Using Apple Works Clippings

by Phil Russell

There are lots of image clippings in AppleWorks. To view them, go to File menu and select Show Clippings (Command + 2). If you drag out the screen which appears to the right, there are 16 tabs by default(Fig. 1.). Or you can use the arrows at either end to scroll to the tab you want.
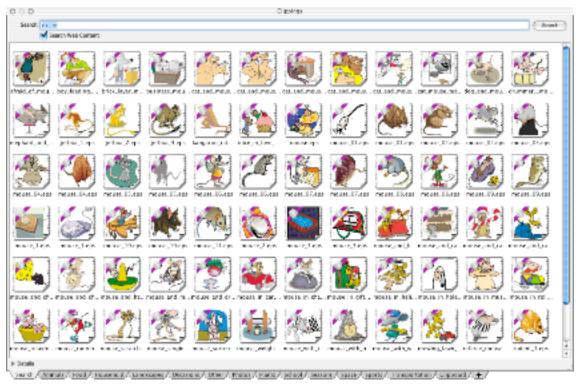

Fig. 1. AppleWorks Clippings

Check out the various tabs. But that is no all the pictures you can have in this handy location. You have to be connected to the Internet first. Now press the first tab, Search. Type in a keyword and click Search or hit the Return key. AppleWorks goes out on the web and brings in a lot more images. I typed in mouse and got 73 images. See Fig. 1, above.

Images you search for disappear when you close AppleWorks. If you would like to add an image from those you see in the Search window, drag it into an AppleWorks document. You can Shift-drag a group, or Command-select a group if you wish. Now open the tab where you want it permanently. Drag it from the AppleWorks document into the tab you choose.

To add to the AppleWorks collection of clippings from files already on your hard drive, drag them into an AppleWorks document, then drag them into the tab you choose.

The same method applies to images you find on an Internet page. Drag the image into an AppleWorks document. Now drag the image into the tab of choice.

To delete an image, simply drag it to the Trash.

If you want to create a new Tab, click the plus sign (+) at the right end of the row of tabs. The Add Tab dialog box appears. Name the tab and click Add (Command + A) (Fig. 2.).

Fig. 2. Adding a Tab

Using the instructions above, you can now drag images into the new tab you just created. AppleWorks help says you can drag images directly into tabs, without first dragging them into an AppleWorks document. I found this to work part of the time. It is so simple to first drag it into an AppleWorks document, I recommend this method. You are welcome to try direct dragging into a tab.

To delete an image, drag it to the Trash, or Control-click on the image and use the Delete option which appears. This offers other choices, as seen in Fig. 3. The Clippings Settings... choice lets you change the size of the image icons.
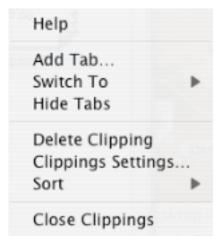
Fig. 3. Control key options

To delete a tab, Control-click on it and you see the choices above. Click Delete Tab... and you will see Fig. 4. Click Move to Trash and it is gone.

Fig. 4. Deleting a Tab

To edit a Tab name, double click the name and you see Fig. 5. Rename the Tab and click OK.

Fig. 5. Editing Tab name

When you add an image to AppleWorks Clippings, it is useful to give it one or more keywords. Select the clipping. Click the Details arrow at bottom left of Clippings. type in keywords separated by commas. This is also where you can change the name of a clipping. Just change it in the Name: text block, Fig. 6.
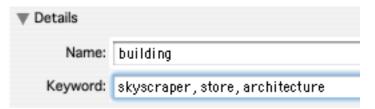

Fig. 6. Adding keywords and changing image name

To add a folder of items to Clippings (such as a ClarisWorks 5 or AppleWorks 5 library folder, drag the folder to the Clippings folder located in the AppleWorks 6 folder. Leave AppleWorks 5 libraries at the main level of the Clippings folder or they will not be seen. Don't put them within an existing sub-folder.

Clippings are handiest after you have dragged in oft-used images from your hard drive and the Internet.