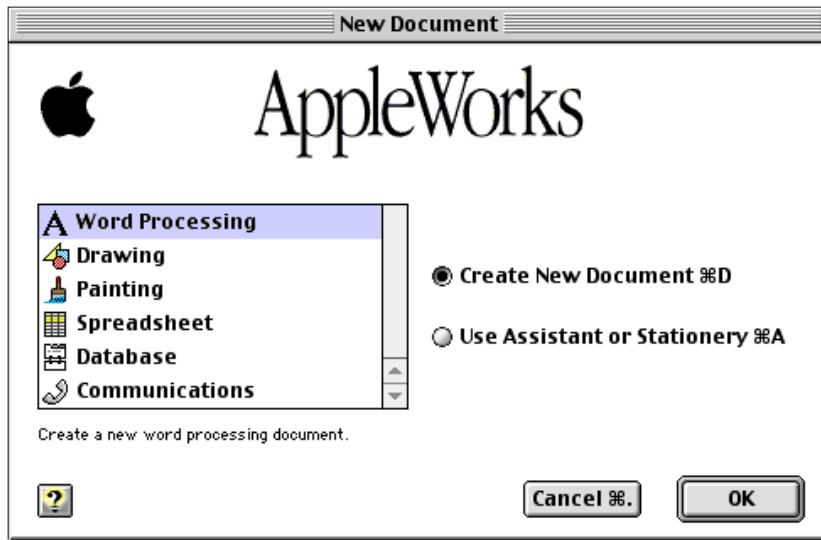
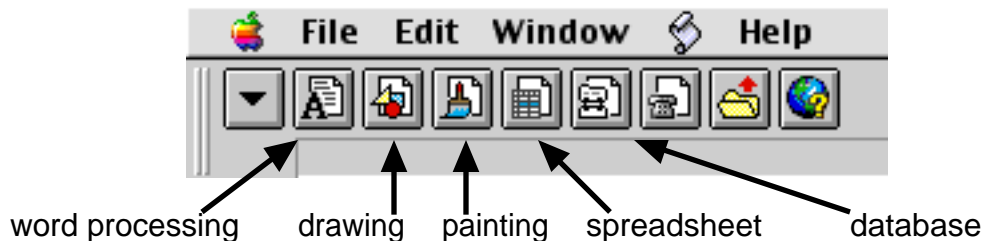


Word Processing in AppleWorks

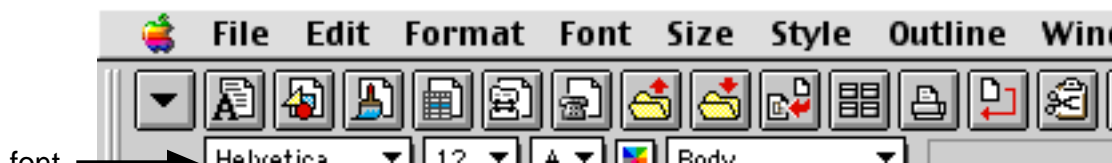
You can use the word processing program to type your research report or other reports. You only need to be familiar with a couple features. First you need to create a new document or open an existing one. To create a new document select “Word Processing” from the opening dialogue box.

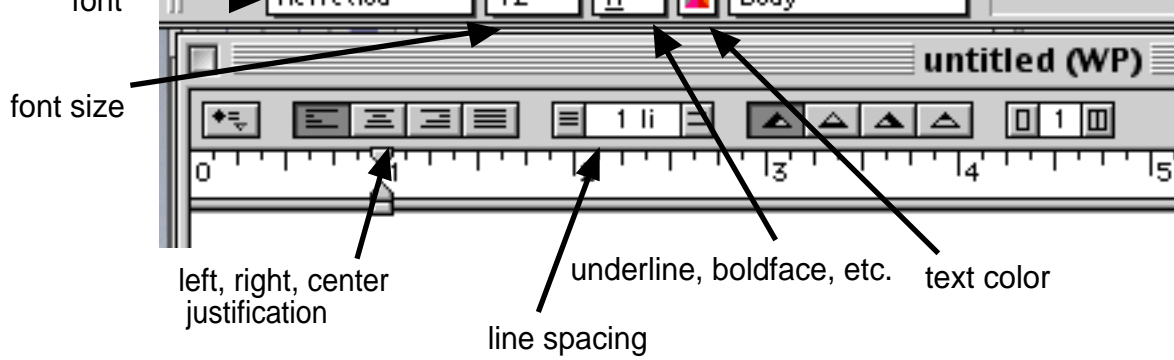


You can also start a new document at any time by pushing the appropriate button on the button bar.



Once you have created a blank page you can start typing. There are several options that you can use to format your text. Simply select the formatting option and then type. When you want to turn off the effect just push the button again or select a new effect that will cancel the other (font, size, justification).





Tips for word processing:

- double space between lines
- push "tab" once to indent for a new paragraph
- push the space bar twice at the end of a sentence
- push the space bar once after a comma or semicolon
- always use the spelling checker

