

Step-by-Step Using Assistants in AppleWorks

An Assistant provides you with help in creating specific documents. Some Assistants are available while you are working in a document and others are only available when you first create a document. In this Step-by-Step Card, you'll use an Assistant to create an address list of your students.

Note: This Step-by-Step Card is based on features in version 6 of the AppleWorks application.

Creating a document

- 1** Open the AppleWorks 6 application. The Starting Points window opens.
- 2** Click the Assistants tab at the bottom of the Starting Points window.

Opening an Assistant

- 1** Click the Address List icon. The Address List Welcome dialog box appears.
- 2** Click Next.
- 3** Choose Student from the "Type of list to make" pop-up menu, then click Create.

An address book opens.

TIP: If you want to remove any of the fields, choose Layout from the Layout menu. Click the field name you want to delete, then press Delete. When you're done, choose Browse from the Layout menu.

- 4** Choose New Record from the Edit menu to add a new record.
- 5** Click the First Name field and type the first student's first name. Press Tab to move to the next field. Continue adding the information for this record.
- 6** Choose New Record from the Edit menu to add another new record. Continue until you are done adding student records.

TIP: A faster way to add new records is to press Command-R.

- 7** Choose Save from the File menu to save your address list.
- 8** When you're done, quit the AppleWorks application.