The Main Menu

To use Mesa, you must choose a command to tell the program what you want to do. Mesa's menus are organized in a hierarchy starting with the main menu, which is illustrated at left. The main menu contains three commands that you can execute (Print, Hide, and Quit) and a series of submenus that contain combinations of commands, dialog panels, and additional submenus.

Info¬	File¬	Edit¬
Info	File	Edit
Format¬	Sheet¬	Graphing¬
Format	Sheet	Graphics
Windows¬	Printing¬	
Windows	Print	
hide¬	terminate¬	
Hide	Quit	

A menu item followed by a letter or punctuation is an executable command. You can execute the command by selecting (clicking on) the menu item. For example, to Quit Mesa, click on **Quit**. To Hide Mesa without quitting, click on **Hide**. The Hide and Quit commands are explained in detail below.

An executable command with an ellipsis (like Print...), will display a dialog or inspector panel when selected. The Print command is also explained below.

Executable commands also have keyboard shortcuts. Note the `q' to the right of the Quit command. If you type *Command-q* (hold down the *Command* key and press and release the *q* key), Mesa will respond as if you had clicked the Quit command.

To select a submenu, click on a menu item that displays the   symbol. The submenu will appear to the right of the main menu. The Mesa submenus are described on the following pages.

Some menu items are nested within submenus. For example, to load a worksheet from disk, you will be instructed to use the File ? Open command.

Print
The Print command lets you print all or part of your worksheet or a pre-defined report. You can print your worksheet to a printer, to a file (so that you can print it on another computer or save it), or to the NeXT Previewer to see how your final output will look.

Select **Print...** from the main menu. Mesa will display the Print dialog panel illustrated below. From the Print panel you can choose to save your output to a PostScript file, preview it, or send it out via fax. If you do not select a pre-defined report to print, Mesa will print the selected range from the currently active worksheet window. If there is no range selected, Mesa will print the whole worksheet.

You can add footers and headers to printouts as well as changing paper size, orientation, and other print parameters via the Page Layout dialog box.
See Page Layout pageSetup¬.
If you want to print a report that you have defined using the Format ? Report Layout command, select the report name from the *Choose Report Format* box and select the operation (Save, Preview, Fax, or Print). If you simply

double-click on the report format name, Mesa will print that report to the designated printer. For more information on creating reports, see Report Layout Inspector reportSetup¬.

Hide
NeXTSTEP allows you to run more than one program at a time. Unfortunately, the more programs you run, the more cluttered the screen becomes. If you hide an application, it will still continue to run, but none of its windows will appear on the screen. This is useful if you want to work in another program, but want to get back to Mesa quickly. To hide Mesa, click on the Hide command or type Command-h. To unhide Mesa, double-click on the Mesa program icon.

Quit
Quit ends your work session with Mesa. If you have any unsaved worksheets, Mesa gives you a chance to review them and save them before you quit. To quit, select Quit from the main menu or type Command-q. If you have worksheets that have been changed since the last time you saved them, Mesa will display a dialog panel to confirm your choice.
Click on Review to individually check each unsaved worksheet before you quit. If you press **RETURN**, Mesa will execute the Review option. If you want to quit from Mesa without reviewing unsaved worksheets, click on Quit. If you decide to continue using Mesa, click on Cancel and Mesa will continue to run.