

# ClarisWorks for Windows

*The new #1 choice for integrated software.*

## **There is a *big* difference in Works programs.**

ClarisWorks™ for Windows offers powerful word processing, database, spreadsheet, charting and graphics capabilities. With ClarisWorks, you can produce memos and letters, create name and address lists, mailing labels, brochures, flyers and keep track of your finances.

ClarisWorks is dramatically different from other Works programs which force you to constantly switch between different modules, screens and windows. ClarisWorks provides a single application where you can seamlessly combine text, graphics, spreadsheets and charts all within the same page—and on the same screen.

Whether you're a first time computer buyer or a seasoned user, ClarisWorks provides you with all the essential features you need to quickly create polished, professional-looking documents.

**First, print a copy of this document for easy reference to the step-by-step instructions.**

*This demonstration version will show you the power of ClarisWorks. You will be able to create your own files, as well as work on existing files. However, you will not be use the following features: Save, Spelling Checker, or Thesaurus. When printing, a banner will appear on each page. RTF, CGM, WK1, and WK3 filters are not available on this demo. However, they are available on the full version of ClarisWorks.*

## **In This Guide**

This demonstration guide is divided into five sections:

- What You Need
- Getting Started
- Completing a Brochure
- Preparing a Customer Mailing
- Working on a Newsletter

## **Begin the Demonstration Guide--Complete the Everywhere Travel Brochure**

For this demonstration, you're a manager of a travel agency called Everywhere Travel. You want to complete a simple one-page brochure about a series of new trips, prepare your customer list for a mailing and then finish off the monthly newsletter.

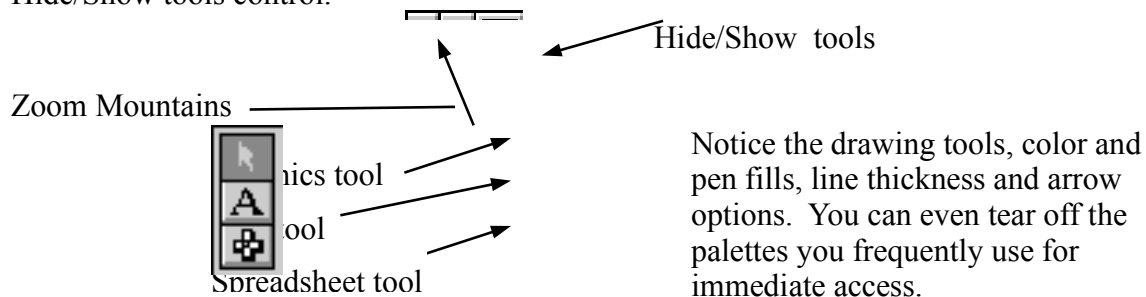
- Open ClarisWorks by double-clicking on the ClarisWorks Demo icon in the Program Manager.
- Read the license agreement, then click Agree to continue.

To show you the superior ClarisWorks seamless integration, let's begin by putting the final touches on a brochure.

- Choose Open from the File menu and select the file BROCHURE.CWK.

With ClarisWorks, you have all the word processing power you need to create any type of document with headers, footers, 'smart' footnotes, multiple columns, and date, time and page stamping.

To view some of the tools that are available to you across all the ClarisWorks environments, click on the Hide/Show tools control.



To show information about the cost of your travel packages, let's place some figures in a spreadsheet. Instead of opening a spreadsheet, typing in the information, copying and pasting, you will simply place a small spreadsheet directly on the same page.

- Scroll toward the middle of the page and then select the spreadsheet tool.
- Draw a spreadsheet frame under the text, showing cells A1-D9.
- Type the following text, starting with cell A1:

<b>Place</b>	<b>Days</b>	<b>Price</b>	
Nepal	7	1700	
Thailand	9	2100	
Both	16	3500	

**Your Fellow Travelers...**

Note: when you are entering text in the spreadsheet, ClarisWorks anticipates the type of data are working with and changes the menu from word processing options to spreadsheet options.

To calculate the price per day, type the following:

- Type “Price/day” in cell D1.
- In D2, type “=” and click cell C2, type “/” and click cell B2 and hit the Enter key (formula should read =C2/B2).
- Select cells D2-D4 and choose Fill Down from the Calculate menu.
- To format the cells as currency, select cells C2-D4, and choose Number... from the Format menu.
- In the dialog box, check Currency, Commas and type “2” in the Precision box.

To complete the brochure and create a chart, type the following beginning with cell A6:

Place	Days	Price
Nepal	7	
Thailand	9	
both	16	

Select the cells A6-B9 and choose Make Chart from the Options menu (Ctrl-M).

You can also resize the chart just like any graphics object, change the data, or add colors to the frame.

*Try this: Change the data in the spreadsheet and see the changes automatically reflected in the chart. Select Modify Frame... from the Options menu and remove the headers and footers. Spice up the chart by adding a color from the fill palette.*

Now let’s view the entire page. Click the zoom mountain until you can view the whole page on screen. Move the table and chart so they are balanced between the text and beach graphic. Experiment with the editable preview by making additional changes, such as moving the graphics on the page or changing text size or color.

### **Preparing a Customer Mailing**

Now let’s prepare our database for the brochure mailing and narrow the mailing to a targeted number of people. You can also personalize each brochure by merging the database with the brochure you just finished.

- Choose Open from the File Menu and select the file CUSTOMER.CWK.

The database uses a book metaphor to help navigate through the records. Browse data by clicking on the book icon or moving through the database with the bookmark.



To create a field that gives you the amount of money spent per trip:

- Choose Define Fields... from the Layout menu.
- Type “\$ per trip”, click Calculation as the field type, click Create.
- To create the formula for this field select the field ‘\$ spent’, select ‘/’ as the Operator, and select ‘# trips’ (formula should read ‘\$ spent’/# trips’). Click OK, click Done.

Now each record contains the “\$ per trip” field with the correct calculation. You can easily find those people who have spent over \$1,000:

- Choose Find from the Layout menu.
- Click the cursor into the “\$ per trip” field.
- Type “>1,000” and click the button All in the status panel.

Now you can mail your brochure to only this portion of your database.

*Try this: Personalize each brochure, by selecting BROCHURE.CWK(WP) from the Window menu, and choosing Mail Merge... from the File menu. Click on CUSTOMER.CWK in the dialog box and add the Name field to the brochure. Now close the brochure. Changes will not be saved.*

Let’s go back to Customer database and customize the data entry screen to look more polished.

- Choose Layout from the Layout menu.
- Select the “\$ per trip” field and field label.
- Move the fields so they are aligned with the other two fields.
- Choose Browse from the Layout menu to view the changes.

Layouts are different views of the information in your database. ClarisWorks makes it easy to create different layouts or reports. To view a mail label layout in the Customer database, choose Mail Labels from the Layout Menu .

*Try this: To simultaneously view the Layout and Browse modes, simply choose New View from the Window menu, then choose Tile Windows from the Window menu. Set one view to Layout and leave the other view at Browse. When you make changes to the layout, you get immediate feedback in the Browse view!*

- Close the database document. Changes will not be saved.

### **Working on a Newsletter**

Now let’s work on the Everywhere Travel one page newsletter.

- Choose Open from the File menu and select the file NEWSLTR.CWK.

Notice the tools on the page; these are the same tools you saw in the word processing, database layout and spreadsheet environments. Also note the multiple columns in the newsletter. These columns are different from the word processing columns — they are linked text frames.

To see how linked text frames make desktop publishing easy, try making a few changes to the document. Select one or two paragraphs of text, copy and paste it into the document, and watch the text automatically flows into the next column. Try resizing or dragging the text frames anywhere on the page. You can easily customize your newsletter or change the look in just seconds.

**That ends this brief demonstration. Now you have an idea of the power, versatility and ease-of-use offered by new ClarisWorks for Windows. If you would like, continue to experiment with ClarisWorks, either within the existing files, or by creating your own documents. If you require more information about ClarisWorks, try the Online Help available from the Help menu.**

**To purchase ClarisWorks 1.0 for Windows visit your local reseller  
or call 1-800-544-8554 today!**