



# AppleWorks 6.2

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**AppleWorks 6.2  
Reviewer's Guide**

July 2001



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# Introduction



## **One application. Infinite uses.**

The hallmark of AppleWorks has always been its powerful simplicity and integration. Users are well acquainted with its seamless approach to productivity, multimedia expression, and Internet publishing and sharing. Apple continues to improve AppleWorks with features that make it an even more powerful tool for the everyday tasks of consumers and educators.

The newest version of AppleWorks is a milestone in Mac OS application development. Written to run natively in Mac OS X, AppleWorks 6.2 takes full advantage of this revolutionary new operating system's powerful features. Long-time AppleWorks users will appreciate the enhanced compatibility, updated user interface, faster Internet performance, and vast amount of fine-tuning evident throughout AppleWorks 6.2.

This reviewer's guide covers the new features of AppleWorks 6.2 and explains what's changed from earlier versions of the application. We invite you to try AppleWorks for hands-on proof of Apple's continued commitment to providing the most powerful, yet easiest-to-use, personal computing hardware and software in the industry.



# What's New: AppleWorks 6.0 to 6.2



AppleWorks 6.2 builds on AppleWorks 6.0, adding key new features that include

- Native support for the powerful new features of Mac OS X
- Translators that can read and write Microsoft Word and Excel files
- Internet templates with file compression for fast, one-click downloads
- Redesigned formatting tools that make efficient use of screen real estate
- Improved stability

## Mac OS X

AppleWorks 6.2 is the first productivity suite designed to run natively in Mac OS X. The advanced Quartz graphics system in Mac OS X lets users save print previews of any AppleWorks document as a PDF file. Anyone with Adobe Acrobat Reader on any platform can view and print these PDF files with complete fidelity to the original document.

Support for preemptive multitasking in Mac OS X keeps AppleWorks responsive, so users won't perceive any performance change when, for example, they use iTunes to rip a CD collection in the background while writing a report.

## Translators

AppleWorks 6.2 can read or write Microsoft Word and Microsoft Excel files using DataViz MacLinkPlus translators, making it easy to share documents with friends and colleagues. Accessing these translators is as simple as opening the normal Open/Save dialog box. When users receive a Microsoft Word 2000 file, they simply switch the File Format to All Available (or to a specific document type to narrow the selection) to open the document.

Saving a document in another format is equally simple. Users click File Format in the Save As dialog box and choose the desired version of Microsoft Word or another application. The MacLinkPlus translators translate Microsoft Word file formats from Microsoft Word 6 through Microsoft Word 2001, and Microsoft Excel 5 through Microsoft Excel 2001.

While the majority of documents can be directly translated into and out of AppleWorks using DataViz file translators, occasionally the formatting will be slightly altered because of feature differences between AppleWorks and Microsoft Office.<sup>1</sup>





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## AppleWorks Users Group

The AppleWorks Users Group (AWUG) is a multinational group that offers valuable services to AppleWorks users. The AWUG website includes a wealth of information, templates, and a staffed Q&A area. Expert members also provide personal technical assistance. AWUG publishes the *AppleWorks Journal*, a 24-page monthly newsletter of tips, techniques, and hints for AppleWorks users.

Formed in 1991, AWUG now has more than 15,000 members in the United States and 51 other countries, all dedicated to helping AppleWorks and ClarisWorks users. AWUG offers its members subscriptions to the *AppleWorks Journal*; support for developers creating and marketing instructional and curricular materials; unlimited telephone support; and access to the group's AppleWorks News Service and its public domain library with hundreds of AppleWorks templates, files, fonts, utility programs, and more. For more information, visit [www.awug.org](http://www.awug.org).



Data integration for combining spreadsheets, text, tables, or graphics into a single AppleWorks 6.2 document with a quick click and drag.

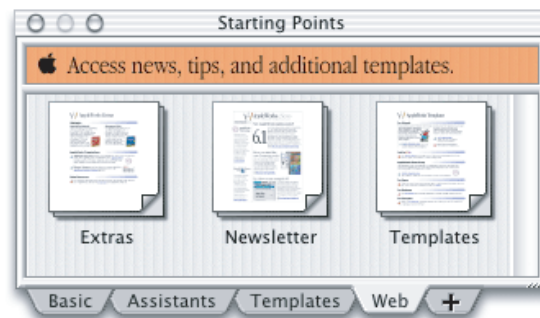
Drawing tools that stretch, group, and rotate shapes, giving users greater flexibility in illustrating their ideas.

Flexible table formatting tools for merging and slicing cells to enhance table attractiveness and readability.

Enhanced formatting tools make it even easier to control color, patterns, and other effects.

## Internet templates

AppleWorks 6.2 users can access growing libraries of Internet-based templates, such as those maintained by the AppleWorks Users Group (AWUG), with a simple click. Internet access is fully integrated into AppleWorks—there's no need to open a separate browser. AWUG members from all over the world share their favorite AppleWorks creations with other AppleWorks users. The Web tab in Starting Points provides access to these template libraries.



The libraries include templates such as a used-car price calculator, a font character set generator, and a medical expense tracker. Members continue to add new templates, making AWUG's collection the place to go for help with formatting documents.

Clicking Templates within the Web tab shows a list of template libraries. In addition to templates from AWUG, there are template libraries from Apple and education-related organizations.

Opening templates from the Internet is completely seamless. AppleWorks 6.2 supports file compression, making downloads fast. Users can open the templates directly from AppleWorks *without* launching a browser or decompressing files manually.

## Formatting tools

The formatting tools in AppleWorks 6.2 have been enhanced and are now conveniently located in the tool bar, which makes more efficient use of screen space. The Accents panel is no longer displayed automatically, but is still available to users who want it.



## Improved stability

AppleWorks 6.2 has been fine-tuned to improve performance throughout the application, as well as optimized to work in networked environments, such as Novell NetWare and Macintosh Manager.



# AppleWorks Fundamentals

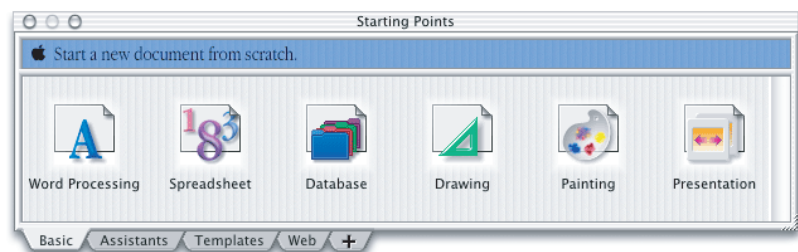


AppleWorks features six productivity applications for managing everyday needs. From writing a resume to calculating classroom grades, from planning a party to managing a home office, AppleWorks offers the right tools—word processing, page layout, image manipulation, spreadsheet, database, and presentation functionality—in a tightly integrated, compact package.

With AppleWorks, users can go from one task to another without opening and closing multiple applications. All the tools needed to produce anything from a simple thank-you note, to a sophisticated online newsletter, to a professional presentation are available from one starting point. AppleWorks makes it easy to get projects under way with templates and assistants that offer novice users ease of use and advanced users the ability to create professional-looking documents quickly.

## Getting started with AppleWorks

At startup, AppleWorks displays a window called Starting Points that includes a row of tabs along the bottom edge for quick access to basic tasks. This is the place to create new documents, access assistants, open recently used documents, find pre-installed templates, and download additional templates from the Internet.



## Word processing

The full-featured word processor in AppleWorks delivers effective writing tools without adding unnecessary clutter. Common tasks, such as creating indents, headers, and footers, are completely intuitive, and additional tools, such as find and replace, spell check, thesaurus, and word count, improve the process of writing and formatting documents.



It's even easy to include other types of documents or multimedia, such as tables of data, a graph, or pictures, in a word processing document to illustrate ideas or underscore a point. Elements of the document are stored in the same file on disk so they won't get lost or separated from the main document.



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### Database

The AppleWorks database is a truly effective and streamlined environment for storing, tracking, and viewing data of all sorts, from phone numbers and addresses to financial account information for banks and credit cards. Sorting records, searching for specific records, filtering records, and creating saved reports that combine any of these functions are simple and intuitive tasks. Information within a database can be arranged in different layouts for viewing and printing.

With mail merge, making form letters and envelopes is a snap: All that's required is a simple insertion of names and address fields into a word processing document or spreadsheet.

### Drawing

The drawing environment in AppleWorks provides a complete toolset for creating page layouts, diagrams, and drawings. Its incredible breadth enables users to design their own award certificates, sales brochures, and labels. Many of the templates for AppleWorks offer a quick start on specific document types, such as flyers or newsletters.

### Painting

Painting can be used for fun, artistic expression, to add vibrant images to documents, or for photo editing. It includes numerous editing tools and filters, paint brushes of various sizes and shapes, and geometric objects. Its special effects can be used to blend, lighten, or darken an area, or move, rotate, or scale portions of an image.

### Spreadsheet

AppleWorks includes full-featured spreadsheet capability with all the standard spreadsheet functions, such as cell references, named ranges, and charts, as well as different formulas. Spreadsheet formulas can even reference cells in other spreadsheet documents.

The spreadsheet environment is fully integrated so that spreadsheet charts can be added to presentations or word processing documents. Uses range from tracking large purchases to calculating caloric intake to recording Little League statistics. The spreadsheet includes thorough, easy-to-understand descriptions, as well as an integrated help system for those who need more support.



Home Budget				
1				
2				
3	SECTION 1: SURVEY OF INCOME AND EXPENSES			
4	Estimated Income			
5	Permanent job	\$45,000.00		
6	Secondary job			
7	Bonuses/Income			
8	Interest Income			
9	Stock dividends	\$3,000.00		
10	Other income 1			
11	Other income 2			
12	Total estimated income	\$48,000.00		
13				
14	Fixed Expenses			
15	Rent/mortgage			
16	Auto loan/mortgage	\$1,200.00		
17	Debt loan/mortgage			
18	Health insurance			
19	Home/Apartment loan/mortgage	\$700.00		
20	Life insurance			
21	Other insurance			
22	Debt Repayments			
23	Car loan 1	\$4,000.00		
24	Car loan 2			
25	Credit card 1			
26	Credit card 2			
27	Credit card 3			
28	Credit card 4			
29	Mortgage/Debt	\$12,000.00		
30	Other debt 1			
31	Other debt 2			
32	Other debt 3			
33	Total fixed expenses	\$17,900.00		



### Presentation

AppleWorks creates professional-quality presentations using a convenient slide show control panel. Setting playback options, naming and organizing slides, and creating master slides to speed up the slide creation process is easy with this control panel. Twenty-six transition effects are available to segue smoothly from slide to slide during playback. The Notes View is a great place to put speaker notes and reminders, which appear in presentation printouts. Digital media, such as movies and photos, are great ways to jazz up a presentation.

### Clippings

The Clippings window, which stores and organizes information used repeatedly, handles almost any type of content, including text, web addresses, illustrations, movies, sounds, spreadsheet cells, and frames. In fact, anything that can be included in an AppleWorks document can be dragged into a Clippings window for easy storage and retrieval. To place items in a document, simply drag them from the Clippings window onto a page.

Clippings includes a collection of clip art and provides online access to more than 25,000 vector-based clip art images. Apple stores the images on the Internet exclusively for AppleWorks. They are fully searchable from the desktop through an automatic Internet connection built into AppleWorks—there's no need to open a separate browser or type in a URL.



### Tables

AppleWorks offers flexible tools that make formatting and editing tables as simple as manipulating a text box. Each table cell can include formatted text, backgrounds, pictures, sounds, and movies, as well as hyperlinks to the World Wide Web. Word processing tools can be used within table cells to format characters, words, or paragraphs; insert carriage returns; or add bullets or outlines.



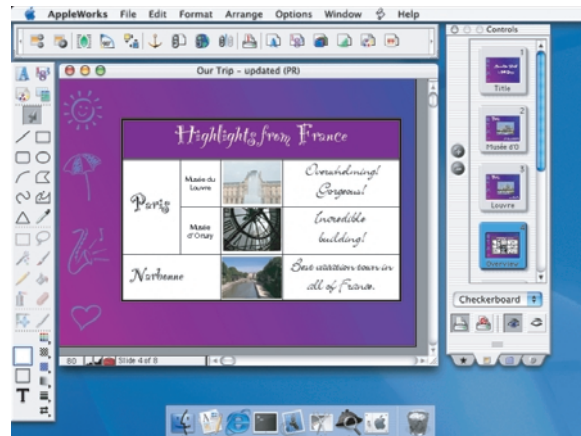


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After a table is finished, it's easy to make changes, such as adding or deleting items in the table; changing table elements; or moving parts of lines, entire lines, or columns and rows. Colors, patterns, or backgrounds can also be added to any table element with the tools palette.



### Templates, fonts, and multimedia

AppleWorks contains more than 150 professionally designed templates for creating newsletters, business cards, party banners, certificates, and much more. Some come preinstalled and others are part of a growing library of templates stored on the Internet. Downloading these templates is fast because of the file compression support in AppleWorks.

Templates also open automatically. There's no need to launch a browser or manually decompress a file.

AppleWorks includes an assortment of 50 professional fonts from ITC, the leader in typographic design. Styles include text and headline fonts, casual and fancy script fonts, school fonts, and fonts for fun.



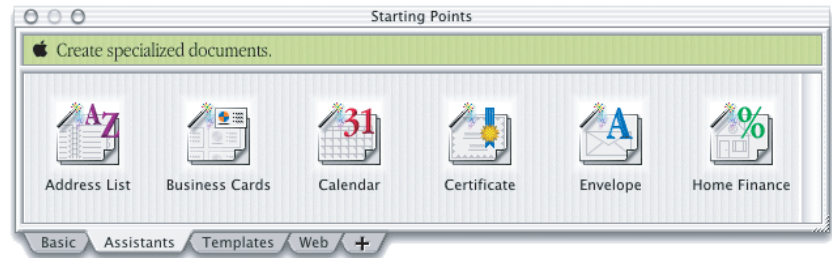
The support for multimedia doesn't stop there. AppleWorks supports all QuickTime-compatible formats for audio, video, and image formats, including

- EPS, PICT, JPEG, BMP, TIFF, GIF, FlashPix, MacPaint, Photoshop, PICS, PNG, and KODAK Photo CD image files
- AIFF, AU, Audio CD, Wave, Law, MIDI, MPEG-1, and MP3 sound files
- AVI, DV, Macromedia Flash, and QuickTime Movie video files



### Assistants

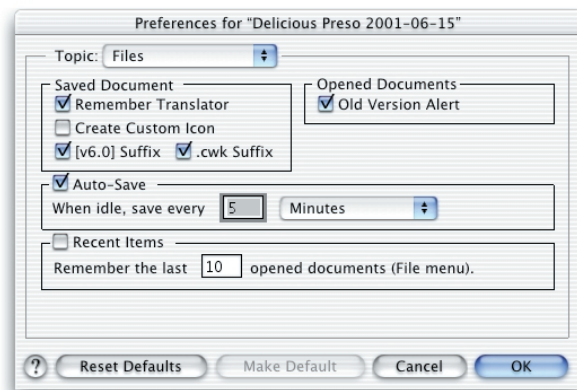
Assistants, which are similar to templates, provide a different way to get a head start on common documents, such as address databases, business cards, calendars, and envelopes. Users fill out a form and the assistant does the rest to create a custom document. The financial calculator assistant shows, for example, the cost of a loan over time. With the business card assistant, making business cards is as simple as adding a name, title, business address, and phone number.



### Other AppleWorks Features

AppleWorks includes a number of powerful, application wide features that improve the functionality of all its productivity environments. These include

- **Auto-Save and Auto-Recover.** Auto-Save automatically saves work at specified intervals—from once a minute to once an hour. Auto-Recover restores works-in-progress after an unexpected system shutdown, reducing the risk of data loss and allowing users to get back to work quickly.



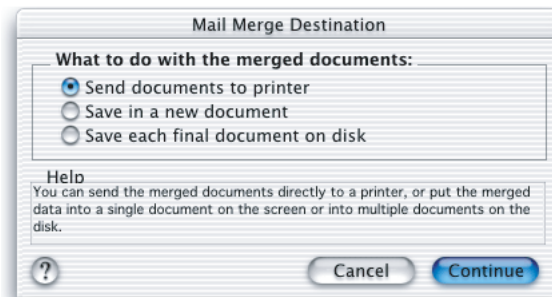
- **AppleScript.** Users can extend the functionality of AppleWorks by taking advantage of AppleScript. AppleWorks includes sample scripts for extending text formatting, Internet connectivity, and drawing features.
- **Mail Merge.** Output a merge request to a single file or multiple files for postmerge editing.



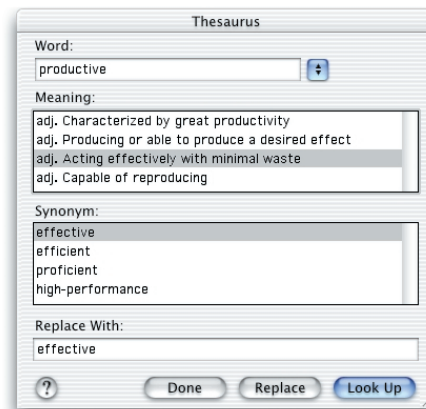
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- **Thesaurus.** In addition to spell check, AppleWorks includes a thesaurus that provides brief word definitions and suggests synonyms.





# Who Uses AppleWorks

AppleWorks, the most popular application for the Macintosh, was designed for home users and the education market, including both teachers and students.

## **AppleWorks at home**

Consumers appreciate software that's intuitive and doesn't require a steep learning curve. They also tend to be budget-conscious, which means they appreciate broad functionality at a reasonable price. And AppleWorks is also attractive because it doesn't take up a lot of room on their computer's hard drive, or use a lot of RAM, as some applications do.

These customers use AppleWorks for the tasks of daily living: keeping up with correspondence; maintaining an address book; printing envelopes and address labels; making to-do lists; tracking home assets and household budgets; keeping a home inventory; creating family newsletters, greeting cards, garage sale flyers, or party invitations and menus—the list goes on and on.

Let's take a closer look at two examples of how AppleWorks is used at home.

**Creating a family newsletter.** Many families have discovered that a family newsletter is a fun and creative way to keep in touch with extended family and friends. With AppleWorks, they don't have to become design experts or spend hours to create a newsletter. Starting in the draw environment, they can create a new layout or use one of the many AppleWorks templates available on the Internet, and each family member can add their own paragraph, images, and photos. Photos, which can be in any QuickTime-compatible format, including JPEG, GIF, and Kodak Photo CD, can be cropped, rotated, and lightened and darkened, adding a professional look to the newsletter.

When it comes time for distribution, family members can use the Envelope and Address List assistant to send the newsletter by standard mail. Or, if they prefer to send it electronically, they can take advantage of the integrated PDF functionality in Mac OS X so their newsletter can be easily opened on Mac or Windows computers.

**Planning a party.** Planning a party is hard work. With AppleWorks, party hosts can automate the process, leaving them more time to enjoy the fun. The AppleWorks database is the perfect tool for creating a guest list, tracking RSVPs, and planning food and party favors. The first step is to create a party guest database and then build different layouts for different tasks. With mail merge, personalized invitations, envelopes, and even place cards can all be printed from a single database. AppleWorks also includes clip art for creating signs and banners to mark the occasion. The drawing tool gives party favors, such as a special printed version of the meal's recipes, a professional look.



#### **AppleWorks at school**

K–12 educators use productivity software to develop curriculum materials for classroom presentation, or to create handouts, tests, lesson plans, schedules, and other materials. Teachers enjoy AppleWorks because it doesn't get in the way of ideas, allowing them to develop innovative instructional materials without becoming computer experts. They also know how visual aids assist the learning process. With its support for a wide range of audio and video formats, AppleWorks allows them to integrate a variety of media into their projects quickly and easily. Teachers can combine text, images, movies, sounds, tables, charts, and spreadsheets—all on the same page, if they desire.

The intuitive AppleWorks interface shortens the learning curve for even the youngest computer users. And its clear and comprehensive help resource can often get students back on track without the teacher's help. The wide variety of AppleWorks software environments is useful for doing class work or homework in a multitude of subject areas, from report writing to math to creative storytelling.

AppleWorks 6.2 is also an outstanding performer in networked environments, such as classrooms and computer labs, because users can work from the same software installation. This is useful for school labs, whether they're running Novell Netware, Macintosh Manager, or another manager network.

One look at the broad range of templates created for and by educators illustrates how all the AppleWorks environments, from database to painting to word processing, spark creativity in the classroom. These tools include detailed weekly lesson plans, student information databases, grade books, certificates, and school brochures. From the Web tab in Starting Points, teachers will find templates from Janet Caughlin, a nationally respected AppleWorks trainer, and the Apple Learning Interchange, a dynamic online community where educators share, learn, and communicate, as well as several from Apple.

For more information on AppleWorks for education, visit [www.apple.com/education/k12/products/appleworks](http://www.apple.com/education/k12/products/appleworks).



# Requirements

AppleWorks 6.2 for the Mac requires

- A Macintosh computer with a PowerPC processor
- A minimum of 24MB of physical RAM with virtual memory set to at least 25MB
- Mac OS 8.1 or later; built for Mac OS X
- QuickTime 4.1.2 or later (included on CD)
- A CD-ROM drive (for installation)
- An Internet connection (for access to additional templates)

The AppleWorks 6.2 installer automatically senses which version of Mac OS is running and installs the proper version. If Mac OS X is running, the program installed AppleWorks 6.2. For Mac OS 8.1-9.1, the program installs AppleWorks 6.1. Both AppleWorks 6.1 and 6.2 share a common feature set, but are optimized for the different operating system versions.



# Pricing and Availability



## **Suggested retail price**

Single-user license: \$79

Volume licenses starting at 25 units

Macintosh Version part number M8395Z/A

Education Version part number M8395

The AppleWorks 6.2 CD includes

- AppleWorks 6.2 for Mac OS X
- AppleWorks 6.1 for Mac OS 8/9

## **Availability**

AppleWorks 6 comes preinstalled on iMac and iBook computers.

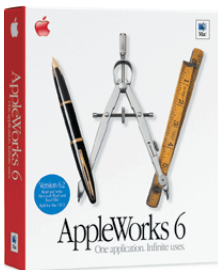
Customers can purchase AppleWorks 6.2 wherever Apple products are sold, including the Apple Store ([www.apple.com/store](http://www.apple.com/store)) and authorized Apple resellers, and through direct sales to education and other volume customers.

AppleWorks 6.2 for the Mac OS is available in English, Dutch, French, German, Italian, Japanese, and Spanish. It will be available in Brazilian Portuguese, Chinese, Danish, Finnish, Korean, Norwegian, and Swedish in August 2001.

AppleWorks 6.0.x customers may download a free update from the web. The update is also available on CD for a fulfillment price of \$20.

## **For more information**

For more information on AppleWorks for education, visit [www.apple.com/education/k12/products/appleworks](http://www.apple.com/education/k12/products/appleworks).



<sup>1</sup> Microsoft Word and Microsoft Excel compatibility provided by MacLinkPlus<sup>®</sup>, a product of DataViz, Inc. [www.dataviz.com](http://www.dataviz.com).

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