

# CLARIS

FOR WINDOWS 95/NT 4.0



# ClarisWorks<sup>5.0</sup>

## Installation and New Features Guide

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# Contents

## Chapter 1: Installing ClarisWorks

|                                            |      |
|--------------------------------------------|------|
| What you need                              | 1-1  |
| Customer support and registration          | 1-1  |
| Installing the ClarisWorks software        | 1-2  |
| Doing a typical or compact installation    | 1-2  |
| Doing a custom installation                | 1-4  |
| Uninstalling ClarisWorks                   | 1-6  |
| What gets installed                        | 1-6  |
| Installation for network administrators    | 1-8  |
| Setting up for installation from a server  | 1-8  |
| Installing ClarisWorks on a network server | 1-10 |

## Chapter 2: New features in ClarisWorks

|                                             |     |
|---------------------------------------------|-----|
| New look and feel                           | 2-1 |
| Button bars                                 | 2-1 |
| Text ruler                                  | 2-1 |
| Function button                             | 2-2 |
| Internet features                           | 2-2 |
| Link to a Web page                          | 2-2 |
| Make your own Web page                      | 2-2 |
| Make a document interactive                 | 2-2 |
| Functionality enhancements                  | 2-3 |
| Set a default font                          | 2-3 |
| Add multimedia fields to database documents | 2-3 |
| Enhance your graphics                       | 2-3 |
| Create complex equations                    | 2-3 |
| Use named cells                             | 2-3 |
| Improved file compatibility                 | 2-3 |

# Chapter 1: Installing ClarisWorks

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This chapter provides step-by-step instructions for:

- installing the ClarisWorks application and associated files
- installing ClarisWorks on a network server

**Important** These instructions assume you're familiar with standard Windows techniques such as using the mouse and locating files and directories. For more information, refer to the documentation that came with your computer.

## What you need

To install and use ClarisWorks, you need the following equipment and software:

- the CD-ROM disc in the ClarisWorks package
- any IBM-PC or equivalent with an 80486/DX microprocessor running at 33MHz or higher
- at least 8 MB of RAM
- a CD-ROM drive
- Microsoft Windows 95 or Windows NT 4.0 system software

**Note** If you don't have a CD-ROM drive, you can purchase the application on floppy disks from Claris Corporation. For more information, see the card that came with the ClarisWorks package.

## Customer support and registration

Please take the time to complete and mail the product registration card that is included in this package. Refer to our Web site at <http://www.claris.com> for information about customer support.

U.S. and Canadian customers can also refer to the *Claris Service Directory* included with the software. For customers outside of the U.S. or Canada, refer to the Technical Support brochure included with the software.

**Note** In the U.S., you can register ClarisWorks by mail or fax by using the Register ClarisWorks Assistant. For more information, see "Using an Assistant" in Chapter 2 of the *ClarisWorks User's Guide*.

## Installing the ClarisWorks software

You have three options for installing ClarisWorks on your hard disk:

- Complete (typical) installation. The Installer installs the necessary ClarisWorks files.
- Minimum (compact) installation. The Installer installs the smallest number of files needed to run ClarisWorks. You may want to use this option if you need to conserve space.
- Partial (custom) installation. Use this option if you're familiar with your computer and ClarisWorks and you want to choose the files that you install.

The Installer won't replace earlier versions of ClarisWorks unless you install ClarisWorks 5.0 in the directory containing the earlier version.

**Important** You must use the Setup program to install ClarisWorks. You can't copy or drag the files to your hard drive because the files are compressed to fit on the installation disks. The Setup program decompresses the files during installation.

### Doing a typical or compact installation

To do a typical or compact installation:

1. Start Microsoft Windows 95 or Windows NT 4.0.

If Windows 95 or Windows NT 4.0 is already running, exit from all open applications.

2. 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.

When you insert the CD-ROM disc, the Installer automatically starts if your computer supports Autorun. If the Installer does not start automatically, double-click the icon for your CD-ROM drive.

3. Double-click the Setup icon.

You see the ClarisWorks Installer opening screen.

4. Click Next to display the Welcome screen.

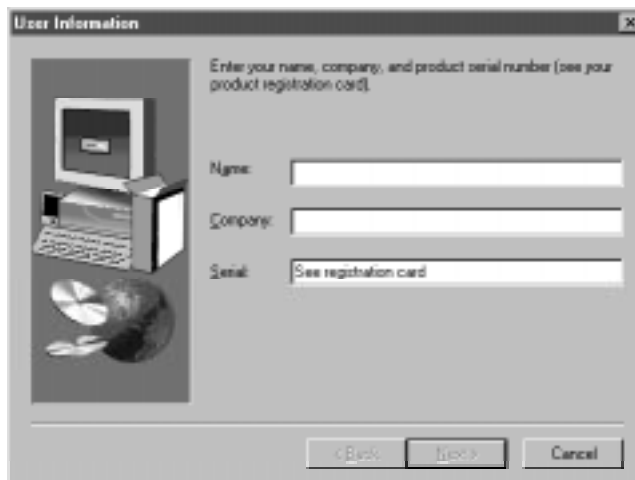
5. Click Next to display the Software License Agreement dialog box.

You see the software license agreement.

6. If you agree to the licensing terms, click Yes to continue the installation.

You see the User Information dialog box.

7. Personalize your copy of ClarisWorks and then click Next.



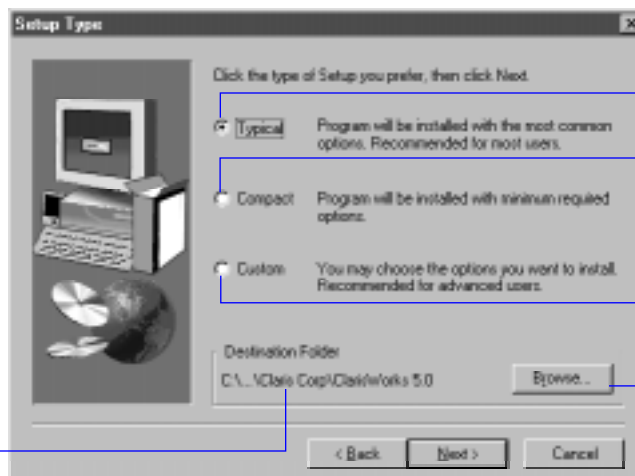
The 'User Information' dialog box has a title bar with a close button. On the left is a graphic of a computer monitor, keyboard, and CD-ROM. The main area contains the text 'Enter your name, company, and product serial number (see your product registration card)'. Below this are three text input fields labeled 'Name:', 'Company:', and 'Serial:'. The 'Serial:' field contains the text 'See registration card'. At the bottom are three buttons: '< Back', 'Next >', and 'Cancel'.

Type your information or press Tab to accept the entry and move to the next line

8. When you're asked to confirm the information, click Yes if the information is correct. If you see a mistake, click No, press Tab to move through the boxes and buttons, and retype the information. Click Next when you're finished.

Check your typing carefully. You can't change the name, company, or serial number after you complete the installation unless you reinstall ClarisWorks.

9. In the Setup Type dialog box, select Typical or Compact, choose where you want to install ClarisWorks, and then click Next.



The 'Setup Type' dialog box has a title bar with a close button. On the left is a graphic of a computer monitor, keyboard, and CD-ROM. The main area contains the text 'Click the type of Setup you prefer, then click Next.' Below this are three radio button options: 'Typical' (selected), 'Compact', and 'Custom'. Each option has a description: 'Typical' is 'Program will be installed with the most common options. Recommended for most users.'; 'Compact' is 'Program will be installed with minimum required options.'; 'Custom' is 'You may choose the options you want to install. Recommended for advanced users.' Below these is a 'Destination Folder' section with a text box containing 'C:\...Claris Corp\ClarisWorks 5.0' and a 'Browse...' button. At the bottom are three buttons: '< Back', 'Next >', and 'Cancel'.

Installs ClarisWorks and all optional files

Installs only the ClarisWorks application and dictionary files

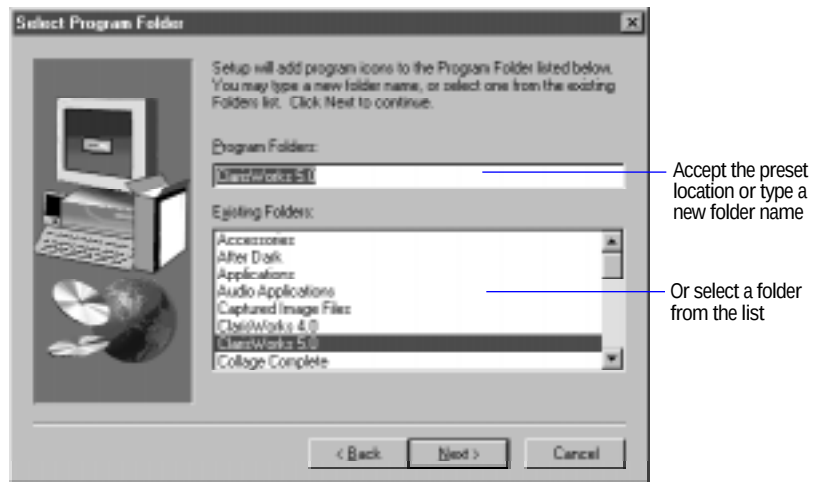
Installs only the ClarisWorks files you select

Click if you want to install ClarisWorks in a different folder or drive

Drive and directory (folder) where ClarisWorks will be installed

If the destination drive doesn't have enough room, the Installer tells you.

10. Specify the Program Folder where you want the ClarisWorks program icons to appear and then click Next.



The Installer begins copying files.

11. In the Setup Complete dialog box, indicate if you want to see the Readme file, which contains important last-minute information, and if you want a ClarisWorks icon to appear on your desktop.

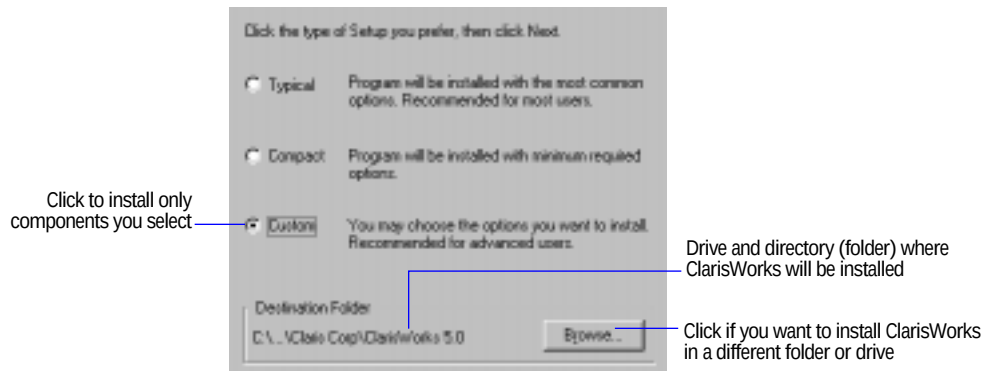
Deselect I would like to view the Readme file now if you do not want to see the Readme file. You can see the Readme file anytime by choosing Programs from the Start menu, and then choosing ClarisWorks 5.0 and Readme File.

12. Click Finish to start ClarisWorks and open the Readme file (if selected).

## Doing a custom installation

To do a custom installation:

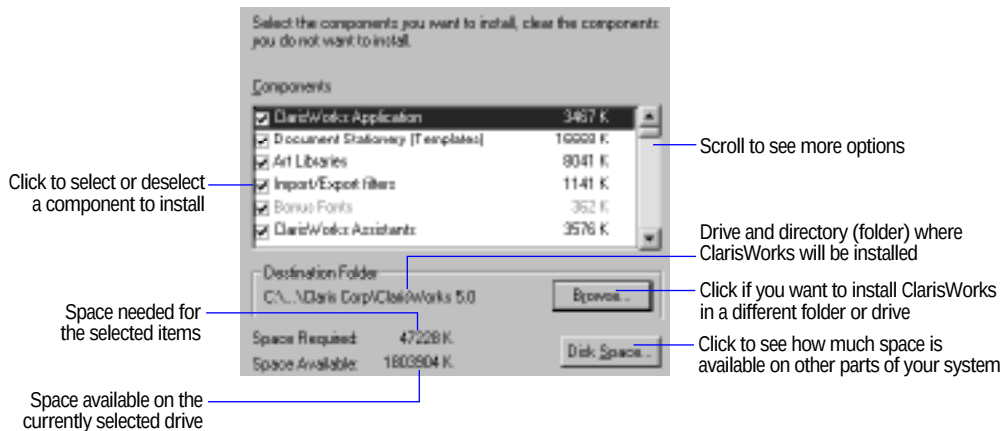
1. Follow steps 1 through 8 in "Doing a typical or compact installation" beginning on page 1-2.
2. In the Setup Type dialog box, select Custom, choose where you want to install ClarisWorks, and then click Next.



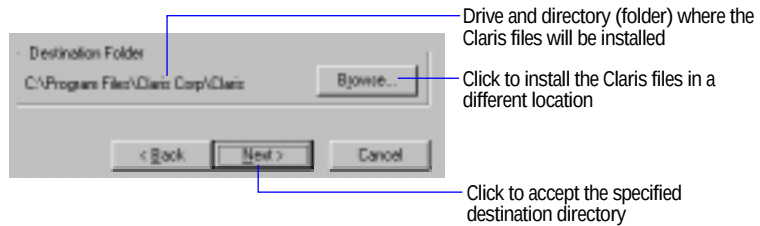
You can select the destination directory (folder) for the ClarisWorks files here or in the next step.

3. Click to select or deselect the components you want to install, specify where you want to install them, and then click Next.

For brief descriptions of the components, see “What gets installed” beginning on page 1-6.



4. Specify where you want to store Claris reference files (such as the spelling dictionary and filters) and then click Next.



5. Complete the installation by following steps 10 through 12 in “Doing a typical or compact installation” on page 1-4.

## Uninstalling ClarisWorks

To remove all of the ClarisWorks components from your system, use the Windows 95 or Windows NT 4.0 Add/Remove Programs utility. You don't need to know where the ClarisWorks files are stored or what they're named.

**Note** The Installer does not remove any documents from your computer.

To uninstall the entire ClarisWorks application:

1. Click the Start menu, choose Settings, and then choose Control Panel.
2. Double-click Add/Remove Programs.
3. Click the Install/Uninstall tab, select ClarisWorks 5.0, and then click Add/Remove.

Windows asks you to confirm your selection.

4. Click Yes to remove ClarisWorks and all of its components from your computer.

## What gets installed

This table describes the ClarisWorks files and shows where they are installed on your hard disk. The names listed in the following tables are the names you see in Windows Explorer in List view (choose List from the View menu in the Explorer window) when all files and extensions are showing.

**Note** As you work, both ClarisWorks and Windows 95 or Windows NT 4.0 create files other than those listed below.

The default location for the following files and folders is  
c:\Program Files\Claris Corp\ClarisWorks 5.0.

| File or folder                 | Description                                                                                                                                       |
|--------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|
| ClarisWorks Assistants         | Interactive Assistants you can use for creating documents and completing tasks                                                                    |
| ClarisWorks Libraries          | Pictures you can use in your documents                                                                                                            |
| ClarisWorks Stationery         | Sample templates (stationery) for many ClarisWorks documents                                                                                      |
| Equation Editor                | Utility program to help you create complex equations                                                                                              |
| HTML Background Images         | GIF and JPEG files for use as backgrounds in your Web pages                                                                                       |
| ClarisWorks.exe                | The ClarisWorks application                                                                                                                       |
| Clworks.hlp                    | Onscreen Help, complete instructions for all ClarisWorks procedures                                                                               |
| Clworks.cnt                    |                                                                                                                                                   |
| CWIntro.exe                    | Introduction to ClarisWorks, an onscreen introduction to ClarisWorks features and concepts                                                        |
| Font.map                       | Fonts used by ClarisWorks                                                                                                                         |
| Readme.cwk                     | Late-breaking information about ClarisWorks                                                                                                       |
| ClarisWorks 4 to 3 Converter.* | Files used to convert documents from ClarisWorks 4.0 format to 3.0 format. <b>Note:</b> You must do a Custom installation to install these files. |
| Uninst.*                       | Files used by the Windows Add/Remove Programs utility                                                                                             |

The following files are located in the Claris folder (the default location is c:\Program Files\Claris Corp\Claris). If you already have a version of ClarisWorks or another Claris application installed on your computer, the Installer adds files to the existing Claris folder.

| File or folder          | Description                                                                   |
|-------------------------|-------------------------------------------------------------------------------|
| ClarisWorks Translators | Translators used by ClarisWorks                                               |
| Palettes                | Color and gradient palettes                                                   |
| ClarisWorks Labels      | File used to create Avery label layouts in a database document                |
| Clhyph.dll              | The hyphenation dictionary, spelling checker, thesaurus, and associated files |
| Clspell.dll             |                                                                               |
| Clthes.dll              |                                                                               |

| File or folder | Description                                                                                   |
|----------------|-----------------------------------------------------------------------------------------------|
| *.f32          | Filters used by ClarisWorks to open and save documents from other applications, such as Excel |
| Fltrsup.dll    |                                                                                               |
| Oletools.pal   | OLE palettes and preferences                                                                  |

## Installation for network administrators

This section is for network administrators who want to set up the ClarisWorks application for Windows 95 or Windows NT 4.0 on a server for multi-user access. You can set up ClarisWorks for multiple users in either of the following ways:

- Copy all the folders in the ClarisWorks 5.0 folder on the CD-ROM disc to a folder (directory) on the server. Then have users install ClarisWorks from the server to their local hard drives.
- Install ClarisWorks on a network server so that multiple users can run one copy of the application.

**Warning** You may install ClarisWorks 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 ClarisWorks, or (2) paid for an authorized, licensed copy of ClarisWorks for each computer connected to the network. Please contact Claris or a Claris reseller if you need to license more copies of ClarisWorks.

### Setting up for installation from a server

Once you set up the ClarisWorks Installer on a server, users can install ClarisWorks from the server onto their own computers.

#### Setting up the Installer on a server

To set up the Installer so users can install ClarisWorks onto their own computers from a server:

1. On the server, create a folder named cwinstal, or ClarisWorks 5.0 Installation, or some similar name.
2. Open the new folder, and then copy the ClarisWorks 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 ClarisWorks installation files into the folder. (If the window for the CD-ROM disc doesn't open automatically, in My Computer or Windows Explorer, double-click the icon for the CD-ROM drive.)

- 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.

The installation folder is now set up for users to install ClarisWorks over the network. Your users can double-click the *cwinstal* or *Disk 1* folder to open it on the server, and then double-click the Install ClarisWorks icon to start the installation.

### Installing ClarisWorks from a server

Use one of the following procedures to install ClarisWorks from the server onto users' computers.

To install the ClarisWorks files using the Installer prompts and choices:

1. Start Windows 95 or Windows NT 4.0 on the user's computer.  
If Windows 95 or Windows NT 4.0 is already running, exit from all open applications.
2. Use Windows Explorer to open the installation folder on the server.
3. Start the installation program by double-clicking Setup.
4. Follow steps 4 through 12 in "Doing a typical or compact installation" beginning on page 1-2.

When you're asked to specify a destination directory, specify a drive on the user's computer.

To install all the ClarisWorks files and accept all the installation defaults, without seeing any prompts or choices (called *silent installation*):

1. Start Windows 95 or Windows NT 4.0 on the user's computer.  
If Windows 95 or Windows NT 4.0 is already running, exit from all open applications.
2. Click the Start menu and choose Run.
3. In the Open text box, type the path to the folder holding the ClarisWorks Installer files, and then type `SETUP -S` (where -S specifies silent installation).

For example, the Run command might look like this:

d:\ClarisWorks Installation\SETUP -S.

The Installer installs ClarisWorks without displaying any prompts.

## Installing ClarisWorks on a network server

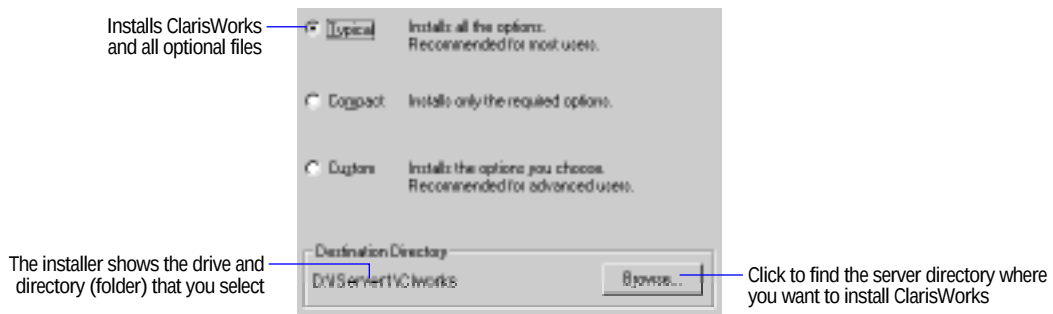
You can install ClarisWorks on a network server so that multiple users can run one copy of the application. Most ClarisWorks files can reside on the server, but each user must have a personal user dictionary in a directory with read/write access.

To set up ClarisWorks so it can be run on a network server, you first install ClarisWorks on the server and then you set up each user's computer.

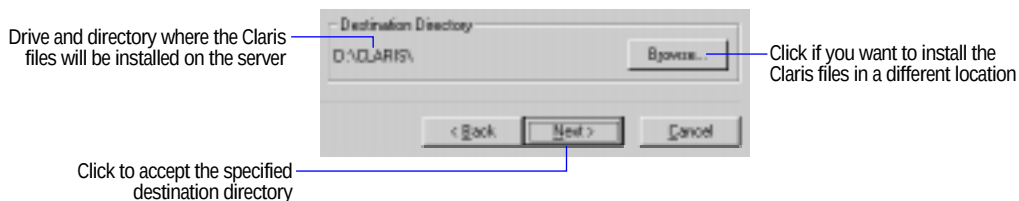
### Installing ClarisWorks

To install ClarisWorks on a network server:

1. Follow steps 1 through 8 in “Doing a typical or compact installation” beginning on page 1-2.
2. In the Setup Type dialog box, select Custom, browse to the destination directory on the server where you want to install ClarisWorks, and then click Next.



3. Specify where on the server you want to store Claris reference files (such as the spelling dictionary and filters).



4. Complete steps 10 through 12 in “Doing a typical or compact installation” beginning on page 1-4.

### Setting up each user's computer

After installing ClarisWorks on your network server, set up your users' computers to run ClarisWorks so users can:

- start ClarisWorks from their own computers
- view ClarisWorks Help, the Introduction to ClarisWorks, and the Readme file
- use stationery files
- add terms to their own user dictionaries
- change preferences
- save macros

You do this by creating shortcuts to the ClarisWorks application and setting each computer so users can access ClarisWorks on the server.

To create a shortcut to ClarisWorks in each user's Start menu:

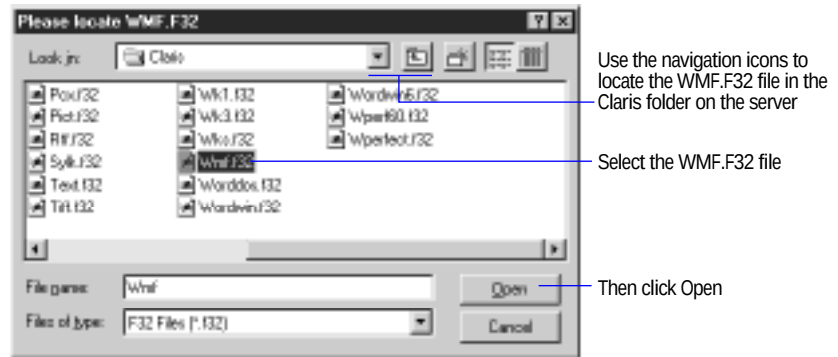
1. On a user's computer, click the Start menu, choose Settings, and then choose Taskbar.
2. Click the Start Menu Programs tab.
3. Click Add.
4. Click Browse, navigate to the server, and select the ClarisWorks application on the server.
5. Click Open and then click Next.
6. Select a program folder for the shortcut, or click New Folder to create and name a new folder, and then click Next.
7. Type a name for the shortcut (for example, ClarisWorks application) and then click Finish.
8. Repeat steps 3 through 7 for each of the following files:
  - ClarisWorks Help (Clworks.hlp)
  - Introduction to ClarisWorks (Cwintro.exe)
  - Readme (Readme.cwk)

If you don't see these files on the server, select Show All Files (\*.\*) from the Files of type pop-up menu.
9. Click OK in the Taskbar Properties dialog box when you're finished.

Next, you must set up each user's computer to point to the Claris folder on the network. You must also set up a place for each user's user dictionary, preferences, and macros. To do so:

1. Start ClarisWorks on the user's computer.

You see a dialog box asking you to locate the WMF.F32 file.



2. Navigate to the Claris directory on the server to find WMF.F32, click the filename, and then click Open.
3. You see the Register ClarisWorks Assistant. If you have already registered ClarisWorks, click Never to close the Assistant.
4. In Windows Explorer, find or create a folder (directory) for the user dictionary.  
This can be on a local hard disk or in a private directory on the network where the user has read/write access. (You don't have to reserve the user directory exclusively for ClarisWorks files.)
5. Create a new ClarisWorks word processing document, choose Writing Tools from the ClarisWorks Edit menu, and then choose Select Dictionaries.
6. When the Select Dictionaries dialog box appears, choose User Dictionary (\*.usp) from the Files of type pop-up menu.
7. Use the Look in pop-up menu to locate the directory you set up in step 4.
8. Type USER.USP in the File name box.
9. Click New.

ClarisWorks creates a new user dictionary and places it in the specified directory. As the user runs the application, ClarisWorks stores the user preferences and macros in the same directory you created for the user dictionary.

10. Close ClarisWorks.

The user's computer is now ready to run ClarisWorks.

## Chapter 2: *New features in ClarisWorks*

This chapter introduces the new features available in ClarisWorks 5.0.

### New look and feel

ClarisWorks 5.0 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 ClarisWorks tasks (for example, printing)
- pop-up menus you can use to format selected text and objects

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

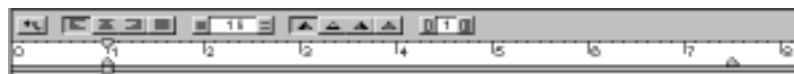


Default button bar for word processing documents

ClarisWorks comes with several ready-made button bars and buttons for nearly every ClarisWorks 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

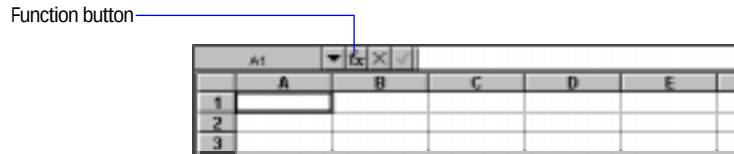
In a word processing document, you see the text ruler across the top of the document window. The text ruler provides a quick, visual way to change paragraph formatting, such as justification and line spacing, and set tabs. You can also apply a label, such as number or bullet, to text from the text ruler.



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.



## Internet features

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

### Link to a Web page

Any word processing, draw, or spreadsheet document can contain links, that, when clicked, start your browser and connect to a specific 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 ClarisWorks is simple and quick. You create a word processing document and then use ClarisWorks to translate the document so that it is readable by a browser.

### Make a document interactive

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

## Functionality enhancements

New ClarisWorks 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 documents, ClarisWorks 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 ClarisWorks. 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

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

