



# AppleWorks Journal

AppleWorks Users Group

Special Sample Issue

## Contents

From the Editors	1
• Greetings from AWUG™	
Letters to AWUG	2
• An Easy Way to Perform Multiple Searches	
• How to Jump to Any Page in a Document	
• How to Change Regular Quotes to Curly Quotes	
• How to Restore the Clippings Tabs	
AppleWorks Projects	4
• How to Create Newsletters with AppleWorks	
AWUG News	14
• Special Benefits for AWUG Members	
Database Tips	15
• How to Calculate Elapsed Dates in Database Records	
General Interest	18
• How to Use AWUG's AppleWorks Journal Index	
AppleWorks Projects	19
• Rainy Day Project: AppleWorks Coloring Books Made Easy	
About AWUG	26
• Services Included in Your AWUG Membership	
AWUG Membership Form	26

## From the Editors

Welcome to this sample issue of the *AppleWorks Journal*, the popular AppleWorks newsletter from the AppleWorks Users Group (AWUG). We created this issue because we want you to know about AWUG, an independent association of more than 15,000 AppleWorks users in the United States and 51 other countries. AWUG has one goal – to enhance your productivity with AppleWorks.

AWUG members receive these valuable services:

- Home or office delivery of a full year (ten issues) of the *AppleWorks Journal*. Each 24-page issue is filled with hints, tips, news and ideas that will answer your AppleWorks questions and enhance your productivity with AppleWorks.
- Unlimited telephone and email technical support from AWUG's 53 volunteer-consultants.
- Access to AWUG's AppleWorks support site on the World Wide Web. This service helps you get answers to your AppleWorks questions 24 hours a day.
- Access to AWUG's Public Domain Library with more than 500 CDs filled with AppleWorks templates, graphics and utility programs.
- Significant discounts on AppleWorks-compatible products and other special offers that we negotiate for our members.

We encourage you to explore AWUG's website and learn about AWUG's services. Then give AWUG a try – it's risk free. We're so sure you'll like AWUG's offerings that we maintain a "satisfaction guaranteed or all you money back" policy for our members. ■

Greetings  
from AWUG!

## More Powerful Searching

Dear AWUG,

I need help finding records in the AppleWorks database that I use to store my grandmother's recipes. It's a simple database with three fields: Recipe Name, Ingredients and Instructions (see *Figure 1*). Now I want to search for specific combinations of ingredients in my recipes. For example, I want to find all recipes that include "chicken" *and* "onion" *and* "sour cream".

I know how to find all the records that contain "chicken". But every time I search for "onion", AppleWorks ignores my earlier "chicken" search and gives me every recipe that contains "onion", even if it doesn't contain "chicken".

How can I search for these combinations in AppleWorks?

Mike Greene; Alexandria, Virginia

[Ed: AppleWorks gives you at least three ways to perform this search. I suggest that you use the "Find from visible" option in AppleWorks' Find Record command to search for the appropriate recipes. Follow these steps:

1. With your database on the screen, select "Find" from the Layout Menu to display the Find Records screen. Click in the Ingredients field and type the word "chicken". Then click on the "Find" button to find all the records that contain "chicken".
2. Once again, select "Find" from the Layout Menu. Click in the Ingredients field and type "onion". Then click on the "Find from Visible" button before clicking on "Find" (see *Figure 1*). That tells AppleWorks to limit your search to the records you selected earlier. (Those are the records that contain the word "chicken".) AppleWorks will now display the records that contain "chicken" and "onion".
3. Repeat step #2 and enter "sour cream". AppleWorks will now display only the records that contain "chicken", "onion", and "sour cream".

When you're done, select "Show All Records" from the Organize Menu.]

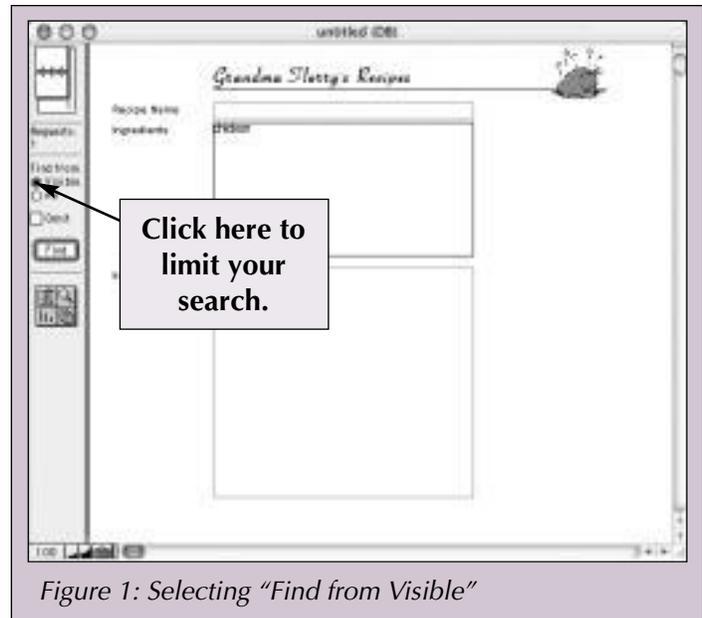


Figure 1: Selecting "Find from Visible"

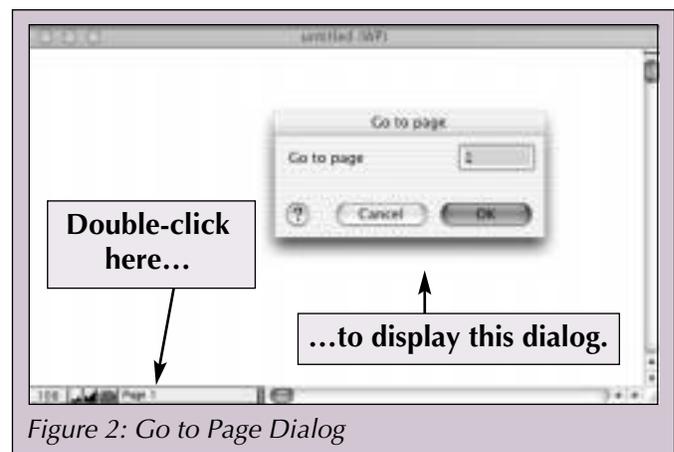


Figure 2: Go to Page Dialog

## Jumping to a Page

Dear AWUG,

Is there any quick way to jump to a particular page in a word processor document?

Mary Bond  
via the AppleWorks list-serv

[Kevin Warren replies: AppleWorks has a "hidden" Go to Page command that lets you jump to any page in a document.

To jump to a page, double-click on the page number next to the Tools Icon at the bottom of your document. AppleWorks will display the dialog in *Figure 2* that lets you jump to any page in the document.]

### Changing Regular Quotes to Curly Quotes

Dear AWUG,

I often cut and paste email messages into my AppleWorks word processor documents. Everything goes smoothly with one exception – I get straight quotes and apostrophes instead of curly quotes.

Is there any way to turn the regular quotation marks into curly quotes after I paste the text into AppleWorks?

Emily Jackson; via the AppleWorks list-serv

*[Ed: You can use AppleWorks' Find/Change command to replace the straight quotation marks and apostrophes with curly quotes. Follow these steps:*

1. Select "Preferences" from the AppleWorks or Edit Menu and "General" from the Preferences Sub-Menu.
2. If necessary, choose "Text" from the pull-down Topic Menu. Then de-select Smart Quotes and click on "OK".
3. Select "Find/Change" from the Edit Menu and change all occurrences of <space>" with <space>". (Macintosh users: Press Option-[ to type the " character.) (Windows users: Hold down the Alt Key and type 0147 on the numeric keypad. Then release the Alt Key. Some Windows fonts do not contain curly quotes – those fonts will type straight quotes.)
4. Click on "Change All" and then on "OK" in the Find/Change window.
5. Close the Find/Change window. (A bug in AppleWorks 6 forces you to close this window if you want to perform multiple Find/Change operations.)
6. Use the Find/Change Command three more times as follows:
  - A. Replace " with ". (Macintosh users: Press Shift-Option-[ to type the " character.) (Windows users: Type Alt-0148.)
  - B. Replace <space>' with <space>'. (Macintosh users: Press Option-] to type the ' character.) (Windows users: Type Alt-0145.)

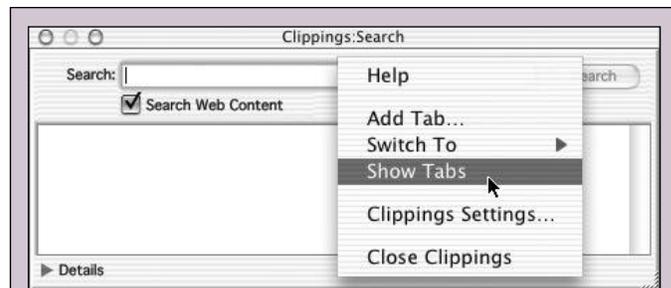


Figure 3: Restoring the Clippings Tabs

C. Replace ' with '. (Macintosh users: Press Shift-Option-] to type the ' character.) (Windows users: Type Alt-0146.)]

### How to Restore the Clippings Tabs

Dear AWUG,

The tabs are missing from the bottom of my AppleWorks 6 Clippings Window. I need these tabs to switch between the different clippings collections. Do you know how to restore them?

John van Gaesbeeck; Brielle, Netherlands

*[Hans Anders replies: You can use AppleWorks' contextual menu to hide and restore the clippings tabs.*

*To restore the tabs, hold down the Control Key and click anywhere in the Clippings Window. (Windows users: Right-click in the Clippings Window to display the contextual menu.) Then select "Show Tabs" from the contextual menu (see Figure 3). AppleWorks will then display the tabs at the bottom of the Clippings window.]*



**AppleWorks Journal**  
AppleWorks Users Group

Editor: Warren Williams

Associate Editor: Cathleen Merritt

Technical Editor: Ron Fairchild

Page Layout: Jonathan Saalberg

Publisher: AppleWorks Users Group International

©COPYRIGHT 2003, by AWUG, the AppleWorks Users Group,

for the exclusive use and enjoyment of its members. Any reprint or reproduction must be approved in writing and in advance by AWUG.

The AppleWorks Journal (ISSN 1059-6542) is published ten times annually for \$39.95 per year by the AppleWorks Users Group, 49068 Harvest Dr., Plymouth, MI 48170.

Periodical Postage paid at Plymouth, MI, and additional mailing offices.

POSTMASTER: Send address changes to AppleWorks Journal,

AWUG, Box 701010, Plymouth, MI 48170.

# How to Create Newsletters with AppleWorks

by Jon Saalberg

You can spend hundreds of dollars on programs that let you create splendid newsletters on a Macintosh or Windows computer. If you produce newsletters regularly, insist on perfection and have the money in your budget, you should probably get a program such as QuarkXPress or Adobe InDesign. Then plan on spending hundreds more for graphics applications you will need to create the illustrations in your publications.

But this article is for the rest of us – AppleWorks users who produce an occasional newsletter.

This article will take you step-by-step through the process of creating a newsletter with AppleWorks. Along the way, you will produce the two-page newsletter in *Figure 1*. As you can see from the figure, your newsletter will include many of the items that appear in most publications – articles, graphics, a banner headline, footers and more. When you are done, you can use the newsletter you create in this exercise as a template for your own publications.

## Assumptions

Throughout this article I will assume that you know the basics of AppleWorks. I will also assume that you know how to create a document, choose a font, font size and style, center and justify text, and use the tools on AppleWorks' Tools Palette.

To keep everyone working on the same articles, I suggest that you use the three sample files I prepared for AWUG's Journal Templates.10 disk, which you can download from AWUG's website at <[www.awug.org](http://www.awug.org)> or order on AWUG's December 2001 CD for \$14.95 plus \$2 U.S. s/h. If you don't have those files, you can use any AppleWorks word processor files to complete this exercise.

The procedures you will learn work with all versions of AppleWorks. However, AppleWorks 5

*Jon Saalberg is the AppleWorks Users Group Public Domain Librarian and Graphics Specialist.*

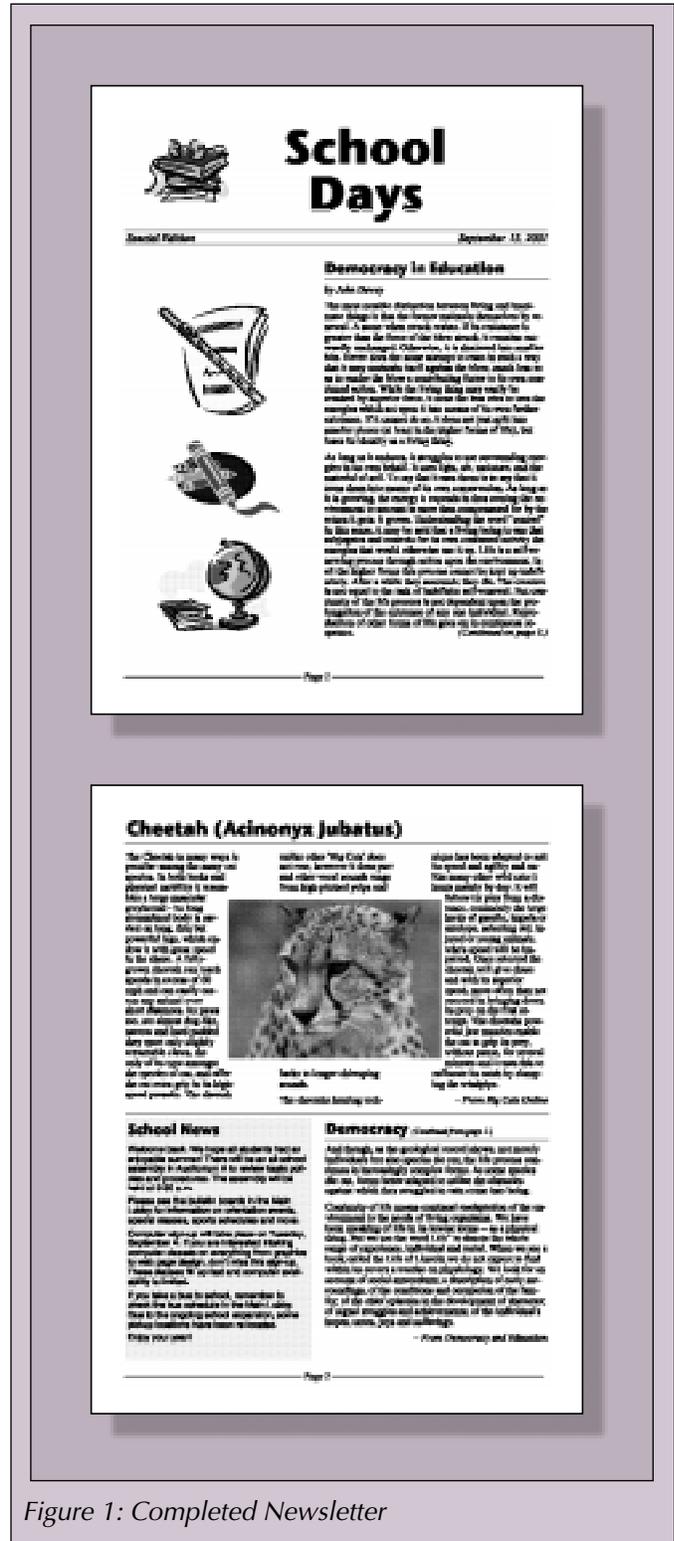


Figure 1: Completed Newsletter

includes a useful newsletter assistant that automates much of the newsletter creation process. If you have AppleWorks 5, I suggest that you explore that Assistant – it makes it easier to create newsletters with that version of AppleWorks. [Ed: For step-by-step directions that describe how to use AppleWorks 5's Newsletter Assistant, see "How to Use AppleWorks' Newsletter Assistant", "How to Improve Your Newsletter Template", and "How to Assemble a Newsletter" in the April, May and June/July 1995 issues of the AppleWorks Journal. These articles (and all the other articles mentioned here) are also on AWUG's AppleWorks Journal Compendium CDs and are available from AWUG's Fax and Copy Service.]

### Creating the Document

You will start by creating a drawing document and setting the parameters for the document. (Although you can create newsletters in word processor documents, AppleWorks drawing documents offer a more flexible environment for your newsletter.) Follow these steps:

1. Launch AppleWorks and create a new drawing document.
2. Select "Document" from the Format Menu and set all the margins to .56 inches. (That lets you print the newsletter on almost any printer. If your printer accommodates smaller margins, set your AppleWorks margin settings to those smaller values.) Do not click on "OK".
3. Enter the number of pages in your newsletter in the "Pages Down" area. (In this example, enter "2" for "Pages Down".) Your screen should look like *Figure 2*. Then click on "OK".
4. Select "Page View" from the Window Menu so your monitor displays the breaks between the pages.
5. Select "Turn Autogrid Off" from the Options Menu. That lets you place objects anywhere on the page.
6. Select "Preferences" from the Edit Menu and "General" from the Preferences Sub-menu. Confirm that the rectangle with eight handles

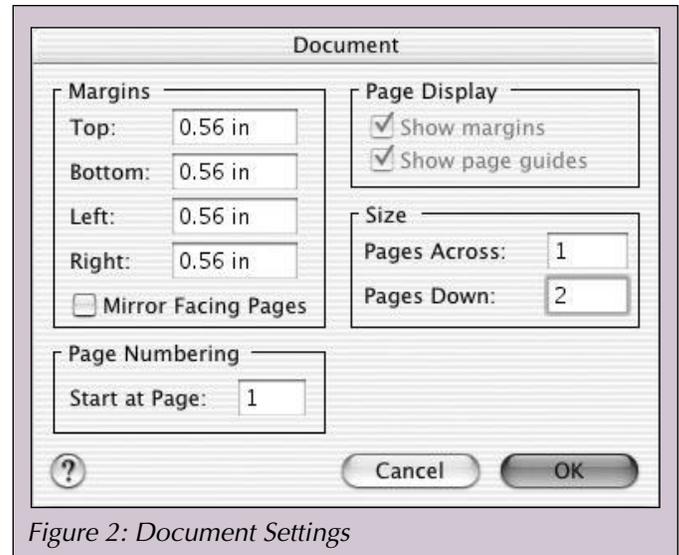


Figure 2: Document Settings

is selected in the Object Selection area. Do not click on "OK".

7. Select "Text" from the pull-down Topic Menu and turn on "Fractional Character Widths". That ensures better font management in your printed newsletter. Then click on "OK".
8. Select "Frame Links" from the Options Menu. That tells AppleWorks to create linked text frames whenever you create a text frame in your document. [Ed: To learn about linked text frames, see "Everything You Should Know about Linked Text Frames" in the October 1998 AppleWorks Journal.]
9. Select "Rulers" from the Format Menu and "Show Rulers" from the Rulers Sub-menu.

### Create a Masthead

Now you will create a masthead for your newsletter. Continue as follows:

10. Select the Text Tool. Then click at the upper-left corner of the page and drag to create a text frame that is two inches tall and the full width of the page.
11. Select a font that will make an attractive headline. For this exercise, choose Stone Sans ITCTT, bold. Set the font size to 60 points. Then type "School Days". Press  $\text{⌘} - \backslash$  to center the title. (That's a backslash. It is above the Return Key on most keyboards.)

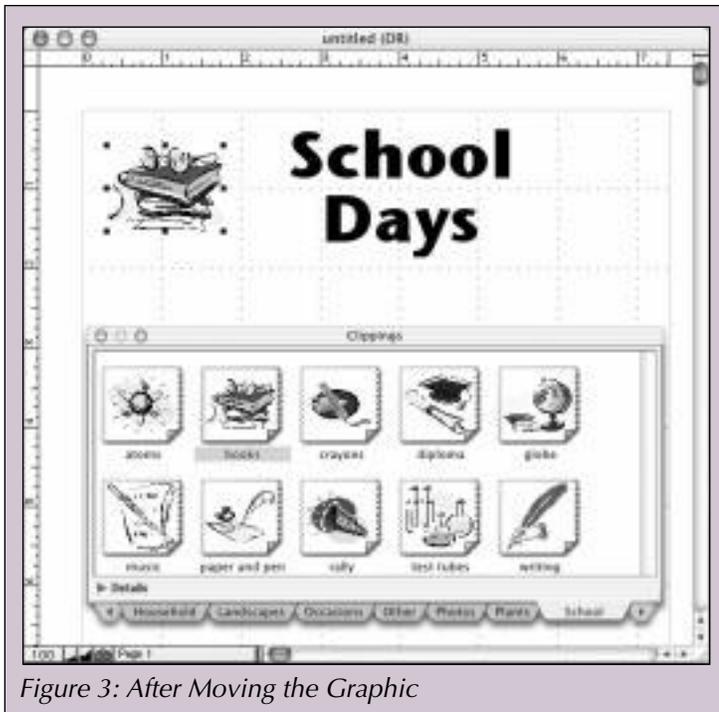


Figure 3: After Moving the Graphic

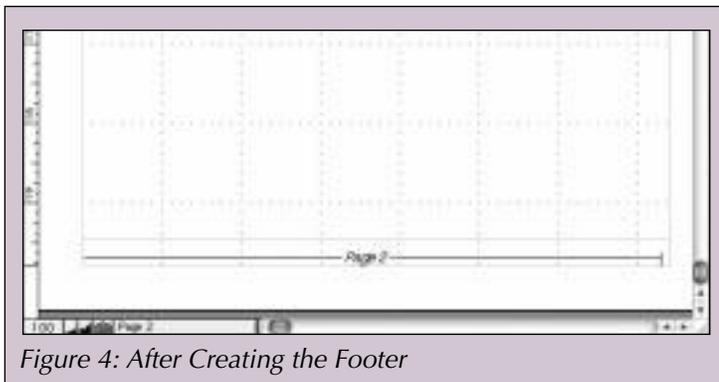


Figure 4: After Creating the Footer

12. The title is too wide to let you add a graphic to the masthead. Click before the word “Days” and press the Delete Key to delete the blank space between the two words. Then press the Return Key to force the title onto two lines.

13. There is too much space between the two lines of text. Select “Paragraph” from the Format Menu and change the Line Spacing metric to “inches”. Then change the setting to .8 inches and click on “OK”.

Now you will add a graphic to the masthead. Continue as follows:

14. Select the Arrow Tool. That tells AppleWorks to import the graphic as a free-floating object that you can position anywhere in your document. [Ed: For more information about free-

*floating objects, see the sidebar “Using Your Clippings: In-Line or Free-Floating” on page 14 of the May 2001 AppleWorks Journal.]*

15. Choose “Show Clippings” from the File Menu to display the Clippings window. Then scroll to the School tab at the bottom of the window and click on the tab.
16. Click on the Books graphic and drag the graphic to the left of the text in your masthead.
17. The graphic is too large for the masthead. Select “Scale by Percent” from the Arrange Menu, set both values to 75% and click on “OK”. Then move the graphic so it is centered to the left of the text in the title. Your screen should look like *Figure 3*.
18. Close the Clippings window.
19. As you can see, the text is too close to the graphic. With the Arrow Tool still selected, click once on the text. Then click on the lower-left handle of the text frame, hold down the Shift Key, and drag the handle one inch to the right. AppleWorks will re-center the text in your newly re-sized frame.

### Automatic Page Numbering

Now you will add a footer that automatically numbers your pages. The footer will also include a horizontal line that will serve as a graphic element at the bottom of each page. (AppleWorks does not “capture” graphics as part of a footer. As you will see, the work-around is to use dashes when you want to add a horizontal line to a footer.) Continue as follows:

20. Select “Insert Footer” from the Format Menu.
21. Press the Return Key to insert extra space above the line that will display the page number. (Without this extra space, the body of your document can get too close to the text in the footer.)
22. Press ⌘-[ to left-justify the text.
23. Hold down the Option Key. Then press and hold down the hyphen key until AppleWorks draws a ¾ inch long line. (Option-hyphen types an “en dash” on Macintosh systems. Windows users should press Shift-hyphen.)

24. Type “<space> Page <space>”. Then choose “Insert Page #” from the Edit Menu and click on “OK”.
25. Press the Space Bar. Then hold down the Option Key and press and hold the hyphen key until AppleWorks fills the rest of the line. (If AppleWorks starts a second line, press the Delete Key until you delete the extra line.) Your footer will look like the example in *Figure 4*.
26. Scroll to the top of the document.
27. Save your work on the desktop in an AppleWorks file called “Newsletter.cwk”.

### Volume and Date

Now you will add the volume and date banner below the masthead. You will start by drawing two horizontal lines (rules) to separate the banner from the rest of the newsletter. Follow these steps:

1. Select the Line Tool. Then hold down the Shift Key, click at the 2-inch mark down the page and drag to the right to draw a rule all the way across the page. (Holding down the Shift Key “constrains” the Line Tool so it draws a horizontal rule.)
2. Copy and paste the rule. The copy will be on top of the original rule. Use the Down Arrow key to move the new rule down  $\frac{1}{4}$  inch.
3. Select the Text Tool. Then click and drag to create a linked text frame that fits between the rules. (You may find it easier to draw the text frame over the rules and re-size it later.)
4. Set the font to Times, italic, 14 point and type “Special Edition”. Then press the Tab Key and type “September 15, 2001”.
5. Now you will set a right tab for the line of text. To do that, select “Rulers” from the Format Menu and “Ruler Settings” from the Rulers Sub-menu. Then switch to the text ruler and click on “OK”. (Please review this step – from now on I will assume you know how to switch between the graphic and text rulers.)
6. Select the Right Tab icon and drag the icon to the right margin on the ruler (see *Figure 5*).

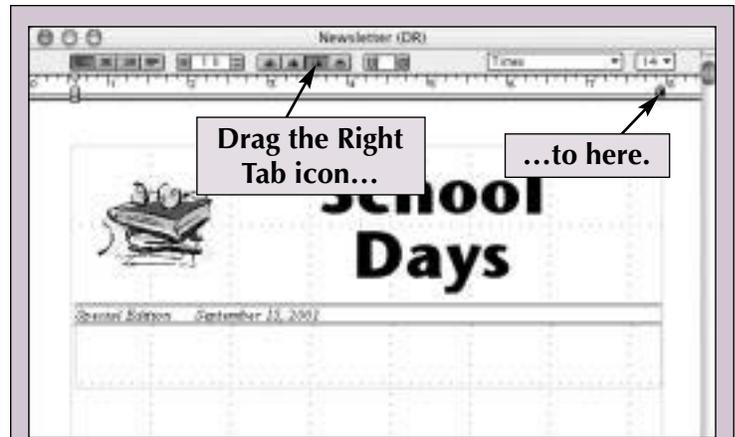


Figure 5: Setting the Right Tab

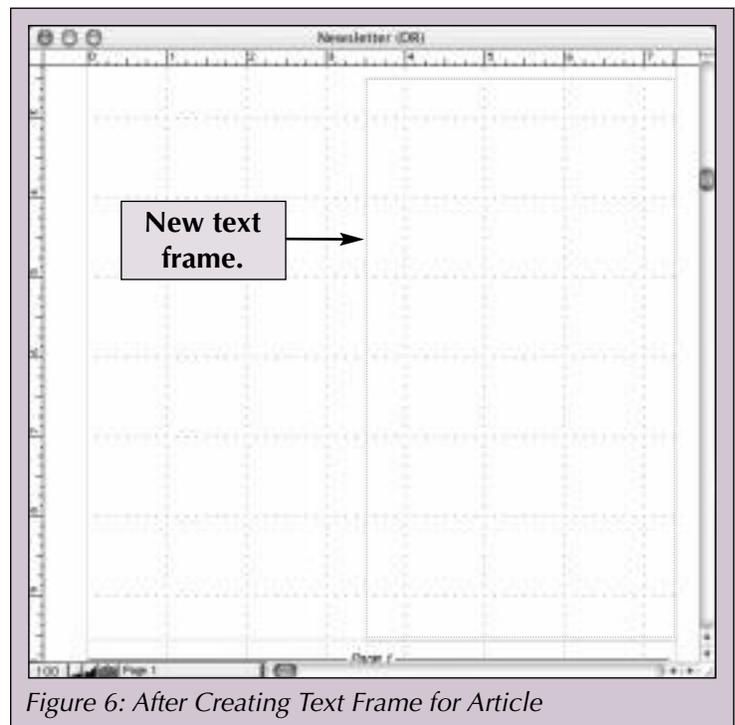


Figure 6: After Creating Text Frame for Article

7. The date should jump to the right margin when you release the mouse button.
7. Switch to 200% view and check if the text is positioned attractively between the rules. If it is not, select the Arrow Tool and re-size and/or re-position the text frame until the text is centered between the rules. Then return to 100% view.
8. Once again, save your work.

### Adding the First Article

Now you will add the first article, starting with its headline. Follow these steps:

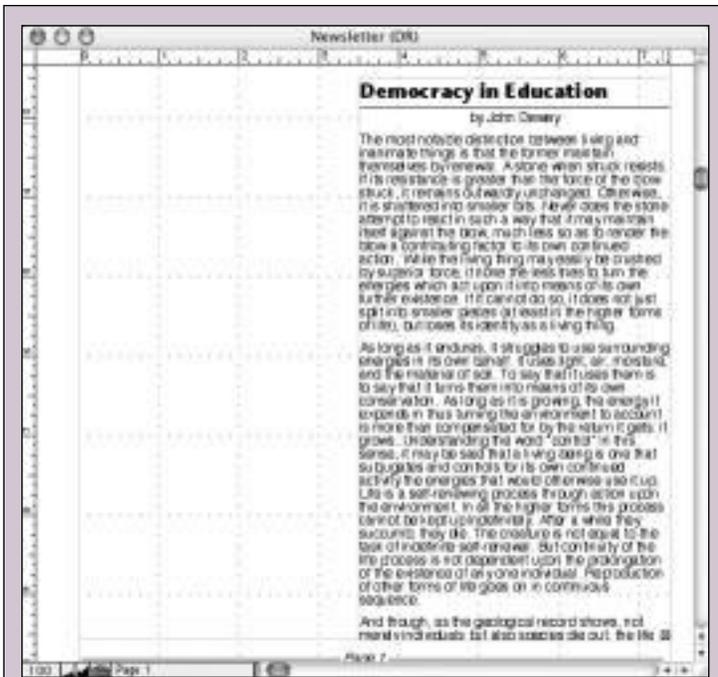


Figure 7: After Creating the Headline

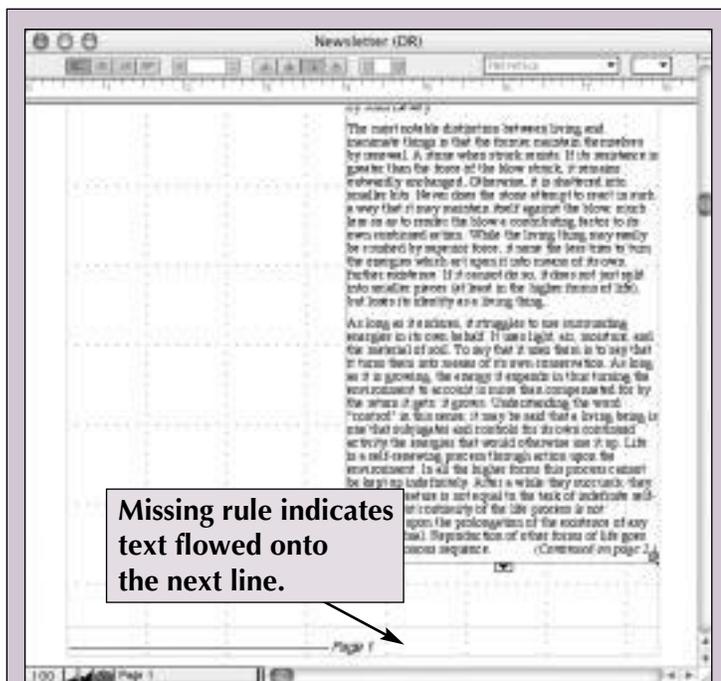


Figure 8: First Column Completed

1. Switch to the graphics rulers.
2. Select the Arrow Tool and then the Text Tool. (That tells AppleWorks you want to draw a new *linked* text frame. Otherwise, AppleWorks continues to display the regular text cursor.) Using the rulers as a guide, put the cursor 3½ inches in from the left margin and 2½ inches down the

page. Then click and drag down to the top of the footer and to the right margin on the page. (Limiting the frame to the first page will take some patience – AppleWorks will want to continue the frame onto the second page. Just be patient and you will get it.) When you release the mouse button your screen should look like *Figure 6*.

3. With the cursor flashing at the beginning of the text frame, select “Insert” from the File Menu and navigate to the “Democracy in Education.cwk” file on AWUG’s Journal Templates.10 disk. Insert that file.

Now you will format the headline. Continue as follows:

4. Triple-click on the first line of the imported text to highlight the title of the article. Set the font to Stone Sans ITCTT, bold, 18 point.
5. Press ⌘-] to left justify the title.
6. Select the Line Tool. Then click just below the title, hold down the Shift Key and drag to draw a line to the right margin. Your screen should look like *Figure 7*.
7. Double-click in front of the word “by” under the title. Then hold down the Shift Key and press ⌘-Down Arrow to highlight all the text in the article. Change the font to Times.
8. Triple-click to select the byline of the article. Set the font style to italic.
9. Press ⌘-] to left-justify the byline.
10. Select “Writing Tools” from the Edit Menu and “Auto-Hyphenate” from the Writing Tools Sub-menu. Hyphenation is optional, but many readers find the straighter right margins more attractive on the page.

As you can see from the overflow “x” at the bottom-right corner of the text frame, the article does not fit in this frame. Later, you will put the overflow on page two, but now you will adjust the frame and text so the article “breaks” nicely at the bottom of this page. Continue as follows:

11. With the Text Tool still selected, click after the word “sequence” in the last complete paragraph on the page.
12. Press the Tab Key. Then change the font style to italic and type **(Continued on page 2.)**.
13. Switch to the text ruler. Select the Right Tab icon and drag the icon to the right margin on the ruler (see *Figure 5*). When you release the mouse button, the “continued” message should jump to the right margin.
14. Select the Arrow Tool. Then click on one of the handles at the bottom of the column and drag straight upward until the last line of text below the “continued” message disappears from your screen. Your screen should look like *Figure 8*.
15. Examine the footer at the bottom of the page. On some systems, it will run over onto a second line as in *Figure 8*. If this happens to you, click anywhere on the horizontal line in the footer and press the Delete Key. Then click anywhere in the body of the newsletter and save your work.

Now you will add three graphics to finish the first page. To do that, switch to the Arrow Tool. Then repeat steps #15 and #16 on page 6 and add the music, crayons and globe clippings to the page. These graphics fit nicely at their default size – you do not have to re-size the graphics.

Your completed page should look like the example in *Figure 1*. Close the Clippings window and once again, save your work.

### Page Two Layout

Now you will format page two, starting with the article at the top of the page. As you can see from *Figure 1*, the article will contain three columns and a picture of a cheetah. The headline goes across all the columns, so you must put it in a separate text frame.

Follow these steps to create the headline:

1. Switch to the graphics ruler and scroll to the top of page two.

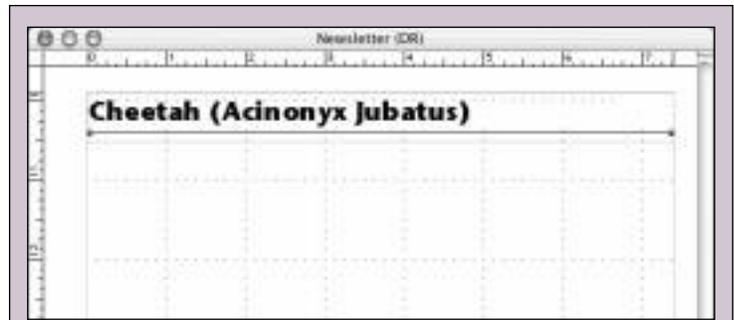


Figure 9: After Creating the Second Headline

Formula	This Newsletter
Width of page	8.5 inches
– Total width of left and right margins	– 1.1 inches
– Total space between the columns	– 1.0 inches
= Usable width of the page	= 6.4 inches
÷ Number of columns	÷ 3
= Width of each column	= 2.1 inches

Figure 10: Calculating Column Widths

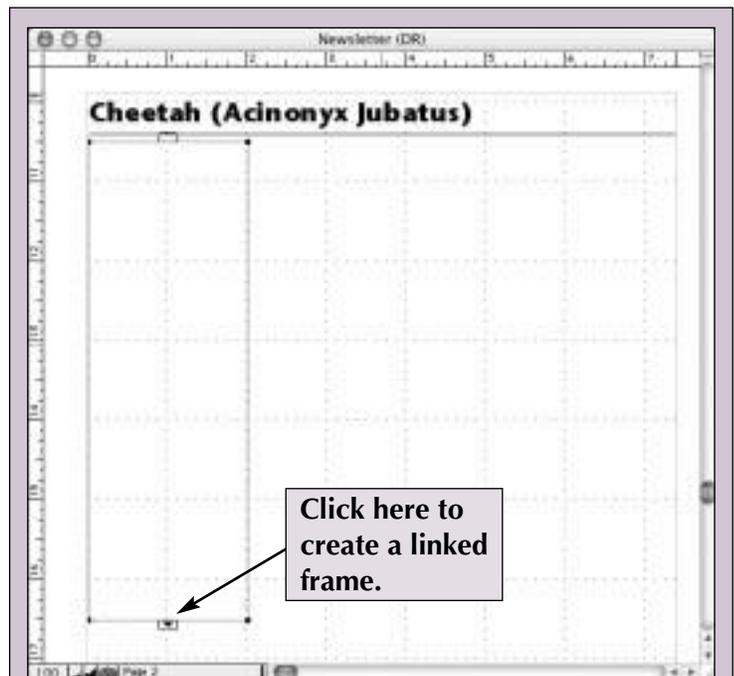


Figure 11: After Drawing the Text Frame

2. Select the Text Tool, click in the upper left corner of the page, and draw a ½-inch tall text frame all the way across the top of the page.
3. Set the font to Stone Sans ITCTT, bold, 24 point. Then type **Cheetah (Acinonyx Jubatus)**.

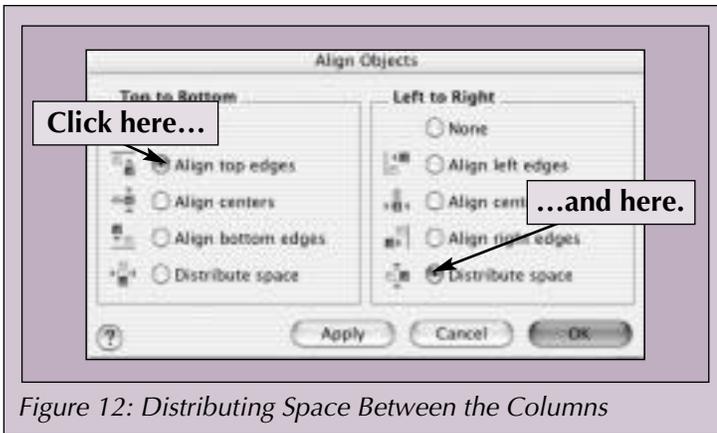


Figure 12: Distributing Space Between the Columns

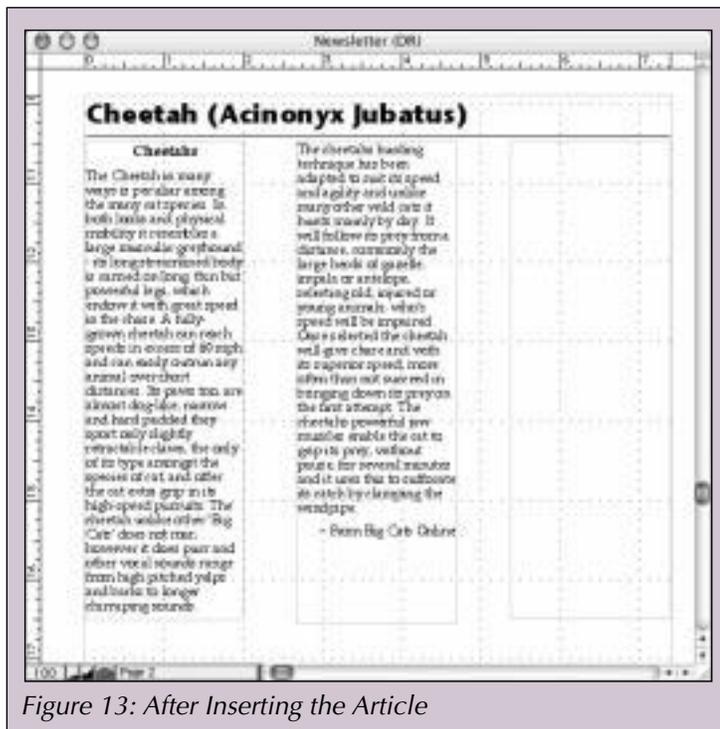


Figure 13: After Inserting the Article

4. Select the Line Tool, hold down the Shift Key and draw a rule all the way across the page underneath the text. Your screen should look like *Figure 9*.
5. With the rule still selected, hold down the Shift Key and click on the headline to select both objects. Then choose “Group” from the Arrange Menu.

Now you will create the columns for the article. You can estimate the width of the three columns, but I use the formula in *Figure 10* to determine their width. As you can see from this figure, each column should be approximately two inches wide. Continue as follows to create the columns:

6. Select the Text Tool. Then click at the left margin just below the 10.5-inch mark on the ruler at the left edge of the page. Drag to create a 2-inch wide and 6-inch tall text frame. (The bottom of the frame should be at the 16.5-inch mark on the rulers at the left edge of the page.) This frame is larger than you need, but you will adjust its size later.
7. Select the Arrow Tool and click within the frame you just drew. AppleWorks will display the text frame with a down-pointing arrow at the bottom of the frame (see *Figure 11*). The arrow indicates that you can link another frame to the one you just drew. Click on that arrow.

Now you will draw the second and third linked columns. Continue as follows:

8. Put the cursor just below the 10.5-inch mark on the left ruler and at the 2.5-inch mark on the top ruler. Then click and drag to create a 2-inch wide column that ends at the 16.5-inch mark on the left ruler.
9. Click on the down-pointing arrow at the bottom of that frame.
10. Put the cursor just below the 10.5-inch mark on the left ruler and at the 5-inch mark on the top ruler. Then click and drag to create another 2-inch wide column that ends at the 16.5-inch mark on the left ruler.

As you can see, the right-most column does not go to the right margin. Now you will spread the columns out so the extra space appears between the columns and not at the right margin. Continue as follows:

11. With the right-most column still selected, press the Right Arrow Key until the right edge of the column is at the right margin.
12. Hold down the Shift Key and click somewhere in the middle of the now invisible first and second columns. That will select all three columns.
13. Choose “Align Objects” from the Arrange Menu. Then select “Align top edges” from the Top to Bottom adjustments. Select “Distribute Space” from the Left to Right adjustments (see

Figure 12) and click on “OK”. AppleWorks will move the middle column so it is equidistant from the other two columns.

Now you will insert the text. Continue as follows:

14. Click in the first frame. Then select “Insert” from the File Menu and insert the “Cheetahs.cwk” text into the frame. Your screen should look like *Figure 13*.
15. Triple-click on the title at the beginning of the first column. Then press the Delete Key.
16. Hold down the Shift Key and press ⌘-Down Arrow to select all the text. Change the font to Times.
17. Change the attribution at the end of the article to italics. Once again, save your work.

### Inserting a Photo

Now you will insert a photograph of a cheetah into the article. Follow these steps:

1. Select “Show Clippings” from the File Menu.
  2. Select the Arrow Tool. That tells AppleWorks to insert the graphic as a free-floating object on top of the article. Click on the Arrow Tool again to de-select all the selected objects.
  3. Click on the Photos tab at the bottom of the Clippings window. Then click on the cheetah.jpg graphic and drag it into your newsletter.
  4. Close the Clippings window.
  5. The photograph is too large for your document. Select “Scale by Percent” from the Arrange Menu and enter 65% for both percentages.
  6. Select “Text Wrap” from the Options Menu. Click on “Regular” and then on “OK”. That “pushes” the text away from the edges of the photograph.
  7. Move the picture into position near the center of the article. Your screen should look like *Figure 14*.
- Now you will shorten the text frames so the article fills all three frames. Continue as follows:
8. With the Arrow Tool still selected, click once

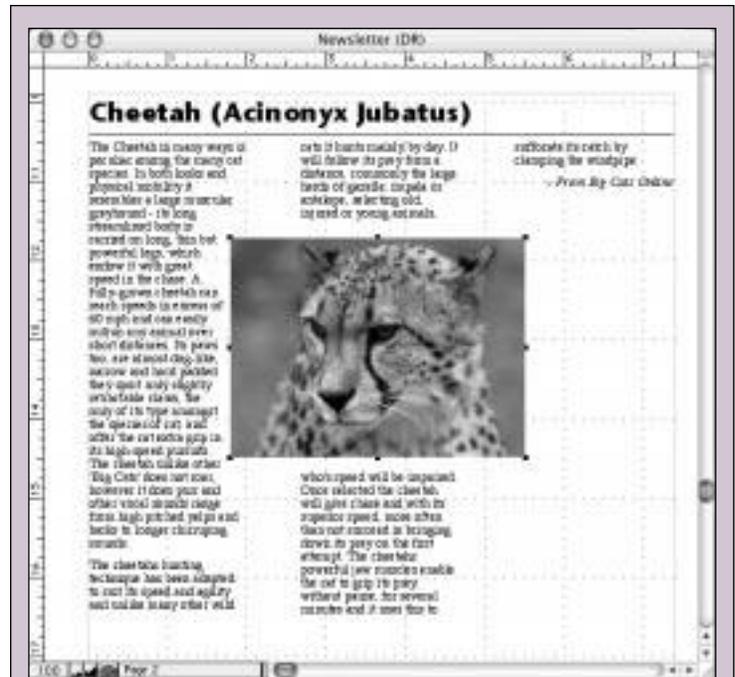


Figure 14: After Placing the Photo

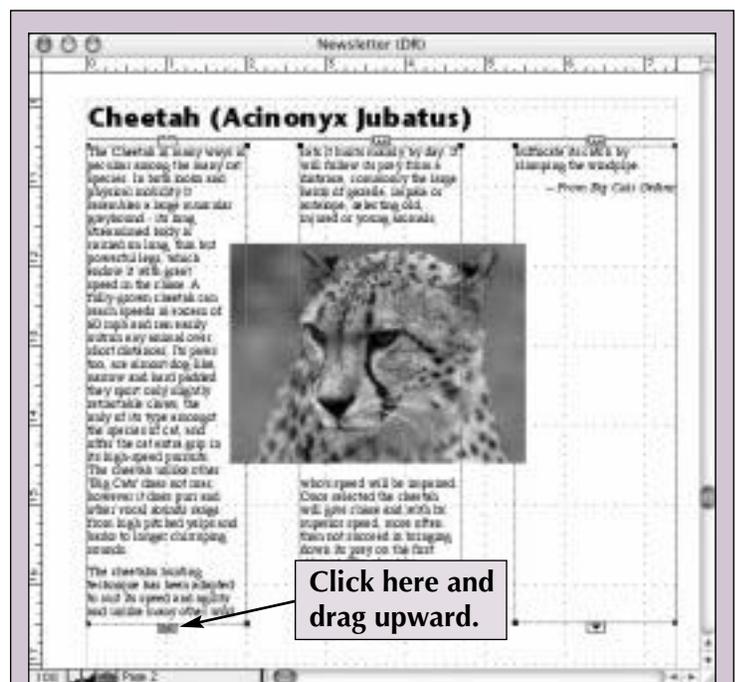


Figure 15: After Selecting the Columns

on the text in the first frame. Then hold down the Shift Key and click on the two other columns. Your screen should look like *Figure 15*. Release the Shift Key.

9. Click and hold on the lower-right corner of the first frame (see *Figure 15*). Then drag straight

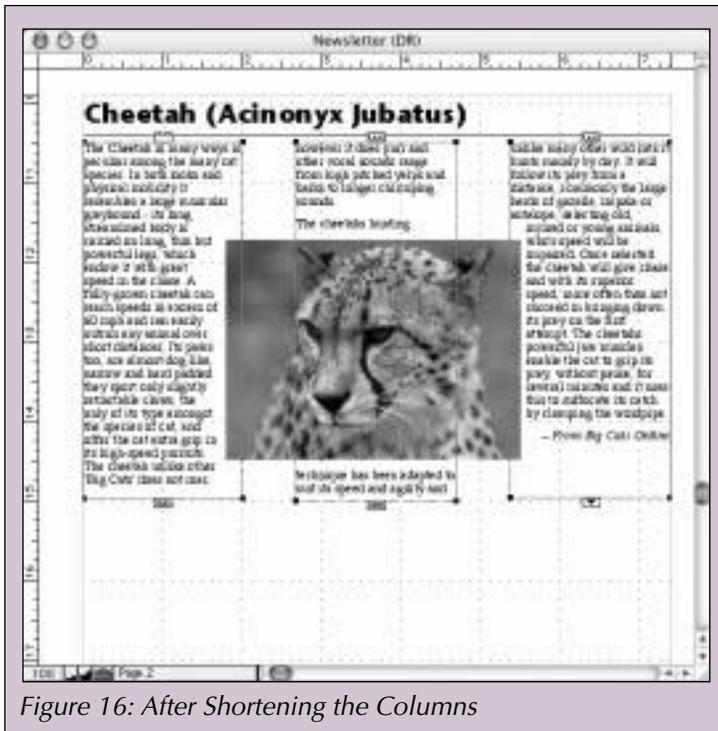


Figure 16: After Shortening the Columns

upward about ½-inch to shorten all three frames. Repeat this process until the text fills all three columns (see *Figure 16*).

Next, you will “tweak” the objects into their final position. Continue as follows:

10. Click on the Arrow Tool to de-select all the objects.
11. Examine the right-most column. Sometimes the right edge of this column “creeps” off the right margin of the document. If the right-most words on some lines are clipped, click once in the column and use the Left Arrow Key to move the column back on the page. (You should see the right-most frame line.)
12. Click once on the photograph and use the Arrow Keys to move it into its final position.
13. Save your work.

### Adding a Highlighted Item

Now you will add a short article that appears in front of a colored background. The background adds visual interest to the second page and leads your reader’s eye to that article. Follow these steps:

1. Select the Line Tool, hold down the Shift Key and

## A Review of What You Learned

The accompanying article taught you how to create a newsletter with AppleWorks. Along the way you learned how to:

1. Create a masthead that contains text and a graphic.
2. Create a footer that automatically numbers your pages.
3. Use keystrokes to add a rule to a footer.
4. Use  $\text{⌘}-[$ ,  $\text{⌘}-]$  and  $\text{⌘}-\backslash$  to left-, right- and center-justify text respectively.
5. Type a Return in a footer to set the footer off from the text in the document.
6. Use dashes to add horizontal lines to footers.
7. Create multi-column linked text frames.
8. Add text-wrapped graphics to the documents.
9. Continue articles on following pages.
10. Create attention-getting colored boxes behind your text.

draw a horizontal rule across the page slightly below the 15-inch mark.

2. Select the Rectangle Tool and draw a 3¼-inch wide box that starts at the left margin below the rule. The box should end at the footer at the bottom of the page. Your screen should look like *Figure 17*.
3. Use the Fill Color palette to set the box’s color to a light blue. Then set the line width to “None”.
4. Select the Text Tool. Then click and drag to create a text frame just inside the colored box.
5. Set the font to Stone Sans ITCTT, bold, 18 point. Then type “School News” and press the Return Key.
6. Insert the text from the file “School News.cwk”.

Next, you will format the text of the article and get it to fit on the page. Continue as follows:

7. Click once before the “W” in “Welcome”. Then hold down the Shift Key and press  $\text{⌘}-\text{Down Arrow}$  to highlight all the text you just added. Change the font to Helvetica, 11 point.

8. Press the Left-Arrow Key to de-select the text and return the insert cursor to the left of the “W”.
9. Select “Paragraph” from the Format Menu and change the “Space Before” to 8 points. Your screen should look like *Figure 18*. Save your work.

### Continuation of the Main Article

Finally, you will add the continuation of the article that carried over from page one. Follow these steps to add the title frame and text:

1. Select the Arrow Tool. Then scroll up to page one and click once in the text of the article on that page. AppleWorks will display the text frame.
2. Click on the down-pointing triangle at the bottom of the frame. Then scroll down to page two without clicking anywhere else in the document.
3. Using the rulers as a guide, put the cursor 3½-inches in from the left margin and aligned with the top of the blue box to its left. Then click and drag to create a text frame that extends to the right margin and to the top of the footer at the bottom of the page. The continuation of the article will automatically flow into your new frame.
4. Click in front of the first word of the text. Press the Return Key to make room for the headline.
5. Press the Up-Arrow Key to put the insert cursor at the beginning of the frame. Then select Stone Sans ITCTT, bold, 18 point as the font for the headline.
6. Type **Democracy**. Press the Space Bar but do not press the Return Key.
7. Change the font to Times, italic, 10 point and type (**Continued from page 1.**).
8. Select the Line Tool. Hold down the Shift Key and draw a horizontal rule under the headline.
9. Click *twice* anywhere in the attribution line at the end of the article. Press **⌘-]** to right justify

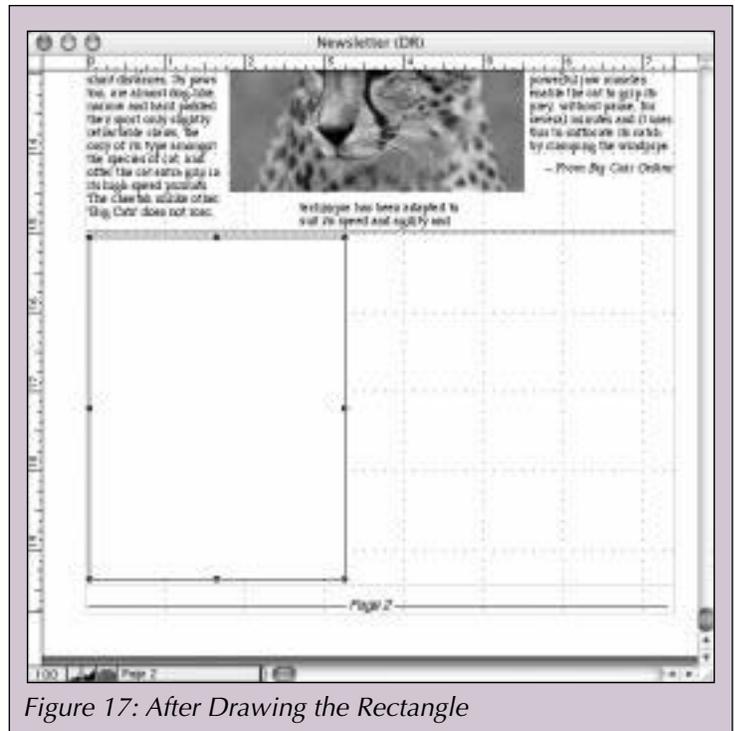


Figure 17: After Drawing the Rectangle

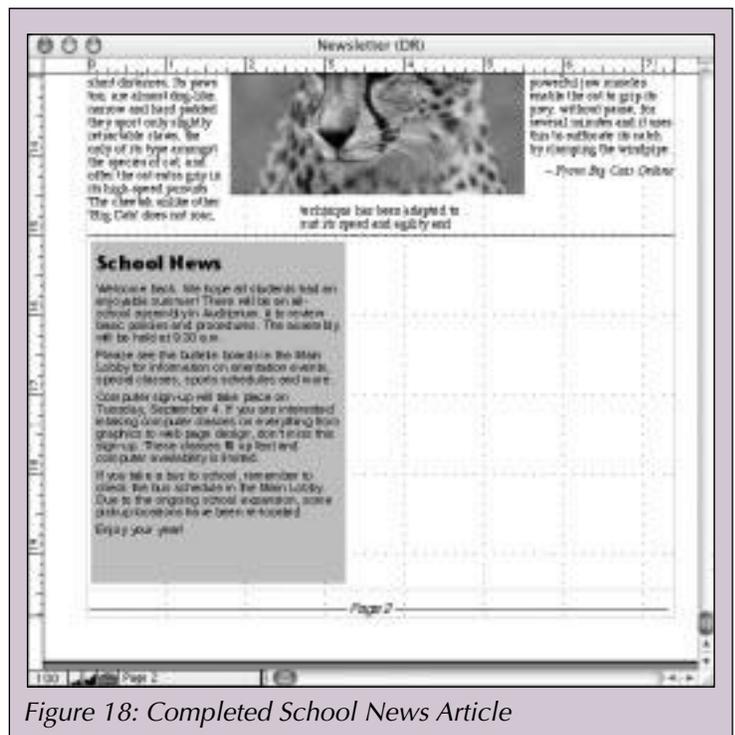


Figure 18: Completed School News Article

that text. Then triple-click on the text and change the font style to italic. Your screen should look like *Figure 19*.

10. Once again, check if the footer fits on one line. If it runs onto two lines, click anywhere on the rule and press the Delete Key. Then

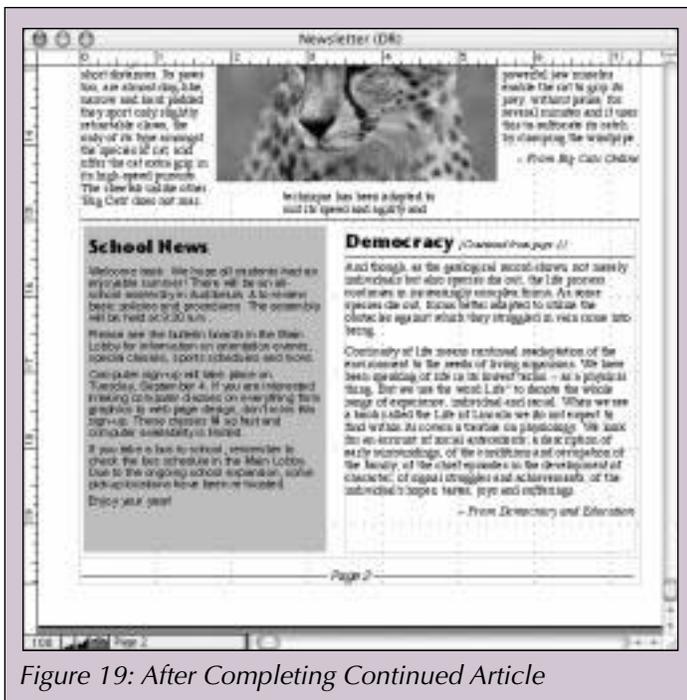


Figure 19: After Completing Continued Article

double-click on the Arrow Tool to de-select any selected objects. Save your work.

### Conclusion

There you have it – your first newsletter created with AppleWorks. Now you can use your sample newsletter as the basis for your own newsletters – just replace the text and graphics in your saved two-page newsletter and you have a customized format to create your own publication.

### Keyboard Reminders



AWUG uses Macintosh keyboard conventions in the *AppleWorks Journal*. Windows users should substitute the following keystrokes when completing the tutorials in each issue:

Mac	Windows
⌘	Press the Control Key (or Ctrl Key). For example, press Control-S when an author says “Press ⌘-S”.
Option	Press and hold down the Alt Key when an author tells you to use the Option Key.
Return	Press the Return, Enter, ←, or ↵ key on the keyboard when asked to “Press the Return Key”. (Windows keyboards label this key differently.) Do not press the Enter Key on the numeric keypad unless specifically instructed to do so.

## Member Benefits

Here are some of the services available to AWUG members:

**MUG Store:** The Macintosh User Group (MUG) Store offers user group members discount prices on refurbished and used Macintosh systems and peripherals. Access to the MUG Store requires a user ID and password. AWUG publishes this information quarterly in the *AppleWorks Journal*.

**MacConnection/PC Connection:** AWUG members receive free overnight shipping and special discount prices from this nationally known mail order dealer. To qualify, you must order from Dan Marrs at (800) 800-0014 ext. 71384 and provide your AWUG member number.

**Educators:** AWUG members who are educators should check Apple’s educator prices before buying any Apple-brand equipment or software. To access Apple’s educators’ prices go to [www.apple.com/education](http://www.apple.com/education) and click on “The Apple Store”. Educators buying in quantity for their school or classroom should contact Apple’s Education Volume Licensing office at (800) 747-7483. Please tell them that you learned about their services from AWUG.

**International Members:** Some hardware and software vendors do not ship outside the United States. As a service to members, AWUG will buy software and small hardware items for members and re-ship those items to your address abroad. However, (1) AWUG cannot be responsible for final delivery to you, (2) You must pay the cost of shipping the item to AWUG plus the cost of reshipping the item to you via international airmail, and (3) AWUG must charge a \$25 per order fee to cover our credit card fees and other costs. For help with international orders, please write to [orders@awug.org](mailto:orders@awug.org)

The **AppleWorks Users Group (AWUG)** is an association dedicated to supporting AppleWorks users. AWUG provides technical assistance and information about AppleWorks and enhancements to that program. Our primary means of communicating with members is through the organization’s publication entitled the *AppleWorks Journal*.

# Calculating Elapsed Dates in Database Records

by Bill Thomas, Warren Williams and Ron Fairchild

Consider these five questions:

- How old are your students?
- How many days overdue are your customers' accounts?
- Which patients need their dental checkups this month?
- Which buses need their monthly oil change tonight?
- How many days until you must pay your estimated taxes?

These questions all ask “How much time has elapsed since an event?” or “How long is it before a future event?”

Until now you probably did these calculations manually; the subtraction process is easy – as long as the two dates are in the same month. But this article will show you how to use AppleWorks to quickly calculate the number of years, months and days between *any* two dates in database records. [Ed: Copies of the databases described in this article are on AWUG's Journal Templates.11 disk that you can download from AWUG's website at <[www.awug.org](http://www.awug.org)> or order on AWUG's June/July 2002 CD for \$14.95 (plus \$2 U.S. s/h).]

We will assume you know how to create an AppleWorks database and how to define database fields.

*Bill Thomas, a former pilot in the U.S. Air Force, is a retired elementary school teacher who used AppleWorks to maintain student records and for other administrative tasks.*

*Dr. Warren Williams, the President of AWUG and Editor of the AppleWorks Journal, is a Professor Emeritus at Eastern Michigan University in Ypsilanti, Michigan.*

*Ron Fairchild, the Director of Software Development for Kaiser Optical Systems, is the Technical Editor of the AppleWorks Journal.*

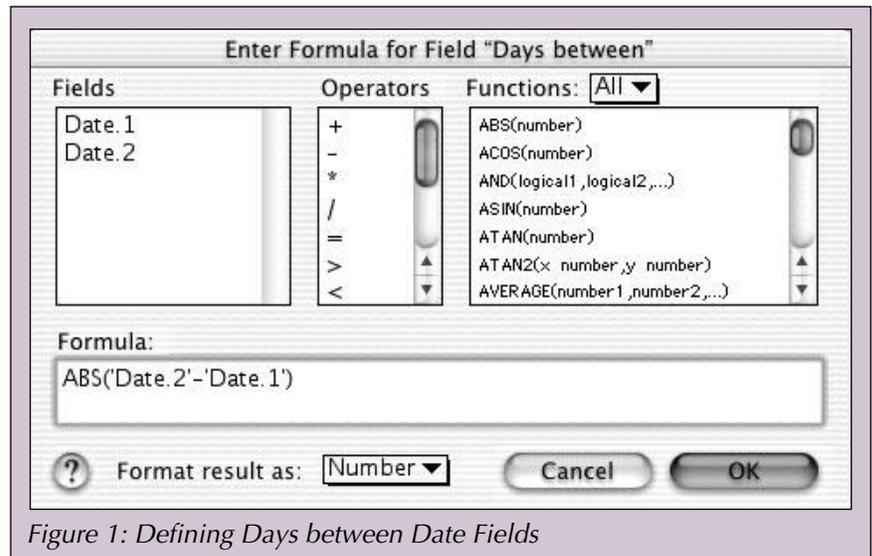


Figure 1: Defining Days between Date Fields

## Calculating Number of Days

Let's start by calculating the number of days between two dates. As you will see, the process is easy – just follow these steps:

1. Create a new database with two date fields called “Date.1” and “Date.2”.
2. Define a calculation field called “Days between”. Enter the formula **ABS('Date.2'-'Date.1')** and confirm that “Format result as” is set to “Number” (see Figure 1).

This formula says “Calculate the number of days between Date.1 and Date.2 and display the absolute value of that number.” (The “absolute value” of a number is the positive value of that number. For example, the absolute value of “-3” is “3”. Adding the ABSolute function to the formula eliminates the negative result that will appear if you put the earlier date in the Date.2 field.)

3. Click on “OK” and then on “Done”.

Now you will enter data into the file. Continue as follows:

4. Type **1/1/1947** in the Date.1 field and **1/1/2003** in the Date.2 field. Press the Tab Key. Apple-

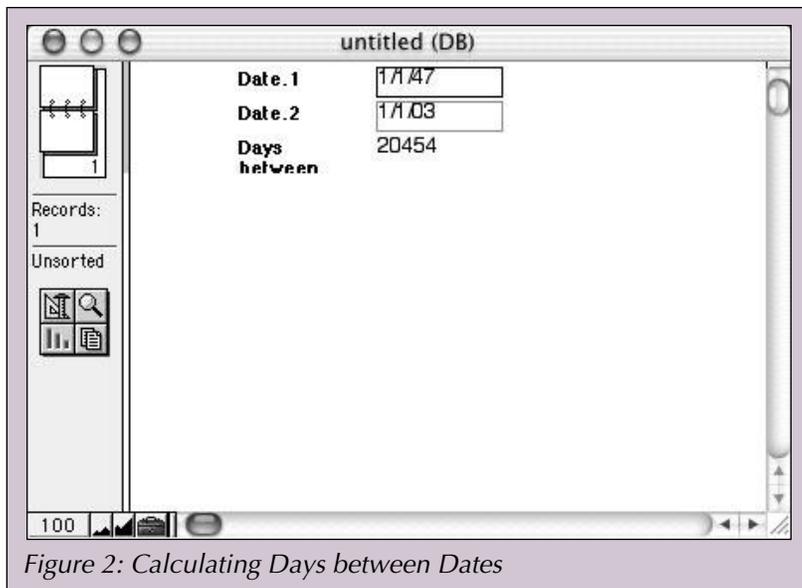


Figure 2: Calculating Days between Dates

Works will immediately display the number of days between those dates (see *Figure 2*). (Don't be concerned if AppleWorks displays these dates with a two-digit year (such as "47" or "03"). As long as you enter a four digit year, AppleWorks will "remember" the date and will perform the correct calculations.)

5. Add a second record to the database and enter **4/15/2002** and **4/1/2002** into the Date.1 and Date.2 fields respectively. Press the Tab Key and AppleWorks will display the number of days between those dates.

As you can see, calculating the number of days between two dates is easy. We suggest that you write down the formula in step #2 – it's a universal formula to find the number of days between two dates. Then close this database without saving your work.

### Calculating Elapsed Days, Months and Years

Now that you know the basics, let's try a more complex calculation: In this case, determining the number of years, months and days that elapsed between an earlier event and today.

In this exercise, let's have AppleWorks calculate the age of every person in a database. That is, we'll ask AppleWorks to calculate the number of days, months and years since each person was born. Once you know how to perform this calculation,

you can use these techniques to calculate (a) the elapsed time since any event, or (b) the time remaining until a future event.

Follow these steps:

1. Create an AppleWorks database with three fields:

Field Name	Type
First Name	Text
Last Name	Text
Birthdate	Date

Now you will add a calculation field that puts today's date in every record. Continue as follows:

2. Create a fourth database field called "Today". Specify that this is a calculation field and enter the formula **NOW()**. Set "Format result as" to "Date" (see *Figure 3*). Then click on "Done".

Next, you will define fields that calculate the number of years, months and days since you were born.<sup>1</sup>

Continue as follows:

3. Create a new calculation field called "Elapsed Years" and enter the formula **INT(('Today'-'Birthdate')/365.25)**

This formula tells AppleWorks to subtract the numeric value of your birthdate from today and then divide the results by 365.25 (the ".25" allows for leap years). The Integer function (**INT()**) tells AppleWorks to drop any decimal places and just report the whole number value.

Confirm that "Format results as" is set to "Number" – you want to see the number of years since your birthdate. Then click on "OK".

<sup>1</sup> The formulas in this manuscript are correct. If you get an error message, have someone read the formulas to you as you proof-read them on your monitor. Any error will cause them to fail. The formula in step #5 below is too long to display in the Formula window. After you enter the formulas, you can use the Arrow Keys to scroll around the contents of the window. We included English-language "translations" of these formulas for technically-minded readers. Fortunately, you do not need to understand the operation of these formulas to use them.

4. Create a calculation field called “Elapsed Months” and enter the following formula: **MOD(MONTH('Today')-MONTH('Birthdate') +12-IF(DAY('Today') <DAY('Birthdate'),1,0),12)**

This formula says: “Subtract the month of your birthday from the current month. This value may be less than zero if you haven’t had your birthday yet this year. Now add twelve to that value, which will make it a positive number between one and 23. Next, subtract one from that value if the current day of the month is less than the day of the month you were born. Finally, divide the resulting number by twelve and save the remainder. (The MOD function performs the division and captures the remainder.) That remainder is the number of months since your birth beyond the elapsed years you computed above.”

Confirm that “Format results as” is set to “Number”. Then click on “OK”.

5. Create another calculation field called “Elapsed Days” and enter the formula **DAY('Today')-DAY('Birthdate')+IF(DAY('Today')>=DAY('Birthdate'),0,IF(DAY('Today'-DAY('Today'))<DAY('Birthdate'), DAY('Birthdate'),DAY('Today'-DAY('Today'))))**

This formula says: “Subtract the day of the month in which you were born from the current day of the month. If the current day of the month is greater than or equal to the day of the month in which you were born, the calculated value is the number of days since your birth beyond the elapsed years and elapsed months you computed earlier. If (a) the current day of the month is less than the day of the month in which you were born, *and* (b) the last day of last month is less than the day of the month in which you were born, then add the day of the month in which you were born to the previously calculated value. Otherwise, add the last day of last month to the previously saved value.

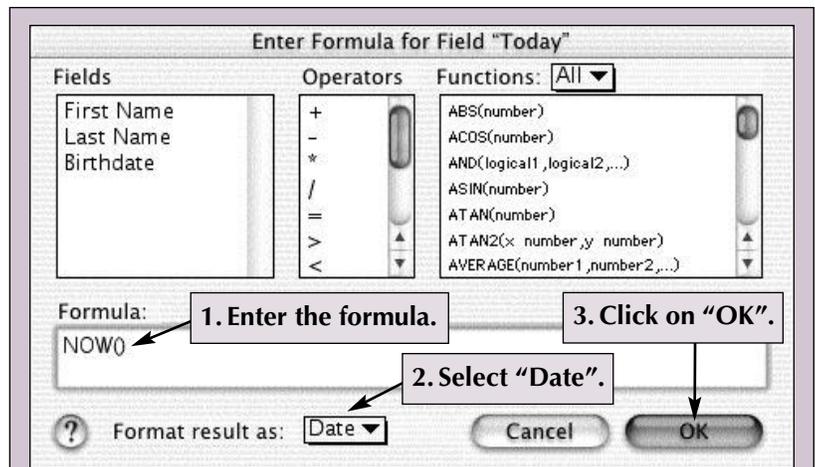


Figure 3: After Defining the Today Field

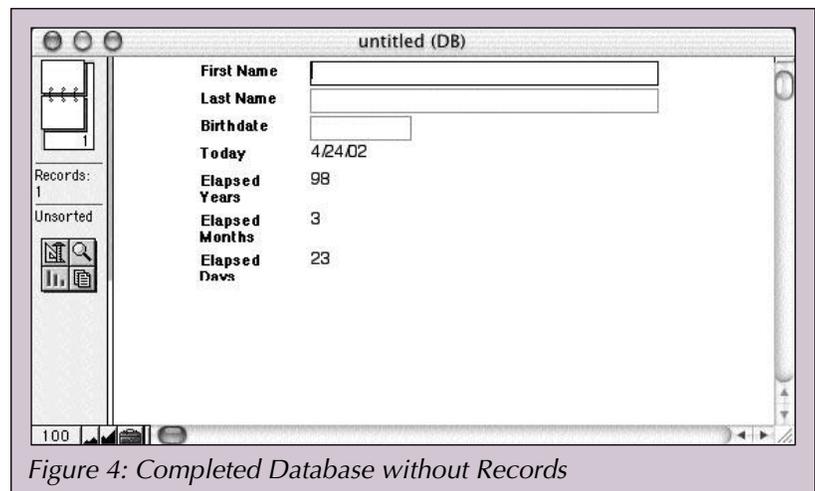


Figure 4: Completed Database without Records

The resulting value is the additional days since your birth beyond the elapsed years and elapsed months you computed above.”

Confirm that “Format results as” is set to “Number”. Then click on “OK” and “Done”. Your screen should look like *Figure 4*.

6. Now you should enter some records in your database. Start with your own information and see if the results are correct. Then create additional records for members of your family.

### Generalizing Your Database

Now that you know how to calculate everyone’s age, let’s generalize this database to serve different purposes. For example, to determine how long a bill payment is overdue, just change the Birthdate field in the database to “Date Due” and change all references in the formulas from 'Birthdate' to 'Date Due'. The



calculated Elapsed Years, Months and Date fields will then display the number of years, months and days since the bill became due.

You can also modify the database and formulas to calculate the elapsed number of years, days and months between any two events. Follow these steps:

1. Rename the “Birthdate” field to “Date.1”; leave the field type set to “Date”.
2. Rename the “Today” field to “Date.2” and change the field type to “Date”.
3. Change all references in the formula from “Birthdate” to “Date.1” and from “Today” to “Date.2”. The three modified formulas are:

Elapsed Years:

**INT(('Date.2'-'Date.1')/365.25)**

Elapsed Months:

**MOD(MONTH('Date.2')-MONTH('Date.1') +12-IF(DAY('Date.2')<DAY('Date.1'),1,0),12)**

Elapsed Days:

**DAY('Date.2')-DAY('Date.1')+IF(DAY('Date.2')>=DAY('Date.1'),0,IF(DAY('Date.2')<DAY('Date.1'),DAY('Date.1'),DAY('Date.2')-DAY('Date.1')))**

These formulas will calculate the elapsed years, months and days between any two dates you enter into your records.

4. When you enter data into the database, you must enter the earlier date in the Date.1 field and the later date in the Date.2 field.

### Conclusion

Although the formulas we described in this article are complex, they make date calculations easy – we suggest that you write them down somewhere and keep them handy. But we admit to not creating these formulas from scratch – we found generic equivalents of these formulas in a Tech-Info article created by Claris Corporation for File-Maker. We simply modified these formulas for AppleWorks.

Of course, building on the work of others is one of the joys of using AppleWorks. ■

## How to Use AWUG's AppleWorks Journal Index

AWUG is now in its twelfth year of support for the AppleWorks community. To date, we have published more than 3,000 pages of articles filled with news, offers, tips, techniques and ideas to help you use AppleWorks.

Your back issues of the *AppleWorks Journal* and the *AppleWorks Journal CD Compendium* contain a valuable collection of materials for your home, business or school. However, finding the articles you need becomes more difficult as your library grows. That is why we produce the AppleWorks Journal Index, an AppleWorks database that lists all the articles published in the *AppleWorks Journal*.

AWUG members can download the AppleWorks Journal Index from AWUG's website at <[www.awug.org](http://www.awug.org)>. Follow these steps to download the index:

1. Navigate to <<http://www.awug.org>>.
2. Click on “AWUG Public Domain Software”.
3. Click on “Member” and enter your AWUG member number.
4. Search for the disk named “Index.01”. Download that disk.

We suggest that you download the AppleWorks Journal Index every month or two to keep current.

AWUG also maintains an interactive version of the index that is available on AWUG's website. To use that index, go to AWUG's website at <[www.awug.org](http://www.awug.org)> and click on “AppleWorks Journal Index”. Then use the search engine available on that page to locate the articles you need.

The latest version of the AppleWorks Journal Index is also on each month's AWUG CD, which costs \$14.95 (plus \$2 U.S. s/h) directly from AWUG. ■

# AppleWorks Coloring Books Made Easy

by Genny Ota and Cathleen Merritt

One of the joys of using AppleWorks is discovering the entertaining and educational activities you can do with the program. And so it is with AppleWorks coloring books. As you will learn in the following tutorial, selecting and finishing free coloring book pictures that you find on the Web is easy and fun. It helps children (and adults) learn how to use AppleWorks' painting tools, and (if you pick the right coloring book) it can have great educational value.

But you'll see all this as you learn how to create the coloring "masterpiece" in *Figure 1*. [Ed: A completed copy of the AppleWorks document in *Figure 1* is on AWUG's *Journal Templates.11* disk that members can download from AWUG's website at <[www.awug.org](http://www.awug.org)>. The *Journal Templates.11* disk is also on AWUG's June/July 2002 CD, which costs \$14.95 (plus \$2 U.S. s/h) directly from AWUG.]

## Finding Coloring Books

With all the resources available on the Web, it's not surprising that you can find hundreds of coloring books available for free downloading from different websites. You will start by using Google, a popular search engine, to find a coloring book for your exercise. Follow these steps:

1. If necessary, connect to the Web and launch your browser. (America Online users: America Online's browser does not capture graphics in a file format you can read reliably with AppleWorks. If you use America Online, sign onto AOL, launch Netscape or Internet Explorer,

*Genny Ota teaches grades K-4 at Wildwood Elementary School in Mountain Lakes, New Jersey, where she uses AppleWorks templates extensively to create projects. Genny reports that along the way, her work becomes fun.*

*Cathleen Merritt, Director of AWUG and Associate Editor of the AppleWorks Journal, has published more than 300 articles in computer and technology magazines and newsletters.*

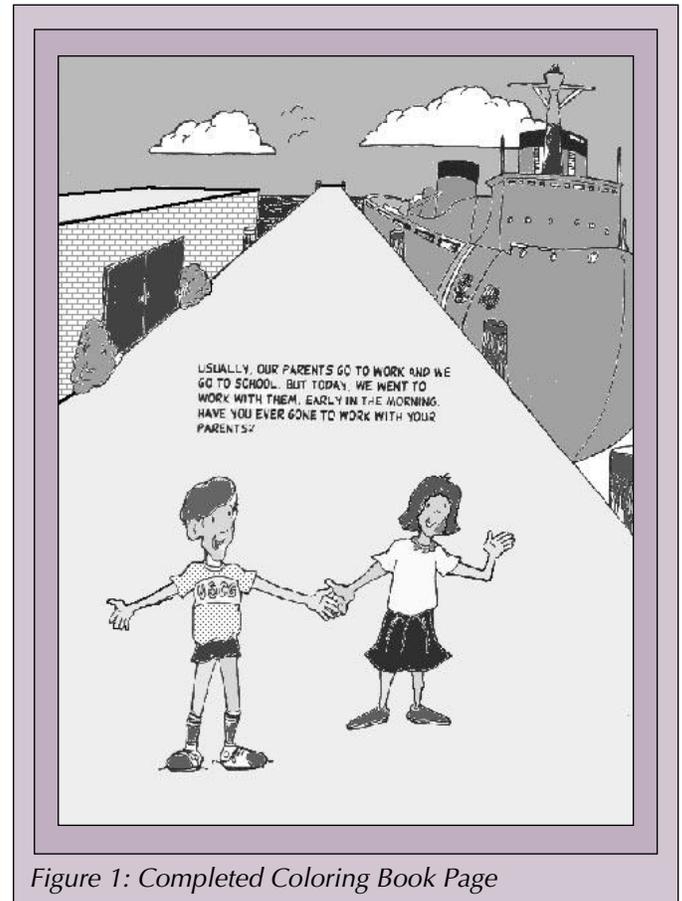


Figure 1: Completed Coloring Book Page

- and use either of those browsers to access the Web.)
2. Go to <<http://www.google.com>>. (On most browsers, you only need to type "google" (without the quotation marks).) Despite its unusual name, Google is one of the Web's most popular and powerful search engines.
3. Type "coloring books" into Google and click on "Google Search". Google will display the first of ten pages of coloring books and related resources available on the Web. Explore these links and you will discover coloring books in dozens of interesting areas.
4. Look down the list and click on "US Coast Guard - Coloring Books".

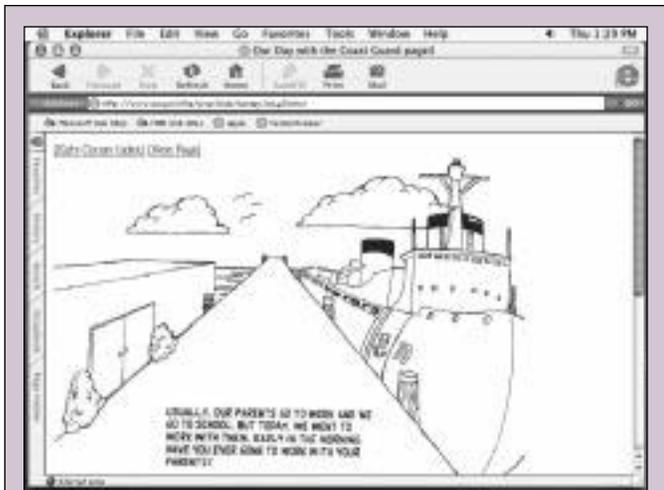


Figure 2: Page You will Save



Figure 3: Saving the Image

5. Click on “Our Day with the Coast Guard” and then on “Page 3”. Your browser screen should look like *Figure 2*.

### Capturing the Page

Now you will save the page from this coloring book in a file you will insert into AppleWorks. [Ed: A copy of this file is also on AWUG’s Journal Templates.11 disk.] Continue as follows:

6. Hold down the Control Key. Then press and hold the mouse button anywhere on the page to display a contextual menu. (Windows users: Right-click on the page.) Select the option that lets you save the image on your hard drive. (For example, using Internet Explorer 5.0, choose “Download Image to Disk” (see *Figure 3*.) Accept the default name “ourday3.gif” and save the file on your desktop.
7. Close the browser window or quit the browser; you will not need it for the rest of this exercise.

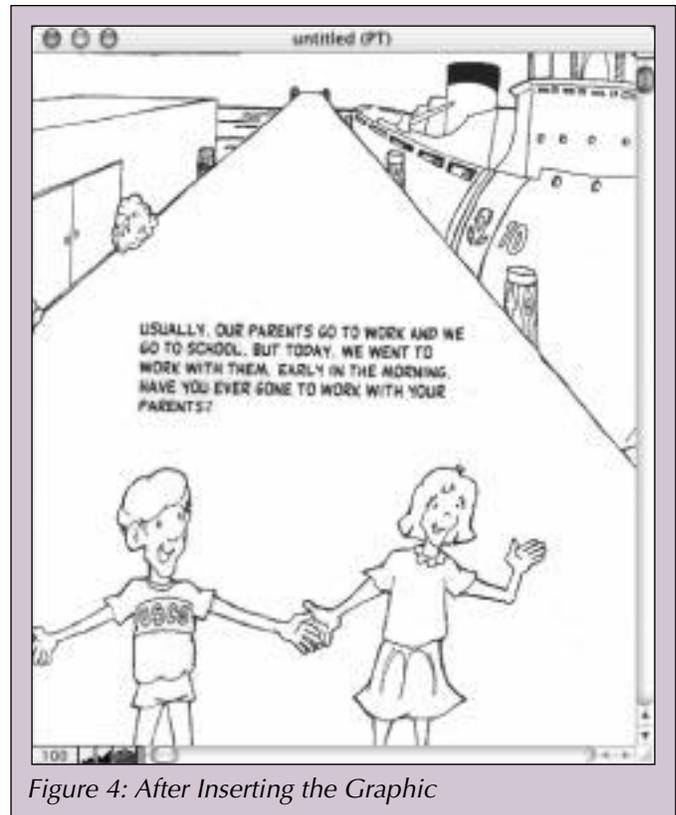


Figure 4: After Inserting the Graphic

### Importing into AppleWorks

Now you will import the graphic into AppleWorks. Continue as follows:

8. Launch AppleWorks and create a new painting document.
9. Choose “Resolution and Depth” from the Format Menu and confirm that the resolution is set to 72 dpi and the depth to 256 colors. Although these settings do not provide a high resolution image, they conserve memory and are adequate for a coloring book.
- 10.A.Macintosh users: Select “Insert” from the File Menu.

If you use AppleWorks 6, select “All available” from the pull-down File Format Menu in the Insert dialog.

Navigate to the “ourday3.gif” file that is on your desktop. Click on the file name and then click on “Insert”. Your screen should look like *Figure 4*. If you have a problem, see the sidebar “If Things Go Wrong” for ideas that can help you insert the coloring book graphic into your AppleWorks document.

- B. Windows users: Re-size the painting document so you can see the ourday3.gif file on your desktop. Click on the file and drag it into your AppleWorks painting document. Then skip to step #13.
11. The coloring book page does not fit in the AppleWorks document, so you will shrink the graphic. Select “Scale By Percent” from the Transform Menu and type “75” in each of the two dimensions. Then click on “OK”.
12. Click and hold on the graphic and drag the image so it is centered on the page. (If you cannot see the entire page, switch to 75% view for the rest of this tutorial.) Then release the mouse button. Your screen should look like *Figure 5*.
13. Save your work on the desktop in a file called “Coast Guard”.

### Start Coloring

Now it's time to start coloring your picture. You will encounter some problems along the way, but learning how to solve these problems is one of the reasons you're doing this tutorial.

Continue as follows:

14. Select the Paint Bucket Tool and choose a fill color of a bright blue (see *Figure 6*). Then click on each of the doors in the building to color them blue. (The “action point” of the Paint Bucket is at the end of the paint that is flowing out of the bucket. Put that point in the area you want to fill.) If something goes wrong, immediately choose “Undo Paint” from the Edit Menu.
15. With the Paint Bucket still selected, change the fill color to any shade of green.
16. Click on the bush to the left of the doors. Then click on the bush to the right of the doors. With some versions of AppleWorks, everything turns green – don't panic (and don't click anywhere). We'll fix that in a moment.

### Is Everything Green?

Some systems turn the document green because the right bush is not a “closed” figure with some

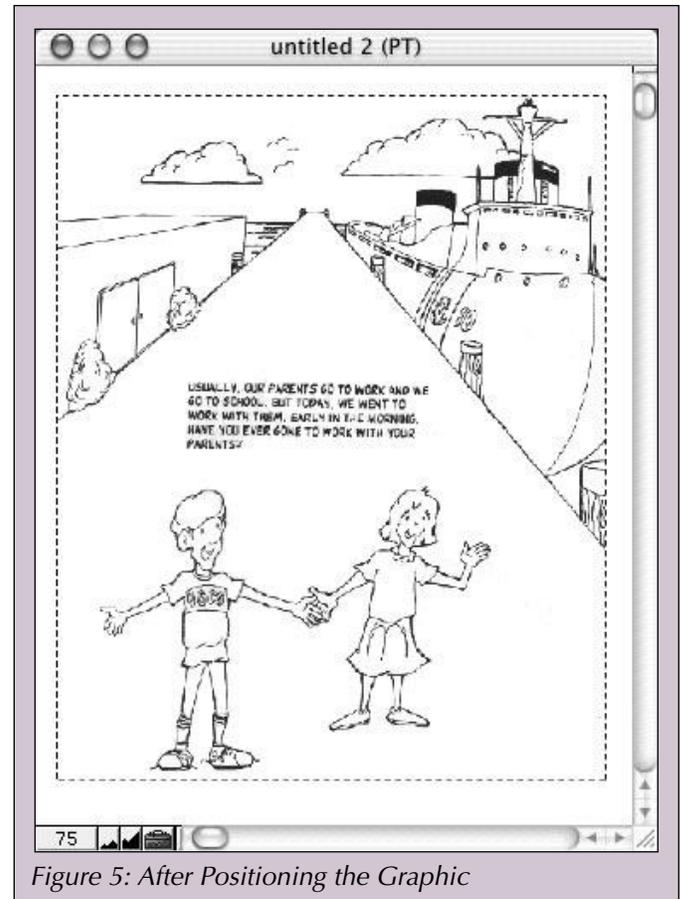


Figure 5: After Positioning the Graphic

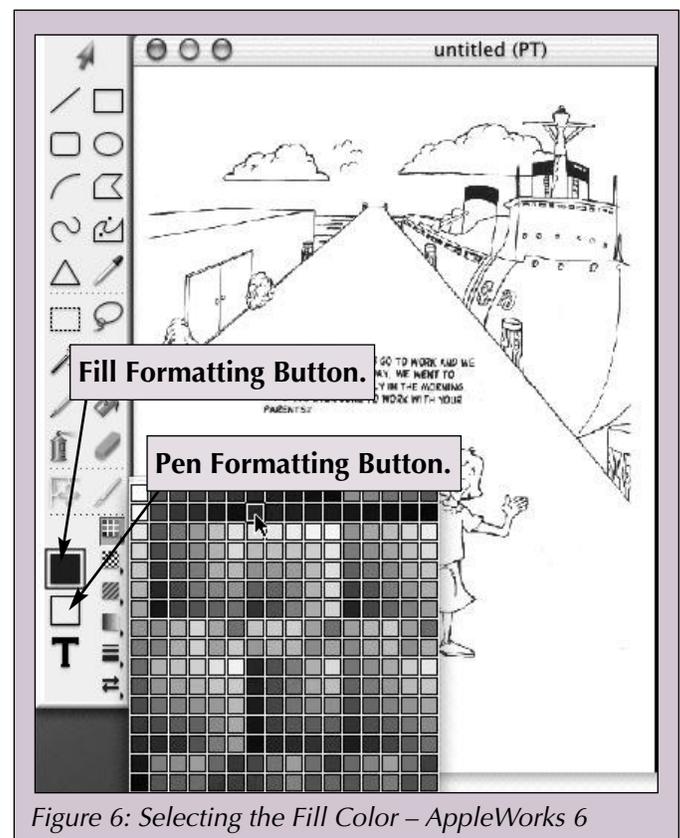


Figure 6: Selecting the Fill Color – AppleWorks 6

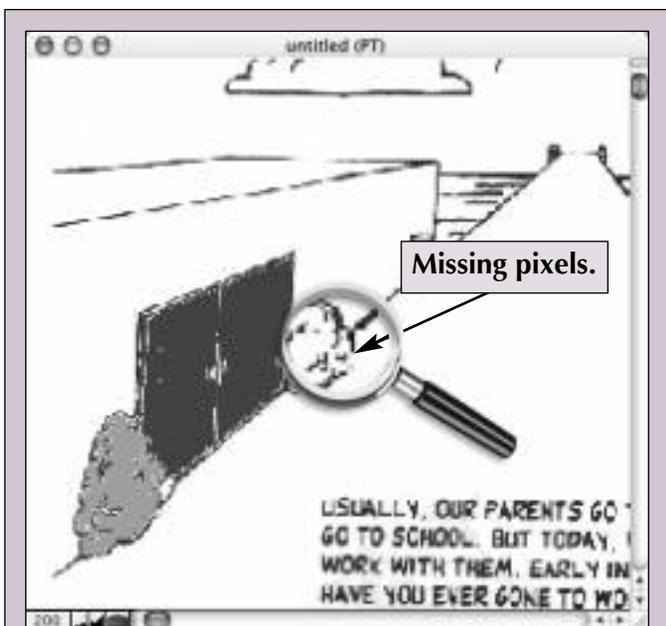


Figure 7: Broken Outline of the Bush

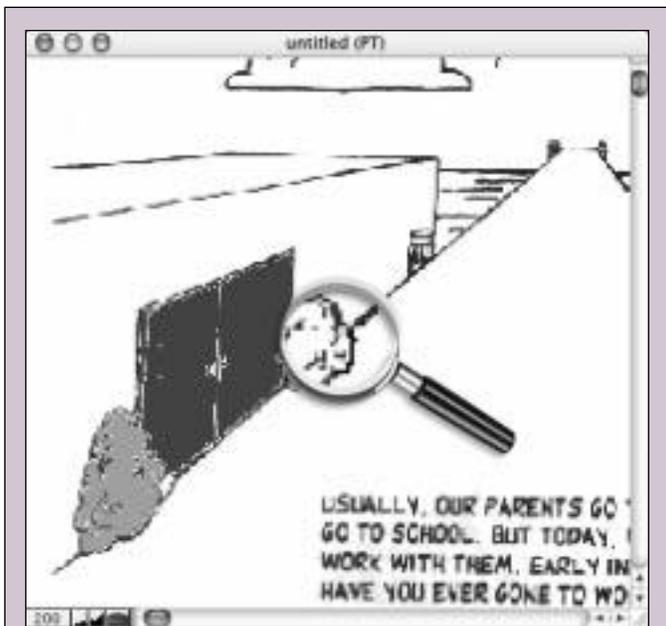


Figure 8: After Completing the Bush

versions of AppleWorks. As you just discovered, if the shape isn't closed, the Paint Bucket Tool continues to fill other objects seeking "closure". If there are missing pixels in the outline of the bush, the Paint Bucket fills almost everything on the page because there are no boundaries to keep it contained. You can visualize the color "leaking" out from breaks in the outline of the bush.

Other versions of AppleWorks import the graphic

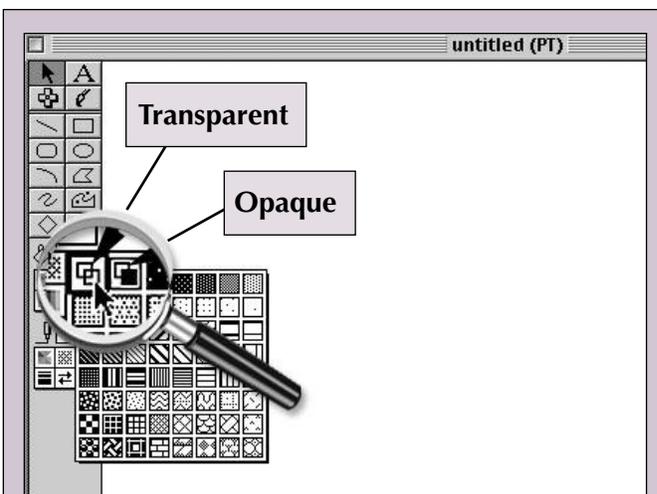


Figure 9A: The Pattern Palette – AW 5 and Earlier

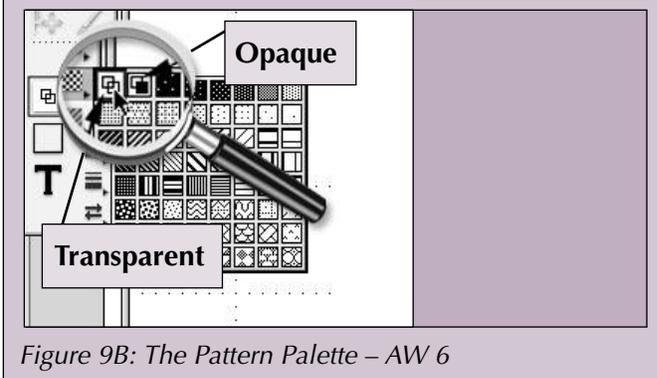


Figure 9B: The Pattern Palette – AW 6

with a "closed" bush. On these computers, the color does not "leak" out of the bush.

No matter what happened on your screen, follow these steps to learn how to create closed figures. You will use these procedures when you fill in other coloring books you download from the Web.

Continue as follows:

17. Select "Undo Paint" from the Edit Menu to restore your document.
18. Switch to 200% view. (To do that, click on the large "mountain" at the bottom-left corner of the document window.)

Examine the bush to the right of the door (see *Figure 7*). Note the light gray and missing pixels in the lower-right corner of the bush – that's where the fill color "leaked" out to the rest of the picture. Let's fix that. Continue as follows:

19. Select the Pencil Tool. Then...

- A. AppleWorks 5 and earlier: Set the fill color to black. Then set the pen width to two points.
- B. AppleWorks 6 users: Change the fill color to black. Then click on the Pen Formatting Button (see *Figure 6*) and change the pen width to two points.

20. Use the Pencil Tool to draw a black line that completes the bush (see *Figure 8*).

Now you will color the second bush. For instructional purposes, we will assume you don't remember which shade of green you chose for the first bush. Continue as follows:

- 21. Select the Eye Dropper Tool. Put the "dropper" end (not the squeeze end) so it is over the green in the first bush. Then click the mouse button. That tells AppleWorks to "pick up" the color from the bush. (Note that the Fill Button in the Tool Palette changes to green).
- 22. Select the Paint Bucket Tool and click in the second bush to color the bush green. Don't worry about any imperfections in the way the color fills the bush – it just adds to the "crayon" look of the final piece.
- 23. Use the Zoom Controls to return to 75% or 100% view.

Now you will color more objects. Continue as follows:

- 24. Select a brown fill color and click in the boy's hair. (AppleWorks 6 users: Click on the Fill Formatting Button before you select brown from the color palette.)
- 25. Select a bright blue fill color. Then choose a dotted pattern from the Pattern Palette. Click on the top and bottom of the boy's shirt.
- 26. Once again, open the Pattern Palette. This time, select the opaque option (see *Figure 9*). Then click on the boy's shorts to fill them with blue.

Now you will put a red brick front and a dark gray roof on the building. Continue as follows:

- 27. Select a "brick red" color from the fill color palette.

### If Things Go Wrong...

One of the fascinating aspects of the accompanying article is the way it integrates different technologies. Think of it: You capture a graphic from a Web page, download the image onto your system as a gif file and insert that file into an AppleWorks document.

When things go right, it's exciting to see how everything works together. But there are many opportunities for things to go awry during this process.

You usually discover there's a problem when you try to import your saved graphic into AppleWorks. Then the gif file doesn't appear in the Insert dialog or AppleWorks says it cannot insert the file.

Here are six suggestions to try when you have difficulty inserting the "ourday3.gif" file into your AppleWorks painting document:

1. Capture a new copy of the gif image from the Coast Guard website. Try to insert that new file into your AppleWorks document.
2. Download the ourday3.gif file on AWUG's Journal Templates.11 disk. See if you can insert that file into AppleWorks.
3. If you own MacLinkPlus Deluxe, launch it and drag your copy of the ourday3.gif file onto the MacLinkPlus window. Confirm that the file type is "GIF". If MacLinkPlus' Fix button becomes active, click on it to fix the file. Then try to insert the file into your AppleWorks document.
4. If you use OS 9.x or earlier, reboot your computer and hold down the Option and  $\mathcal{R}$  Keys to rebuild the desktop. Then re-launch AppleWorks, create a new painting document and try to insert the file.
5. Run Norton Disk Doctor, DiskWarrior, Drive 10, or TechTool Pro to repair any damaged files on your hard drive. Then re-launch AppleWorks, create a new painting document and try to insert the file.
6. AppleWorks 5 or earlier: Quit AppleWorks and return to the Finder. Search for a file called "XTND Translator List" and drag that file into the trash. Then re-launch AppleWorks, create a new painting document and try to insert the graphic.

But we must admit that even with this long list of possible remedies, there are still no guarantees that you'll successfully import the gif file into AppleWorks.

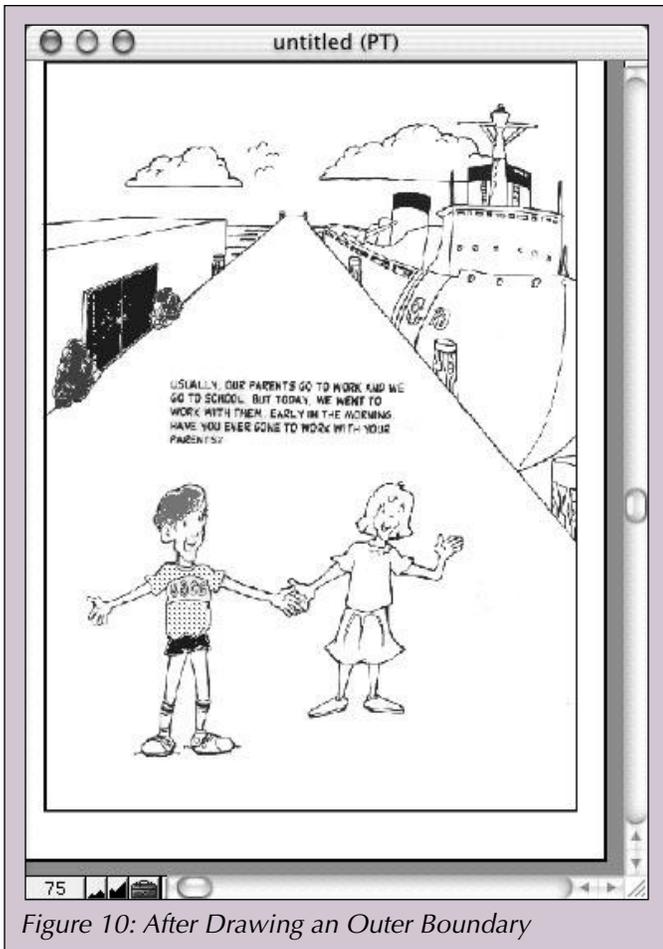


Figure 10: After Drawing an Outer Boundary

28. Select the brick pattern from the bottom row of the pattern palette.
29. Click anywhere in the front of the building. As you can see, you clicked on another open shape. Select “Undo Paint” from the Edit Menu.

### Adding an Outer Boundary

Study the front of the building and you’ll notice that the entire left edge of the building is open to the rest of the picture. (Windows users: AppleWorks for Windows draws a frame around the figure, so the side of the building is not “open”. You should skip to step #33.) This looks good in a coloring book, but it leaves the shape open so you cannot fill it with the Paint Bucket Tool.

Look around the edge of the entire picture and you will see that all the objects at the edge lack an outer boundary. Let’s add that boundary now so we can fill these objects. Continue as follows:

30. Select the Rectangle Tool. Then...

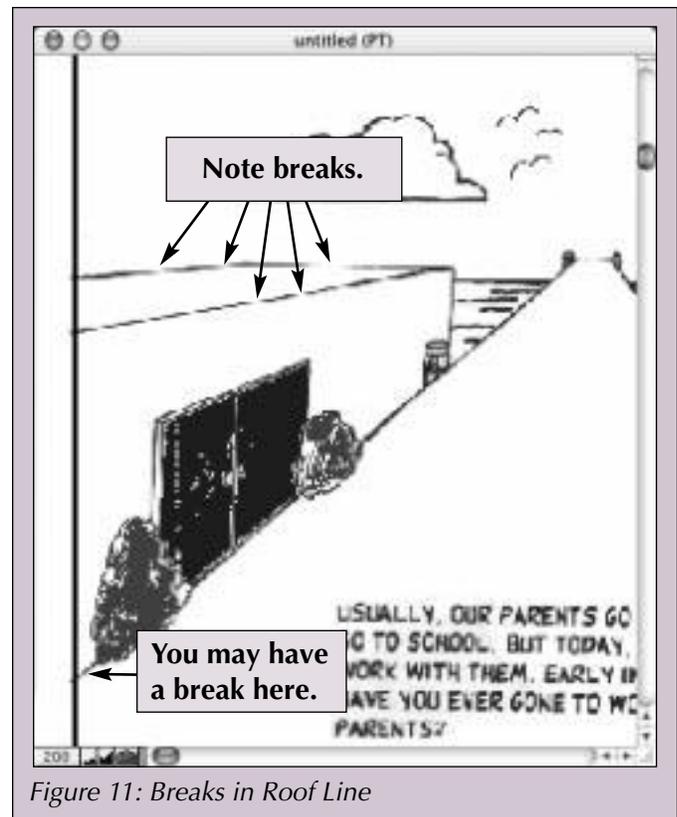


Figure 11: Breaks in Roof Line

- A. AppleWorks 5 and earlier: Choose the transparent icon from the Pattern Palette. (It’s the upper-left icon in the palette; see *Figure 9A*.)
  - B. AppleWorks 6 users: Click on the Fill Formatting Button. Then choose the transparent icon from the Pattern Palette. (It’s the upper-left icon in the palette; see *Figure 9B*.) Then click on the Pen Formatting Button and confirm that the line width is set to two points.
31. Your goal now is to draw a rectangle that runs along the top of the figure and intersects the end of the building on the left edge of the page and the boat on the right.
 

Using *Figure 10* as a guide, click and drag to draw the rectangle. If you make a mistake, immediately select “Undo Paint” from the Edit Menu and try again.
  32. Now repeat steps #27-29 and once again try to fill the front of the building with red bricks. As you discovered, the fill still “leaks” out to the rest of the picture. Select “Undo Paint” from the Edit Menu.

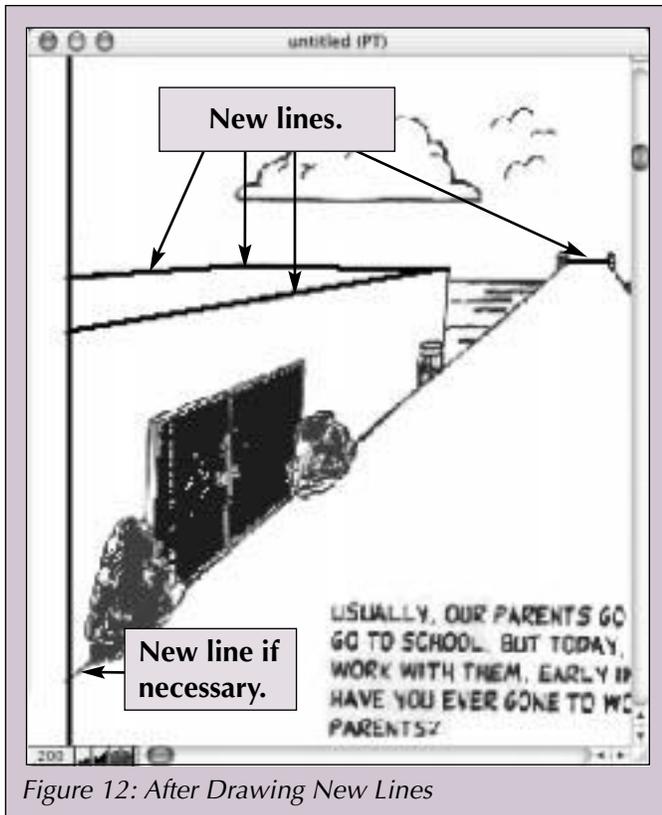


Figure 12: After Drawing New Lines

Now you will fix the breaks in the lines that define the shape you are trying to fill. Continue as follows:

33. Switch to 200% view and look at the lines that outline the front of the building (see *Figure 11*). You'll find a break along the roof line and, with some versions of AppleWorks, a second break in the lower-left corner of the building.
34. Select the Line Tool and set the pen color to black. (AppleWorks 6 users: Also set the fill color to black and the fill pattern to opaque.)
35. With the Line Tool still selected, click where the rooftop of the building meets the left margin. Then click and drag to scribe a solid line along the roof of the building.
36. Repeat this process to re-draw the remaining two lines that define the roof. If necessary, also re-draw the line to the left of the bush.
37. With the Line Tool still selected, re-draw the short line that defines the far end of the pier. Your screen should look like *Figure 12*.
38. Return to 75% or 100% view. Then select the Paint Bucket Tool and, once again, repeat steps

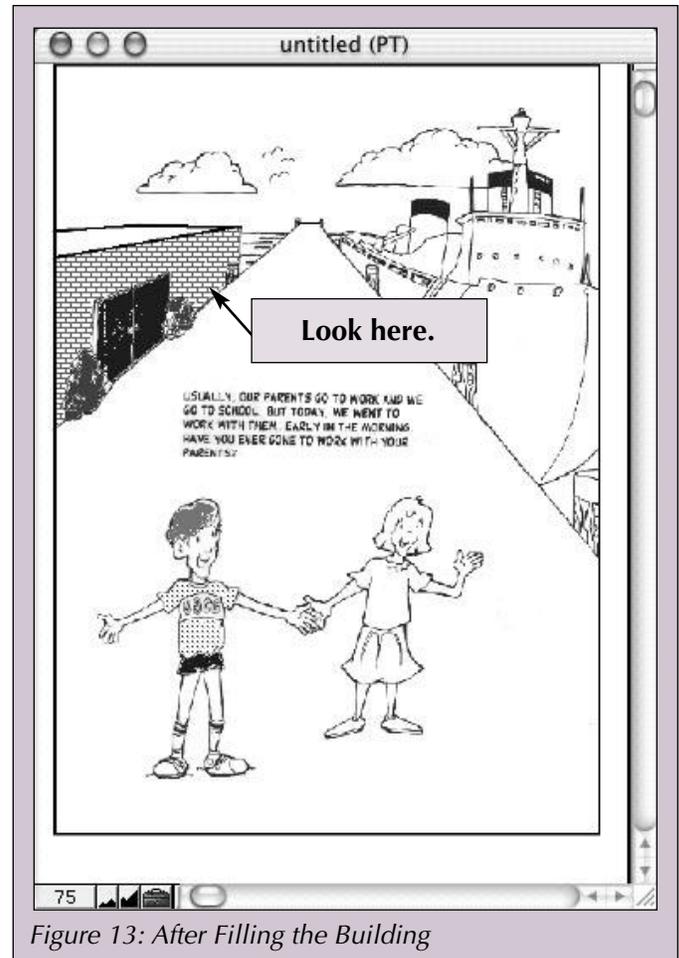


Figure 13: After Filling the Building

#27-29. Ah...success! Your screen should look like *Figure 13*.

39. Select a medium gray fill color and the opaque pattern. Then click on the roof to fill it with gray.
40. Select a light gray and fill the pier with gray.

### Conclusion

Now that you have the idea, you're on your own to color the rest of your graphic. Using the Paint Bucket Tool, click in an object. If it "leaks", undo the fill and "repair" the source of the leak. Pretty soon you'll have the completed coloring book page in *Figure 1*.

After a while you and your students will become comfortable with these procedures, which means you've learned how to use AppleWorks' painting tools – and that's another objective you accomplished in this lesson. ■

## AWUG Membership

Name \_\_\_\_\_

Member N<sup>o</sup>, if renewing \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Country \_\_\_\_\_ Email \_\_\_\_\_

Daytime Phone \_\_\_\_\_

The *AppleWorks Journal* — 1 year (10 issues), shipped as follows:

Circle One:	One <sup>1</sup>	Two <sup>1</sup>
	Year	Years
Periodical postage - United States	\$39.95	\$75.95
Electronic Delivery via email	34.95	65.95
Periodical postage - Canada and Mexico	49.95	95.95
1st Class postage - United States	55.95	107.95
1st Class airmail - Canada and Mexico	61.95	119.95
Surface mail outside North America	53.95	103.95
Airmail outside North America	76.95	149.95

Unlimited Web downloads – add \$10 per year.

Check  MC/Visa  PO # <sup>2</sup> \_\_\_\_\_

Credit Card Account # \_\_\_\_\_

Expiration Date \_\_\_\_\_

Signature \_\_\_\_\_

<sup>1</sup> All prices in U.S. Dollars.

<sup>2</sup> Payment must accompany all purchase orders.

AWUG shares members' addresses with other user groups and selected vendors.  
If you do not want to receive mail from these agencies, check here.

*ClarisWorks, AppleWorks, and the ClarisWorks and AppleWorks logos are registered trademarks of Apple Computer, Inc. AWUG and the AWUG logo are trademarks of the AppleWorks Users Group International. The AppleWorks Users Group is an independent organization and is not affiliated with Apple Computer, Inc.*

 Printed with soy-based ink on recycled paper.



**AppleWorks Journal**  
AppleWorks Users Group

AppleWorks Users Group  
Box 701010; Plymouth, MI 48170  
(734) 454-1969 Fax: (734) 454-1965  
[www.awug.org](http://www.awug.org)

**TIME VALUE MATERIAL**

**Special Sample Issue**

## About AWUG

A subscription to the *AppleWorks Journal* includes a one-year membership in the AppleWorks Users Group.

The AppleWorks Users Group (AWUG) is an independent support group dedicated to helping AppleWorks users. Formed in 1991, AWUG is the world's largest computer user group with more than 15,000 AppleWorks-using members in the United States and 51 other countries.

AWUG member benefits include unlimited email and telephone technical support from our 56 member-volunteers, complete access to AWUG's Public Domain Library with thousands of activities, templates, clip-art, and other enhancements that work with AppleWorks, access to AWUG's website and instructional videotape library, and the dozens of special discounts that we negotiate for our members.

### How to Reach AWUG

**Mail:** AppleWorks Users Group  
Box 701010; Plymouth, MI 48170  
**Voice:** (734) 454-1969 **Fax:** (734) 454-1965  
**Web:** <http://www.awug.org>  
**Email:** Member Services: [membership@awug.org](mailto:membership@awug.org)  
Renewals & Orders: [orders@awug.org](mailto:orders@awug.org)  
Editor: [editor@awug.org](mailto:editor@awug.org)  
Director: [director@awug.org](mailto:director@awug.org)  
Address Changes: [membership@awug.org](mailto:membership@awug.org)

