Hints on Using UtilityWorks

The following are some hints on using a few of the many UtilityWorks features:

1. To print only part of a document, copy the part of the document you desire to print to the clipboard and use the Show Clipboard menu item to create a window which displays the clipboard. Now simply print this new window.

2. To merge two or more documents, copy the first document to the clipboard. Use the Show Clipboard menu item to create a new window containing the first document. Now copy the second document to the clipboard and paste it at the end of the first document in the Clipboard window. Follow this same procedure for all remaining documents you desire to merge.

3. The Print Fonts menu item prints a sample of each font in a standard 14 point size. To print samples of any given font in any other size create a sample of the font in a window using the View Fonts menu item and print this window. Please note that the font sample can be any size, not just those indicated in the Font Selection Dialog. Just enter the desired size in the Edit Line of the Font Selection Dialog.

4. Save a document you create in a Text Edit window as a Teach file if you desire to preserve the document's formatting information. Teach files can be read by AppleWorks GS or the Teach application included with System Disk 6.0.