

Step-by-Step Writing a Letter With AppleWorks

This Step-by-Step Card introduces you to some of the basic features of AppleWorks as you create a letter.

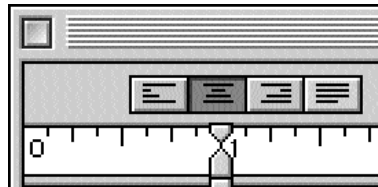
TIP: This Step-by-Step Card is based on features in version 6 of the AppleWorks application. For additional information and related topics, consult AppleWorks Help from the Help menu.

Creating a new document

- 1** Double-click the AppleWorks 6 icon to open the application.
The Starting Points window appears.
- 2** Click the Basic tab at the bottom of the Starting Points window if necessary.
- 3** Select Word Processing.
A new document appears.

Aligning text

- 1** Type your school's name, address, and phone number. Place each piece of information on a separate line.
- 2** Select all of the text.
- 3** Click the Center Alignment button on the text ruler.



The selected text is centered in the middle of your document.

Selecting a font and font size

- 1 With the text selected, choose Font from the Text menu, then choose Skia from the submenu.
- 2 Choose Style from the Text menu, then choose 18 Point from the submenu.
- 3 Move the insertion point so it's outside the text, then click to deselect the text.

Setting tabs

- 1 Press Return three times, then click the Left Alignment button.
The insertion point moves down three lines, to where you will start your letter.



- 2 Drag the first-line indent marker to 2 inches on the text ruler.



Your paragraphs are now be indented two inches from the margins.

TIP: To indent a specific passage, select the text you want indented. Drag the left margin marker (the bottom part only) to where you want the paragraph to be indented.



- 3 Type a letter to your students welcoming them back to school.

Saving the document in a specific folder

- 1 Choose Save from the File menu.

The Save dialog box appears.

TIP: Once you have saved a document, you can choose Save As from the File menu to save another version of a document you have open with a new name. This new document can have a different format and can be saved in a different location.

- 2 Choose your hard disk from the pop-up menu at the top of the dialog box. If Desktop is chosen from the pop-up menu, double-click your hard disk from the list below the pop-up menu.

Your hard disk name now appears in the pop-up menu, and a list of your files and folders that are on the hard disk appears.

- 3 Double-click the name of the folder where you want to save your document.

The folder name appears in the pop-up menu.

- 4 Type a name for this letter in the text box at the bottom of the dialog box, then click Save.

Type the name of the new folder, then click Create. Type the name of the document, then click Save. Your document is now placed in the new folder you created.

Checking your spelling

- 1 Click the Check Spelling button on the button bar or choose Writing Tools from the Edit menu, then choose Check Document Spelling from the submenu.



The Spelling dialog box appears.

- 2 If there are any misspelled words, select the correctly spelled word, then click Replace.
- 3 Repeat this process until the whole document is checked, then click Done.

Printing the document

- 1 Click the Print button on the button bar.



- 2 Click Print in the Print dialog box.
- 3 Save the changes to your document by choosing Save from the File menu.
- 4 Quit the AppleWorks application.