

# California Computer Care

News,  
Views,  
Tips and  
Cool Techniques  
for CCC Members

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We  
speak  
Geek,  
so you  
don't  
have to.

## The Secret AppleWorks Trick

AppleWorks is the Swiss Army Knife® of applications. About the only thing it can't do is pick your teeth with a tiny, ivory toothpick.

You are probably familiar with *AppleWorks'* capabilities in *Word Processing*, *Spreadsheets*, *Databases*, *Drawing*, *Painting* and *Presentations*. You may not be familiar with *AppleWorks'* *Page Layout* abilities.

When desktop computers were young, folks dreamed of using them for designing printed matter: brochures, magazines, books, billboards, greeting cards, signs and more. The design and creation of printed matter, right up to the actual printing, is what *Page Layout* is all about. When Apple created the Mac and the first desktop laser printer, they inadvertently created the environment for doing *Page Layout* on a computer.

Once the hardware pieces were in place, the software appeared. *Page Layout* software like *PageMaker*, *Quark Express* and *InDesign*

became the professional graphic artist's favorite tools. But, these graphic wonders are very expensive! For the home or small business user, way too expensive.

What makes a *Page Layout* application unique is its ability to place design elements and type anywhere on the page with complete ease and control. Think of the pre-Mac way: cutting bits of paper containing pictures and type, and gluing them, any way you like, on a blank sheet of paper.

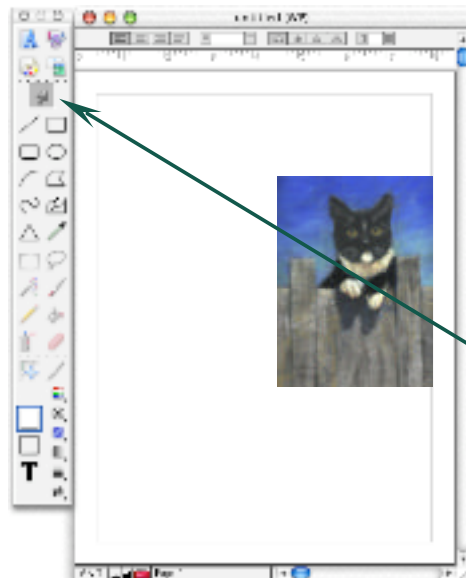
Now, try to do this with a word processor. How do you get a picture with a caption on your page without disturbing the main story and the headline or having the picture move about whenever you change a few words in the main story? It's possible, but way too hard!

*AppleWorks* can do this. Most folks don't know about *AppleWorks'* secret trick, so don't let on. Here's how you do it:

**Step 1. Create a new Word Processing document, set margins, name it and Save.** →

This is the Tool Palette, you'll need it. Open the Tool Palette by clicking the ToolBox icon below →

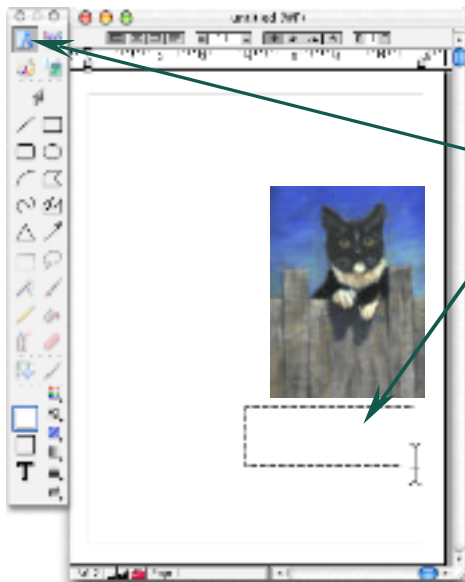
**Step 2. Add a picture to the page.**



To add a picture:

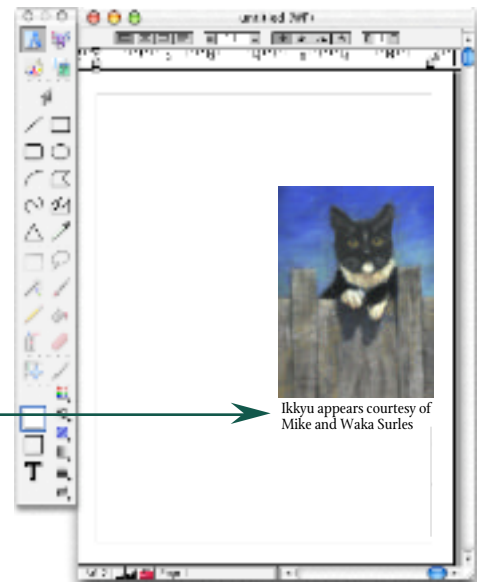
- 1) Click on the Arrow Tool.
- 2) Choose Insert... from the File menu.
- 3) Use the Open dialog box that appears to find and choose the picture that you want to use.
- 4) Click on and drag the picture into position on the page.
- 5) Use the Scale By Percent... command from the Arrange menu to change the picture's size if you like.

Step 3. Add a caption to the picture. Watch carefully, this is the secret *AppleWorks* trick!

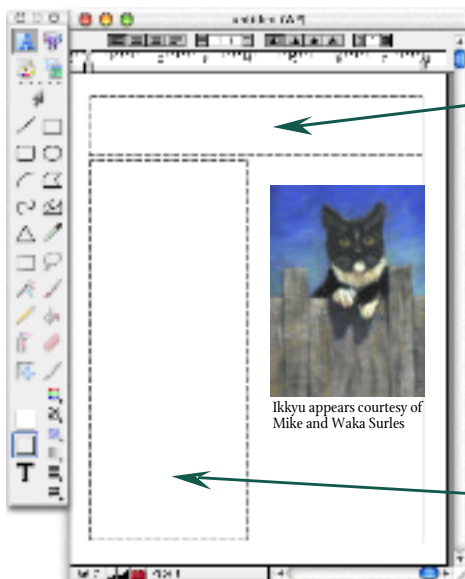


The "I-Beam"

- 1) Click on the Text Tool.
- 2) Move your mouse's pointer back onto the page, it will become the "I-Beam" Tool.
- 3) Hold down the Option key while you click and hold the mouse button. Now, drag the mouse to draw a box the approximate size of the caption for the picture.
- 4) Release the mouse button and start typing your caption.
- 5) After typing click and drag the caption into its final position.



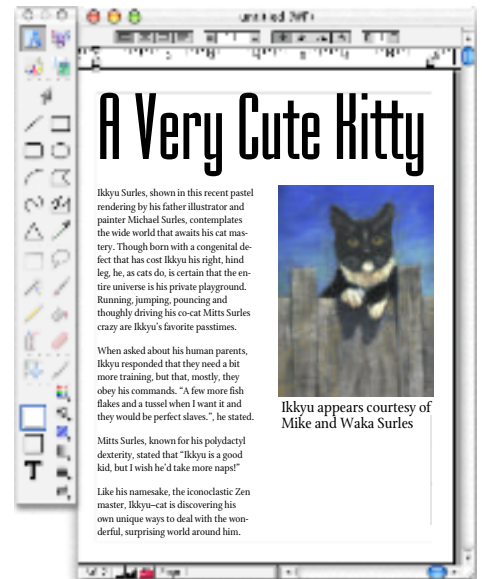
Step 4. Use the trick to add a headline box and a box to hold the main story.



Text box for headline

Don't forget to click on the text tool and hold down the Option key while you draw your text boxes. It is also important to type into your text boxes as soon as you create them. If you leave a text box completely blank, it will disappear and you will have to create it again. Add more pictures and text, too, if you like.

Text box for story



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auto club  
for your  
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