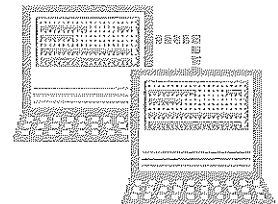
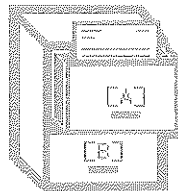
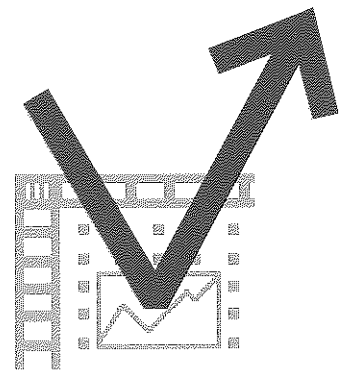
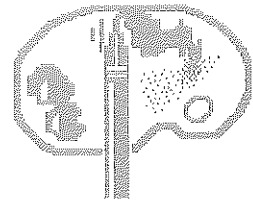
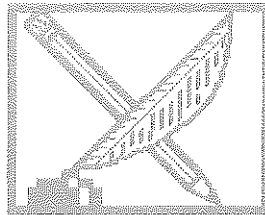


CLARIS™

AppleWorks GS Quick Reference



AppleWorks GS Quick Reference

Common Commands and Operations

Command Keys

File Menu

⌘-N	New
⌘-O	Open
⌘-K	Close
⌘-S	Save
⌘-P	Print
⌘-Q	Quit

Edit Menu

⌘-Z	Undo
⌘-X	Cut
⌘-C	Copy
⌘-V	Paste
⌘-A	Select All

Size Menu (Word Processing and Page Layout only)

⌘->	Larger
⌘-<	Smaller

Style Menu (Word Processing and Page Layout only)

⌘-T	Plain
⌘-B	Bold
⌘-I	Italic
⌘-U	Underline
⌘-H	Superscript
⌘-L	Subscript

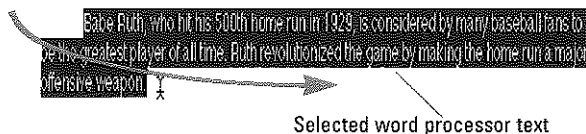
Exchanging Information Between Applications Using Control-Drag

- Select the information to be copied to another application
- Holding down the Control key, drag the information to the new application window and release the mouse button

Selecting

Selecting Text and Text Objects

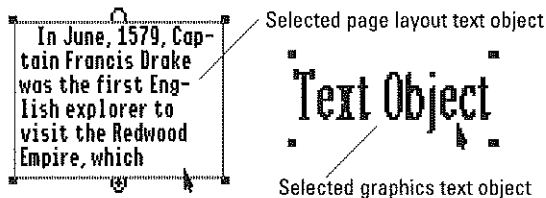
- To select text, click the I-beam where you want to begin the selection and drag until the desired text is selected



- To select text in a page layout text object, click the I-beam in the text object and drag until the desired text is highlighted



- To select a text object, choose the selection arrow and click the text object

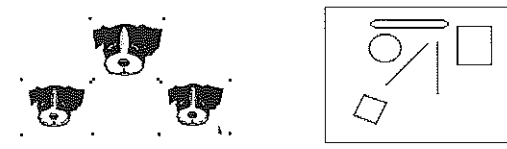


Selecting Graphic Objects

- To select a graphic object, click the object with the selection arrow



- To select multiple objects, hold down the Shift key as you select each object—or drag to create a selection rectangle around all the objects



Word Processing

Command Keys

Edit Menu

⌘-[Copy Ruler
⌘-]	Paste Ruler
⌘-Y	Select Paragraph

Search Menu

⌘-F	Find Again
⌘-I	Go to Insertion
⌘-1	Go to Beginning
⌘-9	Go to End
⌘-"	Check Spelling

Document Menu

⌘-W	Normal View
⌘-R	Hide Ruler/Show Ruler
⌘-E	Pages
⌘- -	Insert Page Break

Control Keys

Control-F	Delete next character
Control-X	Delete to beginning of line
Control-Y	Delete to end of line

Keyboard Commands for Moving the Insertion Point

This key:

Up Arrow
Down Arrow
Left Arrow
Right Arrow
⌘-Up Arrow
⌘-Down Arrow
⌘-Left Arrow
⌘-Right Arrow
Option-Left Arrow
Option-Right Arrow
⌘-1
⌘-5
⌘-9

Moves the insertion point:

Up one line
Down one line
One character to left
One character to right
Up one windowful
Down one windowful
To left margin of current line
To right margin of current line
To beginning of previous word
To beginning of next word
To beginning of a document
To middle of a document
To end of a document

Selecting Text

- *Click once* to select the insertion point
- *Click* to select the insertion point and *drag* to select a range of text
- *Double-click* to select a word
- *Triple-click* to select a line
- *Shift-click* to expand a range of selected text

Formatting Text with the Ruler

Ruler commands affect the paragraph containing the insertion point (or multiple selected paragraphs).

The left margin marker sets the left margin of a document

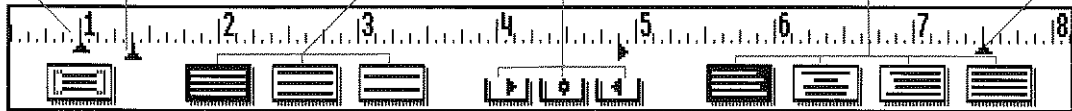
The red indentation marker sets the indentation of the first line of a paragraph

Click one of the line-spacing boxes for single, 1½, and double line spacing

Get left-align, right-align, and decimal-align tabs from the tab well

Text alignment boxes let you left-align, center, right-align, and full justify text

The right margin marker sets the right margin of a document



AppleWorks GS Quick Reference

Database

Command Keys

Edit Menu

⌘-I Insert Record

Organize Menu

⌘-F Find Next
 ⌘-M Match Records
 ⌘-R Show All Records
 ⌘-[Hide Selected Records
 ⌘-] Hide Unselected Records

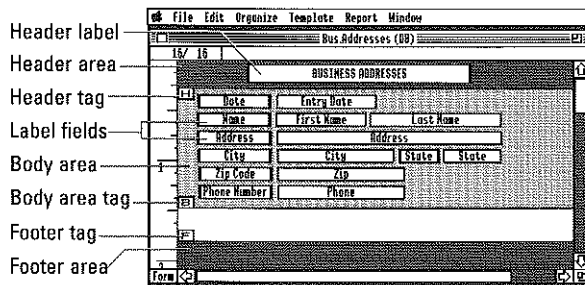
Template Menu

⌘-/ Show Definition
 ⌘-> Show Form
 ⌘-< Show List
 ⌘-# Grid

Additional Keyboard Commands

⌘-'' Copies into selected field of current record the contents of same field in previous record

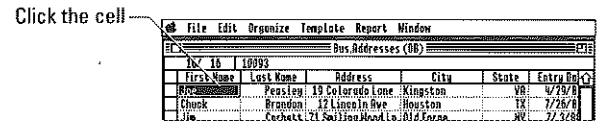
The Form Definition Screen



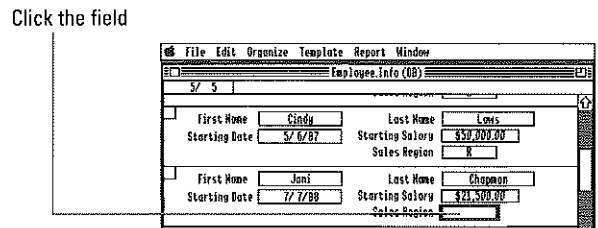
- To resize the header, drag the header tag
- To resize the body area, drag the body area tag
- To resize the footer area, drag the footer area tag

Selecting Data Items

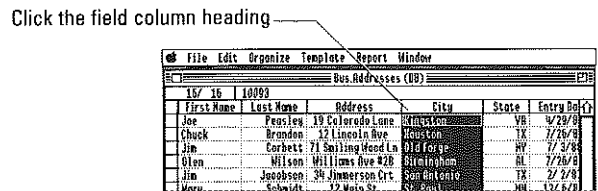
To Select a Cell (a single field in a record) in a List



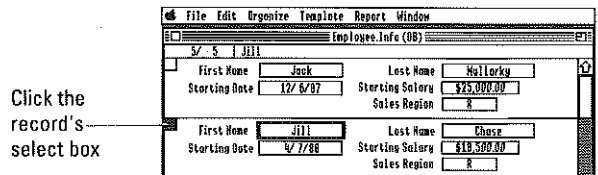
To Select a Field in a Form



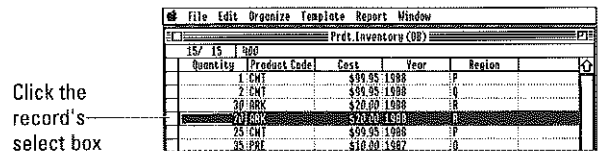
To Select a Field (in all records) in a List



To Select a Record in a Form



To Select a Record in a List



Spreadsheet

Command Keys

Edit Menu

⌘-I	Insert
⌘-D	Delete
⌘-M	Move
⌘-F	Fill
⌘-T	Transpose

Format Menu

⌘-B	Bold
⌘-U	Underline
⌘-#	General
⌘-.	Fixed
⌘-\$	Dollars
⌘-%	Percentage
⌘-E	Scientific Notation
⌘-,	Commas
⌘-R	Red Negative #'s
⌘-(Parenthesize Neg. #'s

Options Menu

⌘-=	Recalculate
⌘-L	List Functions

Data Menu

⌘-G	Go To
⌘-*	Protect

Additional Keyboard Commands

Left Arrow	Move one cell to left
Right Arrow	Move one cell to right
Up Arrow	Move up one cell
Down Arrow	Move down one cell
⌘-Left Arrow	Move to leftmost cell on screen
⌘-Right Arrow	Move to rightmost cell on screen
⌘-Up Arrow	Move to top cell on screen
⌘-Down Arrow	Move to bottom cell on screen

Selecting Spreadsheet Information

To Select a Cell

Click the cell

	A	B	C	D	E	F	G
1	GRADEBOOK FOR MS. GLEASON'S GEOGRAPHY CLASS						
2		GRADE					
3	NAME	Test1	Test2	Test3	Test4	Test5	Average
4	Abbot, L.	85	79	82	93	75	82.8
5	Andrews, M.	78	81	82	73	68	76.4
6	Beale, S.	92	90	95	91	74	88.4

To Select an Entire Column

Click the column heading

	A	B	C	D	E	F	G
1	GRADEBOOK FOR MS. GLEASON'S GEOGRAPHY CLASS						
2		GRADE					
3	NAME	Test1	Test2	Test3	Test4	Test5	Average
4	Abbot, L.	85	79	82	93	75	82.8
5	Andrews, M.	78	81	82	73	68	76.4
6	Beale, S.	92	90	95	91	74	88.4

To Select an Entire Row

Click the row heading

	A	B	C	D	E	F	G
1	GRADEBOOK FOR MS. GLEASON'S GEOGRAPHY CLASS--SPRING SEMESTER						
2		GRADE					
3	NAME	Test1	Test2	Test3	Test4	Test5	Average
4	Abbot, L.	85	79	82	93	75	82.8
5	Andrews, M.	78	81	82	73	68	76.4
6	Beale, S.	92	90	95	91	74	88.4

To Move a Selection

Hold down the ⌘ key and click the cell you want to make the upper-left cell of the selection's new location.

AppleWorks GS Quick Reference

Graphics

Command Keys

Edit Menu

⌘-D	Duplicate
⌘-B	Begin New Paint Object

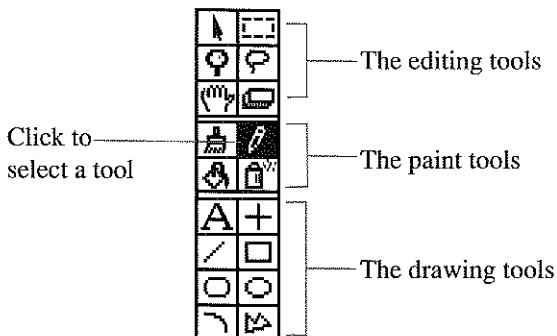
Arrange Menu

⌘-+	Bring to Front
⌘--	Send to Back
⌘->	Shuffle Up
⌘-<	Shuffle Down
⌘-G	Group
⌘-U	Ungroup
⌘-H	Flip Horizontal
⌘-I	Flip Vertical
⌘-L	Rotate Left
⌘-R	Rotate Right
⌘-Left Arrow	Nudge Left
⌘-Right Arrow	Nudge Right
⌘-Up Arrow	Nudge Up
⌘-Down Arrow	Nudge Down

Options Menu

⌘-T	Tools
⌘-Y	Patterns
⌘-#	Grid

The Tool Palette



Graphics Tool

Icon:	Tool:	Use this tool to:
	Selection Arrow	Select, move, and reshape objects
	Marquee	Make a rectangular selection
	Magnifying Glass	Magnify a part of a document
	Lasso	Select an irregularly shaped area
	Grabber	Scroll in multiple directions at once
	Eraser	Erase portions of a document
	Paintbrush	Paint with different brush shapes and color patterns
	Pencil	Create freehand lines and edit documents precisely
	Paint Bucket	Fill any bounded area in a document with a color pattern
	Spray Can	Spray dots of a color pattern in a document
	Text Tool	Create text objects
	Horizontal/Vertical Line Tool	Draw straight horizontal and vertical lines
	Line Tool	Draw straight lines at any angle
	Rectangle Tool	Draw rectangles and squares
	Rounded Rectangle Tool	Draw rounded rectangles and squares
	Oval Tool	Draw ovals and circles
	Arc Tool	Draw 90-degree arcs
	Polygon Tool	Draw polygons with any shape and number of angles

Graphics (continued)

Keys to Choose Tools:

This key:	Selects this tool:
Space bar	The Selection Arrow
Tab key	The Grabber
Esc key	The Magnifying Glass

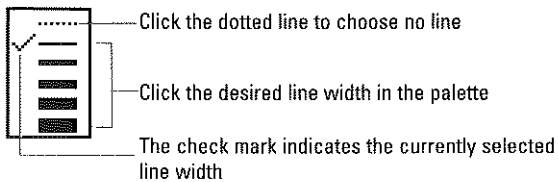
Holding Down the Option Key

When you select:	Produces this effect:
Marquee	Leaves behind a copy of the selection as you drag
Lasso	Leaves behind a copy of the selection as you drag

Holding Down the Shift Key

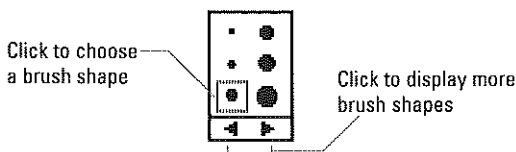
When you draw with this tool:	Produces this effect:
Line Tool	Creates 45 or 90-degree angle line
Rectangle Tool	Creates a square
Round Rectangle Tool	Creates a rounded square
Oval Tool	Creates a circle

The Line Palette



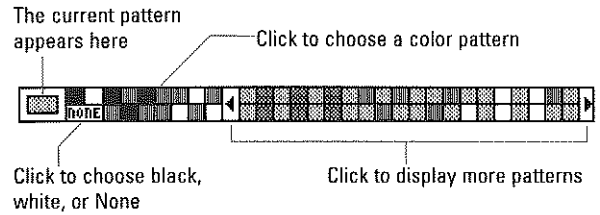
The Brush Shape Palette

When you choose the Paintbrush, the brush shape palette replaces the line palette.



The Pattern Palette

Click to select a color or pattern for fill. Hold down Option and click to select a color or pattern for lines and borders of regular shapes.



Communications

Command Keys

Transfer Menu

⌘-., Cancel

Settings Menu

⌘-M Hardware
⌘-T Communication

Phone Menu

⌘-D Dial
⌘-H Hang Up

Additional Keyboard Commands

To dial a fast-dial phone number, hold down the Option key and press the character key assigned to the phone number. (You assign fast-dial characters to phone numbers with the Dial command on the Phone menu.)

AppleWorks GS Quick Reference

Page Layout

Command Keys

Edit Menu

⌘-D Duplicate

Options Menu

⌘-W Fit in Window/Normal View

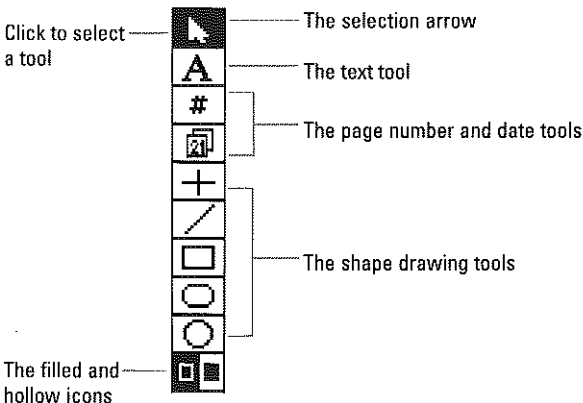
⌘-G Go to Page

Arrange Menu

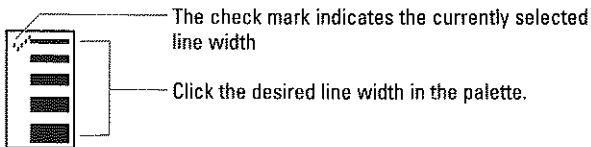
⌘-+ Bring to Front

⌘-- Send to Back

The Tool Palette



The Line Palette

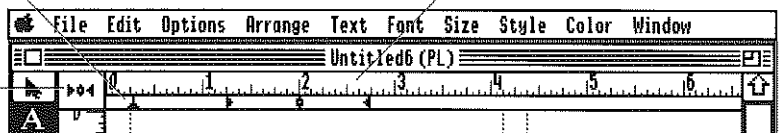


Formatting with Rulers

Get left-align, decimal-align, and right-align tabs from the tab well

The indentation marker sets the indentation of the first line of a paragraph

The inch scale lets you determine where to place the indentation marker and tabs



Graphics Tools

Icon:	Tool:	Use this tool to:
	Selection Arrow	Select, move, and reshape objects
	Text Tool	Create and edit text objects
	Page Number Tool	Place the page number on a document page
	Date Tool	Place the current date on a document page
	Horizontal/Vertical Line Tool	Draw straight horizontal and vertical lines
	Line Tool	Draw straight lines at any angle
	Rectangle Tool	Draw rectangles and squares
	Rounded Rectangle Tool	Draw rounded rectangles and squares
	Oval Tool	Draw ovals and circles
	Filled/Hollow Icons	Specify whether to make a shape filled or hollow

The Page Icons

