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Introduction

The Basics

ClarisWorks is a comprehensive desktop publishing program. It combines word processing, painting, drawing, databases, and spreadsheets into one easy-to-use software program. This book allows you to learn this program whether you have a Macintosh (Mac) or an IBM compatible (PC) computer, or whether you have an older version or a newer version of ClarisWorks.

ClarisWorks has had many versions. This book works with versions 2.0 and above. It is written for 4.0, but all the files on the activities disks are saved in 2.0. Any- time a program is upgraded to one higher number, changes are quite extensive. Often, there are mild upgrades such as 2.1 or 2.3. These are minor changes that fix a problem or make file exchanges easier. Many times these changes may be downloaded from the software company's Web page. Some of the changes made with 4.0 from the 2.0 version are the following: clip art included, being able to save as Hyper Text Markup Language (HTML) so it can be exported into an Internet Web page, and templates that make creating a newsletter or calendar easier. Provided at the back of this book are disks for both Mac and PC computers. Several of the lessons in this book contain activities that direct you to use the disks.

Mac and PC computers are becoming more and more alike. With the development of a Graphical User Interface (GUI) for the PC, known as Windows, the gap is closing. The new Macintosh computers have programs or boards so Windows may be used within the Macintosh environment. Currently, the main difference between the Macintosh and PC is the software. Graphic artists and educators may find ease of use and specific software dictates the usage of the



Macintosh. The PC is now moving more into the educational market and developing curriculum materials. ClarisWorks specifically does not have differences between the platforms with the program. Since the differences between the two programs and platforms is minimal, it is easier to combine both versions into one book. The directions are for both Mac and PC computers, when the PC directions differ they appear in a different font.

When using any computer, you have the option to use the mouse to point and click commands or to use shortcuts, which involve typing the commands. The directions in this book are written using the mouse to point and click commands. For example, the pull down commands are written as strings: Select **File/Save**. This means, click the cursor on **File** located on the Menu Bar, hold down the mouse button, and drag the highlight to **Save**. On the PC, you do not have to hold down the mouse button, you can click **File** to display the menu, move the mouse down to **Save**, and, when it is highlighted, click the left mouse button. Most Mac computers have only one mouse button. On the PC, there are two mouse buttons. Use the the left mouse button to select a command, pull down a menu, or highlight text. The right mouse button allows you to view shortcuts on a program or on the Windows screen. (On both the Mac and PC, if the menu in the pull down menu is gray, it means it is not available.)

The second option is to use shortcuts for commands. A shortcut allows you to use the keyboard instead of the mouse and a pull down menu. Shortcuts increase productivity. The Command (⌘) key is used on the Mac and the Control (Ctrl) key is used on a PC as a function key. This key coupled with another key creates a shortcut. The shortcut for **File/Open** is ⌘ + O or Ctrl + O. On the Mac, hold down the command key and press O at the same time to open a new file. On the PC, hold down the control key and press O at the same time to open a new file. Each pull down menu shows the shortcut keys to the right of each command. If a shortcut key is not shown then the pull down menu must be used. In the lessons, the shortcut keys follow the pull down menu information in parenthesis.

To make moving through the book easier, the different functions have their own styles: **bolded words** signify functions on the Menu Bar and in windows, **all the names of functions are capitalized**, *PC terms appear in italic in a different font*, shortcuts are in brackets, and words on the screen are in quotes. When the term “click” is used it means to move the mouse to the specified location and press and release the mouse button. When the term “drag” is used it means to hold down the mouse button and pull the mouse across an area. To “highlight” means text is darkened or selected so some action may take place with that text. The action may include changing the font, style, or size; cutting; copying; spelling; or checking the thesaurus. Use the glossary in Appendix A to find definitions of unfamiliar computer terms.