




AppleWorks 5 Installation Manual

Includes information about new features

FOR MAC OS

 Apple Computer, Inc.

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Chapter 1: Installing AppleWorks 5

This chapter provides step-by-step instructions for

- installing the AppleWorks application and associated files on a Macintosh, Power Macintosh, or compatible computer running the Macintosh operating system (Mac OS)
- adjusting the memory for AppleWorks, if necessary
- installing AppleWorks on a network server

Important These instructions assume that you're familiar with standard mouse techniques such as clicking and dragging. If you need more information about mouse techniques, working with disks, or making copies of documents and disks, see the documentation that came with your computer.

What you need

To install AppleWorks, you need

- the CD-ROM disc in the AppleWorks package
- a Macintosh or compatible computer with at least 5 MB of memory and a 68020 processor or higher (AppleWorks doesn't run on the Macintosh Plus, Macintosh SE, Macintosh Classic, PowerBook 100, or other 68000-based Macintosh computers.)
- a hard disk and a 8
- minimum of 8 MB of RAM (for Power Macintosh computers with 8 MB of RAM, you must turn on virtual memory).
- a CD-ROM drive
- system software version 7.0.1 or higher

Note If you don't have a CD-ROM drive, you can purchase the application on floppy disks from Apple Computer, Inc. For more information, see the card that came with the AppleWorks package.

Before you begin

Before you begin installation, register your new software and turn off virus protection.

Registration and customer support

Please take the time to mail the product registration card included with AppleWorks or register your copy of AppleWorks at the following Web site:

- <http://www.apple.com>

For information about customer support, see the *Apple Service Directory* included with your copy of AppleWorks or see the following Web site:

- <http://support.info.apple.com/support/supportoptions/supportoptions.html>

For information about AppleWorks, see the following Web site:

- <http://www.apple.com/appleworks>

Turn off virus protection

Some virus-protection programs may conflict with the AppleWorks Installer. Before you install AppleWorks, turn off any virus-protection programs. Refer to the documentation that came with your virus-protection software for more information.

After you complete the installation, you can turn virus protection back on.

Installing the AppleWorks software

You have two options for installing AppleWorks on your hard disk:

- Easy (complete) installation is recommended. The Installer installs the entire AppleWorks package.
- Custom installation lets you choose the files you install.

AppleWorks is installed in a new folder named AppleWorks 5. The Installer will not remove previous versions of ClarisWorks or any of your data files.

Doing an easy installation

Follow these steps to install the complete AppleWorks package. AppleWorks installs the correct files for a Mac OS computer or Power Macintosh automatically.

To install AppleWorks:

1. Insert the CD-ROM disc (or 3.5-inch disk labeled *Disk 1*) into the appropriate drive. If you're installing from floppy disks, lock the disks before installing by sliding the locking tab on each disk so the hole in the disk is open.

You see a window on your screen with the Install AppleWorks icon. If you see only the icon for the CD-ROM disc or *Disk 1*, double-click the icon to open its window.

2. In the window that opens, double-click the Install AppleWorks icon.

In a moment, you see the AppleWorks Installer opening screen.

3. Click OK to continue.

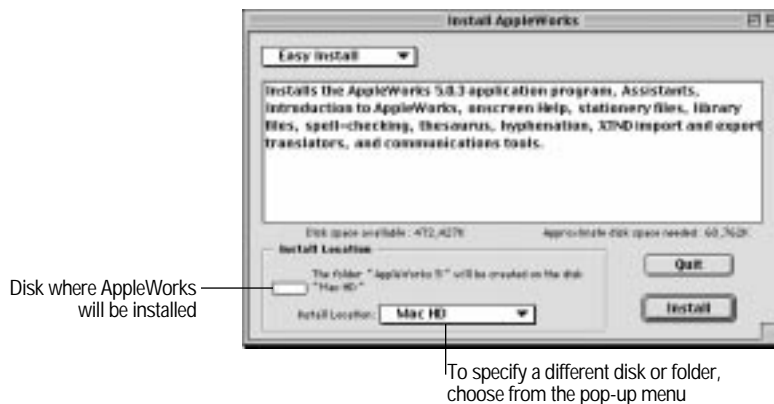
You see the software license agreement.

4. If you agree to the licensing terms, click Accept to continue the installation.

5. A dialog box appears displaying the Read Me file. When you finish reading it, click Continue.

You see the Install AppleWorks dialog box.

6. Choose the disk on which to install AppleWorks.



If you attempt to install on a disk that doesn't have enough space available, the Installer tells you.

7. Click Install (or click Quit to cancel the installation).

The Installer begins copying files. Some AppleWorks files are compressed, and the Installer expands these files as each one is installed. A dialog box tells you what the Installer is doing as it installs each file.

8. Follow the instructions provided on the screen. If you want to cancel the installation process, click Stop.

After all the files are installed, a final dialog box tells you that the installation was successful.

9. Click Restart.

The AppleWorks application is now in the AppleWorks 5 folder on your hard disk.

Note AppleWorks installs files in the Claris folder in the System Folder on your hard disk. It also installs files in the AppleWorks folder which is in the System Folder or in the Application Support folder, which is in the System Folder.

If this is a new installation of AppleWorks, the installation is complete. For information on starting AppleWorks, see “Starting AppleWorks” in the *AppleWorks 5 User’s Manual*.

If you are upgrading from a previous version of ClarisWorks, continue to the next step.

10. If you have created stationery documents—either default (Options) stationery or stationery that you open from the New Document dialog box—move your stationery documents to the AppleWorks Stationery folder in the AppleWorks 5 folder.

Note If you have the Launcher—included with System 7.5 and some versions of System 7.1—installed on your computer, the Installer creates an AppleWorks item in the Applications group (or in the Launcher window, if you don’t have any Launcher groups). If you don’t see AppleWorks in the Launcher, drag the lower-right corner of the Launcher window to enlarge it.

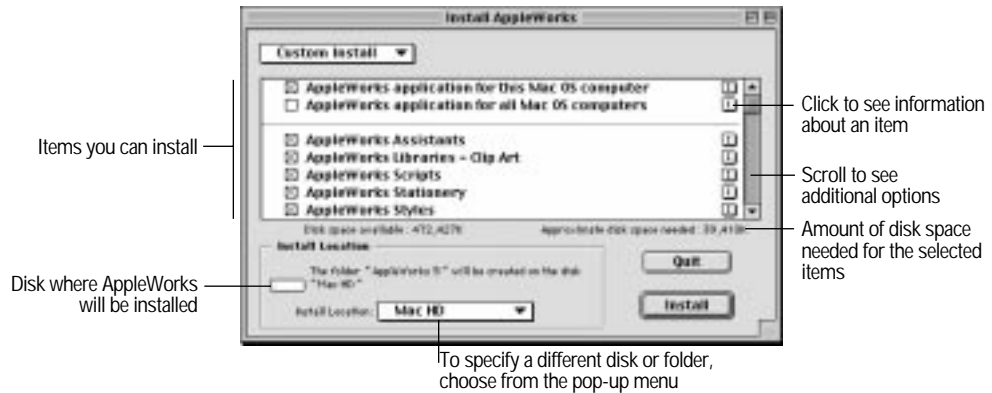
Doing a custom installation

To install a subset of the AppleWorks files on your hard disk:

1. Follow steps 1 through 6 in “Doing an easy installation” on page 1-3.
2. Choose Custom Install from the pop-up menu.



3. Click to select the items you want to install.



4. Complete the installation by following steps 7 through 10 in “Doing an easy installation” on page 1-3.

Adjusting memory

Your computer sets aside a certain amount of memory for each application. When you start AppleWorks, it tells the computer how much memory to reserve. You can change the amount of memory reserved for AppleWorks.

This section tells you how to adjust the memory allocation for AppleWorks. For more information on managing memory, refer to the documentation that came with your computer.

You may want to increase the amount of memory set aside for AppleWorks if you plan to work on an especially large document, use many graphics, work with painted images, or work on multiple files. Try increasing the size to 3000K if you have enough computer memory. If you use a Power Macintosh and have virtual memory turned off, AppleWorks requires more memory.

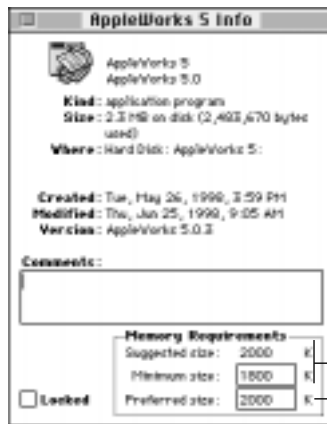
To change the memory allocation for AppleWorks:

1. If AppleWorks is open, quit the application.
2. Open the AppleWorks 5 folder and click the AppleWorks application icon once.

If you click the application icon twice, you start AppleWorks. If that happens, choose Quit from the File menu and try again.

3. Choose Get Info from the File menu.

You see the AppleWorks Info window.



Suggested and minimum memory allocations appear here

Memory currently reserved for AppleWorks appears here

4. Double-click the Preferred Size box.
You see the size highlighted in the box.
5. Type a number, such as 3000, to change the memory size.
6. Close the AppleWorks Info window.

The next time you start AppleWorks, the amount of memory you specified is available for the application.

Setting up AppleWorks 5 for multiple users

These instructions are for network administrators who want to set up AppleWorks on a server so users can access AppleWorks over a network. You can set up AppleWorks for multiple users in either of the following ways:

- Copy all the AppleWorks Installer files and folders on the AppleWorks 5 CD-ROM disc to a folder on the server so users can install AppleWorks from the server on their local hard disks. This is the recommended method.
- Install AppleWorks on a network server so multiple users can run one copy of the application.

Warning You may install AppleWorks 5 on a network that is accessible by multiple computers only if you have either (1) installed software that locks out any concurrent users in excess of the number of licensed copies of AppleWorks, or (2) paid for an authorized, licensed copy of AppleWorks 5 for each computer connected to the network. Contact Apple or an authorized Apple reseller if you need to license additional copies of AppleWorks 5.

Setting up an AppleWorks Installer on a server

Follow these instructions to set up an AppleWorks Installer on a server so that users can install AppleWorks onto their own computers from the server.

1. Create a folder on the server named AppleWorks Installation (or pick a similar name).
2. Open the new folder, and then copy the AppleWorks 5 Installer files to the new folder.
 - To set up server installation from a CD-ROM: put the CD-ROM disc into the CD-ROM drive. From the window that opens, drag all of the AppleWorks 5 installation files into the folder.
 - To set up server installation from floppy disks: insert *Disk 1* into the floppy disk drive. When the *Disk 1* icon appears on the screen, drag it into the folder. This creates a folder named *Disk 1* that contains the contents of the disk. Repeat this step for the rest of the Installer disks.
3. Close the folder. With the folder still selected, choose Sharing from the File menu.
4. Set permissions so users and groups can read the contents of the folder but can't make changes.



If you are working directly on the server, you must set permissions using the AppleShare Admin program. See your AppleShare documentation for instructions.

5. Click the close box and save your changes.

The installation folder is now set up for users to install AppleWorks 5 over the network. If you set up from floppy disks, your users can double-click the *Disk 1* folder to open it on the server, and then double-click the Install AppleWorks icon. If you set up from a CD-ROM, users double-click the Install AppleWorks icon. Then they can do an easy or custom installation.

For more information about setting privileges and sharing folders, see your AppleShare documentation or the documentation that came with your computer.

Installing AppleWorks 5 on a network server

You can install AppleWorks on a network server so that many users can run the same copy. Although sharing one copy of AppleWorks over the network is not the best alternative for most users, some network managers may prefer this method. (For users who don't have room on their hard disks to install AppleWorks, consider having them store files on the server rather than trying to run AppleWorks from the server.)

Limitations to sharing AppleWorks 5

AppleWorks usually runs more slowly over a network because of network traffic and other conditions. Also, multiple users sharing one copy of AppleWorks over a network cannot use all of the application's capabilities.

- Only one person can check spelling at a time. While the spelling checker is in use, AppleWorks displays an error message to others who try to check spelling.
- Only one person at a time can use the AppleWorks Help file and the Assistants.
- AppleWorks translators are not available.
- AppleWorks cannot open communications documents for users who do not have a basic set of communications tools in the System Folder on their computers. People running a minimal version of the operating system from a floppy disk typically do not have room for these tools.
- Only the first person to start AppleWorks sees each font name in the Font menu in its own typeface. Subsequent users see all the font names in the Chicago typeface.

You can create a folder containing a minimum set of files that can be copied to each network user's computer so that users can check spelling, use help, and translate files. Put the following files in the indicated folders in the System Folder on each network user's computer. (If the folders do not exist, you can create them.)

Location on network user's hard disk

Name of file or folder

Claris folder in the System Folder

Claris Spelling Enabler

Claris Translators

Claris XTND System

AppleWorks folder in the System Folder
or in the Application Support folder in the
System Folder

AppleWorks Balloon Help

AppleWorks Help

QuickHelp

US English - Spelling

US English - Hyphenation

US English - Thesaurus

User Dictionary

Steps for installing AppleWorks 5 on a server

These instructions tell you how to install AppleWorks 5 on a network server so multiple users can run one copy of the application. If you are not the network administrator for the server, you should get the administrator's approval before installing AppleWorks.

1. Make sure that no one else is using the server.

AppleWorks 5 Installer requires that you restart the server after you have installed AppleWorks.

2. Insert the CD-ROM disc, or the floppy disk labeled *Disk 1*, into the appropriate drive on the server.
3. Follow the instructions for "Doing an easy installation" on page 1-3 or for "Doing a custom installation" on page 1-4.
4. Open the server's System Folder and hold down the Option key as you drag the Claris folder into the AppleWorks 5 folder on the server.

Holding down the Option key as you drag the folder copies (rather than moves) the Claris folder.

5. Locate the AppleWorks folder, either in the System Folder or in the Application Support folder (in the System Folder), and copy it to the AppleWorks 5 folder.

Users can now run AppleWorks 5 over the network. Be sure to advise them of the limitations described in the previous section, "Limitations to sharing AppleWorks 5."

Chapter 2: *New features in AppleWorks 5*

This chapter introduces the new features available in AppleWorks 5.

New look and feel

AppleWorks has a new look and feel and includes new ways to speed up your work.

Button bars

A button bar is a panel of buttons and other controls that provide quick access to over one hundred menu commands and tools. The button bar contains

- buttons that provide shortcuts to AppleWorks tasks (for example, printing)
- pop-up menus you can use to format selected text and objects
- the Info Line, which shows a description of any button that you position the pointer over

When you start AppleWorks, you see the preset button bar (called the Default button bar) just below the menu bar.



Default button bar for word processing documents

AppleWorks comes with several ready-made button bars and buttons for nearly every AppleWorks function. You can customize a button bar for a document by adding buttons you use specifically in that document, and you can switch button bars to suit your needs.

Text ruler

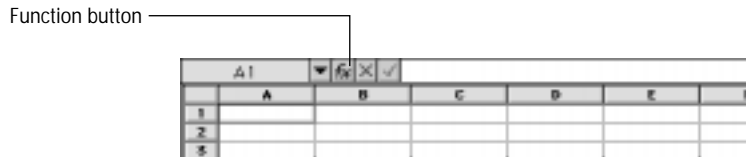
In a word processing document, you see the text ruler across the top of the document window. The text ruler provides a quick, visual way to change paragraph formatting, such as justification and line spacing, and set tabs. You can also apply a label, such as number or bullet, to text from the text ruler.



Text ruler

Function button

A function button now appears in the entry bar in a spreadsheet document. You can quickly choose spreadsheet functions from the Paste Function dialog box that appears when you click the button.



More Help features

AppleWorks now provides context-sensitive help in dialog boxes. When a dialog box appears on the screen, click a help button for help on the options in the dialog box.

Frequently Asked Questions is an Apple Guide system that directs you through the steps for completing some common AppleWorks tasks, such as wrapping text around an object or saving a template for reuse.

Internet features

AppleWorks makes it easy for you to take full advantage of Internet and browser services. You can also make interactive AppleWorks documents that don't connect to the Internet.

Link to a World Wide Web page

Any word processing, draw, or spreadsheet document can contain links, that, when clicked, start your browser and connect to a specific World Wide Web page. You can attach links to

- selected text
- draw objects
- spreadsheet cells
- text, paint, or spreadsheet frames
- a selection in a paint image

You can also create a custom button that starts your browser and connects to a specific Web page. Once you create the button, you can add it to any button bar.

Make your own Web page

Creating Web pages with AppleWorks is simple and quick. You create a word processing document and then use AppleWorks to translate the document so that it is readable by a browser.

Make a document interactive

You can make most AppleWorks documents interactive by formatting text or graphics as links to another part of the same document (called a book mark) or to another AppleWorks document (called a document link). You can't create links in database and communications documents.

Functionality enhancements

New AppleWorks features make it easier to accomplish the work you do every day.

Set a default font

You can now specify a default font for word processing documents. Every time you create a new word processing document, AppleWorks automatically uses the font you specify as the default font.

Add multimedia fields to database documents

You can now include graphics, frames, and movies in database fields. You define a field in a database document and select the Multimedia type.

Enhance your graphics

You can now add textures (multicolored fill patterns) to objects you've drawn, to text frames, to charts, or to database fields.

Create complex equations

The Equation Editor utility program from Design Science, Inc. is available within AppleWorks. Using the Equation Editor, you can create complex mathematical and scientific equations that you can insert into a word processing document or a text frame.

Use named cells

You can use ordinary, natural language in spreadsheet formulas. You can assign a name, such as Expenses or Fees, to a single cell or range of cells. Then you can use the cell name instead of the cell address to

- help you remember the purpose of the data in a particular cell or cell range
- search for cells by name
- refer to cells by name in calculations and formulas

Improved file compatibility

AppleWorks now can read files created in Microsoft Office 95. AppleWorks can also save files in these and other formats. New filters include an improved HTML translator and new GIF and JPEG graphics filters.