

Lesson 1-4: Creating a New Document

Figure 1-6

The Teacher Letterhead template.

Figure 1-7

The Envelope Assistant.

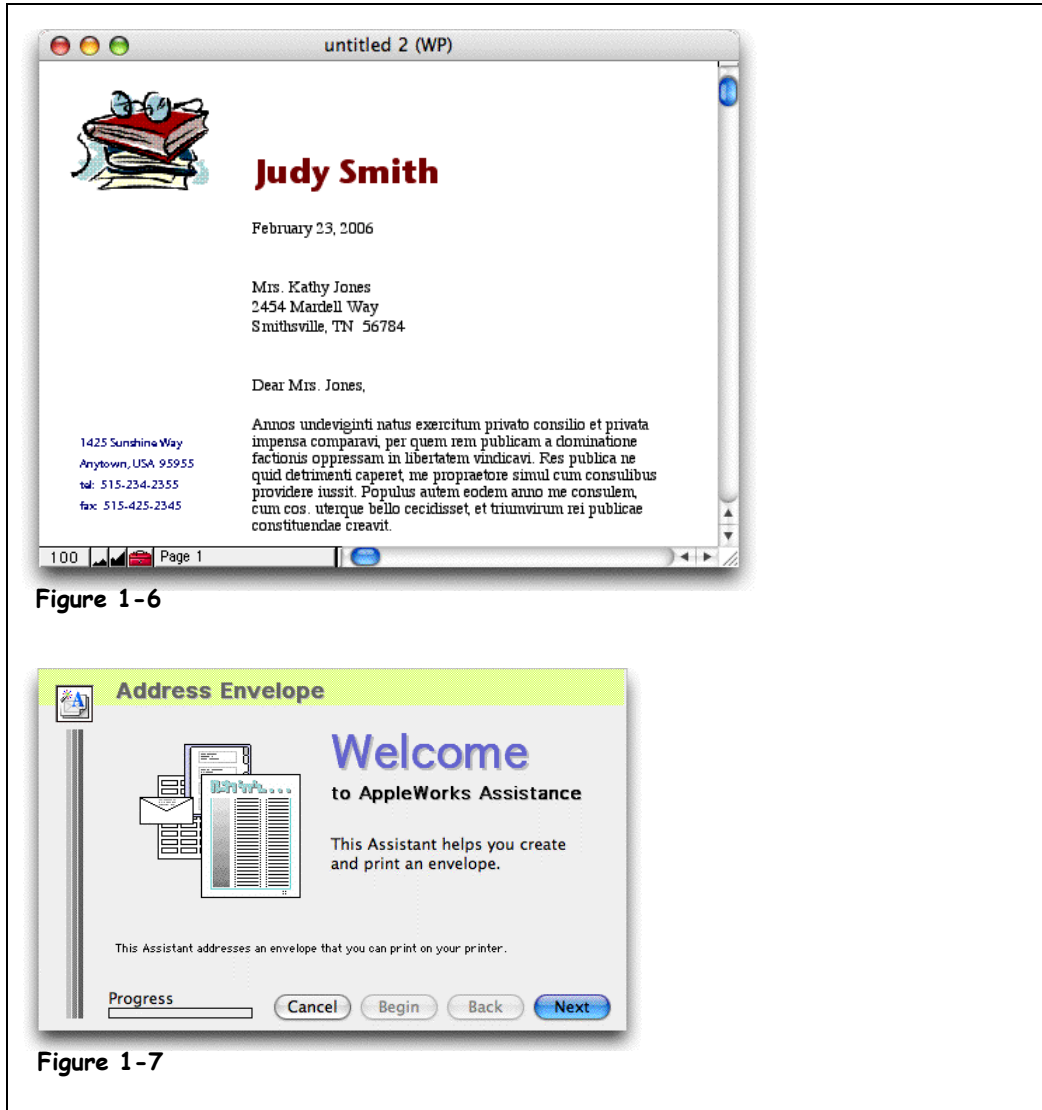


Figure 1-6

Figure 1-7



Word Processing button

Other Ways to Create a New, Blank Document:

- Select **File** → **New** → **Word Processing** from the menu.
- Press **<⌘> + <N>**.

- 1. Position the mouse over the **Word Processing button** on the Button Bar (but don't click the mouse yet!).**

A *tooltip* appears over the button, briefly identifying what the button does. In this case, the tooltip tells us that clicking the Word Processing button will create a new word-processing document.

2. Click the **Word Processing button** on the Button Bar.

A new, blank document appears.

You can also create a new document from a template. A *template* is a pre-designed document that you can use if you don't have the time or creative ability to design your own document from scratch. In order to access AppleWorks's available templates, you'll need to display the Starting Points window.

3. Select **File** → **Show Starting Points** from the menu.

The Starting Points window appears.

4. Click the **Templates** tab at the bottom of the window.

A list of available templates appears. To select a template, click it to open it in the word processor.

5. Scroll down in the Template panel until the Teacher Letterhead template appears. Click the **Teacher Letterhead** template.

A teacher-themed letterhead opens in a new document window, as shown in Figure 1-6. Customizing a template is easy – simply replace the sample text with your own.

We don't want to use this template after all, so let's close it.

6. Select **File** → **Close** from the menu, and, if prompted, click **Don't Save**.

The template closes.

You can also create a document using the AppleWorks Assistants. *Assistants* guide you through complex tasks or projects by asking you questions and then creating a document based on your answers. To create a new document using an Assistant, you'll need to open the Starting Points window again.

7. Select **File** → **Show Starting Points** from the menu.

The Starting Points window appears.

8. Click the **Assistants** tab at the bottom of the window.

A list of available Assistants appears. To select an Assistant, click it.

9. Click the **Envelope Assistant** in the Starting Points window.

The first step of the Envelope Assistant appears, as shown in Figure 1-7.

Using an Assistant is extremely easy. All you have to do is follow the Assistant's instructions, clicking the Next button to advance to the next step. The Progress bar at the bottom of the window displays how much further you have to go.

10. Click the **Cancel button** to close the Envelope Assistant.

The Assistant closes and you return to the new, blank document.



Teacher Letterhead template



Envelope Assistant

Quick Reference

To Create a New, Blank Document:

- Click the **Word Processing button** on the Button Bar.

Or...

- Select **File** → **New** → **Word Processing** from the menu.

Or...

- Press **<⌘> + <N>**.

To Create a Document from a Template:

1. Select **File** → **Show Starting Points** from the menu and click the **Templates** tab.
2. Click the template you want to use.

To Create a Document Using an Assistant:

1. Select **File** → **Show Starting Points** from the menu and click the **Assistants** tab.
2. Click the Assistant you want to use.