, you enter the graphics environment. Fields and field names appear as graphic objects, and you can make changes to them that you could make to any other graphic object. The tool palette appears where the status panel formerly appeared.

You can revise a layout by adding fields, deleting fields, adding borders to fields, moving fields and field names, changing the sizes of fields, adding text or graphics to the layout, displaying records in columns, and changing the text attributes of fields, field names, and text objects. The following topics explain different ways of revising a layout.

[Adding a Field to a Layout](#)

[Adding Borders Around Fields](#)

[Arranging Records in Columns](#)

[Changing the Appearance of Text in a Field](#)

[Changing Number, Date, and Time Formats](#)

[Deleting a Field from a Layout](#)

[Moving a Field in a Layout](#)

[Renaming a Layout](#)

[Resizing a Field in a Layout](#)

[Viewing Changes to a Layout](#)

### **See Also**

[Creating and Working with Layouts](#)

[Understanding Layout Types](#)

[Using the Layout View](#)

[Working with Mailing Labels](#)

[Working with the Tool Palette](#)

## Adding a Field to a Layout

After defining the [fields](#) in a database document, you can choose to use them in a [layout](#) or leave them out. If you do not use a field in a layout when you first create the layout, you can add the field later. You can use a field only once in a layout.

### To add a field to a layout:

1. Choose Layout from the Layout menu.
2. Choose the layout you want from the bottom of the Layout menu.
3. Choose Insert Field from the Layout menu.
4. In the Insert Field dialog box, select the name of the field to add, and click OK.

**Note:** If you need more space as you add fields to your layout, you can increase the size of the body of the layout by clicking the graphics tool and dragging the Body part line downward.

### See Also

[Adding Borders Around Fields](#)

[Arranging Records in Columns](#)

[Changing the Appearance of Text in a Field](#)

[Changing Number, Date, and Time Formats](#)

[Defining a Field](#)

[Deleting a Field from a Layout](#)

[Moving a Field in a Layout](#)

[Renaming a Layout](#)

[Resizing a Field in a Layout](#)

[Viewing Changes to a Layout](#)



## Adding Borders Around Fields

To add emphasis to a particular [field](#), you can add a border around the field. You can draw a border in the [layout](#) , using the drawing tools, or you can add one automatically.

### **To add a border automatically:**

1. Choose Layout from the Layout menu.
2. Choose the layout you want from the bottom of the Layout menu.
3. In the layout, select the field to which you want to add a border.
4. [Choose a line width](#) from the Line Width menu for the pen tool.

ClarisWorks draws a border around the selected field with the selected line width.

### **See Also**

[Adding a Field to a Layout](#)

[Arranging Records in Columns](#)

[Changing the Appearance of Text in a Field](#)

[Changing Number, Date, and Time Formats](#)

[Choosing a Line Width](#)

[Deleting a Field from a Layout](#)

[Drawing with the Drawing Tools](#)

[Moving a Field in a Layout](#)

[Renaming a Layout](#)

[Resizing a Field in a Layout](#)

[Viewing Changes to a Layout](#)

## Arranging Records in Columns

You can set up a [layout](#) so [records](#) are printed in columns. You can also view them in columns if Page View is checked.

### To arrange records in columns:

1. Choose Layout Info from the Layout menu.
2. In the Layout Info dialog box, type the number of columns you want in the Columns box.  
The columns are of equal width.
3. If you want, specify how the columns are filled by clicking Across first or Down first.  
Across first fills the columns horizontally from left to right, in a top to bottom order. Down first fills each column vertically from top to bottom, in a left to right order.
4. Click OK.  
In the layout, a gray vertical line marks the right side of the first column. All [fields](#), text, and graphics in the body part of the layout must be placed within the first column.
5. To see the columns in the Browse view, make sure Page View is selected on the Window menu.

### See Also

[Adding a Field to a Layout](#)

[Adding Borders Around Fields](#)

[Changing the Appearance of Text in a Field](#)

[Changing Number, Date, and Time Formats](#)

[Deleting a Field from a Layout](#)

[Moving a Field in a Layout](#)

[Renaming a Layout](#)

[Resizing a Field in a Layout](#)

[Viewing Changes to a Layout](#)

## Changing the Appearance of Field Text

In a layout, you can set text attributes for a field so that data in that field, in all records, appears as you specify. You will see the changes to the data in the Browse view or when you print.

### **To set text attributes for a field:**

1. Choose Layout from the Layout menu.
2. Choose the layout you want from the bottom of the Layout menu.
3. In the layout, select the field in which you want to change the appearance of text.

To select several fields at the same time, hold down Shift as you click the fields. Changes that you make affect all selected fields.

4. From the submenus on the Format menu, choose the text attributes you want to change.

Choose from the Font, Size, Style, or Text Color submenus. You can also adjust the alignment of text in the field by choosing one of the alignment options from the Alignment submenu. To change line spacing in a text field, choose one of the options from the Spacing menu.

### **See Also**

[Adding a Field to a Layout](#)

[Adding Borders Around Fields](#)

[Arranging Records in Columns](#)

[Changing Number, Date, and Time Formats](#)

[Deleting a Field from a Layout](#)

[Moving a Field in a Layout](#)

[Renaming a Layout](#)

[Resizing a Field in a Layout](#)

[Using the Browse View](#)

[Viewing Changes to a Layout](#)

## Changing Number, Date, and Time Formats

You can set up number, date, and time fields so that the entries always appear in the same format in the Browse view or when you print. You can also choose different formats for different layouts.

### **To change a number, date, or time format for a field:**

1. Choose Layout from the Layout menu.
2. Choose the layout you want from the bottom of the Layout menu.
3. In the layout, select the field for which you want to change the format and choose Field Format from the Options menu.

Or, double-click the field.

4. In the dialog box that appears, click the option you want and click OK.

You won't see any difference in the layout, but when you choose Browse from the layout menu, you see any data in the field in the new format.

**Note:** When you enter numbers, dates, or times in a formatted field, ClarisWorks doesn't apply the formatting until you tab to leave the field or click in another field.

### **See Also**

[Adding a Field to a Layout](#)

[Adding Borders Around Fields](#)

[Arranging Records in Columns](#)

[Changing the Appearance of Text in a Field](#)

[Deleting a Field from a Layout](#)

[Moving a Field in a Layout](#)

[Renaming a Layout](#)

[Resizing a Field in a Layout](#)

[Revising a Layout](#)

[Viewing Changes to a Layout](#)

## Deleting a Field from a Layout

You can delete a defined [field](#) from a [layout](#) without affecting the field data. The field is still a part of the database document, although it is not used in the layout.

### **To delete a field from a layout:**

1. In the layout, select the field you want to delete (click the field).  
If you want to remove the [field name](#), too, press Shift and click the name.
2. Press Backspace or Delete.  
The field disappears from the layout.

### **See Also**

[Adding a Field to a Layout](#)

[Adding Borders Around Fields](#)

[Arranging Records in Columns](#)

[Changing the Appearance of Text in a Field](#)

[Changing Number, Date, and Time Formats](#)

[Moving a Field in a Layout](#)

[Renaming a Layout](#)

[Resizing a Field in a Layout](#)

[Viewing Changes to a Layout](#)

## Moving a Field in a Layout

Fields are graphic objects, so you move them as you would any graphic object.

### **To move a field:**

1. In the layout, hold down Shift and click the field name and the field you want to move.

Handles appear on both the field and the field name.

2. Drag them together to a new position in the layout.

To drag just one, click either the field or the field name.

### **See Also**

[Adding a Field to a Layout](#)

[Adding Borders Around Fields](#)

[Arranging Records in Columns](#)

[Changing Number, Date, and Time Formats](#)

[Changing the Appearance of Text in a Field](#)

[Moving an Object](#)

[Renaming a Layout](#)

[Resizing a Field in a Layout](#)

[Viewing Changes to a Layout](#)

## Renaming a Layout

You can rename a [layout](#) at any time.

### **To rename a layout:**

1. Choose the name of the layout you want to rename from the Layout menu.
2. Choose Layout Info from the Layout menu.
3. Type a new name for the layout and click OK.

### **See Also**

[Adding a Field to a Layout](#)

[Adding Borders Around Fields](#)

[Arranging Records in Columns](#)

[Changing Number, Date, and Time Formats](#)

[Changing the Appearance of Text in a Field](#)

[Moving a Field in a Layout](#)

[Resizing a Field in a Layout](#)

[Viewing Changes to a Layout](#)

## Resizing a Field in a Layout

Fields are graphic objects, so you can resize them as you would any graphic object.

### **To resize a field:**

1. In the layout, click the field you want to resize.  
Handles appear on the field.
2. Drag one of the handles until the field is the size you want.

### **See Also**

[Adding a Field to a Layout](#)

[Adding Borders Around Fields](#)

[Arranging Records in Columns](#)

[Changing Number, Date, and Time Formats](#)

[Changing the Appearance of Text in a Field](#)

[Moving a Field in a Layout](#)

[Renaming a Layout](#)

[Resizing an Object](#)

[Viewing Changes to a Layout](#)



## Viewing Changes to a Layout

When you choose Layout from the Layout menu to work with a [layout](#), you are in the graphics environment. [Fields](#) and [field names](#) appear as graphic objects, and you can make any changes to them that you can make to any other graphic object. To see how your layout changes look, you must choose Browse from the Layout menu.

To make viewing your changes more convenient, you can use two views of your layout. Then you can make changes and see their effect at the same time.

### **To create two views of a layout:**

1. Having opened a layout to make changes to it, choose New View from the Layout menu.  
Another layout window appears.
2. Hold down Ctrl and choose Tile from the Window menu to position one window above the other.
3. Click in the new window and choose Browse from the Layout menu.
4. Make your changes in the Layout window and view them in the Browse window.

### **See Also**

[Adding a Field to a Layout](#)

[Adding Borders Around Fields](#)

[Arranging Records in Columns](#)

[Changing Number, Date, and Time Formats](#)

[Changing the Appearance of Text in a Field](#)

[Deleting a Field from a Layout](#)

[Moving a Field in a Layout](#)

[Renaming a Layout](#)

[Resizing a Field in a Layout](#)

[Using the Browse View](#)

[Working with the Tool Palette](#)

## Selecting a Record

In the Browse view, you can select one or more records individually or a group of records together. You must select a record before you can perform such tasks as cutting, copying, pasting, deleting, hiding, or showing the record.

**To select a single record:** Click anywhere in the record outside of a field.

**To select a group of records in List View:**

- Drag the pointer through the records you want to select.
- Hold down Ctrl and click one or more records (the records don't have to be consecutive).
- Hold down Shift, click the first record you want to select in a sequence of records, and then click the last record in the sequence.

The status panel indicates the number of selected records, and the selected records are highlighted.

**To deselect a record:** Click another record or hold down the Ctrl key and click a selected record.

**To deselect all records:** Press Enter on the numeric keypad.

### **See Also**

[Hiding and Showing Records](#)

[Viewing Records](#)

## Setting Up a Database Document

You can set document options for a new database document, or you can change document option settings for an existing document. ClarisWorks is preset to:

- Use a top, bottom, and left margin of zero, and a right margin of one-half inch.
- Use a starting page number of 1.
- Display document pages one page at a time.
- Show margins and page guides when Page View is selected from the Window menu.
- Consider the first page of your document to be the same as the rest of the document and not a title page.

### To change database document options:

1. Choose Document from the Format menu to open the Document dialog box for the database environment.
2. Change the options you want to change and click OK.

| This document option: | Does this:   | Preset to:   |
|-----------------------|--|--|
| Margins               | Determines the size of the blank border at the top, bottom, right, and left of your document text                          | The minimum margins required by the printer you're using |
| Starting Page #       | Designates the starting page number used on the first page of your document  | 1  |
| Display pages         | Determines whether ClarisWorks displays pages side by side, and the number of pages that it displays side by side          | Display one page at a time                               |
| Show Margins          | Determines whether the margins appear on the screen when Page View is selected from the Window menu or only when you print | On   |
| Show Page Guides      | Determines whether the <u>page guides</u> appear on the screen when Page View is selected from the Window menu             | On   |
| Title Page            | Makes the first page of your document a title page, which means that headers and footers won't print on that page          | Off  |

### See Also

[Changing Margins](#)

[Creating a Database Document](#)

[Printing a Document](#)

[Setting Document Preferences](#)

[Viewing a Page Before Printing](#)

## Understanding Field Types

The field type determines what kind of data you can type in a [field](#) and what work you can do with the data. When you define a field, you assign a field type to the field at the same time that you give the new field a [name](#).

The following table lists the field types, the type and number of characters you can enter for each type, and typical examples.

| This field type: | Can contain:   | Examples:   |
|------------------|--|---|
| Text             | About 500 letters, numbers, or symbols   | Last Name, Description, City, Product Name          |
| Number           | Any number of up to 254 characters on one line   | Weight, Distance, Cost, Temperature                 |
| Date             | Data in the date format set for the field. For your convenience, you can enter dates in the MM/DD/YY format, no matter what format is assigned to the field.             | Hire Date, Ship Date, Date of Birth                 |
| Time             | Data in the time format set for the field. You can set a 12-hour or 24-hour format. Enter times in a HH:MM:SS format.  | Hours Billed, Time of Order                         |
| Calculation      | The results of a calculation derived from a formula that you create when you define the field  | Due Date, Total Cost, Sales Tax                     |
| Summary          | The results of a calculation derived from a formula that you create when you define the field. Summary fields only work in the <a href="#">summary part</a> of a layout. | Total Sales by Region, Average Temperature by Month |

**Note:** You can change a field's text attributes and numeric, date, and time formats in [the Layout view](#).

### See Also

[Changing Number, Date, and Time Formats](#)

[Changing the Appearance of Field Text](#)

[Defining a Field](#)

[Using the Layout View](#)

## Understanding Layout Types

ClarisWorks includes several different layout types, which are described in the following table. You can use these [layouts](#) as they are or customize them.

| Use this layout type: | To display:   |
|-----------------------|---|
| Standard              | All of the fields you defined for the document, in the order you defined them, with each field on a separate line, and the fields stacked vertically. The <a href="#">field name</a> appears to the left of each field. |
| Columnar              | Fields in columns. Field labels become the column headers and each record appears as a row.   |
| Labels                | Fields as they print on your mailing label stock. You select fields to include, specify the label width and height, and specify the number of labels across the page.   |
| Blank                 | Fields the way you want. A new blank layout doesn't contain any fields or other objects until you customize it by adding the fields, layout parts, and other objects you want to include.                               |
| Duplicate             | An exact copy of the current layout. Make a duplicate layout to change a few elements of a layout without giving up the original or starting from scratch.  |

### **See Also**

[Creating and Working with Layouts](#)

[Revising a Layout](#)

[Using the Layout View](#)

[Working with Mailing Labels](#)

## Viewing Records

You can view records one after the other in a scrolling list or one by one. ClarisWorks is preset to display records in a list.

**To view records one by one:** Choose List View from the Layout menu.

The check mark next to List View on the Layout menu disappears to show that it is no longer selected.

**Note:** If the List View command on the Layout menu is not available, choose Page View on the Window menu first. The check mark next to Page view disappears. Then choose List View from the Layout menu.

**To return to viewing records as a list:** Choose List View from the Layout menu again.

A check mark next to List View on the Layout menu indicates that it is selected.

**Note:** To see the records as a list, you can also choose Page View from the Window menu. When Page View is selected, List View on the Layout menu is not available.

### **See Also**

Selecting Records

Using the Browse View

## Working with Layout Parts

A part is a section of a [layout](#) with a special purpose. For example, a layout could contain a header, body, grand summary, sub-summary, and footer part. You can use layout parts to organize data on the page or to summarize data within the database document.

A new standard layout contains one part -- a body -- that contains all the data in your [records](#). You can add other parts when you need them. You decide which [fields](#), [field names](#), or graphics to place in each part based on where you want them to appear. The following topics explain how to work with layout parts:

[Adding a Grand Summary Part to a Layout](#)

[Adding a Sub-Summary Part to a Layout](#)

[Adding a Summary Field to a Summary Part](#)

[Copying Summary Information](#)

[Creating a Summary Part](#)

[Defining a Summary Field](#)

[Deleting a Layout Part](#)

[Inserting a Header or Footer Part](#)

[Resizing Layout Parts](#)

[Sorting Records for a Sub-Summary Part](#)

[Understanding Layout Parts](#)

### **See Also**

[Creating and Working with Layouts](#)

[Revising a Layout](#)

[Understanding Layout Types](#)

[Using the Layout View](#)

## Adding a Grand Summary Part to a Layout

There are three steps to creating a grand summary part containing a summary field, and adding the grand summary part to the [layout](#) is the second step. Before adding the grand summary part to the layout, you should [define the summary field](#) you want to use in the summary part.

### **To add a grand summary part to a layout:**

1. In the layout to which you want to add the part, choose Insert Part from the Layout menu.
2. In the Insert Part dialog box, click Leading or Trailing Grand Summary.

Leading Grand Summary inserts a summary part below the header at the beginning of your document, and Trailing Grand Summary inserts the summary part above the footer at the end of your document.

3. Click OK.

After adding the grand summary part to the layout, the third step is to [add the summary field to the part](#). To see your grand summary field, you must choose Browse from the Layout menu and Page View from the Window menu.

### **See Also**

[Adding a Sub-Summary Part to a Layout](#)

[Adding a Summary Field to a Summary Part](#)

[Copying Summary Information](#)

[Creating a Summary Part](#)

[Defining a Summary Field](#)

[Deleting a Layout Part](#)

[Inserting a Header or Footer Part](#)

[Resizing Layout Parts](#)

[Sorting Records for a Sub-Summary Part](#)

[Understanding Layout Parts](#)



## Adding a Sub-Summary Part to a Layout

There are four steps to creating a sub-summary part, and adding the sub-summary part to the [layout](#) is the second step. Before adding the sub-summary part to the layout, you should [define the summary field](#) you want to use in the summary part.

### **To add a sub-summary part to a layout:**

1. In the layout to which you want to add the part, choose Insert Part from the Layout menu.
2. In the Insert Part dialog box, click Sub-summary When Sorted By.
3. Choose a Sort field from the list on the right, and click OK.
4. In the Part Position dialog box, click Above or Below to indicate whether the sub-summary should appear above or below each subgroup of sorted records.

After adding the sub-summary part to the layout, you [add the summary field to the part](#) and then [sort your records according to the sub-summary part](#).

**Note:** To see your sub-summary field, you must choose Browse from the Layout menu, choose Page View from the Window menu.

### **See Also**

[Adding a Grand Summary Part to a Layout](#)

[Adding a Summary Field to a Summary Part](#)

[Copying Summary Information](#)

[Creating a Summary Part](#)

[Defining a Summary Field](#)

[Deleting a Layout Part](#)

[Inserting a Header or Footer Part](#)

[Resizing Layout Parts](#)

[Sorting Records for a Sub-Summary Part](#)

[Understanding Layout Parts](#)

## Adding a Summary Field to a Summary Part

Before adding a summary field to a summary part, you must both define the summary field and create the summary part to which you want to add the field.

### **To add a summary field to a summary part:**

1. In the layout, choose Insert Field from the Layout menu.
2. In the Insert Field dialog box, select the name of the summary field you defined, and click OK (or double-click the field name)

The field and field name appear in the body part of the layout.

3. Select the summary field and its field name and drag them into the summary part.

Choose Browse from the Layout menu, and then choose Page View from the Window menu to see the contents of a grand summary field in the specified layout position.

**Note:** You don't have to place a summary field in a sub-summary part. For example, you could use the part as a divider for sorted records by adding a solid line.

### **See Also**

[Adding a Grand Summary Part to a Layout](#)

[Adding a Sub-Summary Part to a Layout](#)

[Copying Summary Information](#)

[Creating a Summary Part](#)

[Defining a Summary Field](#)

[Deleting a Layout Part](#)

[Inserting a Header or Footer Part](#)

[Resizing Layout Parts](#)

[Sorting Records for a Sub-Summary Part](#)

[Understanding Layout Parts](#)

## Copying Summary Information

You can copy the contents of summary fields from a database and paste them into a spreadsheet or another database. ClarisWorks places the field data in the Clipboard, separated by tab characters, in the order in which the fields were created. Field names are not copied.

### **To copy the contents of summary fields:**

1. In Browse view, make sure Page View is selected on the Window menu.  
You see a check mark next to the menu command if it is selected.
2. Sort the records according to the summary field you want to display.
3. Press the Enter key on the numeric keypad to deselect all records in your database document.
4. Choose Copy Summaries from the Edit menu (or press Ctrl+C).

ClarisWorks copies summary field information to the Clipboard.

### **See Also**

- [Adding a Grand Summary Part to a Layout](#)
- [Adding a Sub-Summary Part to a Layout](#)
- [Adding a Summary Field to a Summary Part](#)
- [Creating a Summary Part](#)
- [Defining a Summary Field](#)
- [Deleting a Layout Part](#)
- [Inserting a Header or Footer Part](#)
- [Resizing Layout Parts](#)
- [Sorting Records for a Sub-Summary Part](#)
- [Understanding Layout Parts](#)

## Creating a Summary Part

A summary part displays information calculated by a summary [field](#) using data from one or more [records](#). You can create two types of summaries in a database document -- a grand summary and a sub-summary. When you want to summarize data found in a set of records, [create a grand summary part](#). When you want to sort a database by one field and summarize some data related to that field, [create a sub-summary part](#).

### To create a summary part:

1. Define a summary field.
2. In the [layout](#) you want to use, create a grand summary or sub-summary part.
3. Move the summary field into the summary part.
4. If you created a sub-summary part, sort the records.

**Note:** To see your summaries, you must choose Browse from the Layout menu and Page View from the Window menu. The records must also be sorted according to the summary field you want to see.

### See Also

[Adding a Grand Summary Part to a Layout](#)

[Adding a Sub-Summary Part to a Layout](#)

[Adding a Summary Field to a Summary Part](#)

[Copying Summary Information](#)

[Defining a Summary Field](#)

[Deleting a Layout Part](#)

[Inserting a Header or Footer Part](#)

[Resizing Layout Parts](#)

[Sorting Records for a Sub-Summary Part](#)

[Understanding Layout Parts](#)

## Defining a Summary Field

You define a summary field by entering a formula that computes a result of a specified type and enters that result in the field. The formula for a summary field consists of functions, constants, operators, and information from other fields in the same record. A summary field does not appear in a standard layout. You insert a summary field in a layout after you create the appropriate summary part.

### To define a summary field:

1. Choose Define Fields from the Layout menu.
2. In the Define Fields dialog box, type a name for the field in the Name box (up to 63 characters).
3. Click Summary in the Type area, and click Create.
4. In the Enter Formula dialog box, build a formula that produces the summary results you want. **Tip**

As you click field names, operators, and functions, the formula appears in the Formula box. You can also type the formula, or you can copy a formula from a spreadsheet or other source and paste it into the Formula box. Some of the functions you can use in a summary field are SUM, COUNT, and AVERAGE.

5. Choose the type of result you want (text, number, date, time, calculation, or summary) from the Format Result As list.
6. Click OK to confirm the formula and return to the Define Fields dialog box.

ClarisWorks checks the formula and alerts you of any errors. If there are no errors, ClarisWorks computes the result for that field in every record.

7. Click Done.

**Note:** When you click a field name to enter it in a formula, ClarisWorks inserts a single quotation mark at the beginning and end of the name. If you type a field name in a formula, you must also type the single quotation marks around the name. You should also type double quotation marks around text constants.

### See Also

[Adding a Grand Summary Part to a Layout](#)

[Adding a Sub-Summary Part to a Layout](#)

[Adding a Summary Field to a Summary Part](#)

[Copying Summary Information](#)

[Creating a Calculation Field](#)

[Creating a Summary Part](#)

[Defining a Field](#)

[Deleting a Layout Part](#)

[Entering a Function in a Database Formula](#)

[Inserting a Header or Footer Part](#)

[Resizing Layout Parts](#)

[Sorting Records for a Sub-Summary Part](#)

[Understanding Layout Parts](#)

## Deleting a Layout Part

If you find you have created a part you don't need, you can delete it from the layout.

### **To delete a layout part:**

1. In the layout, remove all fields, field names, and other objects from the layout part.

2. Move the pointer to the line that defines the part.

When the pointer is on the line it becomes a crossbar with a double arrow.

2. Drag the line up until the part disappears.

You can delete any layout part except the body part.

### **See Also**

[Adding a Grand Summary Part to a Layout](#)

[Adding a Sub-Summary Part to a Layout](#)

[Adding a Summary Field to a Summary Part](#)

[Copying Summary Information](#)

[Creating a Summary Part](#)

[Defining a Summary Field](#)

[Inserting a Header or Footer Part](#)

[Resizing Layout Parts](#)

[Sorting Records for a Sub-Summary Part](#)

[Understanding Layout Parts](#)

## Inserting a Header or Footer Part

You can insert a header or footer part into a layout and add text or graphics, or drag a database field into the header or footer. Anything you add to the header or footer appears on every printed page of a report created from that layout or in the Browse view of that layout.

### **To insert a header or footer part into a layout:**

1. In the layout to which you want to add a header or footer, choose Insert Part from the Layout menu.
2. In the Insert Part dialog box, click Header or Footer, and click OK.

ClarisWorks returns you to the layout. You can now drag the new part up or down to resize it and add whatever elements you want.

### **See Also**

[Adding a Grand Summary Part to a Layout](#)

[Adding a Sub-Summary Part to a Layout](#)

[Adding a Summary Field to a Summary Part](#)

[Copying Summary Information](#)

[Creating a Summary Part](#)

[Defining a Summary Field](#)

[Deleting a Layout Part](#)

[Resizing Layout Parts](#)

[Sorting Records for a Sub-Summary Part](#)

[Understanding Layout Parts](#)

## Resizing Layout Parts

You can make a part larger so it can hold more fields, field names, or other objects or smaller to make more room for other parts.

### **To resize a layout part:**

1. In the layout, move the pointer to the line that defines the part.

When the pointer is on the line it becomes a crossbar with a double arrow.

2. Drag the part line up or down to the position you want.

Choose Browse from the Layout menu to see the changes you've made to the layout.

### **See Also**

[Adding a Grand Summary Part to a Layout](#)

[Adding a Sub-Summary Part to a Layout](#)

[Adding a Summary Field to a Summary Part](#)

[Copying Summary Information](#)

[Creating a Summary Part](#)

[Defining a Summary Field](#)

[Deleting a Layout Part](#)

[Inserting a Header or Footer Part](#)

[Sorting Records for a Sub-Summary Part](#)

[Understanding Layout Parts](#)



## Sorting Records for a Sub-Summary Part

Before sorting records for a sub-summary part, you must [define the summary field](#), [create the sub-summary part](#) to which you want to add the field, and if you want, [add the field to the summary part](#).

### **To sort the records for a sub-summary part:**

1. Choose Browse from the Layout menu, and choose Sort Records from the Organize menu.
2. In the Sort Records dialog box, click the [field](#) that you sorted your [records](#) by.  

This field is the same one you chose as the "Sort by" field in the Insert Part dialog box when you added the sub-summary part to your [layout](#). This field should always be sorted first.
3. Click Move to move the field into the Sort Order box.  

Add more fields to the [sort order](#) if you want to refine the sort.
4. Click OK.
5. Choose Browse from the Layout menu, and then choose Page View from the Window menu to see the contents of the summary field in the specified layout position.

### **See Also**

[Adding a Grand Summary Part to a Layout](#)

[Adding a Sub-Summary Part to a Layout](#)

[Adding a Summary Field to a Summary Part](#)

[Copying Summary Information](#)

[Creating a Summary Part](#)

[Defining a Summary Field](#)

[Deleting a Layout Part](#)

[Inserting a Header or Footer Part](#)

[Resizing Layout Parts](#)

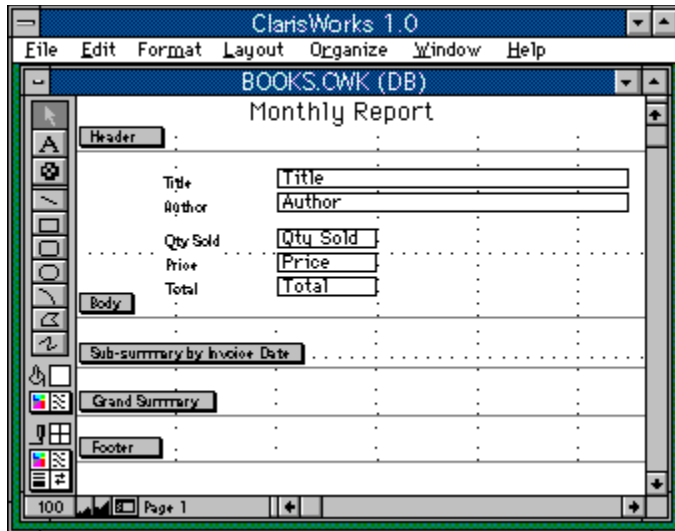
[Sorting Records](#)

[Understanding Layout Parts](#)

## Understanding Layout Parts

In the Layout view, each layout part is delineated by a line across the window and a label that identifies the part type. Once you add a part, you can resize it or delete it (except for the the body part, which cannot be deleted).

**Click different areas of the window for more information.**



### **See Also**

[Adding a Grand Summary Part to a Layout](#)

[Adding a Sub-Summary Part to a Layout](#)

[Adding a Summary Field to a Summary Part](#)

[Copying Summary Information](#)

[Creating a Summary Part](#)

[Defining a Summary Field](#)

[Deleting a Layout Part](#)

[Inserting a Header or Footer Part](#)

[Resizing Layout Parts](#)

[Sorting Records for a Sub-Summary Part](#)

[Using the Layout View](#)

**Header**

A header part contains data that appears at the top of each page in the Browse view and when you print. A header part is different from a page header. A header part pertains only to a specific database layout. For example, in a columnar layout, field names, such as Invoice Number and Price, can appear as column headers in the header part.

If your document has a page header and a header part, the page header shows or prints above the header part.

**Grand Summary**

A grand summary part contains one or more summary fields that summarize data for either a set of records or all records in a database document. For example, a grand summary part could report a total of all sales entered in all records. You can place a grand summary at the beginning or end of a database report.

**Body**

A body part contains the data in all the current database records. A new Standard layout contains only a body part.

**Sub-Summary**

A sub-summary part contains a summary field that summarizes data for a group of sorted records. For example, you could sort sales records by item number and add a sub-summary part to show subtotals by item number. You can place sub-summary parts before or after each sorted group of records.

**Footer**

A footer part contains data that appears at the bottom of each page in the Browse view and when you print. A footer part is different from a page footer. A footer part organizes or labels data within a specific database layout, while a page footer appears in any layout and in any ClarisWorks document. If your document has a page footer and a footer part, the page footer shows or prints below the footer part.

## Working with Mailing Labels

You can use a database document to create mailing labels by creating a mailing label [layout](#). ClarisWorks prints on a variety of label sheets and continuous labels, or you can design a layout for custom labels. The following topics explain how to work with mailing labels.

[Changing the Number of Labels Across](#)

[Changing the Space Between Label Rows](#)

[Printing Continuous Sheets of Labels](#)

[Printing Individual Sheets of Labels](#)

### **See Also**

[Creating a Mailing Label Layout](#)

[Creating and Working with Layouts](#)

[Revising a Layout](#)

[Understanding Layout Types](#)

[Using the Layout View](#)



## Changing the Number of Labels Across

After defining your initial layout, you can change the number of labels that print across the page, if necessary.

### **To change the number of labels that print across the page:**

1. Choose Browse from the Layout menu.
2. Choose Layout Info from the Layout menu.
3. In the Layout Info dialog box, change the number of columns.
4. Click OK.
5. Choose Page View from the Window menu to see your changes.

### **See Also**

[Changing the Space Between Label Rows](#)

[Creating a Mailing Label Layout](#)

[Printing Continuous Sheets of Labels](#)

[Printing Individual Sheets of Labels](#)

## Changing the Space Between Label Rows

After defining your initial layout, you can adjust the space between label rows, if necessary.

### **To change the space between label rows:**

1. Choose Layout from the Layout menu and click the graphics tool.
2. Choose Show Rulers from the Window menu.
3. Position the pointer on the boundary line for the body part of your layout.

The pointer changes to a crossbar with a double arrow.

4. Drag the Body part label or the boundary line downward to the position you want.

Choose Browse from the Layout menu and Page View from the Window menu to see the effects of your changes.

### **See Also**

[Changing the Number of Labels Across](#)

[Creating a Mailing Label Layout](#)

[Printing Continuous Sheets of Labels](#)

[Printing Individual Sheets of Labels](#)

[Using the Browse View](#)

[Using the Rulers](#)

## Printing Continuous Sheets of Labels

Mailing labels on continuous sheets of fan-fold paper are used primarily with dot-matrix printers. Before printing, make sure the height of the body part for the label equals the measurement from the top of one label to the top of the next label below it.

### **To print on continuous sheets of labels:**

1. Choose Document from the Format menu.
2. Set the Top and Bottom margins to zero and click OK.
3. Choose Print Setup from the File menu.
4. Select the paper size that corresponds to the labels you are using and click OK.

Pick the paper size that is an even multiple of the height of a single label. The size "Letter 8 1/2 X 11 in." works well with 1-inch labels.

5. Position the labels in your printer and choose Print from the File menu.

### **See Also**

[Changing the Number of Labels Across](#)

[Changing the Space Between Label Rows](#)

[Choosing a Printer](#)

[Printing Individual Sheets of Labels](#)

[Setting Printer Options](#)

## Printing Individual Sheets of Labels

Mailing labels on individual sheets of paper can be used with a variety of printers. Before printing, make sure the height of the body part for the label equals the measurement from the top of one label to the top of the next label below it. Try printing a few labels, and if they still do not align correctly, adjust the top, bottom, left, and right margins in the Document dialog box.

### **To print on individual label sheets:**

1. Choose Print Setup from the File menu.
2. Select the paper size you'll be using and click OK.
3. Choose Document from the Format menu.
4. Measure the distance between the top of the paper and the first label (usually 0.5 inch), and set the top margin to this distance.
5. Measure the distance between the left edge of the sheet and the first label (usually 0.5 inch), and set the left margin to this distance.
6. Place the sheets of labels in the printer's paper tray and choose Print from the File menu.

### **See Also**

[Changing the Number of Labels Across](#)

[Changing the Space Between Label Rows](#)

[Choosing a Printer](#)

[Creating a Mailing Label Layout](#)

[Printing Continuous Sheets of Labels](#)

[Setting Printer Options](#)

# Functions Reference

ClarisWorks provides powerful functions to help you perform calculations on data in spreadsheets and databases. The following topics describe the functions, including how to use them. The functions are grouped by category, and there is also an alphabetical list of all functions. For more detailed information, refer to appendix A in the *ClarisWorks Handbook*.

[About Functions](#)

[Alphabetical List of Functions](#)

[Business and Financial Functions](#)

[Date and Time Functions](#)

[Information Functions](#)

[Logical Functions](#)

[Numeric Functions](#)

[Statistical Functions](#)

[Text Functions](#)

[Trigonometric Functions](#)

## About Functions

A function is a predefined, named formula you can either type or paste in a spreadsheet or database to perform a calculation. Functions simplify formulas that would otherwise be complex. For example, the SUM function eliminates the need to type a series of values separated by plus signs.

Functions consist of a name followed by one or more arguments enclosed in parentheses. Arguments are the values you supply to a function so that it can perform a calculation. For example, this formula uses the SUM function to add the values in column A, rows 2 through 10:

```
= SUM (A2..A10)
```

Valid function arguments include:

- a text, numeric, date, or time database field or spreadsheet cell
- the result of an expression or calculation
- a constant value
- a logical (Boolean) value or expression

If a function has optional arguments, they are shown enclosed in curly braces, such as {type}.

### **See Also**

[Alphabetical List of Functions](#)

[Entering a Formula](#)

[Entering a Function](#)

## Alphabetical List of Functions

The following is a list of all ClarisWorks functions in alphabetical order.

ABS (Absolute Value)

ACOS (Arc Cosine)

ALERT

AND

ASIN (Arc Sine)

ATAN (Arc Tangent)

ATAN2 (Arc Tangent 2)

AVERAGE

BEEP

CHAR (Character)

CHOOSE

CODE (ASCII Code)

COLUMN

CONCAT (Concatenate)

COS (Cosine)

COUNT

COUNT2

DATE

DATETOTEXT

DAY

DAYNAME

DAYOFYEAR

DEGREES

ERROR

EXACT

EXP (Exponent)

FACT (Factorial)

FIND

FRAC (Fraction)

FV (Future Value)

HLOOKUP (Horizontal Look Up)

HOUR

IF

INDEX

INT (Integer)

IRR (Internal Rate of Return)  
ISBLANK  
ISERROR  
ISLOGICAL  
ISNA (Is Not Available)  
ISNUMBER  
ISTEXT  
LEFT  
LEN (Length)  
LN (Natural Log)  
LOG  
LOG10 (Log to Base 10)  
LOOKUP  
LOWER  
MACRO  
MATCH  
MAX (Maximum)  
MID (Middle)  
MIN (Minimum)  
MINUTE  
MIRR (Modified Rate of Return)  
MOD (Modulo)  
MONTH  
MONTHNAME  
NA (Not Available)  
NOT  
NOW  
NPER (Number of Periods)  
NPV (Net Present Value)  
NUMTOTEXT  
OR  
PI  
PMT (Payment)  
PRODUCT  
PROPER  
PV (Present Value)  
RADIANS



RAND (Random)  
RATE  
REPLACE  
REPT (Repeat)  
RIGHT  
ROUND  
ROW  
SECOND  
SIGN  
SIN (Sine)  
SQRT (Square Root)  
STDEV (Standard Deviation)  
SUM  
TAN (Tangent)  
TEXTTODATE  
TEXTTONUM  
TEXTTOTIME  
TIME  
TIMETOTEXT  
TRIM  
TRUNC (Truncate)  
TYPE  
UPPER  
VAR (Variance)  
VLOOKUP (Vertical Look Up)  
WEEKDAY  
WEEKOFYEAR  
YEAR

## Business and Financial Functions

The following business and financial functions operate on numbers and require numeric expressions as arguments. Business and financial functions also result in a number, unless otherwise stated.

FV (Future Value)

IRR (Internal Rate of Return)

MIRR (Modified Internal Rate of Return)

NPER (Number of Periods)

NPV (Net Present Value)

PMT (Payment)

PV (Present Value)

RATE

## FV (Future Value)

Calculates the future value of an investment and a series of added payments, based on a given interest rate and a given number of periods.

**Format:** FV (*rate*, *nper*, *pmt*, {*pv*}, {*type*})

### Arguments:

- *rate*: Interest rate per period
- *nper*: Number of periods
- *pmt*: Payment to be made per period
- *pv*: Optional. Present value of investment
- *type*: Optional. Type of payment scheme.(0 or 1; preset to 0, which means payments are due at the end of the period.)

### Example:

FV (9%,12,-100,-3000) returns \$10452.07 (using the Currency format)

Shows the future value of an investment of \$3,000, to which \$100 annual payments are added for 12 years at a 9% rate of return.

## IRR (Internal Rate of Return)

Calculates an approximate internal rate of return (IRR) on an investment and series of cash flows. Calculations are based on your repeated approximations of the IRR. If you don't enter a guess, the default rate is 10%. After 20 guesses, this function returns a #NUM! error. You can then try another value.

**Format:** IRR (*range* {,*guess*})

### Arguments:

- *range*: A range of cells containing future cash flow amounts in the order they are paid out or received; the first amount is the initial investment and is negative
- *guess*: Your estimated internal rate of return (a numeric expression)

### Example:

IRR (C1...C11) returns 7.87% (when using the Percent format and when C1...C11 contains the following values: -220000, 0, 25000, 40000, 40000, 40000, 40000, 40000, 40000, 40000, and 40000.)

Shows that a projected expenditure of \$220,000 increases revenues by \$25,000 the second year and \$40,000 for each of the next eight years.

**Note:** Not available in databases.

## MIRR (Modified Internal Rate of Return)

Calculates the modified internal rate of return (MIRR) of a series of cash flows, given safe and risk investment rates.

**Format:** MIRR (*safe*, *risk*, *values*,...)

### Arguments:

- *safe*: Rate returned by the investment that finances the negative cash flows
- *risk*: Rate at which the positive cash flows can be reinvested
- *values*: Future cash flows (ranges can be used for values)

### Example:

MIRR (10%,15%,-5000,2000, 4000,-2000,5000) returns 19.66% (when using the Percent format)

This MIRR results from the cash flow values shown, a safe rate of 10%, and a risk rate of 15%.

## NPER (Number of Periods)

Calculates the number of periods of an investment involving constant cash flows.

**Format:** NPER (*rate*, *pmt*, *pv* {*,fv*} {*,type*})

### Arguments:

- *rate*: Interest rate per period
- *pmt*: Payment to be made per period
- *pv*: Present value of the investment
- *fv*: Optional. Future value of the investment or cash value remaining after final payment. If omitted, assumed to be 0.
- *type*: Optional. Type of payment scheme. (0 or 1; preset to 0, which means payments are due at the end of the period.)

### Example:

NPER (10%/12,-250,10000) returns 48.86 months (when using a fixed number format with a precision of 2)

Shows that a \$10,000 purchase at a 10% interest rate, monthly payments of \$250, and nothing down requires 49 monthly payments (10%/12 is a 10% rate over 12 months.)

## NPV (Net Present Value)

Calculates the net present value (NPV) of an investment based on a series of future cash flows, assuming a fixed interest rate.

**Format:** NPV(*interest-rate*, *payment1*,*payment2*,...)

### Arguments:

- *interest-rate*: Periodic interest rate
- *payment values*: A series of values, such as payments or income. Must be entered in chronological order. (Ranges can be used for values.)

### Example:

NPV (10%,-5000,0,10000,10000,10000) returns \$16007.04 (when using the Currency format)

Shows that the NPV of a \$5,000 investment, followed by an income flow of 0, \$10,000, \$10,000, and \$10,000 is \$16,007.04 after four years.

## PMT (Payment)

Calculates payments given the interest rate, number of periods, present value, future value, and type of payment.

**Format:** PMT (*rate*, *nper*, *pv* {*,fv*} {*,type*})

### Arguments:

- *rate*: Interest rate per period
- *nper*: Number of periods
- *pv*: Present value of the investment
- *fv*: Optional. Future value of the investment or cash value remaining after final payment. If omitted, assumed to be 0.
- *type*: Optional. Type of payment scheme. (0 or 1; preset to 0, which means payments are due at the end of the period.)

### Example:

PMT (10%/12,36,12000,-2000) returns -\$339.34 (when using the Currency format; 10%/12 is a 10% rate over 12 months.)

Shows that a \$12,000 purchase minus a \$2,000 down payment over 36 months at a 10% interest rate requires monthly payments of \$339.34.



## PV (Present Value)

Calculates the present value (PV) of an investment, which is the current value of a series of future payments, based on a specific periodic interest rate over a given number of periods for a given payment amount.

**Format:** PV (*rate*, *nper*, *pmt* {*fv*} {*type*})

### Arguments:

- *rate*: Interest rate per period
- *nper*: Number of periods
- *pmt*: Payment to be made per period
- *fv*: Optional. Future value of the investment or cash value remaining after final payment. If omitted, assumed to be 0.
- *type*: Optional. Type of payment scheme. (0 or 1; preset to 0, which means payments are due at the end of the period.)

### Example:

PV (10%,5,-100,5000) returns -2725.5279 (using a fixed number format with a precision of 4).

Shows that to accumulate \$5,000 in five years, when making payments of \$100 at the end of each year, you would have to invest \$2,725.53 now, at an interest rate of 10%.

## RATE

Calculates the interest rate required for a present value to grow to a specified future value when compounded over a given term. If either the present value or the term is 0, the function returns a #DIV/0! error.

**Format:** RATE (*fv*, *pv*, *term*)

**Arguments:**

- *fv*: Future value of the investment
- *pv*: Present value of the investment
- *term*: Number of payments (must be a positive number)

**Example:**

RATE (20000,5000,10\*12) returns .0116 (when using a fixed format with a precision of 4)

Shows that a monthly interest rate of 1.16% (or 13.9% annually) is required for \$5,000 to grow to \$20,000 in 10 years. The 10 represents the number of years, and is multiplied by 12 to find the number of monthly payments.

## Date and Time Functions

The following date and time functions perform calculations on date, time, or numeric expressions, and their arguments must be specified as serial numbers. The part of the number to the left of the decimal point represents the number of days since January 1, 1904 (that date being 0). The part of the number to the right of the decimal point represents the time of day. Negative numbers represent days before January 1, 1904.

Results of date and time functions are serial numbers that can be reformatted in spreadsheets with Number (Format menu), or in databases with Field Format (Options menu).

DATE

DATETOTEXT

DAY

DAYNAME

DAYOFYEAR

HOUR

MINUTE

MONTH

MONTHNAME

NOW

SECOND

TEXTTODATE

TEXTTOTIME

TIME

TIMETOTEXT

WEEKDAY

WEEKOFYEAR

YEAR

## DATE

Calculates a serial number for the specified date.

**Format:** DATE (*year, month, day*)

**Arguments:**

- *year*: The desired year (1 to 29941). If you use a two-digit number, the number is interpreted as the first century.
- *month*: The desired month of the year (1 to 12)
- *day*: The desired day of the month (1 to 31)

**Example:**

DATE (1997,4,20) returns 34078.

Shows that the date April 20, 1997, translates to the serial number 34078.

## DATETOTEXT

Converts a date to text from the supplied serial number and format.

**Format:** DATETOTEXT (*serial-number* {*format-number*})

### Arguments:

- *serial-number*: The number of days before or after January 1, 1904
- *format-number*: Optional. A number in the range 0 to 4 (see the following table of formats).

| This format number: | Returns:                     |
|---------------------|------------------------------|
| 0                   | 12/22/90 (the preset format) |
| 1                   | Dec 22, 1990                 |
| 2                   | December 22, 1990            |
| 3                   | Sat, Dec 22, 1990            |
| 4                   | Saturday, December 22, 1990  |

### Example:

DATETOTEXT (31990, 1) returns Aug 2, 1991

Shows that the day represented by the serial number 31990 is Aug 2, 1991.

### See Also

TEXTTODATE

## DAY

Converts a serial number to a day of the month.

**Format:** DAY (*serial-number*)

**Argument:**

- *serial-number*: The number of days before or after January 1, 1904

**Example:**

DAY (31990) returns 2

Shows that the serial number 31990, or August 2, 1991, is day 2 of the month.

**See Also**

DATE

## DAYNAME

Converts a number to the name of the day of the week.

**Format:** DAYNAME (*number*)

**Argument:**

- *number*: A number from 1 to 7

**Example:**

DAYNAME (5) returns Thursday

Shows that Thursday is day 5 of the week.

## DAYOFYEAR

Converts a serial number to the day of the year.

**Format:** DAYOFYEAR (serial-number)

**Argument:**

- *serial-number*: The number of days from January 1, 1904

**Example:**

DAYOFYEAR (34078) returns 110

Shows that the serial number 34078 represents the 110th day of the year 1997.

**See Also**

DATE



## HOUR

Converts the time portion of a serial number to the number of the hour (in the range 0-23).

**Format:** HOUR (*serial-number*)

**Argument:**

- *serial-number*: The numbers after the decimal point of a serial number, which signify the time of day

**Example:**

HOUR (0.5660) returns 13

Shows that the serial number 0.5660 represents the thirteenth hour, or 1:00 PM.

## MINUTE

Calculates minutes for a serial number.

**Format:** MINUTE (*serial-number*)

**Argument:**

- *serial-number*: The numbers after the decimal point of a serial number, which signify the time of day

**Example:**

MINUTE (0.5660) returns 35

Shows that the serial number 0.5660 represents the thirteenth hour and the thirty-fifth minute, or 1:35 PM.

## MONTH

Converts a serial number to the number of the corresponding month.

**Format:** MONTH (*serial-number*)

**Argument:**

- *serial-number*: The number of days from January 1, 1904

**Example:**

MONTH (34078) returns 4

Shows that the serial number 34078, or April 20, 1997, is the fourth month of that year.

**See Also**

DATE

## MONTHNAME

Calculates the name of a month from its number. The argument could be the MONTH function, which would return the month number from the serial number.

**Format:** MONTHNAME (*number*)

**Argument:**

- *number*: A number in the range 1 to 12

**Example:**

MONTHNAME (4) returns April

Shows that the fourth month of the year is April.

## NOW

Depending on the format of the cell, calculates the current date or serial number of the current date and time based on the internal clock of the PC.

**Format:** NOW ( )

**Argument:** No argument

**Example:**

NOW ( ) returns July 5, 1992

Shows that the function was last executed on July 5, 1992, and that the cell was formatted as a date.

## SECOND

Calculates the seconds for a serial number.

**Format:** SECOND (*serial-number*)

**Argument:**

- *serial-number*: The numbers after the decimal point of a serial number, which signify the time of day

**Example:**

SECOND (0.5664) returns 37

Shows that the serial number 0.5664 (1:35 PM) contains 37 seconds.

**See Also**

DATE

## TEXTTODATE

Converts a date written in text to its serial number.

**Format:** TEXTTODATE (*date-text*)

**Argument:**

- *date-text*: Date as text expression, enclosed in quotation marks

**Example:**

TEXTTODATE ("4/20/97") returns 34078

Shows that the date 4/20/97 translates to the serial number 34078.

**See Also**

DATETOTEXT

## TEXTTOTIME

Converts a time written in text to its serial number.

**Format:** TEXTTOTIME (*time-text*)

**Argument:**

- *time-text*: Time as text expression, in hours, minutes, seconds order, enclosed in quotation marks. Seconds are optional and you can use the AM or PM designations.

**Example:**

TEXTTOTIME ("13:30") returns 0.5625

Shows that the time 13:30 (24-hour clock) translates to the serial number 0.5625.

**See Also**

[TIMETOTEXT](#)



## TIME

Converts a specified time (based on a 24-hour clock) into a serial number.

**Format:** TIME (*hour, minute, second*)

**Arguments:**

- *hour*: A number in the range 0 to 23
- *minute*: A number in the range 0 to 59
- *second*: A number in the range 0 to 59

**Example:**

TIME (12,0,0) returns 0.5

Shows that 12 noon is halfway through the day.

## TIMETOTEXT

Converts a time serial number to text.

**Format:** TIMETOTEXT (*serial-number* {,*format*})

### Arguments:

- *serial-number*: The numbers after the decimal point of a serial number, which signify the time of day
- *format*: Optional. A number in the range 0 to 3 (see the following table of formats). Using a format other than 1, 2, or 3 causes the results to display in the preset format.

| This format number: | Returns:   |
|---------------------|--|
| 0                   | Hour:min AM/PM (using a 12-hr clock). This is the preset format. |
| 1                   | Hour:min:sec AM/PM (using a 12-hr clock)                         |
| 2                   | Hour:min (using a 24-hr clock)                                   |
| 3                   | Hour:min:sec (using a 24-hr clock)                               |

### Example:

TIMETOTEXT (0.75,3) returns 18:00:00

Shows that the serial number 0.75, using format 3, represents an even 18 hundred hours on a 24-hour clock.

## WEEKDAY

Converts a serial number to a number for the day of the week.

**Format:** WEEKDAY (*serial-number*)

**Argument:**

- *serial-number*: The number of days from January 1, 1904

**Example:**

WEEKDAY (32768) returns 7

Shows that the serial number 32768, or September 18, 1993, is the seventh day of the week (Saturday).

## WEEKOFYEAR

Converts a serial number into the number for the week in the year (from 1 to 54).

**Format:** WEEKOFYEAR (*serial-number*)

**Argument:**

- *serial-number*: The number of days from January 1, 1904

**Example:**

WEEKOFYEAR (32768) returns 38

Shows that the serial number 32768, or September 18, 1993, falls in the thirty-eighth week of the year.

## YEAR

Computes the year for a serial number.

**Format:** YEAR (*serial-number*)

**Argument:**

- *serial-number*: The number of days from January 1, 1904

**Example:**

YEAR (32768) returns 1993

Shows that the serial number 32768, or September 18, 1993, falls in the year 1993.

**See Also**

DATE

## Information Functions

Information functions return numeric, text, or logical values. Arguments are text, numeric expressions, and valid cells.

ALERT

BEEP

CHOOSE

COLUMN

ERROR

HLOOKUP (Horizontal Look Up)

INDEX

LOOKUP

MACRO

MATCH

NA (Not Available)

ROW

TYPE

VLOOKUP (Vertical Look Up)

## ALERT

Displays a message in a dialog box.

**Format:** ALERT (*value*)

**Argument:**

- *value*: Any text or numeric expression

**Example:**

```
ALERT ("Whoops!")
```

Displays a dialog box that shows Whoops!

**Note:** Not available in databases.

## BEEP

Plays the alert sound set in the Windows Control Panel.

**Format:** BEEP ( )

**Argument:** No argument

**Example:**

```
IF (A1>=10, BEEP ( ), "Less than 10")
```

Plays an alert beep if the contents of cell A1 are greater than or equal to 10. If the value in cell A1 is less than 10, the text "Less than 10" is displayed.



## CHOOSE

Returns the value specified by the argument index from a list of values (up to 250 characters).

**Format:** CHOOSE (*index*, *value1*, *value2*, ...)

**Arguments:**

- *index*: A number or numeric expression
- *value*: A text or a numeric expression

**Example:**

CHOOSE (3, "1st", "second", 7, "last") returns 7.

The index is 3, and 7 is the third value listed.

## COLUMN

Returns the column number of the current cell or that of the cell referred to.

**Format:** COLUMN ({*cell*})

**Argument:**

- *cell*: A cell reference

**Example:**

COLUMN (B7) returns 2

Shows that the cell B7 is in the B column, which is column 2.

**Note:** Not available in databases.

**See Also**

[ROW](#)

## ERROR

Returns the value #ERROR!

**Format:** ERROR ( )

**Argument:** No argument

**Example:**

IF (ISBLANK (A1), "HI", ERROR ( ))

Assuming cell A1 has some data in it, the result is #ERROR! If cell A1 is blank, the result is HI.

**See Also**

[NA \(Not Available\)](#)

## HLOOKUP (Horizontal Look Up)

A horizontal (row) lookup that searches the top row of the range indicated in the argument *compare-range* looking for the search value (*lookup value*). If the search condition is met (as determined by the *method* argument), the row number of the found cell is offset by the amount specified in *index*. The function then returns the contents of that cell. If the search condition is not met, an error is returned.

**Format:** HLOOKUP (*lookup-value, compare-range, index {,method}*)

### Arguments:

- *lookup-value*: A text or numeric expression
- *compare-range*: A cell range of 1 or more rows
- *index*: A numeric expression
- *method*: Optional. Use 1 to return the first number less than or equal to the given value when *compare-range* is increasing from left to right. Use -1 to return the first number greater than or equal to the given value when *compare-range* is decreasing from left to right. Use 0 to return the exact match to the given value.

### Example:

HLOOKUP (22.5, B1..E5, 4) returns 25

Shows that the greatest number less than or equal to 22.5 is 21, found in cell D1.  
Adding the row index of 4 produces cell D5, which contains 25.

**Note:** Not available in databases.

### See Also

[LOOKUP](#)

[VLOOKUP \(Vertical Look Up\)](#)

## INDEX

Returns the value of the cell whose position is determined by the row and column offsets from the first cell specified in the *range* argument.

**Format:** INDEX (*range*, *row*, *column*)

**Arguments:**

- *range*: A cell range of one or more rows
- *row*: A number or numeric expression whose value is within the range specified
- *column*: A number or numeric expression whose value is within the range specified

**Example:**

INDEX (B1..D5, 3,2) returns 12

Shows that the number 12 is in the cell that is in the third cell down and the second row over from B1 (the start of the range).

**Note:** Not available in databases.

# LOOKUP

Searches for the given value (row by row) in the first range (*compare-range*) and returns the value of the corresponding cell in the second range (*result-range*). If no cells satisfy the search criteria, an error is returned.

**Format:** LOOKUP (*lookup-value*, *compare-range*, *result-range* {*,method*})

## Arguments:

- *lookup-value*: A text or numeric expression
- *compare-range*: A cell range
- *result-range*: A cell range
- *method*: Optional. Use -1 to indicate a descending range that contains values in decreasing order from left to right and top to bottom. Use 1 to indicate an ascending range, where values are in increasing order from left to right and top to bottom. Use 0 for an exact match, where range order is not important.

**Note:** When specifying an ascending or descending range, be sure all the values are in order or you can get unexpected results.

## Example:

LOOKUP (5.5, B1..C5, D1..E5) returns 23

Shows that the greatest number less than or equal to 5.5 is 5, and its corresponding spot in *result-range* is cell D3, which contains 23.

**Note:** Not available in databases.

## See Also

[HLOOKUP \(Horizontal Look Up\)](#)

[VLOOKUP \(Vertical Look Up\)](#)

## MACRO

Plays the ClarisWorks macro specified by the *text* argument.

**Format:** MACRO (*text*)

**Argument:**

- *text*: The exact name of a saved ClarisWorks macro (case sensitive, enclosed in quotation marks)

**Example:**

MACRO ("SalesChart")

Executes a macro that creates a chart in a spreadsheet.

## MATCH

Returns the position of a value's first occurrence in a range with respect to the start of the range.

**Format:** MATCH (*lookup-value*, *compare-range* {*type*})

### Arguments:

- *lookup-value*: A text or a numeric expression
- *compare-range*: A cell range
- *type*: Optional. Use -1 to indicate a descending range that contains values in decreasing order from left to right and top to bottom. Use 1 to indicate an ascending range, where values are in increasing order from left to right and top to bottom. Use 0 for an exact match, where range order is not important.

**Note:** When specifying an ascending or descending range, be sure all the values are in order or you can get unexpected results.

### Example:

MATCH ("f", B1..C5, 0) returns 6

Shows that the letter *f* is the sixth element in the range. The function searches a row from left to right to find a match, and then drops down to look at the next row in the range.

**Note:** Not available in databases.



## NA (Not Available)

Returns the error value #N/A!

**Format:** NA ( )

**Argument:** No argument

**Example:**

IF (ISBLANK (A1), "HI", NA ( ))

If cell A1 has data in it, the result is #N/A! If cell A1 is empty, the result is HI.

**Note:** Not available in databases.

## ROW

Returns the row number of the current cell or that of the cell referred to.

**Format:** ROW (*{cell}*)

**Argument:**

- *cell*: Optional. Must be a cell reference

**Example:**

ROW (B7) returns 7

Shows that cell B7 is in row 7.

**Note:** Not available in databases.

**See Also**

[COLUMN](#)

## TYPE

Returns a number that represents one of four types of data that can be used in the argument *value*: blank, logical, number, and text.

**Format:** TYPE (*value*)

**Argument:**

- *value*: Any expression

**Example:**

| This expression: | Returns: | For this type of data:            |
|------------------|----------|-----------------------------------|
| A5               | 1        | Blank (assuming cell A5 is empty) |
| TRUE             | 2        | Logical                           |
| 1.5              | 3        | Number                            |
| "hello"          | 4        | Text                              |
| PI ( )           | 3        | Number                            |

## VLOOKUP (Vertical Look Up)

A vertical (column) lookup that searches the left column of the range indicated in the argument *compare-range* looking for the search value (*lookup-value*). If the search condition is met (as determined by the *method* argument), the column number of the found cell is offset by the amount specified in *index*. The function then returns the contents of that cell. If the search condition is not met, an error is returned.

**Format:** VLOOKUP (*lookup-value*, *compare-range*, *index* {, *method*})

**Arguments:**

- *lookup-value*: A text or numeric expression
- *compare-range*: A cell range of one or more rows
- *index*: A numeric expression
- *method*: Optional. Use -1 to indicate a descending range that contains values in decreasing order from left to right and top to bottom. Use 1 to indicate an ascending range, where values are in increasing order from left to right and top to bottom. Use 0 for an exact match, where range order is not important.

**Note:** When specifying an ascending or descending range, be sure all the values are in order or you can get unexpected results.

**Example:**

VLOOKUP (5.5, B1..E5, 1) returns 212

Shows that the greatest number in column B that is less than or equal to 5.5 is 5, found in cell B3. Applying the index of 1 results in cell C3, containing 212.

**Note:** Not available in databases.

**See Also**

[HLOOKUP \(Horizontal Look Up\)](#)

[LOOKUP](#)

## Logical Functions

Some of the following logical functions evaluate Boolean expressions as true or false conditions. Others evaluate arguments that are not actual Boolean expressions, such as text or arithmetic operations that do not make a true or false statement. Logical functions take numbers, arithmetic operations, equations, cell references, and field names as arguments. Following established convention, logical functions generally interpret nonzero whole or real numbers as true and a 0 argument as false, unless the purpose of the function is to invert the condition of the argument (for example, the NOT function). Some of the functions evaluate text arguments as false, while others return an error condition.

AND

IF

ISBLANK

ISERROR

ISLOGICAL

ISNA (Is Not Available)

ISNUMBER

ISTEXT

NOT

OR

## AND

Evaluates the argument or arguments and returns TRUE if all arguments are true. If one argument is false, the AND function returns FALSE. If the argument is a number or arithmetic operation (such as 1+1) rather than an equation (such as  $1 + 1 = 2$ ), then 0 equals FALSE and all other values equal TRUE.

**Format:** AND (*logical1*, *logical2*, ...)

**Arguments:**

- *logical1*: A numeric expression
- *logical2*: A numeric expression

**Example:**

AND (B1) returns TRUE

Shows that cell B1 contains a nonzero number.

**See Also**

OR

## IF

Determines whether a value or logical expression is zero (FALSE) or nonzero (TRUE).

**Format:** IF (*logical*, *true-value*, *false-value*)

**Arguments:**

- *logical*: A numeric value or logical expression
- *true-value*: A text or numeric expression
- *false-value*: A text or numeric expression

**Example:**

IF (C1,5,10) returns 10 (the false-value) if cell C1 is empty, and returns 5 (the true-value) if C1 is nonzero

Shows that if the *logical* argument evaluates as TRUE (nonzero), the result of the function is the second argument.

## ISBLANK

Determines whether an expression is blank (TRUE) or whether there is a number or text in the expression (FALSE).

**Format:** ISBLANK (*value*)

**Argument:**

- *value*: A text or numeric expression

**Example:**

ISBLANK ("test") returns FALSE

Shows that the expression is not blank.

## ISERROR

Determines whether an error has occurred in evaluating an expression.

**Format:** ISERROR (*value* {*error-type*})

**Arguments:**

- *value*: A numeric or a text expression
- *error-type*: Optional. Any of the following predefined errors:
  - #N/A! - not available
  - #DIV/0! - divide by zero
  - #VALUE! - invalid value
  - #NUM! - invalid number
  - #REF! - reference to invalid cell
  - #ARG! - invalid # of arguments or incorrect argument type
  - #USER! - user-defined error
  - #DATE! - invalid date
  - #TIME! - invalid time
  - #ERROR! - not a true error

**Example:**

ISERROR (K7) returns FALSE

Shows that no error was encountered when evaluating cell K7, assuming K7 contains text or a valid number.



## ISLOGICAL

Determines whether the argument contains a Boolean expression, in other words whether the value, operation, or equation in the argument can be evaluated as either true or false. Returns TRUE (zero) if the expression is Boolean and FALSE (nonzero) if it is not.

**Format:** ISLOGICAL (*value*)

**Argument:**

- *value*: A text, number, cell reference, or function that evaluates as a Boolean value

**Example:**

ISLOGICAL (1<2) returns TRUE

Shows that the logical expression is Boolean.

## ISNA (Is Not Available)

Tests the contents of a cell for the #N/A! error condition and returns TRUE if it finds this error. This function is useful to check the results of formulas that contain the MATCH, LOOKUP, VLOOKUP, or HLOOKUP functions.

**Format:** ISNA (*value*)

**Argument:**

- *value*: Any text, number, cell reference, or function

**Example:**

ISNA (TRUE) returns FALSE

Shows that TRUE is a Boolean expression, not the #N/A! error.

**Note:** Not available in databases.

**See Also**

[HLOOKUP \(Horizontal Look Up\)](#)

[ISERROR](#)

[LOOKUP](#)

[MATCH](#)

[VLOOKUP \(Vertical Look Up\)](#)

## ISNUMBER

Determines whether an expression is a number (TRUE) or not (FALSE).

**Format:** ISNUMBER (*value*)

**Argument:**

- *value*: Any text, number, cell reference, or function that evaluates to a number (not text or blank)

**Example:**

ISNUMBER ("a") returns FALSE.

Shows that the argument *value* returns text, not a number.

**See Also**

ISTEXT

## ISTEXT

Determines whether an expression is text (TRUE) or not (FALSE). (See ISNUMBER.)

**Format:** ISTEXT (*value*)

**Argument:**

- *value*: Any text, number, cell reference, or function that evaluates as text (not a number)

**Example:**

ISTEXT ("hello") returns TRUE

Shows that the argument *value* returns text.

**See Also**

[ISNUMBER](#)

## NOT

Gives the opposite result of a logical value or expression. The argument must be numeric. Except for TRUE and FALSE, this function does not interpret text. If the argument is a number or arithmetic operation (such as 1+1) rather than an equation (such as 1+1=2), then 0 equals TRUE and all other values equal FALSE.

**Format:** NOT (*logical*)

**Argument:**

- *logical*: Must evaluate to a Boolean expression

**Example:**

NOT (0) returns TRUE

Shows that 0 evaluates as False.

## OR

Evaluates the argument or arguments and returns TRUE if any argument is true. It only returns FALSE if all arguments are false. If the argument is a number or arithmetic operation (such as 1+1) rather than an equation (such as 1+1=2), then 0 equals FALSE and all other values equal TRUE.

**Format:** OR (*logical1*, *logical2*, ...)

**Arguments:**

- *logical1*: A numeric expression
- *logical2*: A numeric expression

**Example:**

OR (5, 0,6) returns TRUE

Shows that at least one argument is not zero.

## Numeric Functions

Numeric functions in the following list perform numeric calculations and require numeric expressions as arguments. Unless otherwise stated, numeric functions result in a number. Numeric results are formatted as specified by using Number (Format menu) in spreadsheets, or Field Format (Options menu) in databases.

ABS (Absolute Value)

EXP (Exponent)

FACT (Factorial)

FRAC (Fraction)

INT (Integer)

LN (Natural Log)

LOG

LOG10 (Log to Base 10)

MOD (Modulo)

PI

RAND (Random)

ROUND

SIGN

SQRT (Square Root)

TRUNC (Truncate)

## ABS (Absolute Value)

Calculates the absolute value of the argument. Result is either a positive number or zero.

**Format:** ABS (*number*)

**Argument:**

- *number*: A numeric expression

**Example:**

ABS (A1) returns 0

Shows that cell A1 is blank.



## EXP (Exponent)

Calculates  $e$  to the power of the argument *number*.

**Format:** EXP (*number*)

**Argument:**

- *number*: A numeric expression

**Example:**

EXP (sin (radians (45) ) ) returns 2.02811

Shows that the number can be produced from other calculations. In this case, the sine of 45 degrees is 0.71..., and  $e^{0.71}$  equals 2.02811.

## FACT (Factorial)

Calculates the factorial of a number.

**Format:** FACT (*number*)

**Argument:**

- *number*: A positive whole number

**Example:**

FACT (5) returns 120

Shows that the factorial of 5 is 120, because  $5 \times 4 \times 3 \times 2 \times 1 = 120$ .

## FRAC (Fraction)

Calculates the fractional part of a real number. The result is always positive.

**Format:** FRAC (*number*)

**Argument:**

- *number*: A numeric expression

**Example:**

FRAC (22.575) returns 0.575

Shows that the fractional part of the number (to the right of the decimal point) is .575.

## INT (Integer)

Returns the integer closest to the value in the argument *number*. This integer is equal to or less than, but not greater than *number*. If the argument is a positive real number, the fraction is truncated. A negative real number is rounded down to the next lowest whole number.

**Format:** INT (*number*)

**Argument:**

- *number*: A numeric expression

**Example:**

INT (5.76) returns 5

Shows that 5 is the integer closest to, but not greater than, the value in the argument *number*.

## LN (Natural Log)

Calculates the natural logarithm of a number.

**Format:** LN (*number*)

**Argument:**

- *number*: A positive number

**Example:**

LN (2.71828) returns 1 (when using a fixed format and a precision of 2)

Shows that the natural log of 2.71828 is 1.

## LOG

Calculates the logarithm of a number to a base.

**Format:** LOG (*number* {*base*})

**Arguments:**

- *number*: A positive number
- *base*: Optional. A positive number, not equal to 1. If omitted, the base is assumed to be 10.

**Example:**

LOG (2) returns 0.301 (when using a fixed format with a precision of 3)

Shows that the logarithm of 2 is 0.301. Because no argument is included for base, the base is assumed to be 10.

## LOG10 (Log to Base 10)

Calculates the logarithm of a number to base 10. It is the inverse of the number E in scientific notation.

**Format:** LOG10 (*number*)

**Argument:**

- *number*: A positive number

**Example:**

LOG10 (C2) returns 5 if cell C2 contains 100000

Shows that LOG10 returns the exponent of a scientific representation of the number.

## MOD (Modulo)

Calculates the remainder when the *number* is divided by the *divisor-number*. The result has the same sign as the value in *number*.

**Format:** MOD (*number*, *divisor-number*)

**Arguments:**

- *number*: A number, cell reference, or arithmetic operation
- *divisor-number*: Must not be 0

**Example:**

MOD (4.5, -2) returns 0.5

Shows that negative numbers can be used, but the sign of the result is that of the dividend (4.5), not the divisor.

**See Also**

[TRUNC \(Truncate\)](#)



## PI

Supplies the value of  $\pi$  -- the ratio of the circumference to the diameter of a circle.

**Format:** PI ( )

**Argument:** No argument

**Example:**

PI ( ) returns 3.141592653...

Shows the approximate value of  $\pi$ .

## RAND (Random)

Generates a random number. If no argument is supplied, the return value is between 0 and 1.

**Format:** RAND (*{number}*)

**Argument:**

- *number*: Optional. If supplied, the return value is an integer between 1 and *number*.

**Example:**

RAND ( ) \* 5 returns 0.67, 4.57, 2.1, and so on

Shows that when no argument is provided, RAND returns a number between 0 and 1 and multiplies it by 5 to return real (fractional) numbers.

## ROUND

Returns a number rounded to the specified number of digits from the decimal point.

**Format:** ROUND (*number*, *number-of-digits*)

**Arguments:**

- *number*: A number or numeric expression
- *number-of-digits*: A number or numeric expression. A negative number of digits represents the number of digits to the left of the decimal point. A positive number of digits represents the number of digits to the right of the decimal point.

**Example:**

ROUND (1572.589, -2) returns 1600

Shows that the number 1572.589 rounded to two decimal points to the left of the decimal point is 1600.

## SIGN

Returns 1 when the argument *number* is positive, -1 when it is negative, and 0 and when it is zero.

**Format:** SIGN (*number*)

**Argument:**

- *number*: A number or numeric expression

**Example:**

SIGN (123.56) returns 1

Shows that the number 123.56 is a positive number.

## SQRT (Square Root)

Calculates the square root of a number.

**Format:** SQRT (*number*)

**Argument:**

- *number*: A positive number or numeric expression

**Example:**

SQRT (12.25) returns 3.5

Shows that the square root of 12.25 is 3.5.

## TRUNC (Truncate)

Truncates a number to an integer by discarding the fractional portion of the number.

**Format:** TRUNC (*number*)

**Argument:**

- *number*: A numeric expression

**Example:**

TRUNC (10.9) returns 10

Shows that the integer of the number 10.9 is 10.

**See Also**

[FRAC \(Fraction\)](#)

[INT \(Integer\)](#)

[MOD \(Modulo\)](#)

[ROUND](#)

## Statistical Functions

The statistical functions that follow perform statistical calculations and require numeric expressions as arguments. The numeric expression can be a number, cell reference, or range. Unless otherwise stated, statistical functions result in a number.

AVERAGE

COUNT

COUNT2

MAX (Maximum)

MIN (Minimum)

PRODUCT

STDEV (Standard Deviation)

SUM

VAR (Variance)

## AVERAGE

Calculates the average of the set of numbers given as arguments.

**Format:** AVERAGE (*number1*, *number2*,...)

**Argument:**

- *number1*, *number2*: A number, cell reference, or range

**Example:**

AVERAGE (5,7 9,10) returns 7.75

Shows that the average of the four arguments is 7.75.



## COUNT

Returns the number of arguments given. Blank cells are not counted.

**Format:** COUNT (*value1*, *value2*,...)

**Arguments:**

- *value1*, *value2*: Any text, number, cell, range reference, or expression. You can combine the different types of values in the same list.

**Example:**

COUNT (10, 20, B2) returns 3

Shows that there are three numbers in the list.

## COUNT2

Reads the value in *searchvalue*, searches the remaining arguments for occurrences of that value, and displays the count in the cell or field specified.

**Format:** COUNT2 (*searchvalue*, *value1*,...)

**Arguments:**

- *searchvalue*: A number, cell reference, or range
- *value*: A number, cell reference, or range

**Example:**

COUNT2 (10, 20, 10, 34, 10) returns 2

Shows that the value of the first argument, 10, occurs twice in the arguments that follow.

## MAX (Maximum)

Returns the largest number in the list of arguments (the maximum value found).

**Format:** MAX (*number1*, *number2*,...)

**Arguments:**

- *number1*, *number2*: A number, cell reference, or range

**Example:**

MAX (5, -2.2, -11) returns 5

Shows that 5 is the largest (maximum) number found in the list.

## MIN (Minimum)

Returns the smallest number in the list of arguments (the minimum value found).

**Format:** MIN (*number1*, *number2*,...)

**Arguments:**

- *number1*, *number2*: A number, cell reference, or range

**Example:**

MIN (10, 0, -20.5 , 0.25) returns -20.5

Shows that -20.5 is the smallest (minimum) number found in the list.

## PRODUCT

Calculates the product of the numbers in the argument list.

**Format:** PRODUCT (*number1*, *number2*,...)

**Arguments:**

- *number1*, *number2*: A number, cell reference, or range

**Example:**

PRODUCT (5, 10, 2, 1) returns 100

Shows that  $5 \times 10 \times 2 \times 1 = 100$ .

## STDEV (Standard Deviation)

Calculates the standard deviation of a population based on a sample given as a list of arguments. A standard deviation is a measure of how widely values are dispersed from the average value (the mean).

**Format:** STDEV (*number1, number2,...*)

**Arguments:**

- *number1, number2*: A number, cell reference, or range

**Example:**

STDEV (15, 21, 30, 56.886) returns 18.500

Shows that the standard deviation of the list of arguments is 18.500.

## SUM

Adds the numbers in the argument list.

**Format:** SUM (*number1*, *number2*,...)

**Arguments:**

- *number1*, *number2*: A number, cell reference, or range

**Example:**

SUM (5, 10, 2, 1) returns 18

Shows that the numbers in the list, when added, equal 18.

## VAR (Variance)

Calculates the variance of a population based on a sample given as a list of arguments.

**Format:** VAR (*number1*, *number2*,...)

**Arguments:**

- *number1*, *number2*: A number, cell reference, or range

**Example:**

VAR (115, 121, 130, 156) returns 327

Shows that the variance of the list of arguments is 327.



## Text Functions

The following text functions operate on text values. Unless otherwise stated, text functions require text expressions as arguments and produce text results.

CHAR (Character)

CODE (ASCII Code)

CONCAT (Concatenate)

EXACT

FIND

LEFT

LEN (Length)

LOWER

MID (Middle)

NUMTOTEXT

PROPER

REPLACE

REPT (Repeat)

RIGHT

TEXTTONUM

TRIM

UPPER

**Note:** In all calculations that refer to the position of characters, ClarisWorks refers to the first character as position 1, not as position 0.

## CHAR (Character)

Returns the ASCII character corresponding to the value specified in *number*.

**Format:** CHAR (*number*)

**Argument:**

- *number*: A number, the address of a cell that contains a number, or a field that contains a number. The number can be fractional, but the fraction is discarded.

**Example:**

CHAR (99.8) returns c

Shows that the 99th ASCII code is c (the fractional portion of the number is ignored).

## CODE (ASCII Code)

Returns the numeric ASCII code of the first character in the argument *text*.

**Format:** CODE (*text*)

**Argument:**

- *text*: A text expression

**Example:**

CODE ("z") returns 122

Shows that the ASCII code for lowercase z is 122.

## CONCAT (Concatenate)

Joins (concatenates) strings of text.

**Format:** CONCAT (*text1*, *text2*,...)

**Arguments:**

- *text1*, *text2*: A text expression

**Example:**

CONCAT ("Look at ", B7, ":", B8) returns "Look at 5: WOW!" (when B7 contains 5 and B8 contains "WOW!")

Shows that text in the function's argument list and text in a cell reference can be joined into one text phrase.

## EXACT

Returns the logical value TRUE if both arguments *text1* and *text2* are identical in case and characters.

**Format:** EXACT (*text1*, *text2*)

**Arguments:**

- *text1*, *text2*: Any text expression

**Example:**

EXACT ("dog", "DOG") returns FALSE

Shows that the words in the function's arguments are not identical.

## FIND

Searches the text used as the argument *in-text* for a character or series of characters specified in the *find-text* argument. It starts at the character position represented by *start-offset* and returns the starting position of *find-text*. The search is case-sensitive and blanks are counted.

**Format:** FIND (*find-text*, *in-text* {*start-offset*})

### Arguments:

- *find-text*: The text expression you want to find. Enclose text in quotation marks.
- *in-text*: The text expression that you want searched. Enclose text in quotation marks.
- *start-offset*: Optional. Must be a numeric expression greater than or equal to 0.

### Example:

FIND ("e", "where in the World") returns 3

Shows that e is the third character in the text phrase, "where in the World".

## LEFT

Returns the number of characters specified in the *number-of-characters* argument from the text specified in the *text* argument. The returned text string starts from the leftmost character in the *text* argument, and extends for the given number-of-characters.

**Format:** LEFT (*text*, *number-of-characters*)

**Arguments:**

- *text*: A text expression
- *number-of-characters*: A number, a cell reference, or a field name that contains a number

**Example:**

LEFT ("Pauline Mitchell", 4) returns Paul.

Shows that the first four characters in the text are Paul.

## LEN (Length)

Counts the number of characters in the *text* argument, including spaces, numbers, and special characters.

**Format:** LEN (*text*)

**Argument:**

- *text*: A text expression

**Example:**

LEN ("Cowabunga!") returns 10

Shows that the text in the *text* argument contains 10 characters.



## LOWER

Converts uppercase characters in text to lowercase.

**Format:** LOWER (*text*)

**Argument:**

- *text*: A text expression

**Example:**

LOWER ("Wow, LOOK!") returns "wow, look!"

Shows that the text in the *text* argument is converted to lowercase.

**See Also**

PROPER

UPPER

## MID (Middle)

Returns the number of characters specified in the *number-of-characters* argument from the text specified in the *text* argument starting at the position indicated by *start-position*.

**Format:** MID (*text*, *start-position*, *number-of-characters*)

### Arguments:

- *text*: A text expression
- *start-position*: A numeric expression. If the expression contains a mathematical operation or equation that produces a real number, the fractional part of the number is truncated.
- *number-of-characters*: A numeric expression

### Example:

MID ("New Example,", 3, 6) returns "w Exam."

Shows that the six characters of "New Example," beginning with the third character, are "w Exam."

## NUMTOTEXT

Converts a number to its textual representation. This function is useful with spreadsheet tasks, such as creating charts, where you don't want a number included in a calculation.

**Format:** NUMTOTEXT (*number*)

**Argument:**

- *number*: a number, cell reference that contains a number, or field name that contains a number

**Example:**

NUMTOTEXT (1992) returns 1992

Shows that 1992, after being converted by NUMTOTEXT, is now interpreted as a label in the chart rather than being included as a part of the data series used to build the chart.

**See Also**

[TEXTTONUM](#)

## PROPER

Capitalizes the first character in each word.

**Format:** PROPER (*text*)

**Argument:**

- *text*: A text expression

**Example:**

PROPER ("Claris software works hard") returns "Claris Software Works Hard".

Shows that the first character of each word in the *text* argument is capitalized.

**See Also**

UPPER

LOWER

## REPLACE

Replaces *old-text* with *new-text* starting from the position indicated by the argument *start-num* and continuing for the number of characters specified in the argument *num-chars*.

**Format:** REPLACE (*old-text*, *start-num*, *num-chars*, *new-text*)

### Arguments:

- *old-text*: A text expression
- *start-num*: A number indicating the starting position in *old-text*
- *num-chars*: A number indicating the number of characters to replace
- *new-text*: A text expression

### Example:

REPLACE ("my sister", 4, 6, "brother") returns "my brother".

Shows that replacing text in the text phrase "my sister", starting with the fourth character and continuing for six characters, returns "my brother".

## REPT (Repeat)

Repeats text the specified number of times.

**Format:** REPT (*text*, *#-of-times*)

**Arguments:**

- *text*: A text expression
- *#-of-times*: A numeric expression equal to or greater than 0

**Example:**

REPT ("\*", 5) returns \*\*\*\*\*

Shows that the character \* is repeated five times, as indicated by the number in the *#-of-times* argument.

## RIGHT

Returns a string of text from the characters in the *text* argument. The returned text string starts from the end of the *text* argument and moves left, retrieving the number of characters specified in *number-of-characters*.

**Format:** RIGHT (*text*, *number-of-characters*)

**Arguments:**

- *text*: A text expression
- *number-of-characters*: The number of characters you want to retrieve

**Example:**

RIGHT ("New Example", 7) returns Example

Shows that, counting from right to left, the seven characters to return are "Example".

## TEXTTONUM

Converts text to a number for functions that require a numeric argument. It retains such special characters as commas, dollar signs, and decimals -- except for cases when the characters conflict with numeric standards.

**Format:** TEXTTONUM (*text*)

**Argument:**

- *text*: A text expression. Enclose text in quotation marks.

**Example:**

TEXTTONUM ("456abc78") returns 45678

Shows that text that does not conform to standard number rules is removed from the text expression when using TEXTTONUM.

**See Also**

NUMTOTEXT



## TRIM

Removes any extra spaces from text.

**Format:** TRIM (*text*)

**Argument:**

- *text*: A text expression

**Example:**

TRIM ("my        dog bobo") returns "my dog bobo"

Shows that extra spaces are deleted from the text expression "my dog bobo".

## UPPER

Converts lowercase characters in text to uppercase.

**Format:** UPPER (*text*)

**Argument:**

- *text*: A text expression

**Example:**

UPPER ("make uppercase") returns "MAKE UPPERCASE"

Shows that the text in the *text* argument is converted to uppercase.

**See Also**

LOWER

PROPER

## Trigonometric Functions

The following trigonometric functions operate on numbers and require numeric expressions as arguments. All trigonometric functions use radians as the units of measurement. However, once you have obtained a result you can convert the radians into degrees using the DEGREE function.

ACOS (Arc Cosine)

ASIN (Arc Sine)

ATAN (Arc Tangent)

ATAN2 (Arc Tangent 2)

COS (Cosine)

DEGREES

RADIANS

SIN (Sine)

TAN (Tangent)

## ACOS (Arc Cosine)

Calculates the arc cosine, or inverse, of a cosine. The result is the corresponding angle in radians, in the range 0 to  $\pi$ .

**Format:** ACOS (*number*)

**Argument:**

- *number*: A cosine value or a simple operation that yields a cosine. Valid range is from -1.0 to 1.0.

**Example:**

ACOS (5/7) returns 0.7752

Shows that the arc cosine of 5/7 (cosine 0.7143) is 0.7752 radians.

## ASIN (Arc Sine)

Calculates the arc sine, or inverse, of a sine. The result is the corresponding angle in radians, in the range  $-\pi/2$  to  $\pi/2$ .

**Format:** ASIN (*number*)

**Argument:**

- *number*: A sine value or a simple operation that yields a sine. Valid range is -1.0 to 1.0

**Example:**

ASIN (1) returns 1.570

Shows that the arc sine of 1 is  $\pi/2$  radians (1.57), which is 90 degrees.

## ATAN (Arc Tangent)

Calculates the arc tangent, or inverse, of a tangent. The result is in the corresponding angle in radians, in the range  $-\pi/2$  to  $\pi/2$ .

**Format:** ATAN (*number*)

**Argument:**

- *number*: A tangent value or a simple operation that yields a tangent.

**Example:**

ATAN (1) returns .785

Shows that the arc tangent of 1 is .785 radians ( $\pi/4$ ), which is 45 degrees.

## ATAN2 (Arc Tangent 2)

Calculates the angle (in radians) between the positive X-axis and a line that starts at the origin (0,0) and passes through the x and y coordinates you specify (*x-number*, *y-number*). The result is the angle in radians, in the range from  $-\pi$  to  $\pi$ .

**Format:** ATAN2 (*x-number*, *y-number*)

### Arguments:

- *x-number*: An x-coordinate value
- *y-number*: A y-coordinate value

### Example:

ATAN2 (1,1) returns .785 ( $\pi/4$  radians)

Shows that the angle between the positive X-axis (1) and the line that passes through the x and y coordinates is .785 radians ( $\pi/4$ ), which is 45 degrees.

## COS (Cosine)

Calculates the cosine of a number, where the *number* argument is the angle in radians.

**Format:** COS (*number*)

**Argument:**

- *number*: A numeric value or expression in radians

**Example:**

COS (1.0472) returns 0.5

Shows that the cosine of 1.0472 radians (which is 60 degrees) is 0.5.



## DEGREES

Converts the number of radians to an angle in degrees. The result is an angle in degrees.

**Format:** DEGREES (*radians-number*)

**Argument:**

- *radians-number*: A numeric value in radians

**Example:**

DEGREES (PI( )) returns 180

Shows that p radians is equal to 180 degrees.

**See Also**

[RADIANS](#)

## RADIANS

Converts the number of degrees to radians, which are the standard units used for trigonometric functions.

**Format:** RADIANS (*degrees-number*)

**Argument:**

- *degrees-number*: A numeric expression

**Example:**

RADIANS (90) returns 1.5708

Shows that 90 degrees is equal to approximately 1.5708 radians.

## SIN (Sine)

Calculates the sine of a number, where *number* is the angle in radians.

**Format:** SIN (*number*)

**Argument:**

- *number*: A numeric value or expression in radians

**Example:**

SIN (radians (30) ) returns 0.5

Shows that the sine of 30 degrees is one half (.5).

## TAN (Tangent)

Calculates the tangent of a number, where *number* is the angle in radians.

**Format:** TAN (*number*)

**Argument:**

- *number*: A numeric value or expression in radians

**Example:**

TAN (radians (45) ) returns 1

Shows that the tangent of a 45-degree angle is 1.

## Customer Support

For technical and general product information, call:

- 24-hour Voice AnswerLine: 800-735-7393
- 24-hour Fax AnswerLine: 800-800-8954
- America Online: Keyword CLARIS
- CompuServe: Go CLARIS
- AppleLink: Third Parties:Clariss Icon

## Customer Support by Telephone

Technical support and other Claris benefits such as product update notices are offered only to registered users.

Please have your product serial number ready when you call:

- 24-hour Claris Bulletin Board Service by modem: 408-987-7421
- Technical Support for Macintosh Applications: 408-727-9054
- Technical Support for Microsoft Windows Applications: 408-727-9004

Technical Support Hours: Mon.-Thurs. 6:00 a.m. to 6:00 p.m. Pacific Time  
Fri. 6:00 a.m. to 2:00 p.m. Pacific Time

- Customer Assistance for All Applications: 408-727-8227

Customer Assistance Hours: Mon.-Thurs. 8:00 a.m. to 5:00 p.m. Pacific Time  
Fri. 8:00 a.m. to 2:00 p.m. Pacific Time

## Mailing Addresses

Claris Corporation  
Technical Support  
Mail Stop C-12  
P.O. Box 58168  
Santa Clara, CA 95052-8168

Claris Corporation  
Customer Assistance  
Mail Stop C-11  
P.O. Box 58168  
Santa Clara, CA 95052-8168

## Communications

When you choose Communications in the New Document dialog box, ClarisWorks starts the Windows Terminal application, which you use to communicate with other computers.

For more information about using Terminal, see your Microsoft Windows documentation and help system.



**argument**

The values acted upon by functions. You supply these values. Arguments are always enclosed in parentheses.



**bar chart**

Shows each column or row of data as a bar. Multiple columns or rows of data appear as side-by-side bars. You can show the bars vertically or horizontally and three-dimensionally.

**book**

In a database document, the book icon in the status panel that shows where you are in your database.

**cell range**

In a spreadsheet document, a group of selected cells.

**circular reference**

A formula reference that directly or indirectly refers back to itself.

**Clipboard**

A temporary storage area in computer memory where ClarisWorks places the most recent selection you have cut or copied.

**constant**

A value that you type, as opposed to a value that is the result of a formula.

**continue indicator**

A small rectangle containing an arrow that appears at the bottom of a frame when you are creating linked frames. When you click the continue indicator and draw another frame, the new frame is linked to the previous frame.

**data series**

The values ClarisWorks uses to draw a chart from a spreadsheet.



**default printer**

The printer that ClarisWorks automatically uses when you choose the Print command. You can install more than one printer, but you can only have one default printer.

**environment**

One of four types of software you use to work in different types of documents and frames. Each environment has its own set of menus.

**extension**

A period and three letters placed at the end of a document name to identify the kind of information the document contains. For example, ClarisWorks documents use the extension .CWK.

**field**

Within a database record, a field represents a category of information. You enter information into fields, which can contain names or other text, numbers, dates, times, calculations, or summary information.

**field definition**

A database field's name and additional attributes, such as the type of data the field can contain. A field definition determines the kind of work you can do with the field.

**field name**

The text label that identifies a field in a database document.

**field type**

A classification assigned to a field that determines what kind of information you can store in the field. The six ClarisWorks field types are: Text, Number, Date, Time, Calculation, and Summary.

**file format**

The way an application organizes and stores the contents of a document.



**font**

A collection of type containing the letters of the alphabet, numerals, and symbols and having its own unique appearance.

**font size**

The measure of type size in units called points. A point is equal to 1/72 of an inch. Points describe both the height and width of a character.

**function**

A predefined, named formula you can either type or paste in a spreadsheet or database to perform a calculation. Functions simplify formulas that would otherwise be complex.

**insertion point**

A short blinking vertical line that indicates where text appears when you type.

**layout**

In a database document, a layout organizes information for display, data entry, and printing. You can create several layouts for the same information because a layout is completely separate from the information it presents.

## **layout parts**

In a database layout, layout parts organize data on the page or summarize data within the document. All layouts must have at least one part. You decide which field, field labels, and objects to place in each layout part based on where you want them to appear.

**legend**

The labels for the data series and divisions on a spreadsheet chart.

**line chart**

Shows how values change over time, and are best for showing trends, especially in financial applications.



**link indicator**

A small rectangle containing chain links that appears when you select linked frames.

**operands**

The elements of a formula that are acted upon by operators.

**operators**

Symbols that define the action to be performed in a formula.

**overflow indicator**

A small box containing an X that appears in the bottom left corner of a text frame. The overflow indicator shows that the text you want to paste into a frame exceeds the size of the frame.

## **page guides**

The gray borders around each page that show where the document's top, bottom, left, and right margins are set.

**pathname**

The description of the location of a directory or file. For example, C:\CLARIS\DATA\CLIENT.CWK is the pathname of the CLIENT.CWK file in the DATA subdirectory in the CLARIS directory on drive C.

## **pie chart**

Shows each number as a relative portion of a whole pie. You can create a single pie chart by selecting only one series of data, such as a row, and you can create a chart showing several pies by selecting multiple series of data.

**pointer**

The pointer on the screen that moves when you move the mouse on a flat surface. The pointer changes shape, depending on what you are doing. For example, when you are working with text, the pointer looks like an I-beam.



**record**

A collection of data in a database about a single product, person, or transaction. A record corresponds to a paper form, such as a purchase order, which contains detailed information in different categories.

**scalable font**

A collection of type that can be scaled to any size.

**scatter chart**

Shows discrete points of data without indicating any relationship among the points. A scatter chart is best for showing commonality among, or grouping of values when actual values are of less interest than the overall pattern.

**selection handles**

Handles that appear on an object when it is selected. On a polygon, the selection handles are four black squares at the object's corners.

**selection rectangle**

The rectangle that appears in the graphics environment when you click the graphics tool and drag in the drawing area to select multiple objects. The rectangle disappears when you release the mouse button.

**serial number**

The sequential set of numbers used to store a date or time. A date is converted to the number of days that have elapsed since January 1, 1904. For example, if you enter July 6, 1992, ClarisWorks stores the serial number 32329. A time is converted to a decimal fraction of a whole day. For example, 20:30 (8:30 PM) is stored as 0.85.

**smooth**

Rounds the edges of sharp angles in a polygon or freehand line drawing.

**sort order**

In a database or spreadsheet document, the hierarchy of fields or cells by which you want ClarisWorks to sort. When sorting, ClarisWorks sorts first according to the data in the first field or cell in the hierarchy. When it finds matching data in this field or cell, it sorts according to the second field or cell in the hierarchy, and so on.



**stacked bar chart**

Shows multiple columns or rows of data stacked one on top of the other within a single bar. Similar to a bar chart.

**status panel**

The area in a database window that shows where you are in your database, the sort status of records, and more.

**translator**

A program that changes the file format of a non-ClarWorks document into the ClarWorks file format during the importing process.

**X-Y chart**

Plots one set of data against another, such as expenses against revenues. An X-Y chart is best for showing the effect of one value's change on another.

## **X-Y scatter plot**

Similar to a scatter chart and an X-Y chart. An X-Y scatter plot shows discrete points of data without showing any relationship among the points, and it plots one set of data against another.

## **Database Document Tips**

You can transfer records from one database to another even if the field types in the receiving database's records are different. To transfer your data, first select and copy the database records and then paste the data into a spreadsheet.

After pasting the data into the spreadsheet, rearrange the columns in the order you want to see the data in the receiving database. (Each column corresponds to a field in the database.) Copy the data from the spreadsheet and repaste it into the database. Be sure field types don't conflict with the data you want to copy into them, or the data won't be copied. (For example, you can't copy text into a number field.)

To check the data format for number, date, or time fields, switch to Layout and double-click the field to open the format dialog box for that field type.



You can also add fields from another database document by clicking Select Data in the Mail Merge dialog box. ClarisWorks opens the Select Data dialog box, where you select another database document name.

To print part of the text document, enter a page range before clicking OK in the Print dialog box.

You build formulas in the same way when you create a calculation field, define a summary field, or match records.

## **Graphics Document Tips**

You can drag any of the pen palettes or tear-off menus into a document and keep it open if you're doing a lot of pen work. To do so, select the appropriate icon, drag the palette or menu into your document, and release the mouse button. To close a palette or tear-off menu, click the box in the left corner of the title bar.

If you plan to use the same tool to draw several objects, double-click the tool to select it. The tool remains selected until you select another tool.

Filling arcs is a quick way to create wedge shapes such as those used in pie charts.

You can fill the enclosed areas of a freehand shape by selecting the shape and choosing a fill pattern, a fill color, or both.



After drawing a polygon, you can reshape, smooth, and unsmooth it.

You can drag the color or fill palette into a document and keep it open if you're doing a lot of fill work. To do so, select the palette icon, drag the palette into your document, and release the mouse button. To close a palette, click the box in the left corner of the title bar.

To move an object in a straight line vertically or horizontally, hold down Shift while dragging the object.

## **Spreadsheet Document Tips**

Charts are linked to related data and are automatically updated when data changes. The link is broken when you cut and paste a chart.

You can quickly create a simple formula for addition by clicking in succession the cells you want to add together. ClarisWorks inserts the plus sign between the cell references.

You can quickly select all cells that contain entries by pressing Alt and clicking the selection box in the upper-left corner of the spreadsheet between the row and column headers. ClarisWorks also selects blank cells between cells with entries.

New Topic text goes here.



## Text Document Tips

You can also change the margins for the entire document by Choosing Select All from the Edit menu and moving the indent markers on the ruler.

When working with indented columns of text or numbers, press Ctrl+Enter at the end of a line to move to the beginning of the first column on the next line.

You can also use a formula to calculate data you want in the table as if you were using a formula in a spreadsheet.

## **ClarisWorks Basics Tips**

Scroll through the list to find the word you want. The best possible match is listed first; the least likely match is listed last. Each suggested spelling has a keyboard shortcut beside it that you can use to select it by holding down Alt and pressing the number beside the suggested word.

ClarisWorks skips subsequent occurrences of the word within the same document.

To see a questionable word in its context within a document, click the button with the down arrows below the Cancel button.



If you choose the Change All command, a message reminds you that this command can't be undone. If you click OK, ClarisWorks changes all the information that it finds and displays a message telling you how many changes it made.

If you want to set a starting number other than 1 for your page numbers, choose Document from the Format menu and type the number in the Starting Page # box.

If you want a fixed date or time in a document, type the entry as text. Otherwise, ClarisWorks updates the date or time whenever you open or print the document.

You can also use the Windows File Manager to make backup copies. See your *ClarisWorks Handbook* for more information.

If you want to send your document directly to the printer and bypass the Windows Print Manager, open the Printers dialog box in the Control Panel and click the Use Print Manager check box to clear it.

The document name can contain up to eight characters and can include the following types of characters:

- letters A through Z

- numbers 0 through 9

- special characters such as `_`, `$`, `^`, `!`, `#`, `%`, `&`, `-`, `{}`, and `()`

Do not include spaces, commas, backslashes, or any periods in a document name, except one period between the name and the extension.

The extension for ClarisWorks documents is assigned to the document name unless you assign a different extension. If you assign an extension, it overrides any automatic extension.

For more information about document (file) names, see your DOS manual.

You can also add words to the User dictionary by typing a new word in the Word box and clicking Learn during a spell check.

You can draw objects, including other frames, within spreadsheet frames. If you open a spreadsheet frame before drawing an object, the object is attached to the frame and moves with the frame. If you draw an object in a frame without opening the frame, the object is separate from the frame and does not move when you move the frame.

If you draw an object in an open spreadsheet frame and then want to reposition the object in the frame after closing it, press the right mouse button and drag the object within the frame.



To load your macros automatically when you start ClarisWorks, save the macro file as CWMACROS in the Claris subdirectory in the Windows directory.

You can paste objects and other frames into a text frame. You can also display the text ruler and use it to change paragraph indents, tabs, and line spacing in the frame, the same as in a text document.

