



Complete Works Form Entry

[Introduction to Form Entry](#) A brief introduction on what the Form Entry is and an outline on how to use it.

[Using the Form Entry](#) Description on how to use the Form Entry module.

[Menu Bar Functions](#) A description of all the function available on the menu bar.

[Form Entry Keys](#) All the functions that can be accessed by key presses.

[The Status Bar](#) Description of the status bar.



Introduction to Form Entry

The Complete Works Form Entry module is used for filling out forms, invoices etc, in situations where you want to print a filled form on a "one-off" basis, without having to create a database especially for one or a few form entries which will not be used again.

The Form Entry takes a form which was created using the Complete Works Form Designer and enables you to fill it out on the screen before previewing and printing it.

To use the Form Entry, you will need to do the following:

1. Create the form or forms to be filled using the Form Designer.
2. Choose a form you want to use from a list.
3. Type information into the fields.
4. Preview and print the completed form as desired.

Also see:

[Using the Form Entry](#)



Using the Form Entry

Opening a Form for Filling

Filling a Form

Print Preview

Printing a Filled Form



Beginning the Form Entry

A Complete Works form must be opened for filling. Therefore when you open a Form Entry document window, the Files Open Dialog Box will appear for you to select the form you wish to fill.

To open a form, type in an existing file name into the dialog box. This file is opened and the cursor appears in the first form field.

Also see:

Opening Files



Opening a Form for Filling

To open a form, select the File Open command. If you already have a filled out form on the screen that has not been printed, you will be given an opportunity to do so before the new form is opened.

Note

The default file extension is TFM, but this does not have to be used in file names.

Also see:

Opening Files



Filling a Form

The fields are the areas that can be filled by you. For details on filling out the fields, refer to the following:

[Filling a Field](#)

[Editing Fields](#)

[Moving Around a Form](#)



Filling a Field

To fill out a field, type in the text; this text will be placed where the cursor is. There are also a number of keys that can be used:

Key(s)	Function
←, →	Move the cursor left/right by one character.
↑, ↓	For a field with more than one line, move the cursor one line up or down.
Home	Move cursor to the beginning of the current line.
End	Move the cursor to the end of the text on the current line.
Return (↵)	Move the cursor on to the next line for editing in a multi-line field. If the cursor is on the last line, then it moves to the next field.
Del	Delete the character at the cursor.
Backspace	Delete the character before the cursor.

Using the Mouse

To move the cursor, click on the part of the field you want to edit. If you click beyond the end of the text, then the cursor is placed at the end of the text.

Note

The font, character style and alignment of the text that you type into a field is determined in the form when it is designed.

Also see:

[Editing Fields](#)

[Moving Around a Form](#)



Editing Fields

Clearing the Fields for Next Form Entry

Select the Edit Clear command, or press F2.

Copying the Contents of a Field

1. Move the cursor to the field to be copied.
2. Select the Edit Copy command, or press Ctrl+Ins.
3. Move to the field to receive the copy.
4. Select the Edit Paste command, or press Shift+Ins.

Moving the Contents of a Field

1. Move the cursor to the field to be moved.
2. Select the Edit Cut command, or press Shift+Del.
3. Move to the field to receive the text.
4. Select the Edit Paste command, or press Shift+Ins.

Note

If there is not enough space in the receiving field, then the text is truncated.

Also see:

Filling a Field

Moving Around a Form



Moving Around a Form

With the Keyboard

Key(s)	Function
PgUp/PgDn	Move up or down the form by the amount being displayed in the <u>document window</u> .
Ctrl+PgUp/PgDn	Move up or down the form by one page.
Ctrl+Home	Move to the top left of the current page.
Ctrl+End	Move to the bottom right of the current page.

With the Mouse

Use the scroll bars to move around the form. See [Using Scroll Bars](#) on how to use them.

With the F5 Go To Dialog Box

To move to a specific page or the top or bottom of a form press F5, or click the F5 button on the function key bar if displayed. This will bring up the [Go To Dialog Box](#).

Moving Between Fields

With the Keyboard

Press Tab to move the cursor to the next field, or Shift+Tab to move to the previous field.

Press Shift+PgDn to skip forward several fields, and Shift+PgUp to skip back. The fields that are skipped is determined as part of the field filling order of the current form when it was designed.

With the Mouse

Click on the field.

Notes

1. When using Tab and Shift+Tab to move between fields, the order in which they are edited is determined by the form's filling order. This is determined when the form is designed.
2. Some fields may not be accessible for filling. This is because they have been set as protected. This is also determined when the form is designed.

Also see:

[Filling a Field](#)
[Editing Fields](#)



Printing a Filled Form

To produce a printed copy of the on-screen form, select the File Print command, press F9, or click the **F9 Print** button if displayed.

The print resolution of inserted charts and pictures can be set by selecting the Options Picture Resolution command. This setting can be overridden when printing a form by selecting the **Options>>** button when in the Print Form Dialog Box and then selecting the resolution.

Also see:

Printing Problems



Printing Problems

1. Meaningless characters are printing

- The wrong driver may have been selected for your printer. Make sure you have the correct printer driver set up in the Control Panel. Also, if you have more than one printer driver set up, the target printer set up for the form is not the right one. This is determined when the form is designed. Start the Form Designer, open the form and select the Layout Print Control command.
- The printer is set to an emulation mode incompatible with the printer driver. Consult your printer manual on how to change this.
- All forms use graphics, and these cannot be printed on daisy wheel printers or some of the earlier dot matrix printers.
- There may be a fault in the cable and/or the printer connections.

2. Nothing prints out

- Check that the printer is switched on, has paper loaded and is on line.
- The wrong port may have been selected in the printer setup on the control panel. For example if your printer is connected to the printer port LPT1, and the driver is set up to send the output to LPT2.
- There may be a fault in the printer cable and/or the printer connections.
- You may be using a spooler program that cannot run with Windows.

3. Blank sheets of paper between pages, or text overflowing onto the next page

- The page margins control the number of lines on the printed page. If this is not set correctly for the paper being used, then some of a page of text may overflow onto the next page. This may also lead to extra blank sheets being fed out of the printer. If this happens, go into the Form Designer and reduce the vertical page margins and check the paper size specified for this document.

4. Uneven right margin

- If the right margin is uneven in the places where you chose to alter a font then it may be because you are using a printer driver that is not totally compatible with your printer. If this is the case, set up the driver in the Control Panel. If your driver is set up, but is not the one being used, then change this by starting the Form Designer, opening the form and selecting the Layout Print Control command.

5. Areas specified as being in colour are printing out in monochrome

- You are using a printer driver that does not support colour. Select an appropriate printer driver that does support colour in the Control Panel.
- Your printer may not be capable of printing in colour.
- If it is, then for a dot matrix printer a colour ribbon has not been installed, or for ink jet printers the appropriate colour ink cartridge has not been installed.



Form has been filled but not printed. Print now?

At least one of the fields has been filled, but has not yet been printed before it is to be cleared. You have three options:

1. Click **Yes** (or press Y) to print the filled form before continuing.
2. Click **No** (or press N) to continue without printing the form.
3. Click **Cancel** (or press Esc) to abandon the operation you were performing and go back to the current form entry.

Also see:

[Printing a Filled Form](#)



This field is protected against input

The field that you are trying to select for filling has been defined as protected in this form. No data can be entered into this field.

Also see:

[Filling a Form](#)



Print Preview

You can use the print preview to view on the screen the filled form in a similar way to the way it would appear on the printed page.

To switch to the print preview, select the File Print Preview command on the menu bar. Editing cannot be carried out whilst print preview is being used.

Also see:

[Using the Print Preview](#)



Menu Bar Functions

<u>F</u> ile	Opening, closing and printing forms.
<u>E</u> dit	Editing the filled contents of forms.
<u>O</u> ptions	Miscellaneous options and settings.
<u>W</u> indow	Switching between and arranging <u>document windows</u> .
<u>H</u> elp	On line help on how to use Complete Works.

See [Complete Works Menu Commands](#) for a general help on menu bar commands in Complete Works.



File Menu Bar Commands

Open

Open a form for filling

Print Preview

Displays the current form on the screen in a form similar to the way it would appear on the printed page.

Print

Print the filled form.

Close Window

Close the current form and document window.



File Open

Use this command to open a form that has already been saved to disk. This command brings up the File Open Dialog Box; fill in the file path and name of the form that you want to open.

Also see:

Opening Files



File Print Preview

Use this command to display a form on the screen as it would appear on a printed page from your printer. See [Print Preview](#).



File Print

Select this command when you want to print a filled form. The Print Form Dialog Box is brought up.

Note

The page margins, which printer the form is printed to, and which of the printer trays (if there are more than one) will be used is set up when the form is designed. If you want to change any of these things, use the Form Designer to alter and save the form, and re-open this form for filling.

Also see:

Print Preview



Print Form Dialog Box

Start Page

The first page that will be printed. By default this is page 1; type in another page number if you want it to be something else.

End Page

The last page of the form that will be printed. By default this is the last page of the on-screen form; type in another number if you want it to be something else.

Copies

The number of copies of the form to be printed. By default this is 1.

Clear Fields After Print

If this check box is set the contents of the fields are emptied after the form is printed so that it is ready for the next entry.

Print Field Contents Only

If this check box is set then only the field contents that have been typed will be printed. This is useful if you are printing on to pre-printed forms which only need to be filled out.

Options>>

Select this button to reveal the following:

Picture Resolution

Select one of these buttons to override the current resolution for the printing of inserted pictures and charts.

Select **OK** to start printing, or **Cancel** to abandon printing.

Also see:

[Using Dialog Boxes](#)



File Close Window

Use this command to close the current form and return to Complete Works main window. Equivalent to pressing Ctrl+F4.



Edit Menu Bar Commands

Cut

Remove the contents of the current field and place it in the clipboard.

Copy

Copy the contents of the current field to the clipboard.

Paste

Copy the clipboard contents to the current field.

Clear

Clear all the fields.

Go To

Go to another page in the current form.



Edit Cut

When this command is selected, the contents of the current field are removed from the form and placed in the clipboard. This is used for moving the contents of a field within a form, or to move it to a field in another form.

Also see:

[Editing Fields](#)



Edit Copy

When this command is selected, the contents of the current field are copied to the clipboard. This is used for copying the contents of a field within a form, or to copy it to another form.

Also see:

[Editing Fields](#)



Edit Paste

Select this command to copy the contents of a field that has been previously cut or copied to the clipboard into the current field.

Also see:

[Editing Fields](#)



Edit Clear

Clear the contents of all the fields, ready for another form entry.

Also see:

[Editing Fields](#)



Edit Go To

Use this command to go to any page within a form, or the top or bottom of the form. Selecting this command brings up a dialog box. See [Go To Dialog Box](#).

Also see:

[Moving Around a Form](#)



Go To Dialog Box

This dialog box is used for going to a specific page in the form, or to the top or bottom of it.

Page No.

If you want to go to a specific page in the form, type in the page number here.

Top

Select this button to go to the first page.

Bottom

Select this button to go to the last page.

Select **OK** to go to the page specified in **Page No.**, or **Cancel** to leave the current page on the screen.

Also see:

[Moving Around a Form
Using Dialog Boxes](#)



Options Menu Bar Commands

<u>Vertical Scroll Bar</u>	Display the vertical scroll bar.
<u>Horizontal Scroll Bar</u>	Display the horizontal scroll bar.
<u>Picture Resolution</u>	Select the resolution for displaying and printing pictures.
<u>Settings</u>	Choose this command to change the settings that are used throughout Complete Works.



Options Picture Resolution

Select this command to select the resolution of pictures for screen displaying and printing. This command brings up a dialog box.

Screen

Select one of the buttons for the resolution of pictures when displayed on the screen. Displaying pictures on the screen is a compromise between speed of displaying the pictures and the quality of the display.

Print

Select one of the buttons for the resolution of pictures when printed out. High print resolution is the best for quality output, but will be slower to print.



Select **OK** to set the new resolutions or **Cancel** to ignore them.



Options Vertical Scroll Bar

Switch the display of the vertical scroll bar on and off.

Notes

1. Even when the vertical scroll bar is set for display, it will only appear when not all of the form will fit vertically into the document window displaying it.
2. The page buttons  and  will only appear if there is more than one page in the form.

Also see:

[Using Scroll Bars](#)



Options Horizontal Scroll Bar

Switch the display of the horizontal scroll bar on and off.

Note

Even when the horizontal scroll bar is set for display, it will only appear when not all of the form will fit horizontally into the document window displaying it.

Also see:

[Using Scroll Bars](#)



Options Settings

Choose this command to change the settings that are used throughout Complete Works. For details, see [Settings](#). Selecting this command brings up the [Settings Dialog Box](#).



Window Menu Bar Commands

<u>TopLevel</u>	Brings up the <u>The TopLevel Dialog Box</u> for opening, closing <u>document windows</u> , or for switching to another window.
<u>Maximize</u>	Increase the current document window size so that it fills the Complete Works window's workspace.
<u>Cascade</u>	Re-arrange the open document windows so that they are stacked with the title bars showing.
<u>Tile</u>	Re-arrange the open document windows so that they appear next to each other and do not overlap.

The remaining items on this menu list all the document windows that are currently opened. Select one of these if you want to swap to one of the other open document windows. The current document window is indicated by a check mark (✓).



Window TopLevel

Selecting this command brings up the TopLevel Dialog Box for opening and switching between document windows. Equivalent to pressing F12.

Also see:

Opening, Switching and Closing Document Windows



Window Maximize

Select this command to make the current document window maximized.

Also see:

[Opening, Switching and Closing Document Windows](#)



Window Cascade

Select this command to arrange all the open document windows in the Complete Works window so that they overlap with the title bars on the windows showing.

Also see:

[Opening, Switching and Closing Document Windows](#)



Window Tile

Select this command to arrange and re-size all the open document windows such that the Complete Works Window is filled.

Also see:

[Opening, Switching and Closing Document Windows](#)



Form Entry Keys

[Movement and Editing Keys](#)
[Function Keys](#)

Also see:

[Dialog Box Keys](#)
[Application Keys](#)
[Complete Works Keys](#)



Movement and Editing Keys

Key(s)


Function



Move the cursor left/right by one character.

For a field with more than one line, move the cursor one line up or down.
Home Move cursor to the beginning of the current line.

End Move the cursor to the end of the text on the current line.

Return () Move the cursor on to the next line for editing in a multi-line field. If the cursor is on the last line, then it moves to the next field.

Del Delete the character at the cursor.

Backspace Delete the character before the cursor.

PgUp/PgDn Move up or down the form by the amount being displayed in the document window.

Ctrl+PgUp/PgDn Move up or down the form by one page.

Ctrl+Home Move to the top left of the current page.

Ctrl+End Move to the bottom right of the current page.

Tab Move cursor to the next field.

Shift+Tab Move cursor to the previous field.

Ctrl+Ins Copy the current field to the clipboard.

Shift+Del Cut the current field to the clipboard.

Shift+Ins Paste the field in the clipboard to the current field.

Shift+PgUp Skip several fields to the next marked for skip field.

Shift+PgDn Skip several fields back to the previous marked for skip field.



Function Keys

Select the single key functions either by pressing the appropriate "F" key, or, if the function key bar currently displayed, by clicking it. The choice of available functions is listed below.

Key(s)	Function
F1	Call up context-sensitive help.
F2	Clear all the <u>fields</u> in the form.
F3	Open another form for filling.
F5	Go to a specific page in the form.
F9	Print part or all of a filled form.
F10	Move on to the menu bar.
F11	Start the print preview.
F12	Leave the current document window open, and go to the <u>TopLevel Dialog Box</u> .

The following functions are not available on the function key bar.

Ctrl+F4	Close the current <u>document window</u> .
Alt+F4	Exit from Complete Works.
Ctrl+F6	Go to the next open document window within Complete Works.



The Status Bar

This is the bar just below the menu bar at the top of the window.

Page X of Y

Indicates the page number of the piece of the form that is currently being displayed (X), and the total number of pages that are in the form (Y).



Specified file was not a Complete Works form

The file you have tried to open is not a Complete Works form.



Failed to open form

The file with the file name and path you have just specified does not exist.



Help Menu Bar Commands

Index

Bring up the first help topic.

Keyboard

Bring up help on the keyboard functions.

Commands

Bring up help on the menu bar commands.

Using Help

Bring up help on how to use help.

About

Bring up the About dialog box.



Help Index

Select this command to bring up the first topic in the help system.



Help Keyboard

Select this command to get help on the functions available from the keyboard.



Help Commands

Select this command to get help on the functions available from the menu bar.



Help Using Help

Select this command to bring up the Windows help on how to use the help facility.



Help About

Selecting this command reveals the About Dialog Box.



Complete Works Form Designer

[Form Designer Introduction](#) A brief introduction to the Form Designer module and on how to create forms.

[Using the Form Designer](#) Details on how to create, save and print forms, and other available features.

[Menu Bar Functions](#) A reference of all the functions on the menu bar.

[Form Designer Keys](#) A reference of all functions available by key combinations.

[Using the Status Bar](#) Details on what items are on the status bar.



Form Designer Introduction

The Complete Works Form Designer enables you to create and manipulate forms e.g. application forms, invoices, printed records etc.

These forms can be save to and opened from disk, and can be printed directly, used in the Forms Entry Module for filling out and printing, or combined with a Complete Works database to produce a batch of filled-out forms.

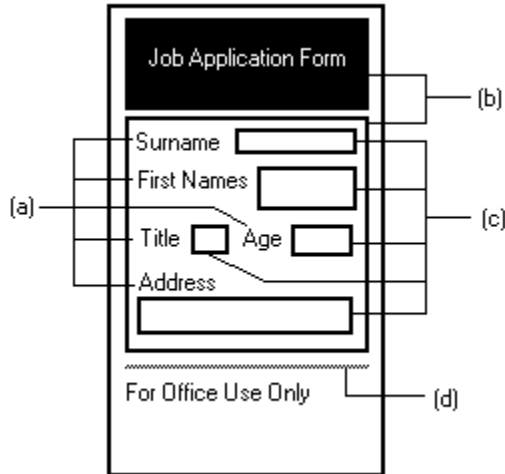
Also see:

[Overview on How to Draw a Form](#)



Overview on How to Draw a Form

The diagram below shows an example of a form:



A form: can consist of any combination of the following objects:

- (a) Text** A variety of character style and fonts can be used with text on forms.
- (b) Boxes** These are shaded areas. The shading of the internal part of the box is adjustable, as is the thickness and colour of the outline.
- (c) Fields** These are area within a form that, when it is combined with a database, will be filled out with information from that database during editing and printing within the Database module. They can also be filled out with the Form Entry Module.
- (d) Lines** The thickness and colour of lines can be varied. Lines can be horizontal or vertical.

The following steps describe the process of designing a form:



Plan the layout of your form.



Set up the basics for the form i.e. the paper size and the page margins, the target printer to be used etc. These can be changed at any stage in the forms design process.



Create the form by drawing the shading boxes, lines, text and fields.



If necessary, you can adjust the form that you have created by moving and re-sizing the lines and boxes, and moving and changing the fields and text. Also, it is possible to delete any of these form objects, and to add, delete and insert pages into the form.



Once the form is drawn, it can be previewed on the screen before being printed.



Forms can be saved to disk.

For details on how to draw a form, see Creating and Editing a Form.



Using The Form Designer

File operations:

[Starting a New Form](#)
[Saving and Opening Forms](#)
[Saving and Applying Form Layouts](#)

Editing operations:

[Creating and Editing a Form](#)
[Altering a Form Layout](#)
[Page Margins and Orientation](#)
[Rulers](#)
[Ordering of Fields in a Form](#)
[Skipping Fields in Form Filling](#)
[Field Protection](#)
[Linking Forms to Databases](#)

Viewing and printing operations:

[Print Preview](#)
[Printing Forms](#)

Inserting Material from Other Sources

Pictures and Complete Works charts can be inserted into a form. For details on this, see [Inserted Pictures and Charts](#).



Creating and Editing a Form

[Drawing and Altering Lines](#)

[Drawing and Altering Boxes](#)

[Adding Text to a Form](#)

[Altering Form Text](#)

[Adding Fields to a Form](#)

[Altering Fields in a Form](#)

[Assigning Names to Fields](#)

[How to Create Object Groups](#)

[Moving Around a Form](#)

[Moving and Re-Sizing Form Objects](#)

[Copying Form Objects](#)

[Deletion of Form Objects](#)

[Retrieving Form Object Deletions](#)

[Adding, Inserting and Deleting Pages](#)



Rulers

There are two rulers, one situated above the forms display, and one to its right. These indicate the sizes of the objects on the form as displayed on the screen.

The units that are displayed on the ruler can be either in inches or centimetres. The units being used at the time is indicated in a box that lies between the two rulers.

The highlighted bars on the rulers indicate the present position of the pointer. When objects or groups are being drawn, these indicate the position of the edges of the object or group.

Also see:

[Settings](#)

[Creating and Editing a Form](#)



Moving Around a Form

With the Keyboard

Use any of the following keys to move the pointer in the document window:

Key(s)	Function
--------	----------



	Move the pointer left, right, up or down by 1/20 inch.
Home	Move pointer to the left hand margin.
End	Move pointer to the right hand margin.
Ctrl+Home	Move pointer to the top left of the current page.
Ctrl+End	Move pointer to the bottom right of the current page.
PgUp (Page Up)	Move form up by one display window
PgDn (Page Down)	Move form down by one display window
Ctrl+PgUp	Move form up by one page
Ctrl+PgDn	Move form down by one page

With the Mouse

To move to another part of the form currently being displayed in the window, click on it.

Another way of moving around a form is by the use of scroll bars at the bottom and right hand side of the forms window. See Using the Scroll Bars for details.

With the Go To Dialog Box

You can use the Go To Dialog Box to move to any page in, or the top or bottom of, a form. To bring up the dialog box, do one of the following: press F5, click the F5 Go To button on the function key bar, or select the Edit Go To command on the menu bar.

Also see:

Options Vertical Scroll Bar and Options Horizontal Scroll Bar commands.



Drawing and Altering Lines

Drawing lines in a form, or moving or altering a line or its style.

Drawing Lines

With the Keyboard

1. Press F2, or select the Tools Line command; the indicator on the status bar will read LINE.
2. Move the pointer to one end of the line to be drawn by using the arrow keys
3. Press the Shift key and hold.
4. Move the pointer to where the other end of the line will be.
5. Release the Shift key.

With the Mouse


1. Click the **F2 Line** button on the function key bar, or select the Tools Line command; the indicator on the status bar will read LINE.
2. Move the pointer to one end of the line to be drawn with the mouse.
3. Drag the pointer to where the other end of the line will be.

Notes

1. Lines are always drawn over boxes.
2. When a line is drawn, it will appear in the last line style that was used (a thin black line is the default style).
3. After you have started drawing the line, highlight marks on the rulers indicate where the lines starts and finishes.

Altering Lines

To alter the thickness and colour of a line:

1. Highlight the line by moving the pointer over it (the pointer will change to a ) , and either click on it or press Return (



2. Press F8, click the F8 button or select the Edit Style command to bring up the Line Style Dialog Box.
3. Choose the new line style and select **OK**.

To move or alter the size of a line, see moving and re-sizing Form Objects.

Also see:

Moving Around a Form
Deletion of Form Objects



Line Style Dialog Box

Select the line style that you want for the highlighted line.

Choose the colour for the line from the **Colour** list box, and choose the thickness and whether the lines will be single or double from the **Appearance** list box.

Select **OK** to make the change to the line style or **Cancel** to abandon changes.

Also see:

[Drawing and Altering Lines Using Dialog Boxes.](#)




Drawing and Altering Boxes

Drawing boxes in a form, or moving or altering a box or its style.

Drawing Boxes

With the Keyboard

1. Press the F3 key, or select the Tools Box command; this sets the indicator on the status bar to read BOX.

2. Move the pointer using the arrow keys (, ,



) to where one corner of the box will be

3. Press and hold the Shift key.
4. Move the pointer to where the opposite corner of the box will be.
5. Release the Shift key.

With the Mouse


1. Click the **F3 Box** button on the function key bar, or select the Tools Box command; this sets the indicator on the status bar to read BOX.
2. Move the pointer to where one corner of the box will be.
3. Drag the pointer to the opposite corner of the box to be drawn.

Notes

1. Lines will always overlap boxes.
2. You cannot have overlapping boxes. Boxes must be either totally outside other boxes, or totally included in other boxes.
3. When a box is drawn, it takes on the last box style that was used (a light grey box surrounded by a thin black line is the default).
4. After you have started drawing the box, highlight marks on the rulers indicate the position of the edges of the box.

Altering Boxes

To change the box style:

1. Highlight the box by moving the pointer over it (the pointer will change to a ) and either click on it or press Return (



2. Press F8, click the F8 button or select the Edit Style command to bring up the Box Style Dialog Box.

3. Choose the box line style and select **OK**.

To move or alter the size of a box, see [Moving and Re-Sizing Form Objects](#).

Also see :

[Moving Around a Form](#)
[Deletion of Form Objects](#)



Box Style Dialog Box

Choose the box style that you want for the selected box from the lists in the dialog box. **Internal Shading** determines the shade of grey in the main part of the box, and the **Outline** lists determine the colour and thickness of the outline of the box.

Select **OK** to make the changes, and **Cancel** to abandon them.

Also see:

[Drawing and Altering Boxes Using Dialog Boxes.](#)



Boxes may not be partially overlapping

You have tried to create a box or move a box or group containing a box such that boxes are partially overlapping. Boxes must be totally inside or totally outside other boxes.

To solve this, either move the box or group so that it does not partially overlap another box by moving the pointer then clicking or pressing Shift. If you are drawing a box you can also abandon drawing the box by pressing Esc.

Also see:

[Drawing and Altering Boxes](#)

[Moving and Re-Sizing Form Objects](#)



Adding Text to a Form

Setting Up Text Appearance

The status bar indicates the currently set font and character style. If you want the text to be added in a different font and character style, they can be changed.

With the Keyboard


To change the font for some text, press Ctrl+F. This will bring up the Fonts Dialog Box. To change the text character style, press the character style keys. See Short Cut Keys for Status Bar.

With the Mouse


To change the font and character style, click in the text area, then click on the **Font** button to bring up the Fonts Dialog Box and select the font. To select the character style, use the character style buttons in the middle of the status bar.

Adding the Text

With the Keyboard

1. Press F6, or select the Tools Text command; the indicator on the status bar will read TEXT.
2. Use the arrow keys to move the pointer to one corner of the area where the text will be added.
3. Press and hold the Shift key.
4. Move the pointer to the opposite corner of the text area.
5. Release the Shift key.
6. A cursor will appear in the top left hand corner. Type in the text that you want.
7. To finish entering text, press Esc or Return () past the last line in the text area.

With the Mouse

1. Click the F6 button on the function key bar, or select the Tools Text command; the indicator on the status bar will read TEXT.
2. Move the pointer to one corner of the area that is to have text.
3. Drag the pointer to the opposite corner of the text area.
4. A cursor will appear in the top left corner. Type in the text.
5. To complete the text, press Esc or press Return () past the last line in the text area.

Notes

1. You will only be able to enter text if there is enough space for a least one line in the current font.
2. After you have started drawing the text area, highlight marks on the rulers indicate where the text area will be.

Also see:

Altering Form Text
Editing Text in a Text Area
Deletion of Form Objects
Using the Status Bar




Altering Form Text

Altering any aspect of existing form text i.e. the text itself and its font, character style, and alignment.

Altering the Text Itself

With the Keyboard

1. Select the text area by moving the pointer over it (the pointer will change to a ) and press Return (




2. Press the space bar. The cursor appears in the text area.
3. Edit the text.

With the Mouse

Double click on the text area. Then edit the text.

Altering Text Appearance

With the Keyboard

1. Select the text area by moving the pointer over it (the pointer will change to a ) and press Return (



2. Then, depending on what aspect of the appearance you want to change:



To change the text alignment of some text, press F8, or select the Edit Style command. This will bring up the Text Style Dialog Box.



To change the font of some text, press Ctrl+F. This will bring up the Fonts Dialog Box.



To change the text character style, press the character style keys. See Short Cut Keys for Status Bar.

With the Mouse

To change the font and character style, click in the text area, then click on the **Font** button to bring up the Fonts Dialog Box, select the font. To select the character style, use the character style buttons in the middle of the status bar.

To adjust the text alignment, double click on the text area twice, choose the alignment and select **OK**.

To move the text, see Moving and Re-Sizing Form Objects for details.







Also see:

Adding Text to a Form
Editing Text in a Text Area
Deletion of Form Objects
Using the Status Bar



Editing Text in a Text Area

To edit text in a text area on the form, first select the text area. Then, type in the text. There are a number of editing functions:

Key(s)	Function
Delete	Deletes the first character after the cursor and moves all the following characters back one place.
Backspace	Deletes the first character behind the cursor and moves it one place back.
 ,  ,  , 	Moves the cursor left, right, up and down by one place in the text area.
Ctrl+  ,	Moves the cursor one word backwards or forwards.
Home	Moves the cursor to the beginning of the line.
End	Moves the cursor to the end of the line.
Return ()	Moves the cursor to the next line (if any), or completes the editing if the cursor is on the last line. Any text that lies after the cursor will be moved down one line, unless there is text on the last line, in which case pressing Return will have no effect.
Esc	Finish editing the text area.

Also see:

[Adding Text to a Form](#)

[Altering Form Text](#)



Text Style Dialog Box

Choose the button for the type of text alignment that you want for the selected area of text.

Select **OK** to make the change or **Cancel** to keep the alignment as it is.

Also see:

[Adding Text to a Form](#)

[Altering Form Text](#)

[Using Dialog Boxes](#)



Adding Fields to a Form

Drawing fields in a form, or moving or altering a field or its style.

Setting Up Appearance of Field Contents

The status bar indicates the currently set font and character style. This can be done before you draw a field, or afterwards if you want to change it. To set up the font a character style of a field, do the following.

With the Keyboard

To set the field font, press Ctrl+F. This will bring up the Fonts Dialog Box. To change the character style for the field, press the character style keys. See Short Cut Keys for Status Bar.

With the Mouse

To set the font and character style, click in the text area, then click on the **Font** button to bring up the Fonts Dialog Box and select the font. To select the character style, use the character style buttons in the middle of the status bar.

Creating Fields

With the Keyboard

1. Press F4, or select the Tools Field command; the indicator on the status bar will read FIELD.
2. Move the pointer to one corner of the area that will contain the field.
3. Press and hold the Shift key.
4. Move the pointer to the opposite corner of the field area.
5. Release the Shift key.

With the Mouse

1. Click the F4 button on the function key bar, or select the Tools Field command; the indicator on the status bar will read FIELD.
2. Move the pointer to one corner of the area that will contain the field.
3. Drag the pointer to the opposite corner of the field area.

Notes

1. Field areas are not allowed to overlap.
2. After you have started editing the field area, highlight marks on the rulers indicate the extent of the field area.
3. You can see how many lines of information this field can take when filled by selecting the Options Show Baselines in Fields on the menu bar.

Also see:

Altering Fields in a Form

Moving Around a Form


Moving and Re-Sizing Form Objects

Deletion of Form Objects



Altering Fields in a Form

If you want to link a field with a database item or change the field style, move the pointer

over the field and press Return (), followed by F8, or double click the left mouse button. This brings up the Field Style dialog box.

Select the changes to the field you want to make, and select **OK**.

Also see:

[Adding Fields to a Form](#)

[Linking Forms to Databases](#)

[Assigning Names to Fields](#)

[Moving Around a Form](#)

[Moving and Re-Sizing Form Objects](#)

[Deletion of Form Objects](#)



Field Style Dialog Box

Use this dialog box to change the field style of the selected field area.

Name

Choose from the list of names of data items in the database that your form is linked with. You can also type a data item name into the top box.

Justification

Choose the text alignment for this field box i.e. the alignment of the text that is added into the field when this form is used with the Database or Form Entry modules.

Internal Shading

The shading of the field area.

Border Colour

Choose from the list for the colour of the outline of the field area.

Border Appearance

Choose from the list for the thickness of the outline of the field area.

Select **OK** to make the changes to the field, **Cancel** to abandon any changes.

Also see:

[Adding Fields to a Form](#)

[Altering Fields in a Form](#)

[Linking Forms to Databases](#)

[Field Protection](#)

[Using Dialog Boxes.](#)



Picture Format Dialog Box

Use this dialog box to alter the appearance of the selected picture in your form.

Cropping %

Type into these text boxes the proportion of the picture you want to be cropped from the top, left, right and bottom of the picture when displayed.

Scaling

- Percent** The scaling of the picture as a proportion of its original size.
- Absolute** The absolute size of the picture. The units are in the currently defined settings.

Type into the **Width** and **Height** text boxes the width and height scaling for the picture.

Border

Choose from the lists the style and colour of the border that you want to surround the picture.

Select **OK** to set the new picture format, or **Cancel** to abandon the changes.

Also see:

[Inserting a Picture into a Document](#)
[Formatting Inserted Objects](#)
[Using Dialog Boxes](#)



Chart Format Dialog Box

Use this dialog box to alter the appearance of the selected chart in your form.

Scaling

- Percent** The scaling of the chart as a proportion of its original size.
- Absolute** The absolute size of the chart. The units are in the currently defined settings.

Type into the **Width** and **Height** text boxes the width and height scaling for the chart.

Border

Choose from the lists the style and colour of the border that you want to surround the chart.

Select **OK** to set the new chart format, or **Cancel** to abandon the changes.

Also see:

[Inserting a Chart into a Document](#)
[Formatting Inserted Objects](#)
[Using Dialog Boxes](#)



Fields may not be overlapping

You have tried to create a field, or move a field or group containing fields such that fields are overlapping; this is not allowed.

To solve this, either move the field or group so that they do not overlap. If you are creating a field you can also abandon drawing the field by pressing Esc.

Also see:

[Moving and Re-Sizing Form Objects](#)



Moving and Re-sizing Form Objects

Refer to the following on how to move and alter the size of objects i.e. lines, boxes, text and fields, and groups:

[Moving Objects or Groups Within One Page](#)

[Moving Objects or Groups Between Pages and Forms](#)

[Re-sizing Form Objects](#)



Moving Objects or Groups Within One Page

To move any type of form object i.e. text, fields etc, or group, do the following:

With the Keyboard

1. If you are moving a group of objects, first create the group.
2. Move the pointer over the object or group you want to move.
3. Press and hold the Shift key.
4. Move the pointer to where the object or group is to go to.
5. Release the Shift key.

With the Mouse

1. If you are moving a group of objects, first create the group.
2. Move the pointer over the object or group you want to move.
3. Drag the pointer to where the thing you are moving is to go to.

You can also use the cut-and-paste method as described in [Moving Objects or Groups Between Pages and Forms](#).

Notes

1. Lines are always drawn over boxes.
2. Boxes may not partially overlap; a box must lie entirely outside or inside other boxes.
3. Fields must not overlap in any way.

Also see:

[Moving Around a Form](#)


[Deletion of Form Objects](#)

[How to Create Object Groups](#)



Moving Objects or Groups Between Pages and Forms

To move a selected object or group from one page to another in a form, or to move it to another form, do the following:

1. If you are moving a group of objects, first create the group.
2. Select the object or group that you want to move either clicking on it, or by moving the pointer over it and pressing Return ().
3. Select the Edit Cut command, or press Shift+Del.
4. Move to the page or to another form where the object or group will go.
5. Select the Edit Paste command, or press Shift+Ins.

The object or group will then appear at the same point on the destination page as the original page.

Notes

1. Lines are always drawn over boxes.
2. Boxes may not partially overlap; a box must lie entirely outside or inside other boxes.
3. Fields must not overlap in any way.

Also see:

[Moving Around a Form](#)

[Deletion of Form Objects](#)

[How to Create Object Groups](#)



Re-sizing Form Objects

To change the size of lines, boxes, text area, fields etc, do the following:

With the Keyboard

1. Use ,



keys to move the pointer over the object. The pointer will change to a

2. Press Return ().

3. Move the pointer over one of the blocks that have appeared on the perimeter of the object, the pointer will change shape to reflect what lies underneath it.

4. Press left Shift and hold.

5. Move the pointer, this will move the dotted line to indicate the new size of the object.

6. Release the Shift key.

With the Mouse

1. Move the pointer over the object to be changed.

2. Click the left mouse button.

3. Move the pointer over one of the blocks that have appeared on the perimeter of the object, the pointer will change shape to reflect what lies underneath it.

4. Drag the pointer to adjust the size to what you want it to be, the dotted line indicates the new boundary of the object.

Notes

1. Lines are always drawn over boxes.

2. Boxes may not partially overlap; a box must lie entirely outside or inside other boxes.

3. Fields must not overlap in any way.

Also see:

[Moving Around a Form](#)

[Deletion of Form Objects](#)



Copying Form Objects

Refer to the following on how to copy objects i.e. lines, boxes, text and fields, and groups:

[Copying Objects Within a Page](#)

[Copying Objects Between Pages and Other Forms](#)




Copying Objects Within a Page

To copy a selected object or group, do the following:

With the Keyboard

1. If you are copying a group of objects, first create the group.

2. Use ,



keys to move the pointer over the object or group. The pointer will change to a

3. Press the right hand Shift key, and hold it down.

4. Move the pointer to where you want the copy to go; a dotted line representing the boundary of the object(s) will follow the pointer around.

5. Release the right Shift key.

With the Mouse

1. If you are copying a group of objects, first create the group.

2. Move the pointer over the object or group and press the right mouse button, and hold it down.

3. Move the pointer to where you want the copy to go; a dotted line representing the boundary of the object(s) will follow the pointer around.

4. Release the right mouse button. The copied object(s) will appear on the form.

You can also use the cut-and-paste method as described in [Copying Objects Between Pages and Other Forms](#)

Also see:


[How to Create Object Groups](#)



Copying Objects Between Pages and Other Forms


To copy an object or group from the on-screen page of the form to another, or into another form altogether, do the following:

1. If you are copying a group of objects, first create the group.

2. Use ,



keys to move the pointer over the object. The pointer will change to a

3. Press Return () to select the object or group.

4. Select the Edit Copy command, or press Ctrl+Ins.

5. Move to the page on this or into another form, where this object or group will be copied to.

6. Select the Edit Paste command, or press Shift+Ins.

The object or group will then appear at the same point on the destination page as the original page.

Also see:

[Moving Around a Form](#)

[How to Create Object Groups](#)




Deletion of Form Objects

To delete objects e.g text, lines, boxes, fields etc, or groups.

With the Keyboard

1. If you are deleting a group of objects, first create the group.

2. Use ,



keys to move the pointer over the object or group. The pointer will change to a

3. Then press Return () to select the object or group.

4. Press the Delete key.

Notes

1. If you try to delete an area of text or a group, confirmation will be asked for before the deletion is carried out.

2. If one object overlaps another, only the one which is selected i.e. with a dotted line around its boundary will be affected.

Also see:

[Retrieving Form Object Deletions](#)

[Moving Around a Form](#)

[Moving and Re-Sizing Form Objects](#)

[How to Create Object Groups](#)



Retrieving Form Object Deletions

You can retrieve the last object or group deletion that you made to the on-screen form:

1. Select the Edit Undo Deletion command.
2. A dotted line representing the object or group will appear.
3. Move the mouse pointer to where you want the object or group to go.
4. Press the left mouse button or Shift.


Also see:

[Deletion of Form Objects](#)



Delete text: are you sure?

An attempt has been made to delete the selected area of text on your form. Confirmation is being sought to check if you really want to delete it. Click **Yes** or press Y to remove it; click

No or press N or Return () to stop the deletion.


Also see:

[Deletion of Form Objects](#)



Delete everything in group: are you sure?

An attempt has been made to delete all the objects in the selected group, all the objects in the group will have dotted lines around them. Confirmation is being sought for this deletion.

Click **YES** or press Y to remove it; click **NO** or press N or Return () to stop the deletion.

Also see:

[Deletion of Form Objects](#)




How to Create Object Groups

To create an object group, for moving, deleting or copying several objects all at once, do the following:

With the Keyboard

1. Press F7, or select the Edit Group the indicator on the status bar will read **GROUP**.

2. Use the ,



keys to move the pointer to one corner of the area to be grouped.

3. Press and hold the Shift key.

4. Move the pointer to the opposite corner of the area where the objects lie on the form. As you move the pointer, a dotted lined box will appear between the point where you pressed the Shift key and the current pointer position. As each object becomes totally enclosed, a dotted line appears around them, indicating that they will become part of the group.

5. When all the objects that you want to be in the group are selected (a dotted line will appear around them), release the Shift key.

With the Mouse

1. Click the F7 button on the function key bar, or select the Edit Group command. The pointer will change to a cross-hair shape, and the mode indicator on the status bar will read **GROUP**.

2. Move the pointer to one corner of an area on the form to one corner of the area to be grouped.

3. Drag the pointer to the opposite corner of the area where the groups to be selected lie. As you move the pointer, a dotted lined box will appear between the point where you pressed the left mouse button and the current pointer position. As each object becomes totally enclosed, a dotted line appears around them, indicating that they will become part of the group.

Also see:

[Moving and Re-Sizing Form Objects](#)

[Copying Form Objects](#)

[Deletion of Form Objects](#)



Adding, Inserting and Deleting Pages

To add a page, select the Edit Add Page command. The page is added to the end of the form.


To insert a page, select Edit Insert Page from the Layout menu. The inserted page becomes the current page and all subsequent pages are moved down by one page.

To delete a page, select the Edit Delete Page command. The current page is the one deleted. Confirmation will be asked for before the deletion is carried out.



Delete current page: are you sure?

An attempt has been made to delete the currently displayed page from the form. Confirmation to do this is being sought. Click **Yes** or press Y to confirm the deletion; click **No**

or press N or Return () to stop the page being deleted.

Also see:

[Adding, Inserting and Deleting Pages](#)



Page Margins and Orientation

To view or change the paper size and the margins that are used in a form, select the Layout Margins command from the menu bar and select the values that you require.

Notes

1. The paper size and page margins form part of the form layout, so that when a form is opened, the current page layout is overwritten with the layout of the form.
2. Similarly, when a layout is opened, the current page layout is overwritten.
3. The units used are defined by the Settings; inches or centimetres may be used.

Also see:

Altering a Form Layout Settings



Saving and Opening Forms

Saving a Form

There are two commands available for saving forms to disk:

1. File Save. The file is saved under its current name. If the form is being saved for the first time, then a dialog box will come up prompting you for the file name and path.
2. File Save As. Enables you to save the form under a different name from the one it currently has. This brings up a dialog box which prompts you for a file name and path. Saving a file under a new name effectively makes a copy of it.

Opening a Form

To open a form already saved to disk, select the File Open command. If you already have a form on the screen that has not been saved, then you will be asked if you want to save it or not.

Notes

1. Every form contains a form layout that is saved with the form.
2. The default file extension is TFM, but this does not have to be used in form file names.

Also see:

[Saving Files](#)

[Opening Files](#)



Starting a New Form

When the form designer module is started up, a blank form space is created. The form layout used is the one in the DEFAULT.FLY file. A fixed default layout is used if this file does not exist.

Starting a New Form

If there is another form on the screen, and you wish to start a new one, select the File New command on the menu bar.

If the form currently on the screen has not been saved, or has been changed since it was last saved, then a warning message will be displayed and you will be given an opportunity to save it to disk before it is cleared from memory.

Also see:

Layout Menu Commands



Altering a Form Layout

Refer to the topics below on how to change various aspects on a form layout:

- | | |
|------------------|--|
| Page margins | See <u>Page Margins and Orientation</u> on how to adjust them. |
| Printer control | Change the current target printer and paper trays used by selecting the <u>Layout Print Control</u> command on the menu bar. |
| Database linking | See <u>Linking Forms to Databases</u> on how to set up a link the a form as part of a form layout. |

Also see:

[Saving and Applying Form Layouts](#)



Saving and Applying Form Layouts

Saving a Form Layout

To save the current form layout:

1. Select the Layout Save Layout command on the menu bar.
2. This brings up a Files Save Dialog Box. Give a file name and path for the layout.

Applying a Saved Layout to the Current Form

To apply a form layout that has been previously saved to disk:

1. Select the Layout Apply Saved Layout command on the menu bar.
2. This brings up a Files Open Dialog Box. Give the file path and name for the layout that you want to use.

The new layout takes immediate effect.

Automatic Form Layout Application

When the Form Designer is started up, a form layout, DEFAULT.FLY is searched for. If it is found, then the layout is automatically applied. If you want to have a certain layout come up automatically, then save it as described above with this name.

Also see:

[Altering a Form Layout](#)

[Saving Files](#)

[Opening Files](#)



Print Preview

To view the form as it would appear on printed output, select the File Print Preview command. This is equivalent to pressing F11.

Also see:

Using the Print Preview



Printing Forms

To produce a printed copy of the on-screen form, select the File Print command, press F9, or click the F9 button. This brings up the Print Form Dialog Box. Select the options and select **OK** to start printing.

The print resolution of inserted charts and pictures can be set by selecting the Options Picture Resolution command. This setting can be overridden when printing a form by selecting the **Options>>** button when in the Print Form Dialog Box and then selecting the resolution.

Note

Forms are also printed as part of the forms entry printing and the Database mailmerge facility.

Also see:

Printing Problems
Layout Print Control
Layout Margins



Printing Problems

1. Meaningless characters are printing



The wrong driver may have been selected for your printer. Make sure you have the correct printer driver set up in the Control Panel. Also, if you have more than one printer driver set up, select the one that you need. You can change the currently used printer by selecting the Layout Print Control command on the menu bar.



The printer is set to an emulation mode incompatible with the printer driver. Consult your printer manual on how to change this.



All forms use graphics, and these cannot be printed on daisy wheel printers and some of the earlier dot matrix printers.



There may be a fault in the cable and/or the printer connections.

2. Nothing prints out



Check that the printer is switched on, has paper loaded and is on line.



The wrong port may have been selected in the printer setup on the control panel. For example if your printer is connected to the printer port LPT1, and the driver is set up to send the output to LPT2.



There may be a fault in the printer cable and/or the printer connections.



You may be using a spooler program that cannot run with Windows.

3. Blank sheets of paper between pages, or text overflowing onto the next page



The page margins control the number of lines on the printed page. If this is not set correctly for the paper being used, then some of a page of text may overflow onto the next page. This may also lead to extra blank sheets being fed out of the printer. If this happens, try to reduce the vertical page margins and check the paper size specified for this document (using the Layout Margins command).

4. Uneven right margin



If the right margin is uneven in the places where you chose to alter a font then it may be because you are using a printer driver that is not totally compatible with your printer. If this is the case, set up the driver in the Control Panel. If your driver is set up, but is not the one being used, then change this by use of the Layout Print Control command.

5. Areas specified as being in colour are printing out in monochrome



You are using a printer driver that does not support colour. Select an appropriate printer driver that does support colour in the Control Panel.



Your printer may not be capable of printing in colour.



If it is, then for a dot matrix printer a colour ribbon has not been installed, or for ink jet printers the appropriate colour ink cartridge has not been installed.



Ordering of Fields in a Form

When a form is used in the Complete Works Database for the entering of information, or being used with the Forms Entry module, the order in which fields are filled depends on the order specified when the form is designed.

By default, the filling order for data editing with a form goes from the top left to the bottom right of the form as it appears on the screen.

Changing the Field Filling Order

1. Select the Edit Field Filling Order command on the menu bar. This brings up a dialog box, with which you can alter the filling order.
2. Highlight the field name in the **Order** list box.
3. Select the **Move Up** and **Move Down** buttons to move the field name up and down the list.
4. To continue changing the field filling order with another field, repeat steps 2 and 3.

To Revert to the Default Order

1. Select the Edit Field Filling Order command on the menu bar.
2. Set the **Natural Order** check box. The list of field names will automatically be re-arranged.

Also see:

[Linking Forms to Databases](#)

[Assigning Names to Fields](#)

[Field Protection](#)

[Skipping Fields in Form Filling](#)



Skipping Fields in Form Filling

When filling in fields in a form whilst using the Form Entry or Database modules, the Shift+PgUp and Shift+PgDn key combinations can be used to skip several fields. You can select which fields will be skipped to when these keys are used as follows:

1. Select the Edit Field Filling Order command on the menu bar.
2. Highlight the field which is to be set up as a skip field.
3. Select the **Mark For Skip** button. A chevron '»' symbol appears next to the field name to indicate that it is marked to skipping.
4. To mark other fields for skipping, repeat steps 2 and 3.

To stop a field from being skipped to on pressing Shift+PgUp or Shift+PgDn: highlight the field, and select the **Remove Mark** button.

Also see:

[Linking Forms to Databases](#)

[Assigning Names to Fields](#)

[Field Protection](#)

[Ordering of Fields in a Form](#)



Assigning Names to Fields


All fields that are defined in a form have names. When a field is created, a unique name is automatically assigned to it, but you can also give field names of your own.

There are two uses for field names:

1. To make the identifying of fields easier when editing the field filling order.
2. To link specific form fields with data items in a database.

Giving a Name to a Field

Select the field, by either:

1. Clicking on it, or moving the pointer over it and pressing Return ().
2. Pressing F8, clicking on the F8 button on the function key bar, or selecting the Edit Style command.

or,

Double clicking on the field.

This brings up the Field Style Dialog Box. Type in the field name into the **Name** text box. If your form is linked to a database, then you can link a field with a data item in the database by selecting one of the names listed in the drop-down list box of **Name**.

Select **OK** to store the new name, or **Cancel** to abandon the name change.

Also see:

[Adding Fields to a Form](#)

[Altering Fields in a Form](#)

[Ordering of Fields in a Form](#)

[Linking Forms to Databases](#)

[Using Dialog Boxes](#)



Linking Forms to Databases

In Complete Works, you can use forms in conjunction with databases for producing, for example, a batch of pre-filled forms. For this to work, Complete Works must be told which database is to be linked to each form, if any.

To link the on-screen form with a Complete Works database, use the Layout Link To Database command.

Once this is done, fields in the form can be connected to data items in the database, so that if the form is used for printing with the database, the correct information will be printed in the correct fields. This is done by setting up a name for the fields. See Assigning Names to Fields on how to do this.

Also see:

Adding Fields to a Form
Altering Fields in a Form
Field Protection



Field Protection

When a form is being used in the Database or Form Entry modules, those fields in the forms that have been defined as protected cannot be edited. This protects data that is associated with the field from being altered.

Protecting a Field from Change

1. Select the Edit Field Filling Order command on the menu bar.
2. Highlight the field which is to be protected.
3. Select the **Prevent Filling** button. The field name is then displayed in a different hue to indicate that it is protected.
4. To protect other fields, repeat steps 2 and 3.

Removing Field Protection

To remove field protection, follow a similar procedure, except when a protected field is highlighted, the **Prevent Filling** button is replaced by an **Allow Filling** button. Select this button. The field name is then displayed in the normal colour.

Also see:

[Adding Fields to a Form](#)

[Altering Fields in a Form](#)

[Ordering of Fields in a Form](#)

[Linking Forms to Databases](#)

[Skipping Fields in Form Filling](#)



Using the Status Bar







This is the bar just below the menu bar at the top of the window. The elements on this are described below.

Font

This indicates the font of the selected piece of text. The font of the text can be changed by clicking on the button or by pressing Ctrl+F and selecting the new font in the dialog box that comes up. See [Fonts Dialog Box](#).

Character Style Buttons

Indicates what type of character style is on the selected text; a character style is set if the button for it is down. You can change the character style by moving the pointer over the button(s) and clicking with the left mouse button; this will change the character style of the text in the currently selected object. The character styles available are:

-  Bold
-  Italic
-  Underline
-  Double underline
-  Word underline
-  Colour

When you click on the colour button, or press Ctrl+. , the [Colours Dialog Box](#) will come up.

Editing Indicator

Shows what type of operation is being carried out in the form designer. This can be one of:

TEXT	creating text.
BOX	creating a box.
FIELD	creating a <u>field</u> .
GROUP	Selecting several objects to be in a <u>group</u> .

Page X of Y

Indicates the page number of the piece of the form that is currently being displayed (X), and the total number of pages that are in the form (Y).

Also see:

[Short Cut Keys for Status Bar](#)



Go To Dialog Box

This dialog box is used for going to a specific page in the form, or to the top or bottom of it.

Page No.

If you want to go to a specific page in the form, type in the page number into this text box.

Top

Select this button to go to the first page.

Bottom

Select this button to go to the last page.

Select **OK** to go to the page specified in **Page No.**, or **Cancel** to leave the current page on the screen.

Also see:

[Moving Around a Form
Using Dialog Boxes](#)



Form Designer Keys

[Function Keys](#)

[Movement and Editing Keys](#)

[Short Cut Keys for Status Bar](#)

Also see:

[Dialog Box Keys](#)

[Application Keys](#)

[Complete Works Keys](#)



Movement and Editing Keys

You can use the keys described below to move about the current form.

Key(s)

Function



	Move the pointer around the form by 1/20 inch.
Home	Move the pointer to the left hand side of form.
End	Move the pointer to the right hand side of the form.
Ctrl+Home	Move to the top left corner of the current page.
Ctrl+End	Move to the bottom right corner of the current page.
Shift	When drawing or altering a <u>field</u> , holding this key down whilst moving the pointer will cause the form element to be altered in position and size.
Page Up (PgUp)	Move up one screen in the form.
Page Down (PgDn)	Move down one screen in the form.
Ctrl+PgUp	Move up one page in the form.
Ctrl+PgDn	Move down one page in the form.
F2	Start line drawing.
F3	Start box drawing.
F4	Start field drawing.
F5	Go to a given page number or the top or bottom of the form.
F6	Set to text creation mode.
F7	Define objects as a group.
Del	Delete the selected object or <u>group</u> .
Shift+Del	Remove the selected object or group from the form and place it in the <u>clipboard</u> .
Ctrl+Ins	Place a copy of the selected object or group in the clipboard.
Shift+Ins	Paste the object or group in the clipboard in the form.
Alt+Backspace	Retrieve the last object or group that was deleted from the form.

Also see:

[Creating and Editing a Form](#)



Short Cut Keys for Status Bar

Key(s)	Function
Ctrl+F	Brings up the <u>Fonts Dialog Box</u> for changing <u>fonts</u> in the form.
Ctrl+B	Toggle the bold <u>character style</u> on and off.
Ctrl+I	Toggle the italic character style on and off.
Ctrl+U	Toggle underline on and off.
Ctrl+D	Toggle the double underline on and off.
Ctrl+W	Toggle the word underline on and off.
Ctrl+.	Brings up the <u>Colours Dialog Box</u> for changing the text colour.

Also see:

[Using the Status Bar](#)



Function Keys

Select the single key functions either by pressing the appropriate "F" key, or, if the function key bar is currently displayed, by clicking it. The choice of available functions is listed below.

Key(s)	Function
F1	Opens the context-sensitive help feature.
F2	Switches the form designer into line drawing.
F3	Switch the form designer into box drawing.
F4	Enables the creation of <u>fields</u> in the form.
F5	Goto a given page or the top or bottom of the form.
F6	Enables the adding of text into a form.
F7	Define several objects to be part of a group for moving, copying, altering etc.
F8	Define a style for the selected object.
F9	Print a form; this command brings up a dialog box.
F10	Select the menu bar.
F11	Starts the print preview.
F12	Switch to the <u>TopLevel Dialog Box</u> .

The following functions are not available on the function key bar.

Ctrl+F4	Close the current <u>document window</u> .
Ctrl+F6	Move to the next open document window within Complete Works.
Alt+F4	Close Complete Works. If there are any open files anywhere within Complete Works, you will be warned and given an opportunity to save any unsaved files you want to keep.



Menu Bar Functions

<u>File</u>	Opening, saving and printing forms.
<u>Edit</u>	Editing existing objects in a form, and adding, inserting and deleting pages.
<u>Layout</u>	Adjusting the page margins, defining which printer the form is to be sent to, linking with databases, and saving and using saved <u>form layouts</u> .
<u>Insert</u>	Inserting pictures or charts into a form.
<u>Tools</u>	Drawing form objects.
<u>Options</u>	Miscellaneous options and the settings used in Complete Works.
<u>Window</u>	Control of the <u>document windows</u> in Complete Works.
<u>Help</u>	Bring up help on Complete Works.

See Complete Works Menu Commands for a general help on menu bar commands in Complete Works.



Insert Menu Bar Commands

Chart
Picture

Insert a chart into the form.
Insert a picture into the form.



Insert Chart

Select this command to insert a Complete Works chart into a form. You will then be able to choose one of the charts that are currently opened.

Also see:

[Inserting a Chart into a Document
Using Dialog Boxes](#)



Insert Picture

Select this command to insert a picture that is saved on disk. Complete Works can insert pictures which are saved in a number of common picture file formats.

Also see:

[Inserting a Picture into a Document](#)



File Menu Bar Commands

New

Start a new form from scratch.

Open

Open an existing form that is on disk.

Save

Save the current form under its current file name.

Save As

Save the current form under a new name.

Print Preview

View the current form on screen as it would appear on the printed page.

Print

Print the current form.

Close Window

Close the current document window.



File New

Select this command to clear the current form from memory and clear the document window for a new form.

Also see:

[Starting a New Form](#)



File Open

Use this command to open a form that has already been saved to disk. This command brings up a dialog box; fill in the file path and name of the form that you want to open. See [File Open Dialog Box](#).

Also see:

[Opening Files](#)



File Save

Use this command to save a form. If the current form has not been previously saved, then a file name and path will be asked for.

Also see:

[Saving Files](#)



File Save As

This command enables you to save a form under a different file name from the one it currently has (if any). Saving a file under a new name effectively makes a copy of it.

Also see:

[Save As Dialog Box](#)
[Saving Files](#)



File Print Preview

Selecting this command displays the form on screen as it would appear on the printed page. Editing cannot be carried out whilst the form designer is print previewing.

Also see:

[Print Preview](#)

[Using the Print Preview](#)



File Print

This command is used for printing forms. The Print Form Dialog Box is brought up. To print, select the desired options and select the **OK** button.



Print Form Dialog Box

Start Page

The first page that will be printed. By default this is page 1; type in another page number into this text box if you want it to be something else.

End Page

The last page of the form that will be printed. By default this is the last page of the on-screen form; type in another number into this text box if you want it to be something else.

Copies

The number of copies of the form to be printed. By default this is 1.

Options>>

Select this button to reveal the following:

Picture Resolution

Select one of these buttons to override the current resolution for the printing of inserted pictures and charts.

Select **OK** to start printing, or **Cancel** to abandon printing.

Also see:

[Printing Forms](#)

[Print Preview](#)

[Using Dialog Boxes](#)



File Close Window

This command closes the current document window. It is equivalent to pressing Ctrl+F4.

Also see:

[Opening, Switching and Closing Document Windows](#)



Layout Menu Bar Commands

Margins

Set the page size and margins for the current form.

Print Control

Select which printer to use for printing forms, and which paper trays will be used (if there are any).

Link To Database

Link a Complete Works database to the current form.

Save Layout

Save the form layout of the current form to disk.

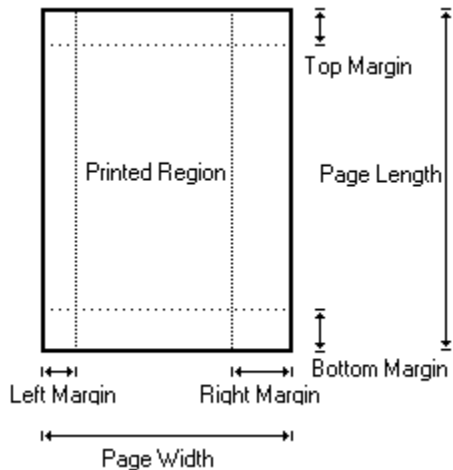
Apply Saved Layout

Open an existing form layout file and apply it to the current form.



Layout Margins

This command enables you to change the layout of the form on the page.



Type in those values for the margins that you require. These will be in inches or centimetres according to the units that you have specified.

Page size

This lists a number of page sizes that you can choose from. For example:

Page size	Dimensions (in inches)
A4	8.27 x 11.69
US Letter	8.50 x 11.00
US Legal	8.50 x 14.00
US Executive	7.25 x 10.50
Customised	Choose your own

Width and Height

Used to select your own page size.

Portrait and Landscape

Buttons that indicate which way around the form is to be printed on the page:



Types of page orientation

Left Margin

The gap between the left edge of the page and the left edge of the form contents.

Right Margin

The gap between the right edge of the page and the right edge of the form contents.

The width of the form contents will therefore be:

$$\text{Form Width} = \text{Page Width} - \text{Left Margin} - \text{Right Margin}$$

Top Margin

The gap between the top of the page and the top of the form contents.

Bottom Margin

The gap between the bottom of the page and the bottom of the form contents.

Fit to Screen

Select the button below the left and right margins boxes to automatically set these margins so that the form horizontally fits the screen. Select the button below the top and bottom margins boxes to set the vertical margins such that the form vertically fits the screen.

Select **OK** to make the changes to the document, **Cancel** to abandon such changes.

Also see:

[Settings](#)
[Using Dialog Boxes](#)



Layout Print Control

Select this command to alter which printer your form is to be sent to when printed, and which trays or bins will be used on the printer (if there are any). Selecting this command brings up the Print Control Dialog Box.



Layout Link To Database

Use this command to associate an existing Complete Works database with this form. This command brings up a dialog box.

The top left corner of the dialog box will have one of two messages:

Currently Not Linked The form does not have a database associated with it.

Currently Linked To The form is linked to the database with the file name and path given in the box.

Link

Select this button to link a database with the current form. An Open File Dialog Box; comes up, prompting you for the name and path of the database file to be linked.

Unlink

If this button is selected, then the link between the form and a database is broken.

To confirm the change to a database link, select **OK**, or select **Cancel** to abandon the change.

Also see:

[Linking Forms to Databases](#)

[Adding Fields to a Form](#)

[Altering Fields in a Form](#)

[Using Dialog Boxes](#)



Layout Save Layout

This command enables you to save the form layout of the current form separately.

Also see:

[Altering a Form Layout](#)

[Saving and Applying Form Layouts](#)



Layout Apply Saved Layout

Selecting this command opens a form layout from disk and applies it to the current form.

Also see:

Altering a Form Layout

Saving and Applying Form Layouts



Edit Menu Bar Commands

<u>Undo Deletion</u>	Retrieve the last form object or <u>group</u> that was deleted.
<u>Cut</u>	Remove the highlighted object or group and place it in the <u>clipboard</u> .
<u>Copy</u>	Copy the highlighted object or group and place it in the clipboard.
<u>Paste</u>	Copy the object or group in the clipboard (if any), and place it in the form.
<u>Delete</u>	Delete the highlighted object or group.
<u>Group</u>	Group together several objects.
<u>Add Page</u>	Add a new page to the end of the form.
<u>Insert Page</u>	Insert a page into the form.
<u>Delete Page</u>	Delete the on-screen page from the form.
<u>Style</u>	Edit the style of the highlighted object.
<u>Field Filling Order</u>	Alter the <u>fill order</u> of the <u>fields</u> in the form. Also, prevent/allow editing in fields.
<u>Go To</u>	Go to a given page in the form.



Edit Cut

Select this command to remove the selected object from the form and to place it in the clipboard. Also, use this command to cut a selected chart or picture to the clipboard.

Also see:

[Moving and Re-Sizing Form Objects](#)



Edit Copy

Select this command to place a copy of the selected object into the clipboard for later work, if required. Also, use this command to copy a selected chart or picture to the clipboard.

Also see:

[Copying Objects Between Pages and Other Forms](#)



Edit Paste

Copy a form object from the clipboard (if there is one in the clipboard) to the form. This may be a standard form object e.g. a box, line etc, or a picture or chart.

When this command is selected, a dotted line representing the object's boundary will appear on the form. Move the pointer to where you want to paste the object and press the left mouse button or Shift. To abandon the pasting operation, press Esc.

Also see:

[Moving and Re-Sizing Form Objects](#)

[Copying Objects Between Pages and Other Forms](#)



Edit Delete

Selecting this command will delete a selected object or group. The objects may be standard ones e.g. boxes, lines etc, or an inserted chart or picture.

If an attempt is made to delete a group, or a text object, a warning will be given with the opportunity to abandon the deletion.

Also see:

[Retrieving Form Object Deletions](#)

[Deletion of Form Objects](#)



Edit Undo Deletion

Use this command to retrieve the last deletion of an object or group.

When this command is selected, a dotted line representing the object's boundary will appear on the form. Move the pointer to where you want to paste the object and press the left mouse button or Shift. To abandon the pasting operation, press Esc.

Also see:

[Retrieving Form Object Deletions](#)

[Deletion of Form Objects](#)



Edit Add Page

Adds a blank page at the end of the form.

Also see:

[Adding, Inserting and Deleting Pages](#)



Edit Insert Page

Inserts a blank page at the current page. All existing pages are moved down by one page.

Also see:

[Adding, Inserting and Deleting Pages](#)



Edit Delete Page

Deletes the currently displayed page. Confirmation will be sought before the deletion is carried out.

Also see:

[Adding, Inserting and Deleting Pages](#)



Edit Group

Use this command to define a number of objects to be in a group. Equivalent to pressing F7 or clicking the F7 button on the function key bar.

Also see:

[How to Create Object Groups](#)

[Moving Around a Form](#)

[Moving and Re-sizing Form Objects](#)

[Deletion of Form Objects](#)



Edit Style

Select this command if you want to alter the selected object in some way. The style dialog box appropriate to the object will come up. This command is equivalent to double-clicking on the object.

Also see:

[Drawing and Altering Lines](#)

[Drawing and Altering Boxes](#)

[Altering Form Text](#)

[Altering Fields in a Form](#)

[Deletion of Form Objects](#)

[Moving and Re-Sizing Form Objects](#)



Edit Field Filling Order

Use this command to change the filling order of the fields in the form. This command brings up a dialog box.

Order

The list box contains a list of the names of all the fields in the form. The filling order goes from top to bottom, the top is the first, and the bottom last.

Natural Order

The natural filling order is from left to right, and top to bottom. Set the check box for all the fields to be arranged in this way. It is automatically cleared if the order is changed.

Move Up

Moves the highlighted field in the **Order** list up one place.

Move Down

Moves the highlighted field in the **Order** list down one place.

Prevent Filling*

Protects the field from being edited when used with the Database or Forms Entry modules.

Mark For Skip**

When using a form in the Database or Forms Entry modules, it is possible to skip several fields to a pre-defined field by pressing Shift+PgDn and Shift+PgUp. Select this button to mark the highlighted field in the list be the next field that is filled on pressing Shift+PgDn.

When you have completed the changes, select **OK**. If you want to abandon them and stay with the current ordering, select **Cancel**.

* If the highlighted field in the list is set to prevent filling, then **Allow Filling** appears instead. This allows filling of the highlighted field to take place again.

** If the field is already marked for skip, then **Remove Mark** appears instead. If this is selected, then when using the form for filling, Shift+PgDn and Shift+PgUp will not skip to the field.

Also see:

[Ordering of Fields in a Form
Using Dialog Boxes](#)



Edit Go To

Use this command to go to any page within a form, or the top or bottom of the form. Selecting this command brings up a dialog box. See [Go To Dialog Box](#).

Also see:

[Moving Around a Form](#)



Tools Menu Bar Commands

Line

Box

Text

Field

Draw lines.

Draw boxes.

Put in some text.

Add fields to the form.



Tools Line

Select this command to draw lines on the current form.

Also see:

[Drawing and Altering Lines](#)

[Deletion of Form Objects](#)

[Moving and Re-Sizing Form Objects](#)



Tools Box

Select this command to draw boxes on the current form.

Also see:

[Drawing and Altering Boxes](#)

[Deletion of Form Objects](#)

[Moving and Re-Sizing Form Objects](#)



Tools Text

Select this command to place some text in the form.

Also see:

[Adding Text to a Form](#)

[Altering Form Text](#)

[Deletion of Form Objects](#)

[Moving and Re-Sizing Form Objects](#)



Tools Field

Select this command to add a field to the form.

Also see:

[Adding Fields to a Form](#)

[Altering Fields in a Form](#)

[Deletion of Form Objects](#)

[Moving and Re-Sizing Form Objects](#)



Options Menu Bar Commands

Rulers

Switch on and off the display of the rulers.

Vertical Scroll Bar

Switch on and off the display of the vertical scroll bar.

Horizontal Scroll Bar

Switch on and off the display of the horizontal scroll bar.

Show Baselines in Fields

Switch on and off the display of lines indicating the position of the contents of form fields.

Picture Resolution

Select the resolution for displaying and printing pictures.

Settings

Set the settings used throughout Complete Works.



Options Picture Resolution

Select this command to select the resolution of pictures for screen displaying and printing. This command brings up a dialog box.

Screen

Select one of the buttons for the resolution of pictures when displayed on the screen. Displaying pictures on the screen is a compromise between speed of displaying the pictures and the quality of the display.

Print

Select one of the buttons for the resolution of pictures when printed out. High print resolution is the best for quality output, but will be slower to print.

Select **OK** to set the new resolutions or **Cancel** to ignore them.



Options Rulers

This option enables you to toggle between displaying the rulers at the top and the right of the display area and removing them from display.

Also see:

[Rulers](#)




Options Vertical Scroll Bar

Toggle the display of the vertical scroll bar on and off.

Notes

1. Even when the vertical scroll bar is set for display, it will only appear when not all of the form will fit vertically into the document window displaying it.

2. The page buttons  and



will only appear if there is more than one page in the form.

3. The showing of the vertical scroll bar as a default is determined by one of the Settings.

Also see:

[Using Scroll Bars](#)



Options Horizontal Scroll Bar

Toggle the display of the horizontal scroll bar on and off.

Note

1. Even when the horizontal scroll bar is set for display, it will only appear when not all of the form will fit horizontally into the document window displaying it.
2. The showing of the horizontal scroll bar as a default is determined by one of the Settings.

Also see:

[Using Scroll Bars](#)



Options Show Baselines in Fields

Select this command to switch the display of the position of the lines in all the fields that have been drawn into the current form on and off. These are shown as dotted lines. These are used as a guide; the baselines will not show on printed output.

Also see:

[Adding Fields to a Form](#)

[Altering Fields in a Form](#)



Options Settings

Choose this command to change the settings that are used throughout Complete Works. For details, see [Settings](#). Selecting this command brings up the [Settings Dialog Box](#).



Window Menu Bar Commands

<u>TopLevel</u>	Brings up the <u>The TopLevel Dialog Box</u> for opening, closing <u>document windows</u> , or for switching to another window.
<u>Maximize</u>	Increase the current <u>document window</u> size so that it fills the Complete Works window's workspace.
<u>Cascade</u>	Re-arrange the open document windows so that they are stacked with the title bars showing.
<u>Tile</u>	Re-arrange the open document windows so that they appear next to each other and do not overlap.

The remaining items on this menu list all the document windows that are currently opened. Select one of these if you want to swap to one of the other open windows. The current

window is indicated by a check mark ().



Window TopLevel

Selecting this command brings up the TopLevel Dialog Box for opening and switching between document windows. Equivalent to pressing F12.

Also see:

Opening, Switching and Closing Document Windows



Window Maximize

Select this command to make the current document window maximized.

Also see:

[Opening, Switching and Closing Document Windows](#)



Window Cascade

Select this command to arrange all the open document windows in the Complete Works window so that they overlap with the title bars on the windows showing.

Also see:

[Opening, Switching and Closing Document Windows](#)



Window Tile

Select this command to arrange and re-size all the open document windows such that the Complete Works Window is filled.

Also see:

[Opening, Switching and Closing Document Windows](#)



Help Menu Bar Commands

Index

Bring up the first help topic.

Keyboard

Bring up help on the keyboard functions.

Commands

Bring up help on the menu bar commands.

Using Help

Bring up help on how to use help.

About

Bring up the About dialog box.



Help Index

Select this command to bring up the first topic in the help system.



Help Keyboard

Select this command to get help on the functions available from the keyboard.



Help Commands

Select this command to get help on the functions available from the menu bar.



Help Using Help

Select this command to bring up the Windows help on how to use the help facility.



Help About

Selecting this command reveals the About Dialog Box.



Formatting Inserted Objects

A chart or picture is currently selected if there is a dotted line around it. When a chart or picture is selected, it can be moved, copied, altered or deleted.

To Unselect the Chart or Picture

Either click outside the picture or chart or press Esc.

To Delete the Chart or Picture

Press Del, or select the Edit Delete command.

To Move or Alter the Size of the Chart or Picture

This is the same as for any other form object. See Moving and Re-Sizing Form Objects.

To Copy the Picture or Chart

This is also the same as any other form object. See Copying Form Objects.

To Alter the Format of the Picture or Chart

Press F8, or select the Edit Style command.

Also see

How to Create Object Groups



Complete Works Spreadsheet

Spreadsheet Basics

Explains what a spreadsheet is, and gives an overview of the parts of the spreadsheet.

Using the Spreadsheet

Details on creating, saving and printing spreadsheets. Also, details on other things that you can do with spreadsheets.

Menu Bar Functions

Summary of all the commands in the spreadsheet.

Spreadsheet Keys

Summary of the functions that can be accessed via the keyboard.

Using the Status Bar

Details on how to use the spreadsheet's status bar.



Spreadsheet Basics

Introduction to the Spreadsheet
Overview of the Spreadsheet



Introduction to the Spreadsheet

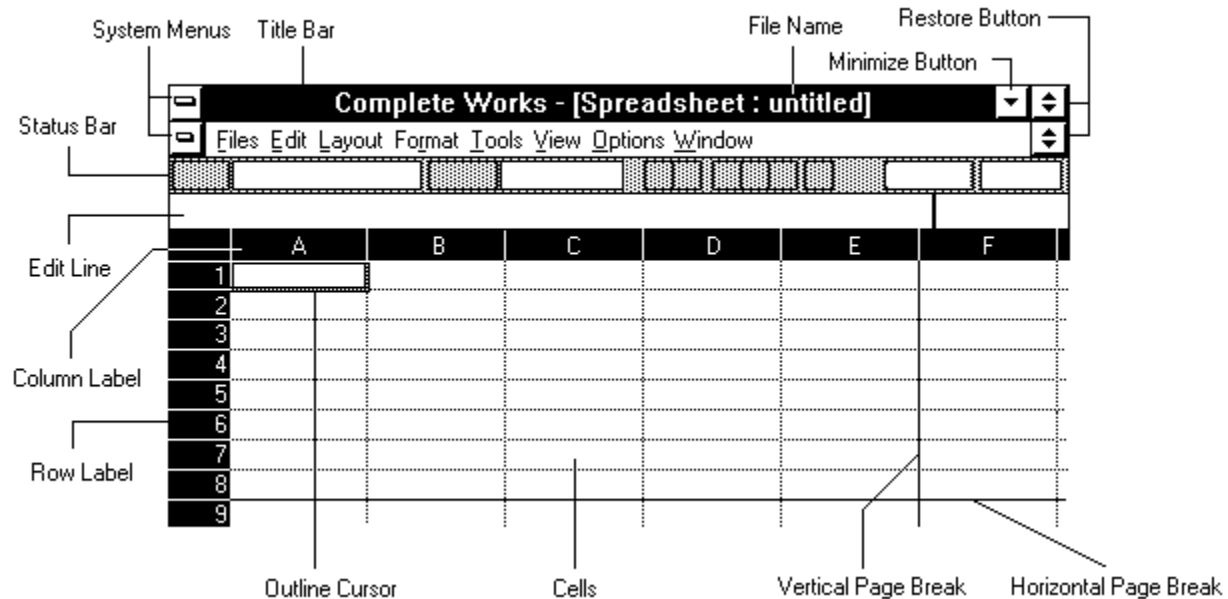
The Complete Works Spreadsheet is an application which can help you with anything that involves many calculations e.g. business plans, book keeping, compiling statistics etc. You can use formulae, constructed with any of a number of in-built functions, and use many different forms of data e.g. decimal numbers, dates etc. You can also control the appearance of the spreadsheet and its contents.

Spreadsheets can be previewed on-screen before being printed in a tabular form, or the information can be transferred for display as a Complete Works chart. Alternatively, the information can be transferred to be incorporated into a Complete Works word processor document e.g. a report.



Overview of the Spreadsheet

The Spreadsheet window takes the following form:



Cells

The spreadsheet consists of a large number of cells. These cells are arranged in a grid. To identify an individual cell, the columns are labelled by letters starting with A, and the rows are labelled with numbers starting with 1. So, for example, the top left hand cell has a cell reference of A1.

Outline Cursor

This is positioned over the current cell.

Row and Column Labels

These show which rows and columns are currently on the screen.

Scroll Bars

These are positioned immediately below and to the right of the grid of cells. They are used for moving around a spreadsheet.

Edit Line

Above the spreadsheet. This shows the contents of the current cell. You can also use it to edit the current cell contents.

Horizontal and Vertical Page Breaks

These indicate where in the spreadsheet one page ends and another one begins. The above diagram illustrates automatic page breaks; you can also use manual page breaks. See [Page Breaks](#) for details.

Also see:

Using the Spreadsheet
Using Scroll Bars



Using the Spreadsheet

File Operations:

[Starting a Spreadsheet](#)
[Opening Spreadsheets on Disk](#)
[Saving Spreadsheets to Disk](#)
[Saving and Applying Spreadsheet Layouts](#)

Editing the spreadsheet:

[Editing a Spreadsheet](#)
[Moving Around a Spreadsheet](#)
[Formatting Cells](#)
[Cell References](#)
[Using Formulae](#)
[Overview of Available Functions](#)
[Finding and Replacing](#)
[Marking a Block](#)
[Block Operations](#)
[Named Blocks](#)
[Page Breaks](#)
[Headers and Footers](#)
[Protecting Cells from Change](#)
[Adjusting the Spreadsheet Layout](#)

Viewing and printing spreadsheets:

[Screen Splitting and Title Locking](#)
[Labels and Gridlines](#)
[Hiding Spreadsheet Information](#)
[Viewing Spreadsheets on the Screen](#)
[Printing Spreadsheets](#)

Inserting Material from Other Sources

Pictures and Complete Works charts can be inserted into a spreadsheet. For details on this, see [Inserted Pictures and Charts](#).



Starting a Spreadsheet

When the Spreadsheet module is started up, a blank spreadsheet is created. The spreadsheet layout used is the one in the DEFAULT.SLY file. A fixed default layout is used if this file does not exist.

Starting a New Spreadsheet

If there is another spreadsheet on the screen, and you wish to start a new spreadsheet, then select the File New command on the menu bar.

If the spreadsheet currently on the screen has not been saved, or has been changed since it was last saved, then a warning message will be displayed and you will be given an opportunity to save it to disk before it is cleared from memory.

Also see:










Adjusting the Spreadsheet Layout
Saving and Applying Spreadsheet Layouts



Moving Around a Spreadsheet

To move around the cells in the spreadsheet, use any of the following methods.

Using the Keyboard

1. Use the , , ,  keys to move left/right/up/down one row or column.
2. Home moves the outline cursor back to the first column; the row position is not changed.
3. End move the outline cursor to the last column with cells with data in them; the row position is unchanged.
4. Ctrl with , , ,  moves the outline cursor left/right/up/down to the next row or column with any cells that contain data. If there are not any more in the direction of movement, then the outline cursor goes to the edge of the spreadsheet.
5. Ctrl+Home moves the outline cursor to cell A1.
6. Ctrl+End moves to the intersection of the bottom row and right most column that have non-empty cells.
7. PgUp and PgDn moves the outline cursor up and down by one window of rows.
8. Ctrl+PgUp and Ctrl+PgDn moves the outline cursor left and right by one window of columns.
9. For marked blocks only:
 - (a) Return (). Moves the outline cursor down one place. If the outline cursor is at the bottom row in the marked block, outline cursor goes to the top of the next column.
 - (b) Shift+Return. Moves the outline cursor up and wraps back to previous columns.
 - (c) Tab. Moves the outline cursor one place to the right. If the outline cursor is in the last column of the marked block, then it goes to the first column of the next row.
 - (d) Shift+Tab. Moves the outline cursor left and wraps back to previous rows.

Using the Mouse

To move the outline cursor on to a displayed cell, simply click on it.

To move further, you can also use the scroll bars:

1. Click the arrow buttons to move left/right/up/down by one row or column.
2. Click on the track to move focus by one page. For the horizontal scroll bar, click the track to the left of the thumb track button to move left, and to the right to move right. Follow a similar process with the vertical scroll bar to move up and down.
3. To move greater distances, drag the thumb track button to roughly the place that corresponds to where you want the outline cursor to go.

See [Using Scroll Bars](#) for details.

Using F5 Go To

Press F5 (or click the F5 function button on the [function key bar](#) if displayed); this brings up the [Go To Dialog Box](#).



Go To Dialog Box

Type in the cell reference you wish the outline cursor to be set to; type this in as the column letter followed by the row number e.g. Q50. Select the **OK** button to make the move, **Cancel** to abandon it.

Select the **Top** button to go to the top left most cell, **Bottom** to go to the bottom right most cell.


Also see:

[Using Dialog Boxes](#)
[Cell References](#)



Editing the Contents of a Cell

There are two ways to edit the contents of a cell:

1. By using the edit line. To use it, either press F2, click the F2 function button if displayed, or click on the edit line itself. Then type in the text into the edit line. When you have finished editing the cell contents, press the Return () key. Some of the movement keys move the cursor within the edit line.
2. Type text directly into the cell. In this case the cell movement keys operate in their normal way, so that when they are used, the outline cursor moves to another cell.

Notes

1. If a string of text is too long to fit into a cell, then it overlaps into subsequent blank cells. The text is truncated if it comes up to a filled cell.
2. Numbers that are too long for a cell are displayed as #### throughout the cell. Any cells that reference the contents of such a cell are unaffected.

Also see:

[Using the Edit Line](#)


[Moving Around a Spreadsheet](#)

[Editing a Spreadsheet](#)






Using the Edit Line

The edit line is used as a means of entering and changing data in the cells of a spreadsheet. Editing is being carried out in the edit line if there is a text cursor in there. If not, then press F2 to start editing in the edit line.

To use it, simply type in the text and press the Return () key. If you wish to move the text cursor to another part of the text in the edit line, you can do the following:

With the Keyboard

Key(s)	Function
Home	Move cursor to the left most point in the edit line.
End	Move cursor to the end of the text.
 , 	Move the cursor one character to the left or right.
Del	Delete the character just ahead of the cursor.
Backspace	Delete the character just before the cursor.
Return ()	Exit from the edit line and copy the new text.
Esc	Exit from the edit line and ignore the new text.

With the Mouse

To move the cursor to another place within the edit line, click that place.

Typing in Functions

The spreadsheet offers a wide range of numeric functions which may be used for calculations. For more details on these, see [Overview of Available Functions](#).

Also see:

[Editing the Contents of a Cell](#)



Formatting Cells

The cell format consists of font, character style, number format, cell protection and alignment. The format for the cells in a spreadsheet can be set as a default. It can also be varied for individual cells or groups of cells.

Setting the Default Format

Select the Layout Default Format command on the menu bar. This brings up a dialog box. Select the default cell format from this dialog box.

Setting a Format for New Cell Contents

To select a new format that is different from the default for a cell:

1. Select the appropriate command from the Format drop-down menu on the menu bar. In addition, you can also set up character style, font, and the number format using the controls on the status bar.
2. Type in the new contents for the cell. When the contents are entered, these will be in the format you have specified.

Changing the Format for Existing Cell Contents

To re-format the contents of a cell, move the outline cursor over the cell and set the formats using the Format commands and/or the controls on the status bar.

Changing the Format for a Marked Group of Cells

To change the cell format of a group of cells:

1. Mark them, see Marking a Block on how to do this.
2. Set up the new format as described above.

Re-selecting the Default Format

Selecting the Edit Clear Format command will set the current cell, or all the cells in a marked block, to the default cell format.

Also see:

Setting Fonts

Setting Character Styles

Setting Text Alignment

Setting Number Formats

Cell Borders

Setting Column Widths

Using the Status Bar



Cell Borders

Borders can be drawn around a cell, or a group of cells on a spreadsheet for emphasis when it is being displayed and printed.

To Draw Borders Around a Cell

1. Move the outline cursor on to the cell you want to border. If you want to place borders around a group of cells, then mark them. See Marking a Block on how to do this.
2. Select the Format Border command.
3. A dialog box will come up. Select the check boxes for the types of borders that you want for the cells.
4. Select **OK**.

Cell borders are indicated on the screen by unbroken lines

Removing Borders from Cells

1. Move the outline cursor to the desired cell. If you want to remove borders from a group of cells, then mark them.
2. Select the Format Border command.
3. Select the **Clear Borders** check box.
4. Select **OK**.

Also see:

Labels and Gridlines



Setting Fonts

The font in the current cell is indicated in the box next to the **Font** button on the status bar. The default font used for the spreadsheet can be changed. Also, specific cells can be set to different fonts from the default.

Setting the Default Font for a Spreadsheet

1. Select the Layout Default Format command on the menu bar.
2. Select the **Font** option button; this will reveal the controls for setting a font. Choose the typeface and point size that you want, and select **OK** to enact the change.

All the cells with contents in the default font will be changed; cells not in the default font will be unaffected.

Setting or Changing Font for a Cell

1. Select a font by pressing Ctrl+F, or by clicking on the font button on the status bar. This will bring up the Fonts Dialog Box. Select the font that you want from the list of fonts given.
2. Then type in the cell contents.

You can also change the font for an existing cell by moving the outline cursor on to it and selecting the new font.

Changing Font for a Marked Area

1. Mark the area of cells to be changed. See Marking a Block.
2. Select the new font, as described above.

Also see:

Using the Status Bar



Setting Character Style

The character style of the contents of the current cell are indicated on the status bar. The default character style for the spreadsheet can be set to anything you require. In addition, the default can be overridden for certain cells.

Setting a Character Style as the Default

1. Select the Layout Default Format command on the menu bar. This brings up a dialog box.
2. Select the **Character** button; this will reveal the controls for setting the character style. Set or clear the check boxes and select the colour from the list according to the style you want.

All the cells with contents in the default style will be changed; cells not in the default will be unaffected.

Setting and Changing a Character Style for a Cell

1. Select character style in one of three ways:

With the Mouse

Click the appropriate buttons on the status bar. To change text colour, click the button with a circle in it; this brings up the Colours Dialog Box.

With the Keyboard

Use any of the following keys to toggle styles: Ctrl+B (bold), Ctrl+I (italic), Ctrl+U (underline), Ctrl+D (double underline), Ctrl+W (word underline), Ctrl+. (to invoke the Colours Dialog Box).

With the Menu Commands

Select the Format Character command on the menu bar, and choose the listed styles.

2. Then type in the cell contents.

You can also change the character style for an existing cell by moving the outline cursor on to it and selecting the new character style.

Changing Character Style for a Marked Area

1. Mark the area of cells to be changed. See Marking a Block
2. Select the new character style, as described above.

Also see:

Using the Status Bar



Setting Text Alignments

There are a number of ways in which cell contents can be aligned within a cell. See [Available Text Alignments](#) for details on them.

A text alignment can be set as the default to be used throughout a spreadsheet. In addition, this can be overridden for certain cells.

Setting Alignment as a Default

1. Select the [Layout Default Format](#) command on the menu bar. This brings up a dialog box.
2. Select the **Text Alignment** button; this will reveal a list box containing all different types of alignment. Select the one you want.

All the cells with contents in the default text alignment will be changed; cells not in the default will be unaffected.

Setting and Changing Alignment for a Cell

1. Select the [Format Text Alignment](#) command. This brings up a dialog box. Select the alignment you want from the list.
2. Then type in the cell contents.

You can also change the alignment for an existing cell by moving the outline cursor on to it and selecting the new alignment.

Changing Alignment for a Marked Area

1. Mark the area of cells to be changed. See [Marking a Block](#)
2. Select the new text alignment, as described above.

Also see:

[Using the Status Bar](#)



Setting Number Formats

There are a number of ways in which numeric values and the results of formulae can be displayed. See [Available Number Formats](#) for details on them.

A number format can be set as the default to be used throughout a spreadsheet. In addition, this can be overridden for certain cells.

Setting Number Format as a Default

1. Select the [Layout Default Format](#) command on the menu bar. This brings up a dialog box.
2. Select the **Number Format** button; this will reveal a list containing all different types of number format. Select the one you want.

Notes

1. All the cells with contents in the default number format will be changed; cells not in the default will be unaffected.
2. Text is unaffected by the number format.

Setting and Changing the Number Format for a Cell

1. Set the number format by one of the following methods:
 - (a) Select the [Format Number Format](#) command.
 - (b) Click the **Number** button on the [status bar](#).
 - (c) Press Ctrl+N.
2. This brings up the [Number Format Dialog Box](#). Select the number format you want from the list.
3. Then type in the cell contents.

You can also change the number format for an existing cell by moving the outline cursor on to it and selecting the new number format.

Changing Number Format for a Marked Area

1. Mark the area of cells to be changed. See [Marking a Block](#).
2. Select the new number format, as described above.

Also see:

[Using the Status Bar](#)



Setting Column Widths

The width of the columns is variable. You can set the default width for a spreadsheet. You can also vary the width of each column in the spreadsheet.

To Set the Default Column Width

1. Select the Layout Default Format command on the menu bar.
2. Select the **Column width** button. This will reveal the column width text box.
3. Type the new value into this text box, and select the **OK** button.

To Alter the Width of an Individual Column

With the Keyboard

1. Move the outline cursor to a cell on the column that you want to change.
2. Select the Format Column Width command on the menu bar, and select the new width.

With Use of the Mouse

1. Move the pointer over the column labels area just above the cells and to the right hand border of the column you want to change. The pointer will become a double pointing arrow (↔).
2. Drag the pointer to the position where you want the new border to be. The adjustment will be automatically drawn on the screen.

Altering the Width of Several Columns

1. Mark a block covering the columns you wish to alter.
2. Select the Format Column Width command on the menu bar, and select the new width.

Also see:

Marking a Block

Using the Status Bar




Using Formulae

Cells can contain formulae, which enable you calculate a new value in a spreadsheet based on existing values in the spreadsheet.

To Enter Formulae into Cells

To type in a formula, precede it with =, +, -, or @ to tell Complete Works that anything following the symbol is a formula. Then type in the formula itself. If you are typing the

formula into the edit line, press Return () , if typing it into the cell directly, move to another cell. The cell will display the result of the formula.

Notes

1. By default, the results of the formulae are displayed in the cells, the formula of the current cell is displayed in the edit line. The formulae can be displayed in the cells by selecting the Options Show Formulae command on the menu bar.
2. If a cell contains a formula that refers to another cell, and this cell is altered, then the result of the formula is automatically re-calculated. You can suppress this automatic re-calculation by selecting the Options Auto Calc command on the menu bar. This is useful if the spreadsheet contains many formulae and the calculations slow down the operation of the spreadsheet.
3. When the auto-calculation is suppressed, you can force the spreadsheet to be re-calculated by pressing F8 or by selecting the Options Calculate Now command.

Example: The formula **@SUM(2,3,10)** is 15. When this is typed in, 15 will appear in the cell, and the formula is shown in the edit line.

Formulae are most often used with cell references as the arguments. See Using References in Formulae for details on this.

Also see:

[Evaluation Order in Formulae](#)
[Overview of Available Functions](#)
[Cell References](#)
[Error Values in Results](#)
[Editing the Contents of a Cell](#)



Evaluation Order in Formulae

The order in which the operators in a formula are evaluated follows the normal convention for algebraic calculations. The rules are:

1. Expressions are evaluated from left to right e.g. $+8*10-3$ works out as 77 ($80-3$), not 50 ($8*7$). * takes precedence over - because it is the one on the left.
2. The use of brackets overrides the normal precedence e.g. $+8*(10-3)$ does evaluate to 56 because the 8 is multiplied by the result of the expression in the brackets. Brackets can be used inside brackets.
3. The precedence order of operators is:

Operator	Description
%	percent
^	exponential
-	unary minus
* and /	multiplication and division
+ and -	addition and subtraction
= and <>	equal and not equal
< and > and <= and >=	less than, greater than, less than or equal to, and greater than or equal to
#NOT#	logical NOT
#OR# and #AND#	logical OR and logical #AND#

Also see:

[Using Formulae](#)


[Overview of Available Functions](#)



Using References in Formulae

Cell references can be used in formulae, thus allowing you to calculate new values on the basis of existing values in the spreadsheet. The formulae can either use references to individual cells, or to a range of cells.

To Type in a Formula Which Has a Cell Reference

1. Move the outline cursor to the cell that will contain the formula.
2. If you prefer to use the edit line to edit cells, press F2.
3. Type in @,=,- or + to start the formula.
4. Type in the formula. A cell reference is placed in a formula where values would go.
5. If you are using the edit line, then press Return ().

Examples:

```
=F1+10  
=C2/2  
=@SUM(C1,C2,10)
```

Also see:

[Editing the Contents of a Cell](#)
[Overview of Available Functions](#)
[Cell References](#)
[Error Values in Results](#)
[Using Range References](#)
[Evaluation Order in Formulae](#)



Using Range References

A range of many cells can also be used. To indicate a range of cells, type in the top left and the bottom right hand cell references, separated by two dots.

Example: The average sales figure over 12 months is needed, and these values are stored in cells F1 through to F12. To calculate this average and place it in F15, move the outline cursor to cell F15, and type in **@AVG(F1..F12)** into that cell (@AVG is the spreadsheet function for calculating averages). When the formula is calculated, the result will appear in the cell.

You can also use named blocks as cell references in formulae e.g. from the above example, if the cells F1 to F12 were named "SALES", then **@AVG(SALES)** would be equivalent to the formula given in the above example. See Named Blocks for details on how to name blocks of cells.


Another Method for Entering a Reference Range

With the Mouse

1. Type in the formula up to just before the range reference e.g. =AVG(
2. Click on one corner of the range and drag the pointer to the opposite corner.

With the Keyboard

1. Type in the formula up to where the range reference would be.

2. Use the  ,



keys to move a special outline cursor (in a different colour from the usual one) to one corner of the area. Note that



and



cannot be used if editing in the edit line as these are used for editing.

3. Press Shift, and whilst holding, move the outline cursor to the opposite corner, then release Shift.

Note

As you are defining the range reference, the area is displayed with a thick border around it. Also, the indicator on the status bar will read **POINT**.

Also see:

[Editing the Contents of a Cell](#)
[Overview of Available Functions](#)

Cell References

Error Values in Results

Evaluation Order in Formulae



Error Values in Results

If a formula has been specified in a cell that produces an error e.g. =10/0, then an error code becomes the result that appears in the cell. This also affects those cells which contain references to cells which have error values.

The error values that can appear in cells are:

Error Value Meaning

NA	Not available, resulting from @NA
ERR	General Error
DIVBY0	Division by zero in a formula
BADNUM	If a number becomes too big or small for Complete Works to handle
BADVAL	At least one of the arguments supplied to a function is wrong
INVDTN	An invalid <u>data and time serial number</u> is used as a argument to a function
INVNAME	Invalid <u>block name</u> given, or the name has been deleted whilst the block is in use
NODATA	A range used in a calculation is empty
OWRITE	A block has been cut, and then pasted over a cell which is referred to within the formula
BOUNDS	A block has been pasted such that a relative reference within it can no longer be accessed e.g. if you pasted a copy of a block in which A11 contained =SUM(A1..A10) into a higher position in the spreadsheet, the row references in the copy would become A0 or lower which is off the top of the spreadsheet
SPLITR	A range that is referred to has been split by a Cut-and-Paste operation
LOSTC	A cell referred to has been deleted, e.g. by a Delete Column or Delete Row
LOSTR	A cell range referred to has been deleted, e.g. by Delete Row or Delete Column

Also see:

[Editing the Contents of a Cell](#)
[Overview of Available Functions](#)
[Cell References](#)



Invalid Formula

When entering formulae into cells, a message warning you that the formula is invalid will be displayed if:

1. The syntax is incorrect e.g. a bracket may be missing.
2. The wrong number of arguments have been put into a function.
3. An unrecognised function name has been typed in.

Correct the formula and re-enter it.

Also see:

[Editing the Contents of a Cell](#)
[Using Formulae](#)



Circular References

To resolve circular references, change at least one of the references in the circle so that it is broken.

Also see:

Using Formulae



Overview of Available Functions

There are a number of functions that are available in the Complete Works Spreadsheet. For all the arguments to these functions, you can use numbers, text, references to other cells, or any combination of these.

Examples:

@SUM(3,4,9,10)
@AVG(Q10,A5)
@COUNT(B1..H20)
@SUM(SALES)
@MAX(20,Q10,A1..C12,SALES)

All the above examples are valid. In the case of the last two, they are valid provided that a named block called SALES has been defined.

There are several categories of functions available:

[Date and Time Functions](#)

[Financial Functions](#)

[Logical Functions](#)

[Mathematical Functions](#)

[Spreadsheet Special Functions](#)

[Statistical Functions](#)

Also see:

[Using the Edit Line](#)

[Cell References](#)

[Using Formulae](#)

[Named Blocks](#)

[Error Values in Results](#)



Date and Time Functions

@DATE(Year,Month,Day)

where *Year* is a number between 0 and 199, *Month* is a number between 1 and 12, and *Day* is a number between 1 and 31. This function returns the date and time serial number for the given parameters. Any illegal dates return BADVAL as a value e.g. DATE(29,2,91); this represents the 29th February, 1991, which wasn't a leap year. If you type in *Year* as a two digit number, Complete Works will assume it is a year in the twentieth century e.g.

@YEAR(@DATE(38,7,19)) = 38 = YEAR(@DATE(1938,7,19)).

Years in the twenty-first century must be typed in full.

@DAY(DateTimeNumber)

where *DateTimeNumber* is a date and time serial number. It returns the day of the date represented by the serial number. The result will be between 1 and 31, or BADVAL if *DateTimeNumber* is outside the range of between 2 and 65380.99999.

Examples:

@DAY(31779) = 2 (2/1/1987)

@DAY(@DATE(87,9,10)) = 10

@DAY(80040) = BADVAL because this number is out of range

@HOUR(DateTimeNumber)

where *DateTimeNumber* is a date and time serial number. It returns the hour represented by this number. As the time is indicated by the fraction part of *DateTimeNumber* the main part of the number is ignored. The result is between 0 (12:00 AM) and 23 (11:00 PM), or BADVAL if *DateTimeNumber* is outside the range of between 2 and 65380.99999.

Examples:

@HOUR(40.25) = 6

@HOUR(40.5) = 12

@HOUR(200.5) = 12

@MINUTE(DateTimeNumber)

where *DateTimeNumber* is a date and time serial number. It returns the minute represented by this serial number. As the time is indicated by the fraction part of the number, the main part of the number is ignored. The result will be between 0 and 59, or BADVAL if *DateTimeNumber* is outside the range of between 2 and 65380.99999.

Examples:

@MINUTE(20.8118) = 28

@MINUTE(@TIME(3,15,22)) = 15

@MINUTE(4500.8118) = 28

@MONTH(DateTimeNumber)

where *DateTimeNumber* is a date and time serial number. It returns the month as represented by this serial number. The result is between 1 and 12, or BADVAL if *DateTimeNumber* is outside the range of between 2 and 65380.99999.

Examples:

@MONTH(58494) = 2

@MONTH(58494.75) = 2

@MONTH(@DATE(92,3,2)) = 3

@NOW

This function returns a date and time serial number corresponding to the current date and time.

Example:

$\text{@MONTH}(\text{@NOW}) = 3$ if the month is March

@SECOND(DateTimeNumber)

where *DateTimeNumber* is a date and time serial number. It returns the number of seconds represented by the serial number. The result will be between 0 and 59, or BADVAL if the serial number is out of range.

Examples:

$\text{@SECOND}(100.01) = 24$

$\text{@SECOND}(\text{@TIME}(3,15,22)) = 22$

@TIME(Hour,Min,Secs)

where *Hour*, *Min*, and *Secs* are numbers representing the time of day. *Hour* must be between 0 and 23, *Mins* and *Secs* must be between 0 and 59. The returned result is the date and time serial number of the given time, or BADVAL if any of the parameters are out of range.

Examples:

$\text{@TIME}(3,0,0) = 0.125$ (3:00 AM)

$\text{@TIME}(6,30,12) = 0.27097$ (6:30:12 AM)

@YEAR(DateTimeNumber)

where *DateTimeNumber* is a date and time serial number. It returns the year represented by the serial number, between 0 (for 1900) and 178 (for 2078), or BADVAL if the number is out of range.

Examples:

$\text{@YEAR}(25000) = 68$ (1968)

$\text{@YEAR}(\text{@DATE}(92,3,2)) = 92$ (1992)

$\text{@YEAR}(\text{@DATE}(2008,10,1)) = 108$ (2008)

Also see:

[Mathematical Functions](#)

[Financial Functions](#)

[Statistical Functions](#)

[Logical Functions](#)

[Spreadsheet Special Functions](#)



Mathematical Functions

@ABS(X)

where X is a number or a cell reference. Gives the absolute (positive) value.

@ACOS(X)

where X is a number between -1 and 1. Gives the arc cosine of the angle X , in radians.

@ASIN(X)

where X is a number between -1 and 1. Gives the arc sin of the angle X , in radians.

@ATAN(X)

where X is a number. Calculates the arc tangent of angle X , in radians.

@ATAN2(X,Y)

where X and Y are numbers. Calculates the arc tangent of the angle represented by the point (X,Y) co-ordinates. The result is in radians.

@COS(X)

where X is a number. Returns the cosine of the angle X , which must be in radians.

@DEGREES(X)

where X is a number. Converts an angular value in radians to degrees.

Examples:

$$@DEGREES(@PI) = 180$$

$$@DEGREES(@ASIN(1)) = 90$$

@EXP(X)

where X is a number which is less than 710. It returns the mathematical constant e raised to the X th power. This function is the opposite to the @LN function.

@INT(X)

where X is a number. This function returns the number rounded down to the nearest integer number.

Examples:

$$@INT(18.35) = 18$$

$$@INT(499.85) = 499$$

$$@INT(-18.35) = -19$$

$$@INT(-499.85) = -500$$

@LN(X)

where X is a number greater than 0. This function returns the natural logarithm of X . This is the opposite of @EXP.

Examples:

$$@LN(3) = 1.0986$$

$$@LN(EXP(10)) = 10$$

@LOG(X)

where X is number greater than 0. This function returns the base 10 logarithm of X .

Examples:

$$\begin{aligned}\text{@LOG}(100) &= 2 \\ \text{@LOG}(10^{23.8}) &= 23.8\end{aligned}$$

@MOD(X,Y)

where X and Y are numbers, and Y is not equal to 0. The result of this function is the remainder after dividing X by Y .

Examples:

$$\begin{aligned}\text{@MOD}(6,2) &= 0 \text{ (No remainder from 6 divided by 2)} \\ \text{@MOD}(7,2) &= 1 \\ \text{@MOD}(28,6) &= 4\end{aligned}$$

@PI

This returns the value 3.141592653..., the ratio for circle circumference to diameter.

@RADIANS(X)

where X is a number. Takes a value in degrees and returns the value in radians.

Examples:

$$\begin{aligned}\text{@RADIANS}(180) &= 3.14159 \text{ (i.e. PI)} \\ \text{@SIN}(\text{@RADIANS}(90)) &= 1\end{aligned}$$

@RAND

Returns a fractional random number between 0 and 1.

Examples:

$$\begin{aligned}\text{@RAND} &= \text{a random number between 0 and 1} \\ \text{@RAND} * 9 + 1 &= \text{random number between 1 and 10} \\ \text{@RAND} + 5 &= \text{random number between 5 and 6}\end{aligned}$$

@ROUND(X,N)

where X is any number and N is a whole number between -15 and 15. The result is the number X rounded up to N decimal places. If N is positive, the number is rounded N places to the right of the decimal point; if N is negative, then the number is rounded N places to the left of the decimal point.

Examples:

$$\begin{aligned}\text{@ROUND}(123.456,0) &= 123 \\ \text{@ROUND}(123.456,6) &= 123.456 \\ \text{@ROUND}(123.456,1) &= 123.5 \\ \text{@ROUND}(123.456,-1) &= 120\end{aligned}$$

@SIN(X)

where X is a number. The function returns the sine of the angle X (in radians).

@SQRT(X)

where X is a number greater than, or equal to 0. It returns the square root of X .

Examples:

$$\begin{aligned}\text{@SQRT}(9) &= 3 \\ \text{@SQRT}(55.8) &= 7.469939... \\ \text{@SQRT}(-5) &= \text{BADVAL}\end{aligned}$$

@TAN(X)

where X is a number. The function returns the tangent of the angle X (in radians).

Also see:

[Date and Time Functions](#)

[Financial Functions](#)

[Statistical Functions](#)

[Logical Functions](#)

[Spreadsheet Special Functions](#)



Financial Functions

@CTERM(Rate,Outcome,Invest)

where *Rate* is a number representing a fixed interest rate, *Invest* is a number representing the original investment, and *Outcome* is a number representing the present value of the investment. Returns the number of compound intervals it would have taken for *Invest* to become *Outcome* at the given *Rate*.

Examples:

$$@CTERM(5\%,5000,2000) = 18.78$$

$$@CTERM(0.05,5000,2000) = 18.78$$

$$@CTERM(A1,B10,D43) = 9.54 \text{ if cell } A1 = 8\%, B10 = 2500 \text{ and } D43 = 1200$$

@DDB(Cost,Salvage,Life,Period)

This function calculates the accelerated depreciation value for an asset given the cost, life expectancy, end value and depreciation period. In the formula, *Cost* is the amount paid for an asset, *Salvage* is a number representing the value of the asset at the end of its useful life, *Life* is a number representing the expected useful life of the asset, and *Period* is a number representing the time period you wish to determine the depreciation expense over.

Examples:

$$@DDB(10000,3000,5,1) = 4000$$

$$@DDB(10000,3000,5,2) = 2400$$

$$@DDB(10000,3000,5,3) = 600$$

$$@DDB(10000,3000,5,4) = 0$$

$$@DDB(10000,3000,5,5) = 0$$

@FV(Pay,Rate,Nper)

FV returns the future value of an ordinary annuity when a regular payment *Pay* is made at a fixed interest rate *Rate* (a number greater than -1), and *Nper* is a number that represents the number of periods the payments are made and is a whole number greater than or equal to 2.

Example: What is the future value of an investment starting with £10 invested over 2 years at 10% interest? Answer: $@FV(10,10\%,2) = 21$

@NPV(Rate,RangeOfPayments)

NPV returns the net present value, where *Rate* is a number representing a regular fixed interest rate, and *RangeOfPayments* is a reference to a range of cells containing cash flow information. This function calculates the current value of a set of estimated cash flow rates (in *RangeOfPayments*), discounted at the given *Rate*. This enables you to make an estimate of the current value of an investment, based on expected earnings from that investment, although the accuracy of this result will depend upon the accuracy of the cash flow table i.e. the numbers in *RangeOfPayments*.

Example: Suppose that you are considering investing £6,000 and you expect a return of £2,000, £2,100, £2,150, £2,180 and £2,200 for each of the next five years. You could set up a spreadsheet so that A2 = £2,000, B2 = £2,100 and so forth up to E2 = £2,200.

Using a discount rate of 10%:

$$@NPV(10\%,A2..E2) = £8,024$$

Less £6,000 initial investment = £2,024

@PMT(Principal,Rate,Nper)

where *Principal* is a number representing the amount borrowed, *Rate* is a number greater than -1, representing the interest rate, and *Nper* is a number greater than 0, representing the number of periods of the loan. Returns the periodic payment for a loan with a fixed interest rate over *Nper* periods.

Example: Suppose you wish to borrow £5,000 to buy a boat at 14% interest per year, paying the amount off over two years with 24 monthly payments.

@PMT(5000,0.14/12,24) = £240.07 payment per month

@PV(Pay,Rate,Nper)

where *Pay* is a fixed amount regularly paid, *Rate* is a number greater than -1 representing the interest rate, and *Nper* is a number greater than 0 representing the number of payments to be made. This function calculates the present value of an ordinary annuity of equal payments where *Pay* is paid over *Nper* periods and an interest rate of *Rate*.

Example: Suppose one of your pension plans has matured and you have a choice of taking a £50,000 lump sum now or receiving payments of £7,000 per annum over the next 15 years. If you assume inflation of 5% over those years, you can work out the present value of the £7,000 annuity with PV.

@PV(7000,5%,15) = £72,657

@RATE(Fval,Pval,Nper)

where *Fval* is a number representing the future value of an investment, *Pval* is the present value of the investment, and *Nper* is a number greater than 0, representing the number of regular payments for the investment. @Rate calculates the fixed interest rate for the loan or the rate of return on an investment.

Example: You have bought a valuable antique for £10,000 and expect that it will be worth £15,000 in 5 years. What is the rate of return for the investment:

@RATE(15000,10000,5) = 8.45%

@SLN(Cost,Salvage,Life)

SLN returns the amount of depreciation for one period using the straight line depreciation method, where *Cost* is a number the amount paid for an asset, *Salvage* is a number representing its value when its useful life is ended, and *Life* represents the life expectancy, in years, of the asset.

Example: You buy a car for £15,000 which you expect to last for six years and then sell it for £4,500. SLN can be used to find the straight line depreciation:

@SLN(15000,4500,6) = £1,750

@TERM(Pay,Rate,Fval)

where *Pay* is a number representing the amount of regular payment, *Rate* is the fixed interest on the loan, and *Fval* is the future value of the investment. The function calculates the number of regular payments requirement to accumulate an investment of *Fval*.

Example: Suppose that at the end of every year you put aside £1,000 into a savings account which earns interest at a fixed 9.5% per annum. TERM can tell you how

many years it will take to save £10,000.

@TERM(1000,9.5%,10000) = 7.35 i.e. 8 years.

@SYD(Cost,Salvage,Life,Period)

SYD returns the amount of depreciation for a specified *Period*, using the accelerated depreciation method, where depreciation is highest at the start of the asset's life. *Cost* is the cost of the asset, *Salvage* is the value you expect to get after *Life* time, usually measured in years.

Example: You buy a car for £12,000 which you expect to last for 5 years and then sell for £1,000. SYD can be used to find the depreciation in the second and third year:

@SYD(12000,1000,5,2) = £2,933

@SYD(12000,1000,5,3) = £2,200

Also see:

[Date and Time Functions](#)

[Mathematical Functions](#)

[Statistical Functions](#)

[Logical Functions](#)

[Spreadsheet Special Functions](#)



Statistical Functions

@AVG(Range1,Range2,...)

where *Range1*, *Range2* etc are a range of one or more numbers (these can be cell or range references). Calculates the average of all the numbers in all the ranges.

Example: If B3 = 1000, C3 = 2000, D3 = 6000
B4 = 500, C4 is blank, D4 = 1000

@AVG(B3..D3) = 3000
@AVG(B4..D4) = 750
@AVG(B4,C4,D4) = 500

@COUNT(List)

where *List* is one or more cell or range references, separated by commas. It returns the number of non-blank cells in *List*.

Examples:

@COUNT(B3..B8) = 6
@COUNT(C1..C12) = 9
@COUNT(A11) = 1
@COUNT(A11..B11) = 0
@COUNT(Q10..Q20,A5,E5..J25) = 10

@MAX(List)

where *List* is a list of one or more references and/or numbers. This function returns the largest number or date and time serial number.

Example:

A group of cells (B1 to B30) have 30 candidates' exam results for one class, and C1 to C27 have the exam results for another class. You might want to know the highest result.

@MAX(B1..B30) = 89 (the highest result in the first class)
@MAX(C1..C27) = 91 (highest result in the second class)
@MAX(B1..B30,C1..C27) = 91 (the highest overall total)
@MAX(B30,B1..C5) = 68

@MIN(List)

where *List* is a list of one or more references and/or numbers. This function returns the smallest number or date and time serial number.

Example:

From the above example, now trying to find the lowest score.

@MIN(B1..B30) = 32 (Lowest score in first class)
@MIN(C1..C27) = 30 (Lowest score in second class)
@MIN(B1..B30,C1..C27) = 30 (lowest overall score)
@MIN(C10,B11,B24..B29) = 41

@STD(List)

where *List* is a list of one or more references and/or numbers. This function returns the standard deviation for a group of numbers. a low standard deviation means that the numbers are close to the mean value, a high standard deviation means that the values differ

from the mean substantially.

@SUM(List)

where *List* is a list of one or more references and/or numbers. This function adds together all the values and returns the result.

@VAR(List)

where *List* is a list of one or more references and/or numbers. This function calculates the variance of the values in the list by using the n biased method.

Also see:

[Date and Time Functions](#)

[Mathematical Functions](#)

[Financial Functions](#)

[Logical Functions](#)

[Spreadsheet Special Functions](#)



Logical Functions

@FALSE

This returns the logical value 0 and is usually used in @IF functions.

Examples:

@FALSE = 0

@IF(C3=100,10,@FALSE) = 10 if C3 = 100, or 0 if C3 <> 100

@IF(Cond,TrueExp,FalseExp)

where *Cond* is a logical expression to be tested, *TrueExp* is the value used if *Cond* is true, and *FalseExp* is the condition used if *Cond* is false. The following logical operators can be used:

= and <> equal and not equal.

< , > , <= and >= less than, greater than, less than or equal and greater than or equal.

#NOT# logical NOT

#OR# #AND# logical OR and logical AND

Examples:

@IF(8=7,4,5) = 5

@IF(A1="YES",@TRUE,@FALSE) = TRUE if cell A1 = YES, FALSE otherwise

@IF(B1 < 100 #AND# A1=5,"Good","Bad") = "Good" if cell B1 is less than 100 and cell A1 is 5, otherwise the result is "Bad".

@IF(#NOT#B1,"YES","NO") = YES if cell B1 = 0, or NO otherwise.

@ISERR(X)

where *X* is a cell reference or an expression. It returns TRUE if there is an error, FALSE if there is not. This function is used to check for errors.

Examples:

@ISERR(Q10) = TRUE if Q10 contains or references an error, FALSE otherwise

@ISERR(20/0) = TRUE

@ISNA(X)

where *X* is a cell reference or an expression. This function tests for a special value, NA (Not Available). If the cell or expression contains NA then TRUE is returned, otherwise FALSE is the result. It is used to check for cells that have incomplete information.

Examples:

@ISNA(@NA) = TRUE

@ISNA("NA") = FALSE

@TRUE

This is a logical value 1. Used mainly in @IF formulae.

Example:

@IF(A1>A2,@TRUE,@FALSE) = TRUE if cell A1 > cell A2, FALSE otherwise

Also see:

[Date and Time Functions](#)

[Mathematical Functions](#)

Financial Functions

Logical Functions

Spreadsheet Special Functions



Spreadsheet Special Functions

@CHOOSE(N,List)

where *N* is a number and *List* is a list of numbers or text strings, or a combination of both. This formula selects one of the values in *List*, depending on the value of *N*. 0 chooses the first value in the list, 1 chooses the second, 2 the third and so on. The maximum number of items you can have in a list is 254.

@COLS(BLOCK)

where *Block* is a group of cells. It returns the number of columns in the *Block*.

Example:

@COLS(G1..Q10) = 11

@ERR

This returns the value ERR, which is an error value. The value is returned in all cells that directly or indirectly reference any cells that contain this value, with the exceptions of @COUNT. It is used, for example, with the @IF function where it is necessary to bring error conditions to light.

Examples:

@ERR = ERR

@IF(B6>B7,0,@ERR) = 0 if B6 > B7 or,

@IF(B6>B7,0,@ERR) = ERR if B6 < B7)

@HLOOKUP(X,Block,Row)

where *X* is a number or text, *Block* is a reference to a range of cells, and *Row* is a row number or 0. The function scans horizontally through the first row of the given *Block* for the value *X*. If found, it returns the value itself (if *Row* = 0), or the value in the cell a given number of rows below the first in the block (given by *Row*). This function enables you to look up values in a table efficiently.

@INDEX(Block,Column,Row)

where *Block* is the reference for a block of cells, *Column* and *Row* are numbers greater or equal to 0. This function is used with data tables. The function starts at the top left corner of the block and jumps along the number of columns specified by *Column* and the number of rows specified by *Row*. The function returns the value in the cell being looked at.

Examples:

For a table with A1 = 10,A2 = 15,A3 = 18 and B1 = 9, B2 = -1, B3 = 35

@INDEX(A1..B3,1,2) = 35

@INDEX(A2..B3,1,0) = -1

@INDEX(A1..B3,3,1) = BADVAL (jumping too many columns)

@NA

A special value (NA stands for Not Available). Any formulae that contain this value will return NA unless there is an error value to be returned instead. It is used to reserve cells that are to be filled in at some stage, but the data are not yet available for the values themselves to be entered.

Example:

@MAX(B1..B30) = NA if any of the cells from B1 to B30 have @NA in them.

@ROWS(Block)

where *Block* is a reference to a block of cells. This function returns the number of row in the given block.

Example:

@ROWS(G1..Q10) = 10

@VLOOKUP(X,Block,Column)

where *X* is a number or text, *Block* is a reference to a range of cells, and *Column* is a column number or 0. The function scans vertically through the first column of the given *Block* for the value *X*. If found, it returns the value itself (if *Column* = 0), or the value in the cell a given number of columns to the right of the first in the block (given by *Column*). This function enables you to look up values in a table efficiently.

Also see:

[Date and Time Functions](#)

[Mathematical Functions](#)

[Financial Functions](#)

[Statistical Functions](#)

[Logical Functions](#)



Cell References

All the columns and rows in the spreadsheet are labelled. Columns are labelled with letters and the rows with numbers. A cell is located by the row and column in which it lies. Thus a cell can be referred to by its row and column labels e.g. cell in column Q and row 20 is Q20.

These cell references are useful if you want to set up formulae with results that depend on the contents of other cells.

Also see:

[Absolute References](#)

[Using References in Formulae](#)



Absolute References

There are two types of cell reference:

Relative references refer to cells that are a certain number of rows and columns away from the cell the reference is placed in.

Absolute references always refer to a given cell.

References can also be mixed, with relative references to rows with absolute references to columns, and vice versa.

To Type in Absolute References

When typing absolute references, precede the row and/or column label with a dollar sign (\$).

C3	Relative reference to cell C3
\$C3	Reference to column C is absolute
C\$3	Reference to row 3 is absolute
\$C\$3	Reference to cell C3 is absolute

When typing in references into cells, you can use the F4 key to cycle through all the above combinations of references.

The different types of references will give different results if the formula containing the reference is moved or copied to another cell.

Example

	A	B	C	D
1				
2				
3				
4				

Diagram illustrating relative reference: A solid arrow points from cell B4 to cell A1. A dashed arrow points from cell D4 to cell C1, showing that the reference is relative to the cell's position.

Cell B4 contains a relative reference to cell A1. If the contents of B4 are copied to D4, then the reference in D4 will be to C1.

	A	B	C	D
1				
2				
3				
4				

Diagram illustrating absolute reference: A solid arrow points from cell B4 to cell A1. A dashed arrow points from cell D4 to cell A1, showing that the reference is absolute and does not change when copied.

However, if the reference is absolute (\$A\$1), then the reference in D4 will still be to A1.

Also see:

[Using References in Formulae](#)



Finding and Replacing

You can tell Complete Works to search for all occurrences of a specific text string, value or formula in a spreadsheet or in part of a spreadsheet. You can also have Complete Works replace the matches it finds with a different text string value or formula.

If you have a marked block of cells in the spreadsheet then the search will be confined to that area, otherwise it will start from the current cell.

To Find Text, Values or Formulae

Select the Tools Find command from the menu bar. This command brings up a dialog box.

To Replace Text, Values or Formulae

Select the Tools Replace command from the menu bar. This command brings up a dialog box.

Note

Note that if a cell contains a formula the Replace command always looks in the formulae rather than at the result, since it does not make sense to replace the result of a formula.

To Continue Finding or Replacing

You can repeat the last Find or Replace at any time by pressing the Next key F7. To prevent you accidentally making sweeping changes to a spreadsheet, repeated replaces are always carried out individually as though Confirm Each check box had been selected.



Hiding Spreadsheet Information

Columns of cells can be hidden from view, both on the screen and the printed output.

Hiding a Column

1. Move the outline cursor on to a cell in the column you want to hide. If you want to hide many columns, then mark a block covering all the columns you want to hide.
2. Select the Format Column Width command on the menu bar.
3. Select the **Hide** button.

Notes

1. When a cell is hidden it is still part of the spreadsheet. Other cells that contain references to hidden cells are therefore not affected.
2. Hidden columns can still be marked.

Viewing the Contents of a Hidden Cell

You can still move on to those cells that are hidden in the normal way. See Moving Around a Spreadsheet. The cell contents appear in the edit line. When the current cell is a hidden cell, the outline cursor appears as two dots at the current row position and between the nearest unhidden columns.

Bringing Columns Back Into View

1. Move the outline cursor to the column to be unhidden. For a group of columns, mark the columns to be unhidden.
2. Select the Format Column Width command on the menu bar.
3. Select the **Unhide** button.

Also see:

Marking a Block



Adjusting the Spreadsheet Layout

Refer to the topics below on how to change various aspects of a spreadsheet layout:

Default Format	You can set the default <u>cell</u> format by selecting the <u>Layout Default Format</u> command on the menu bar.
Page Margins	These margins refer to the way the spreadsheet information is laid out on a page i.e. how far from the left edge of a page is the text to begin etc. The page margins can be altered by selecting the <u>Layout Margins</u> command on the menu bar. Also use this command to adjust the print orientation.
Headers and Footers	See <u>Headers and Footers</u> .
Display of labels/gridlines	The row and column labels and the gridlines can be displayed on the screen and printed optionally. Refer to <u>Labels and Gridlines</u> on how to do this.
Printer Control	The target printer to be used for printing and which paper trays or bins are used can be controlled by selecting the <u>Layout Print Control</u> command.

Also see:

Saving and Applying Spreadsheet Layouts



Saving and Applying Spreadsheet Layouts

A spreadsheet layout is automatically saved with your document. In addition, the spreadsheet layout can be saved to disk as a separate file.

Saving a Spreadsheet Layout

To save the current spreadsheet layout:

1. Select the Layout Save Layout command on the menu bar.
2. This brings up a Files Save Dialog Box dialog box. Give a file name and path for the layout.

Using a Saved Spreadsheet Layout

To use a spreadsheet layout that has been previously saved to disk:

1. Select the Layout Apply Saved Layout command on the menu bar.
2. This brings up a Files Open Dialog Box. Give the file path and name for the layout that you want to use.

The new layout takes immediate effect.

Opening Layouts Automatically

When the Spreadsheet is started up, a layout, DEFAULT.SLY is searched for. If it is found, then the layout is automatically used. If you want to a certain layout to be used automatically, then save it as described above with this name.

Also see:

Adjusting the Spreadsheet Layout



Labels and Gridlines

The use of the row and column labels and the gridlines:

The Display of Labels and Gridlines on Screen

By default, the labels and gridlines are displayed. To toggle the display on and off, select the Options Show Gridlines and Options Border Display command on the menu bar.

The display of labels and gridlines on the screen does not affect whether they are printed or not.

Printing with Labels and Gridlines

To make a permanent change to the printing of labels and gridlines for a spreadsheet:

1. Select the Layout Margins command on the menu bar.
2. Set or clear the **Print row and column labels** and **Print gridlines** check boxes as appropriate.
3. Select **OK**.

In addition, it is possible to override the permanent setting for the printing of gridlines:

1. Select the File Print command for printing.
2. Set or clear the **print gridlines** check box as appropriate.
3. Select **OK** to start printing.

Note

1. The display and printing of row and column labels and the gridlines is saved as part of a spreadsheet.
2. The printing of labels and gridlines are also saved as part of a spreadsheet layout.

Also see:

Adjusting the Spreadsheet Layout
Saving and Applying Spreadsheet Layouts



Headers and Footers

If you have a header and/or footer they are printed at the top and bottom of every page of the spreadsheet for you. The header is printed in the upper margin and the footer is printed in the lower margin so make sure you have set the page margins to include the necessary upper and/or lower margin. You can include page numbers, dates and the spreadsheet filename in the header and footer.

To Edit Headers and Footers

Select the Layout Header/Footer command on the menu bar. This will bring up a dialog box.

One command button in the dialog box is **Edit**. select this button to bring up the header and footer screen. See Editing Headers and Footers for details on how to carry out the editing.

Also see:

Functions for Headers and Footers



Functions for Headers and Footers

There are four special functions that can be used in the headers and footers only. These are:

@pageno This will automatically be replaced by the page number when the spreadsheet is printed or previewed, starting with the page number you specify when you select the Layout Header/Footer command, or in the Print Spreadsheet Dialog Box when you come to print a spreadsheet.

@filename This is replaced with the spreadsheet's file name when printed or previewed.

@longdate This is replaced by today's date written in a longhand form e.g. 27th April 1992. This date is taken from your computer's built-in date and time.

@shortdate This is replaced by a shorthand form of the date in the computer's date and time counter e.g. 27/04/92 (for a UK date).

Note

The long and short dates follow the Date Format in the International settings in Window's Control Panel. Consult your Windows user's guide on how to change this if necessary.

Also see:

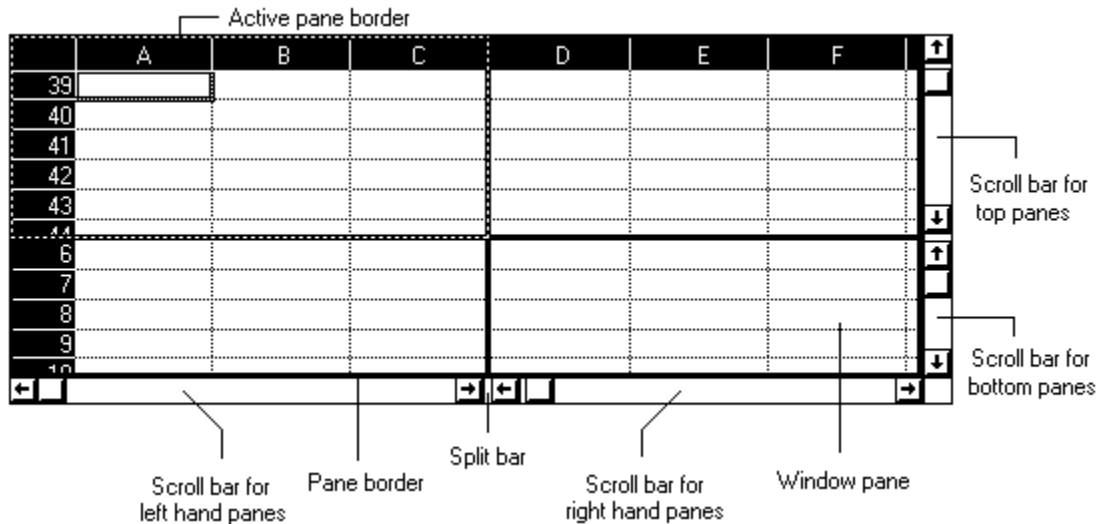
Headers and Footers
Editing Headers and Footers



Screen Splitting and Title Locking

Most spreadsheets are too big to fit into a Spreadsheet document window. This means that you may have to keep moving around the spreadsheet to view and work on information.

However, it is possible to view different parts of the spreadsheet at one time by splitting the screen into two or four different panes and with one displaying view different parts of the spreadsheet.



Refer to the following for details on using split spreadsheet windows:

[Splitting and Unsplitting a Spreadsheet Window](#)

[Switching Between Spreadsheet Panes](#)

[Moving Around Spreadsheet Panes](#)



[Title Locking](#)





Splitting and Unsplitting a Spreadsheet Window

Splitting a Spreadsheet Window

With Use of the Mouse

1. Click on the  (for a vertical split) or  (for a horizontal split) buttons and hold.
2. Drag the mouse to where you want the split to go and release the left mouse button.

To alter the position of a split, drag a split bar along its scroll bar to the new position.

To remove the split, click on the  button (to remove a vertical split) or  (to remove a horizontal split).

With the Keyboard

1. Move the outline cursor to where you want to split to be placed.
2. Select the View Horizontal Split or View Vertical Split command on the menu bar, depending on whether you want the window to be split horizontally or vertically.

To remove a split, re-select the View Horizontal Split (for a split across the window) or View Vertical Split command (for a split along the window).

Also see:

[Switching Between Spreadsheet Panes](#)

[Moving Around Spreadsheet Panes](#)

[Title Locking](#)



Switching Between Spreadsheet Panes

When a spreadsheet window has been split into two or four panes, you can work in any of the panes; the changes made to cells in one pane will be reflected in the others. The current pane is distinguished from the others by having a dotted border around it.

To Switch to Another Pane

With the Mouse

Either click on the pane you want to work in, or click the F6 button on the function key bar to switch to the next pane, and keep clicking the button until you get to the pane you want.

With the Keyboard

Press F6 to get to the next pane. If there are four panes, keep pressing F6 until you get to the pane you want.

Notes

1. If the pane you have switched to does not have the current cell displayed in it, you can bring it into view by selecting the Tools Show Current Cell command.
2. If the cells the panes are displaying overlap, the outline cursor will appear in all those panes. This does not happen when title locking is enabled.

Also see:

[Splitting and Unsplitting a Spreadsheet Window](#)
[Moving Around Spreadsheet Panes](#)
[Title Locking](#)



Moving Around Spreadsheet Panes

The normal functions for moving around a spreadsheet operate in the current pane (this can be identified as it has a dotted border around it).

If a window is split horizontally, there will be two horizontal scroll bars, one will scroll the left hand pane or panes, and the other the right hand pane(s). If split vertically, there will be two vertical scroll bars, one for the top pane or panes, and the other for the bottom pane(s).

The panes will move in synchronisation with one another. If you have side-by-side panes they will always display the contents of the same rows. For top-on-bottom panes the same columns will always be displayed.

Note

If title locking is enabled, only the bottom right hand pane can be moved.

Also see:

[Moving Around a Spreadsheet](#)

[Splitting and Unsplitting a Spreadsheet Window](#)

[Switching Between Spreadsheet Panes](#)

[Title Locking](#)



Title Locking

If there are titles down the left hand columns, or at along the top rows of a spreadsheet, you can lock the upper or leftmost panes so that the same cells are always displayed.

If you have two side-by-side panes, locking the titles will stop the left pane from being scrolled horizontally. For two top-on-bottom panes, the top pane will be stopped from scrolling vertically. If you have four panes, then the top right pane will not scroll vertically, the bottom left pane will not scroll horizontally, and the top left pane will not scroll at all.

Title locking allows you to always see those cells that contain titles or headings alongside the cells that contain the entries.

To Lock or Unlock Titles

1. Split the spreadsheet window.
2. Select the View Title Locking command on the menu bar.

Select View Title Locking again to unlock titles.

Also see:

[Splitting and Unsplitting a Spreadsheet Window](#)

[Switching Between Spreadsheet Panes](#)

[Moving Around Spreadsheet Panes](#)



Marking a Block

Creating a Marked Block

With the Keyboard

Move the outline cursor to one corner of the area to be marked. Press and hold the Shift key, and move the outline cursor to the other corner, and release Shift.

With the Mouse

Move the outline cursor to one corner of the area to be marked; and drag the pointer to the opposite corner of the area to be marked.

Marking Whole Rows and Columns

To mark an entire column, click the column's label. To mark an entire row, click the row label.

Marking the Whole Spreadsheet

Click on the top left corner of the spreadsheet between column label A and row label 1.

Unmarking a Block

When the outline cursor is moved, any cells that are marked are automatically unmarked.

Also see:

[Block Operations](#)

[Named Blocks](#)



Block Operations

There are a number of operations that can be carried out on the contents of cells in a marked block. The following lists the topics which contain information about using blocks:

Function	Topic(s)
Changing number format	<u>Setting Number Formats</u>
Changing fonts	<u>Setting Fonts</u>
Changing character style	<u>Setting Character Style</u>
Text alignment	<u>Setting Text Alignments</u>
Column widths	<u>Setting Column Widths</u>
Cutting, copying and pasting	<u>Editing a Spreadsheet</u>
Moving within marked blocks	<u>Moving Around a Spreadsheet</u>
Copying to other spreadsheets	<u>Copying Information Between Spreadsheets</u>
Naming blocks of cells	<u>Named Blocks</u>

Also see:

[Marking a Block](#)



Named Blocks

You can assign a name to a block of cells. Any name that you define can then be used in any formula. This makes typing in formulae easier.

Example: If monthly sales figures are typed into cells F3 to F14, you could give the block the name **SALES**. If you wanted to calculate the total sales figures throughout the year, you could then type @SUM(SALES) into another cell.

To Create a Named Block

1. Mark the block.
2. Select the Edit Named Blocks command on the menu bar; this brings up a dialog box. Fill in the name for the block.
3. Select **Add**.
4. If you want, continue to add, edit or delete. When the changes are complete, select **OK**.

To Edit a Named Block

1. Select the Edit Named Blocks Command.
2. Highlight the block name in the **Named Blocks** list.
3. Edit the name and the range included in the block by typing in the **Name** and **Reference** text boxes.
4. Select the **Change** button.
5. If you want, continue to add, edit or delete. When the changes are complete, select **OK**.

To Delete a Named Block

1. Select the Edit Named Blocks Command.
2. Highlight the named of the block in the **Named Blocks** list.
3. Select the **Delete** button.
4. If you want, continue to add, edit or delete. When the changes are complete, select **OK**.

Notes

1. All the cell references used must be absolute ones.
2. If a cell or group of cells is 'cut' by using the Edit Cut command in a named block, then this block becomes invalid. It will be listed as #SPLIT-RANGE#. Any formulae that depend on the named block will also become invalid.
3. If a cell or a group of cells in a named block are pasted over by use of the Edit Paste command, then the block becomes invalid. It will be listed as #OVER-WRITTEN#. Any formulae that depend on the named block will also become invalid.

Also see:

[Cell References](#)

[Using Formulae](#)

[Using Range References](#)

[Marking a Block](#)



Number Format Dialog Box

This lists all the number formats that can be used in the spreadsheet's cells. Choose the one that you want from the list.

Decimal Places

Type in the number of places after the decimal point a decimal number is to be rounded to e.g. 25.795 becomes 25.8 if 1 decimal place is specified.

Leading Digits

Type in the number of digits that will be displayed before the decimal point with decimal numbers e.g. .35 becomes 000.35 if 3 leading digits are specified.

Bracket negative values

Set this check box to display negative numbers with brackets around them instead of the minus sign.

Leading zero for dates

Set this check box to display dates as, for example, 14/01/93. If the check box is clear this is displayed as 14/1/93.

Note

A cell which contains a reference to another cell which has had its number format, number of decimal places etc changed is not affected by the change.

Also see:

[Using Dialog Boxes](#)

[Available Number Formats](#)



Available Text Alignments

There are three types of alignment, as illustrated below:

Left Aligned Text
Centred Text
Right Aligned Text

These and other forms of alignment for the cell contents are listed below:

Alignment	Description
General	The cell contents are automatically aligned according to what they consist of. Text is left aligned, numbers are right aligned, and error messages are centred.
Left	Everything is left aligned.
Centre	Everything is centred.
Right	Everything is right aligned.
Fill	Anything typed into such a cell is repeated until the entire cell is filled out. This is often used to create an underline on a separate row. By putting a single or double underlined space in a cell and specifying fill alignment, the cell is filled with underlining.

Also see:

[Setting Text Alignments](#)



Available Number Formats

These are the number format that can be used in the spreadsheet:

Format Name	Format
General	Format determined automatically depending on cell contents
Fixed	Basic numbers
Scientific	Displays numbers as exponents e.g. 300 displays as 3E+002
Currency	Treats numbers as monetary values
Percent	Numbers treated as percentage values
Comma	Commas separating digits in numbers into groups of three
MM/DD/YY	American style dates e.g. 2/25/92
MM/DD/YYYY	American style dates with long year e.g. 2/25/1992
DD/MM/YY	European style dates e.g. 25/2/92
DD/MM/YYYY	European style dates with long year 25/2/1992
DD/MMM/YY	Long month display e.g. 25/Feb/1992
DD/MMM/YYYY	Long month and year e.g. 25/Feb/1992
DD/MMM	Long month without year e.g. 25/Feb
MMM/YY	Long date without day e.g. Feb/92
MMM/YYYY	Long month and year (no date) e.g. Feb/1992
h:mm am/pm	Time on the 12-hour clock e.g. 5:15 pm
h:mm:ss am/pm	12-hour time with seconds e.g. 5:15:40 pm
hh:mm	24-hour time e.g. 17:15
hh:mm:ss	24-hour time with seconds e.g. 17:15:40
DD/MMM/YY hh:mm	Combined date and time e.g. 25/Feb/92 17:15
DD/MMM/YYYY hh:mm	Date and time with long year e.g. 25/Feb/1992 17:15
DD/MM/YY hh:mm:ss	Short date and time with seconds e.g. 25/2/92 17:15:40
DD/MM/YYYY hh:mm:ss	Short date and time, long year e.g. 25/2/1992 17:15:40

Also see:

[Setting Number Formats](#)



Printing Spreadsheets

To Print a Spreadsheet

Select the File Print command from the menu bar. This command brings up a dialog box. Fill in the given options and select the **OK** command button to start printing.

Printing Parts of a Spreadsheet

You can specify the first and last pages to be printed. To do this:

1. Select the File Print command on the menu bar.
2. Fill in the first and last pages to be printed in the **Start Page** and **End Page** boxes (the defaults are from page 1 to the end of the spreadsheet).
3. Then select **OK**.

In addition, you can also specify a certain range of cells that you want to print. To do this:

1. Mark the group of cells that are going to be printed.
2. Select the Options Set Print Area command on the menu bar, select the **Marked range** option button, and select **OK**. The marked area of cells will be displayed with a thick solid border around them.
3. Select the File Print command for printing the area of cells.

Printing of Labels and Gridlines

The row and column labels and the gridlines are printed by default. However, their printing can be suppressed.

Permanent Printing of Labels and Gridlines

You can permanently set or suppress the printing of the labels and gridlines for a spreadsheet by making it part of the spreadsheet's layout. To do this:

1. Select the Layout Margins command on the menu bar.
2. This brings up a dialog box. Set or clear the **Print row or column labels** and **Print gridlines** check boxes.
3. Select **OK**.

As these settings are part of the layout, the settings can be saved in layout files separate from spreadsheets. See Loading and Saving Layouts for details.

Temporary Changes to Gridline Printing

You can temporarily override the permanent setting for the current print-out by setting the **Print gridlines** check box after selecting the File Print command. Then select **OK**.

Printing Inserted Charts and Pictures

The print resolution of inserted charts and pictures can be set by selecting the Options Picture Resolution command. This setting can be overridden when printing a spreadsheet by selecting the **Options>>** button when in the Print Spreadsheet Dialog Box and then

selecting the resolution.

Note

Printing goes from the top left page downward and then across.

Also see:

[Marking a Block](#)

[Printing Problems](#)

[Layout Margins Command](#)

[Page Breaks](#)

[Viewing Spreadsheets on the Screen](#)



Printing Problems

1. Meaningless characters are printing



The wrong driver may have been selected for your printer. Make sure you have the correct printer driver set up in the Control Panel. Also, if you have more than one printer driver set up, select the one that you need. Select the Layout Print Control command on the menu bar to do this.



The printer is set to an emulation mode incompatible with the printer driver. Consult your printer manual on how to change this.



You specified to print a spreadsheet with gridlines and your printer cannot draw them. This is true of daisy wheel and more primitive dot matrix printers which cannot draw graphics.



There may be a fault in the cable and/or the printer connections.

2. Nothing prints out



Check that the printer is switched on, has paper loaded and is on line.



The wrong port may have been selected in the printer set-up on the control panel. For example if your printer is connected to the printer port LPT1, and the driver is set up to send the output to LPT2.



There may be a fault in the printer cable and/or the printer connections.



You may be using a print spooler program that cannot run with Windows.

3. Blank sheets of paper between pages, or text overflowing onto the next page



The page margins control the number of lines on the printed page. If this is not set correctly for the paper being used, then some of a page of text may overflow onto the next page. This may also lead to extra blank sheets being fed out of the printer. If this happens, try to reduce the vertical page margins and check the paper size specified for this document. Select the Layout Margins command on the menu bar.

4. Areas specified as being in colour are printing out in monochrome



You are using a printer driver that does not support colour. Select an appropriate printer driver that does support colour in the Control Panel.



Your printer may not be capable of printing in colour.



If it is, then for a dot matrix printer a colour ribbon has not been installed, or for ink

jet printers the appropriate colour ink cartridge has not been installed.

5. Headers and Footers Are Not Printing



Not enough space on the page may have been allocated for printing them. Select the Layout Margins command and increase **Header Margin** and **Footer Margin**.



Editing Headers and Footers

You edit and move around the header and footer cells in the same way as the cells in the main body of the spreadsheet.

The **Header** is printed at the upper margin of every page in the spreadsheet, the **Footer** at the lower margin. Therefore make sure that you have set the page margins to include the necessary upper and lower margin. Use the Layout Margins command to change the page margins.

The **Left**, **Centre** and **Right** columns of cells will be printed on the left, centre and right hand sides of each page.

Headers and footers can contains text or numbers, or one of several special functions which, when the spreadsheet is printed, are converted to the page number, date or the file name of the spreadsheet. See Functions for Headers and Footers for details.

When you have completed the changes that you want to make, select **Close** (or press Alt+C) to store the new headers and footers in the spreadsheet, or **Cancel** (or press Esc) to abandon changes.

Notes

1. By default, the text alignment is set to left alignment for the **Left** cells, centre for the **Centre** cells, and right alignment for **Right** cells. This can be changed for these cells in the same way as for the cells in the main spreadsheet.
2. Formulae cannot be used in headers and footers; formulae typed into a header or footer will be treated like text.
3. The header and footer form part of the spreadsheet layout.

Also see:

[Adjusting the Spreadsheet Layout](#)
[Saving and Applying Spreadsheet Layouts](#)
[Editing a Spreadsheet](#)
[Formatting Cells](#)



Editing a Spreadsheet

To Edit the Contents of a Cell

See [Editing the Contents of a Cell](#)

To Edit the Contents of a Larger Area of a Spreadsheet

See the following topics:

[Copying Information Within a Spreadsheet](#)

[Copying Information Between Spreadsheets](#)

[Moving Information Within a Spreadsheet](#)

[Deleting Information from Spreadsheets](#)

[Inserting Blank Cells](#)



Page Breaks

Page breaks indicate where one page ends and another one starts. These run both vertically and horizontally. There are two types of page break:

Automatic Page Breaks These are inserted by Complete Works. Their positioning is determined by your choice of paper size and margins i.e. how many row and columns of cells that can be fitted onto a page. These show up as continuous lines between rows and columns.

Manual Page Breaks These are inserted by you. They are used where automatic page breaks occur at an awkward place e.g. just below table headings. These show up as dashed lines.

Inserting Manual Page Breaks

1. Move the outline cursor to just below (horizontal page break) or to the right (vertical page break) of the place where it will be added.
2. Select the Options Insert Horizontal Page Break or Options Insert Vertical Page Break command on the menu bar.

Removing Manual Page Breaks

1. Move the outline cursor to just below (horizontal page break) or to the right (vertical page break) of the page break.
2. Select the Options Remove Horizontal Page Break or Options Remove Vertical Page Break command on the menu bar.

Also see:

[Layout Margins Command](#)



Copying Information Within a Spreadsheet

The following relates to copying information in cells from one part of a spreadsheet to another.

Copying a Block of Cells from One Place to Another

1. Mark the area to be copied. See Marking a Block on how to mark an area for editing.
2. Select the Edit Copy command on the menu bar (or press Ctrl+Ins).
3. Move the outline cursor to the top left corner of the area to receive the copy.
4. Select the Edit Paste command from the menu bar (or press Shift+Ins).

Notes

1. When the Edit Copy command is used, the cell contents are copied to the clipboard. The cells that have been copied is indicated by a thick line around the block of cells.
2. Anything that was in the destination cells is overwritten by the copied information.
3. Relative references that are copied will refer to different cells.

Copying the Contents of a Cell Along a Row or Column

Copying Cells Down Columns

1. Mark an area which includes the cells to be copied in the top row and the cells to be copied in the rows below it.
2. Select the Edit Fill Down command on the menu bar.

The contents of the cells in the top row of the marked block will be copied down the rows within the marked block.

Copying Cells Across Rows

1. Mark an area which includes the cells to be copied in the leftmost column and the cells to be copied in the columns to the right of it.
2. Select the Edit Fill Right command on the menu bar.

Notes

1. Anything that was in the destination cells is overwritten by the copied information.
2. Relative references that are copied will refer to different cells. Results of formulae in these cells may therefore change.

Also see:

[Copying Information Between Spreadsheets](#)

[Moving Information Within a Spreadsheet](#)

[Deleting Information from Spreadsheets](#)



Copying Information Between Spreadsheets

1. Mark the area to be copied. See [Marking a Block](#) on how to mark an area for editing.
2. Select the [Edit Copy](#) command on the menu bar (or press Ctrl+Ins).
3. Switch to the spreadsheet that is to receive the copied area.
4. Move the outline cursor to the top left corner of the area to receive the copy.
5. Select the [Edit Paste](#) command from the menu bar (or press Shift+Ins).

Notes

1. When the Edit Copy command is used, the cell contents are copied to the [clipboard](#). The cells that have been copied are indicated by a thick line around the block of cells.
2. Anything that was in the destination cells is overwritten by the copied information.
3. Relative cell [references](#) that are copied will refer to different cells. References will refer to cells in the destination spreadsheet, and not the original spreadsheet. Results of formulae in these copied cells may therefore change.

Also see:

[Copying Information Within a Spreadsheet](#)

[Moving Information Within a Spreadsheet](#)

[Deleting Information from Spreadsheets](#)



Moving Information Within a Spreadsheet

The following relates to moving information in cells from one part of a spreadsheet to another.

Moving a Block of Cells from One Place to Another

1. Mark the area to be moved. See Marking a Block on how to mark an area for editing.
2. Select the Edit Cut command on the menu bar (or press Shift+Del).
3. Move the outline cursor to the top left corner of the area to receive the information.
4. Select the Edit Paste command from the menu bar (or press Shift+Ins).

Notes

1. When the Edit Cut command is used, the cell contents are copied to the clipboard. The cells that have been cut are indicated by a thick line around the block of cells.
2. Anything that was in the destination cells is overwritten by the moved information.
3. Relative cell references will still refer to the same cells when moved.

Also see:

[Copying Information Within a Spreadsheet](#)

[Copying Information Between Spreadsheets](#)

[Deleting Information from Spreadsheets](#)



Deleting Information from Spreadsheets

Clearing the Contents of a Cell

1. Move the outline cursor over the cell to be cleared.
2. Select the Edit Delete command on the menu bar (or press Del).

Deleting a Block of Cells

To clear the contents of a group of cells, do the following:

1. Mark the area to be deleted. See Marking a Block on how to mark an area.
2. Select the Edit Delete command on the menu bar (or press Del).

Deleting Rows and Columns

There are two ways of doing this:

1. To clear all the cells in a row or column:

Mark the row or column, and delete the marked block by pressing Del, or by selecting the Edit Delete command on the menu bar.

2. To shift all columns that are to the right of the current column so that the current contents are overwritten (or shifting rows below the current row up):

Move the outline cursor over the row or column to be deleted. Then select the Tools Delete Column command on the menu bar to delete the column, or Tools Delete Row to delete the row.

Reversing Deletions

The last deletion of a marked block that was carried out can be reversed by selecting the Edit Undo Deletion command on the menu bar.

Also see:

Copying Information Within a Spreadsheet
Copying Information Between Spreadsheets
Moving Information Within a Spreadsheet



Inserting Blank Cells

To insert blank cell contents and to shift all existing cell information to make room for it.

Inserting Blank Columns of Cells

1. Move the outline cursor over the column where the insertion is to take place.
2. Select the Tools Insert Column command on the menu bar.
3. Type in the number of columns you want to insert.
4. Select **OK**.

Inserting a Blank Row of Cells

1. Move the outline cursor over the row where the insertion is to take place.
2. Select the Tools Insert Row command on the menu bar.
3. Type in the number of rows you want to insert.
4. Select **OK**.



Saving Spreadsheets to Disk

There are two commands available for saving spreadsheets to disk:

1. File Save. The file is saved under its current name. If the document has never been saved, then a dialog box will come up prompting you for the file name and path.
2. File Save As. Enables you to save the spreadsheet under a different name from the one it currently has. This brings up a dialog box which prompts you for a file name and path.

Saving Spreadsheets for Transfer to Other Software

In addition to Complete Works spreadsheets, there are two other spreadsheet file types that Complete Works can save: (a) .WKS, which is used by Lotus 1-2-3 and other spreadsheet software; (b) Text (also known as ASCII or comma separated).

To save a non-Complete Works spreadsheet:

1. Select the File Save As command.
2. A Files Save Dialog Box comes up. Select the type of document from the **List files of type** list.
3. Enter the file name and select **OK**.

Notes

1. It is preferable to save .WKS files for transferring spreadsheets to other spreadsheet software, as formulae and cell reference information are included. For text files, formulae and cell references would be saved as though they were pieces of text, and therefore some of the spreadsheet information would be lost in the transfer.
2. In text files, information is stored in row order.

Also see:

Saving Files



Opening Spreadsheets on Disk

1. Select the File Open command.
2. A Files Open Dialog Box is brought up. Specify the file name and path of the spreadsheet you want to open.

If you already have a spreadsheet on screen that has been changed but not saved to disk, then you will be warned and given an opportunity to save it before it is overwritten in memory with the opened spreadsheet.

Opening Spreadsheets Created by Other Software

In addition to Complete Works spreadsheets, there are two other spreadsheet file types that Complete Works can open: (a) .WKS, which is used by Lotus 1-2-3 and other spreadsheet software; (b) Text (also known as ASCII or comma separated).

To open a non-Complete Works spreadsheet, follow the above file opening procedure. In addition, select the type of document to be opened from the **List files of type** list box.

Notes

1. It is preferable to use .WKS files for importing spreadsheets from other software, as formulae and cell reference information are included. For text files, formulae and cell references are saved as though they were pieces of text only. Therefore some of the spreadsheet information would not be included.
2. In text files, information is stored in row order.

Also see:

Opening Files



WKS Bound Error Dialog Box

When trying to save a spreadsheet in the .WKS format, a cell was found to be beyond the normal bounds for a .WKS file. Saving such cells may cause problems when opening this file with some other spreadsheet software. You have several options on how to deal with this:

1. Save the cell anyway

Select the **Still write cell** option button, and select **OK**.

2. Reject the cell, but save everything else

Select the **Don't write cell**, and select **OK**.

3. Abandon saving the spreadsheet

Select the **Cancel** button.

Also see:

[Using Dialog Boxes](#)



Old version of file now invalid

The file you have tried to save is now no longer valid and has been abandoned.



Protecting Cells from Change

There is a facility to stop some or all of the cells in a spreadsheet from being altered. There are two stages to this process: locking some or all of the cells, and activating the protection so that the locked cells cannot be changed.

The two-stage process makes the protection flexible; for example, if you want to change the whole spreadsheet when some of it is protected, it only requires a simple command to switch off the protection, and similarly when you have finished and want to protect the cells again.

1. Setting Up Cells for Protection

You can set up some or all of the cells in a spreadsheet for protection.

As a Default for All Cells in a Spreadsheet

1. Select the Layout Default Format command on the menu bar.
2. Select the **Cell Protection** option button.
3. Set the check box for protection, or clear it for removing protection.

This sets up the cell protection for all cells in the spreadsheet. This can be overridden for certain cells.

For an Individual Cell

1. Move the outline cursor on to the cell to be changed.
2. Select the Format Cell Protection command on the menu bar.
3. Set or clear the check box as desired, and select the **OK** button.

For a Block of Cells

1. Mark the block of cells to be changed. See Marking a Block on how to do this.
2. Select the Format Cell Protection command on the menu bar.
3. Set or clear the check box as desired, and select the **OK** button.

2. Protecting the Cells

To protect those cells which have been set with cell protection, select the Options Protect Sheet command. Those cells cannot be changed again until the protect sheet option is removed.

Select the Options Protect Sheet command again to remove the protection.

Notes

1. The result in a locked cell can still be changed indirectly if it contains a reference to a cell that is unlocked and this cell is changed.
2. If the current cell is locked, it is indicated by **LOCK** appearing in the mode indicator on the status bar.

Also see:

Using Dialog Boxes
Using the Status Bar



Format Query Dialog Box

You have attempted to type in a value that is in a number format that is not the same as that set up in the current cell. You are given a number of options in dealing with this. Choose one of the option buttons:

Use Current Format Setting

Converts whatever was typed into a cell to the equivalent for the existing number format of the current cell.

Use Best Fit Format

The number format of the current cell is changed so that it most closely fits the value that was typed in.

Enter New Destination Cell

The value typed in can be moved to another cell which does have a number format that is compatible with the value typed in. If this is selected, then the cell reference is typed in the **New Destination** text box.

Select **OK** to make the change, or **Cancel** to stop the cell contents from being added to the spreadsheet.

Also see:

[Using Dialog Boxes](#)

[Available Number Formats](#)



Viewing Spreadsheets on the Screen

There are three ways in which the current spreadsheet can be displayed on the screen:

Draft Viewing

When this type of viewing is selected, all the text will be displayed in one dark, easy-to-read font. Text in character styles other than the normal style is indicated by underlining. This does not affect the formatting in the spreadsheet, and the status bar will still indicate the font and character style at the outline cursor.

Draft viewing is useful where small fonts are used, and would therefore be difficult to read. As all cells are displayed in an easy-to-read font, it makes viewing the spreadsheet easier. Also, the spreadsheet is displayed quicker on the screen when in draft viewing, and is therefore more convenient to use when a large amount of editing is being carried out.

To switch to draft viewing, select the View Draft command on the menu bar.

Formatted View

This is the type of viewing used when you start up a Spreadsheet window.

All the text fonts and variations in character style are displayed in the spreadsheet. This gives a better feel as to how the spreadsheet will appear when printed, and you can still carry out all the editing functions.

To switch from another viewing mode to this one, select the View Formatted command on the menu bar.

Print Preview

With this type of viewing the contents of a spreadsheet are shown as they would appear on the printed pages. This mode gives the greatest detail in the way the spreadsheet is displayed, but editing cannot be carried out whilst the Spreadsheet module is in this mode.

To switch to print preview, select the View Preview or File Print Preview commands, or press F11.

Note

Changing the viewing mode only affects the way a document is displayed on the screen; it does not affect the document itself, or the way in which it is printed.

Also see:

Using the Print Preview



Marking Spreadsheet Information for Linking

Complete Works in currently in the process of linking information in a spreadsheet with a chart or a document.

Mark the block of cells that is to be linked with the chart or document; the information will be drawn automatically.

Also see:

[Marking a Block](#)



Menu Bar Functions

<u>File</u>	Opening, saving and closing spreadsheets.
<u>Edit</u>	Editing <u>cells</u> in a spreadsheet, and moving to a given cell.
<u>Layout</u>	Adjusting the page margins, defining which printer the spreadsheet is to be printed with, editing the header and footer, and saving and using a saved <u>spreadsheet layout</u> .
<u>Format</u>	Changing the formatting in a cell or a group of cells.
<u>Insert</u>	Inserting pictures or charts into a spreadsheet.
<u>Tools</u>	Find and replace, and inserting and removing rows and columns.
<u>View</u>	Specifying the way the spreadsheet is displayed on the screen, and splitting the display of the spreadsheet into <u>panes</u> .
<u>Options</u>	Miscellaneous options and the settings used in Complete Works.
<u>Window</u>	Control of the <u>document windows</u> in Complete Works.
<u>Help</u>	On line help on how to use Complete Works.

See Complete Works Menu Commands for a general help on menu bar commands in Complete Works.



File Menu Bar Commands

New

Start a new spreadsheet from scratch.

Open

Open an existing spreadsheet that is on disk.

Save

Save the current spreadsheet under its current file name.

Save As

Save the current spreadsheet under a new file name.

Print Preview

Display the current spreadsheet on screen as it would appear on the printed page.

Print

Print part or all of the current spreadsheet.

Close window

Close the current document window.



Insert Menu Bar Commands

Chart
Picture

Insert a chart into the spreadsheet.
Insert a picture into the spreadsheet



Insert Chart

Select this command to insert a Complete Works chart into a spreadsheet. You will then be able to choose one of the charts that are currently opened.

Also see:

[Inserting a Chart into a Document
Using Dialog Boxes](#)



Insert Picture

Select this command to insert a picture that is saved on disk. Complete Works can insert pictures which are saved in a number of common picture file formats.

Also see:

[Inserting a Picture into a Document](#)



File New

Select this command to clear the current spreadsheet from memory and clear all the cells for a new spreadsheet.

Also see:

[Starting a New Spreadsheet](#)



File Open

Use this command to load up a spreadsheet that has already been saved to disk. This command brings up a dialog box; fill in the file path and name of the spreadsheet that you want to open. See [File Open Dialog Box](#).

Also see:

[Opening Spreadsheets on Disk](#)



File Save

This command is for saving a spreadsheet under its current name.

Also see:

[Saving Spreadsheets to Disk](#)



File Save As

This command is for saving a spreadsheet under a new name. Fill in the new name and path in the dialog box; the new file name will be reflected on the title bar.

Also see:

[Saving Spreadsheets to Disk](#)



File Print Preview

Select this command to view the spreadsheet on the screen as it would appear on the printed page. Note that editing cannot be carried out whilst a spreadsheet is previewed.

Also see:

[Viewing Spreadsheets on the Screen](#)
[Using the Print Preview](#)



File Print

Use this command to print spreadsheets. The command brings up a dialog box with which you can specify what pages you want printed and how you want it printed.

Also see:

[Print Spreadsheet Dialog Box](#)
[Printing Spreadsheets.](#)



Print Spreadsheet Dialog Box

Use this dialog box to print part or all of the spreadsheet.

Start Page

This gives the first page of the spreadsheet to be printed. This is page 1 by default. Type in another value if you wish.

End Page

This gives the last page to be printed. This is "End" (the last page in the current spreadsheet) by default. Type in another value if you wish.

Options>>

Select this button to reveal the following print options:

Page numbering

This controls the page you want numbers to start appearing on and also the number which you want to be given to that page. Note that for page numbers to appear at all you must have included the special word @pageno in either the header or the footer.

First numbered page

This is the first page you want a printed number to appear on.

Numbering From

This is the starting number to be printed on the **First numbered page**.

Print gridlines

If this check box is set, then the dotted lines that separate the cells are printed. Otherwise, they are not.

Picture Resolution

Select one of these buttons to override the current resolution for the printing of inserted pictures and charts.

Select the **OK** button to start printing, **Cancel** to abandon printing.

Also see:

[Labels and Gridlines](#)

[Headers and Footers](#)

[Using Dialog Boxes](#)

[Printing Spreadsheets](#)



File Close Window

This command closes the current document window. It is equivalent to pressing Ctrl+F4.

Also see:

[Opening, Switching and Closing Document Windows](#)



Edit Menu Bar Commands

<u>Undo Deletion</u>	Reverse the last deletion of a <u>cell</u> or <u>marked block</u> that was carried out.
<u>Cut</u>	Cut the contents of a cell or marked block of cells and place them in the <u>clipboard</u> .
<u>Copy</u>	Copy cell contents to the clipboard.
<u>Paste</u>	Copy from the clipboard any cell information, and place it in the current spreadsheet.
<u>Delete</u>	Delete the contents of cells.
<u>Clear Formatting</u>	Revert the cell format to what has been set as the default cell format.
<u>Fill Right</u>	Copy left most column to the rest of the marked block.
<u>Fill Down</u>	Copy top most row to the rest of the marked block.
<u>Named Blocks</u>	Create and edits <u>named blocks</u> .
<u>Go To</u>	Go to a given cell.



Edit Undo Deletion

Select this command to reverse the last deletion of a cell or marked block that was carried out in the current spreadsheet.

Also see:

[Deleting Information from Spreadsheets](#)



Edit Cut

Select this command to cut the marked block of cells and place them in the clipboard. When cut, the cells appear with a thick border around them to indicate that their contents have been placed in the clipboard. The contents of these cells are removed when the contents of the clipboard is pasted.

Also, use this command to cut a selected chart or picture into the clipboard.

Also see:

[Moving Information Within a Spreadsheet](#)

[Moving a Chart or Picture](#)



Edit Copy

Use this command to copy the contents of the marked block of cells into the clipboard. Selecting this command will also copy a selected chart or picture to the clipboard.

Also see:

[Copying Information Within a Spreadsheet](#)
[Copying Information Between Spreadsheets](#)
[Copying a Chart or Picture](#)



Edit Paste

Use this command to paste the contents of the clipboard to the cells. The top left cell in the clipboard is placed in the cell at the outline cursor. Selecting this command will also paste a picture from the clipboard.

Also see:

[Copying Information Within a Spreadsheet](#)

[Copying Information Between Spreadsheets](#)

[Moving a Chart or Picture](#)

[Copying a Chart or Picture](#)



Edit Delete

Use this command to empty the a cell or marked block of cells of their contents. Also, use this command to delete a selected chart or picture from the spreadsheet.

Also see:

[Deleting Information from Spreadsheets](#)

[Deleting a Chart or Picture](#)



Edit Clear Formatting

Use this command to set the cell font, character style, number format, cell protection and alignment of the contents of the current cell or the cells in the marked block to that set in the default format for the spreadsheet.

Also see:

Formatting Cells



Edit Fill Right

Only available when a marked block of cells has more than one column in it. The contents of the cells in the first column are copied to all the subsequent columns in the marked block.

Also see:

[Copying Information Within a Spreadsheet](#)



Edit Fill Down

Only available when a marked block of cells has more than one row in it. The contents of the cell in the first row are copied to all the subsequent rows in the marked block.

Also see:

[Copying Information Within a Spreadsheet](#)



Edit Named Blocks

Named Blocks

This lists all the named blocks of cells in the spreadsheet with the range of references that they cover.

Name

Type in the name of a new named block here.

Reference

This contains the range reference for either the cells you had marked this command was selected, or the range of the named block highlighted in **Named Blocks**.

Add

Select this to add the block with the given name and reference (in **Name** and **Reference**) to the list.

Delete

Delete the named block highlighted in **Named Blocks**.

Change

Changes the highlighted name in the list to the name given in **Name** with the reference given in **Reference**.

To carry out the changes you have made to the list, select the **OK** button. If you wish to abandon these changes, select **Cancel**.

Also see:

[Named Blocks](#)

[Cell References](#)

[Using Dialog Boxes](#)



Edit Go To

Select this command to go to a particular cell in the current spreadsheet. This is equivalent to pressing F5.

Selecting this command brings up the Go To Dialog Box.



Layout Menu Bar Commands

These commands are used for altering a spreadsheet layout.

<u>Margins</u>	Set the page size and the margins for the current spreadsheet.
<u>Print Control</u>	Select which printer to use for printing spreadsheets, and which paper trays will be used (if any).
<u>Default Format</u>	Set the default format for the spreadsheet <u>cells</u> .
<u>Header/Footer</u>	Set up and edit the spreadsheet's header and footer.
<u>Save Layout</u>	Save the <u>spreadsheet layout</u> for the current spreadsheet to disk.
<u>Apply Saved Layout</u>	Open a spreadsheet layout previously saved to disk, and apply it to the current spreadsheet.



Layout Default Format

Select this command to set the default cell font, character style, number format, cell protection and alignment for the spreadsheet.

Select the element of the format that you wish to change by selecting one of the buttons. The choices are:

Font

Select this button to reveal the controls for setting the font. The left hand list contains the typefaces that are available for the current target printer. The second list contains the available point sizes for that typeface. You can also type in the point size that you want into the text box above the point size list box.

Character

Select the character style from the **Character Style** check boxes and from the **Colour** list.

Number Format

Choose which default number format you want to use from the list. You can also specify the number of decimal places that will be displayed. See Available Number Formats for details.

Text Alignment

Governs the way text will be displayed and printed in the cells. Choose the alignment you want from the list. See Available Text Alignments for details.

Cell Protection

Determines if cells have the protection set or not. See Protecting Cells from Change.

Column Width

Alters the default width for the columns. Type in the value that you want, the units used are the ones defined in the Settings.

Also see:

Formatting Cells
Using Dialog Boxes



Layout Margins

Use this command to change the page margins of the spreadsheet. This command brings up a dialog box.



Page size

This lists a number of page sizes that you can choose from. For example:

Page size	Dimensions (in inches)
A4	8.25 x 11.75
US Letter	8.50 x 11.00
US Legal	8.50 x 14.00
US Executive	7.25 x 10.50
Customised	Choose your own

Width and Height

Type in the values in these text boxes if you wish to select your own page size.

Portrait and Landscape

Option buttons that indicate which way around the spreadsheet is to be printed on the page:



Left Margin

The gap between the left edge of the page and the left edge of the spreadsheet text.

Right Margin

The gap between the right edge of the page and the right edge of the spreadsheet text.

So the text width will be: $Text\ Width = Page\ Width - Left\ Margin - Right\ Margin$

Top Margin

The gap between the top of the page and the top of the spreadsheet text.

Header Margin

The space just below the top margin allocated for the printing of headers.

Footer Margin

The space just above the bottom margin allocated for the printing of footers.

Bottom Margin

The gap between the bottom of the page and the bottom of the spreadsheet text.

All units used are in the current Settings units.

Print row and column labels

If this check box is set, then the row and column labels will be printed in the spreadsheet. Otherwise they will not be printed.

Print gridlines

If this check box is set, then the gridlines will be printed. Otherwise they will not be printed.

Select **OK** to make the changes to the spreadsheet, **Cancel** to abandon such changes.

Also see:

Page Breaks

Using Dialog Boxes



Layout Print Control

Select this command to alter which printer your spreadsheet is to be sent to, and which trays or bins will be used on the printer (if there are any). Selecting this command brings up the Print Control Dialog Box.



Layout Header/Footer

This command enables you to edit and format the special cells that go at the top and bottom of pages. This command brings up a dialog box.

Suppress first page header etc...

The check boxes are for stopping the printing of headers and footers on the first and last page of the document. This is for where documents have, for example, a title page.

First numbered page and **Numbering from** controls the page you want numbers to start appearing on and also the number which you want to be given to that page. Note that for page numbers to appear at all you must have included the special word @pageno in either the header or the footer.

It is also possible to temporarily override **First numbered page** and **Numbering from** when printing.

Select **OK** to confirm the changes made, or **Cancel** to abandon them.

To edit the headers or footers, select the **Edit** command button.

Also see:

[Headers and Footers
Using Dialog Boxes](#)



Layout Save Layout

Saves the current spreadsheet layout in a file. Selecting this command brings up the Files Save Dialog Box.

Also see:

Saving and Applying Spreadsheet Layouts

Saving Files



Layout Apply Saved Layout

Retrieves a spreadsheet layout from disk and applies it to the current spreadsheet. Selecting this command brings up the Files Open Dialog Box.

Also see:

Saving and Applying Spreadsheet Layouts
Opening Files



Format Menu Bar Commands

<u>Font</u>	Set the <u>font</u> used in the current <u>cell</u> , or <u>marked block</u> .
<u>Character</u>	Set the <u>character style</u> used in the current cell or marked block.
<u>Number Format</u>	Set the <u>number format</u> used in the current cell or marked block.
<u>Text Alignment</u>	Set the <u>text alignment</u> used in the current cell or marked block.
<u>Cell Protection</u>	Set up a cell or marked block of cells for protection from editing.
<u>Format Cell Border</u>	Set up the display and printing of borders around groups of cells.
<u>Column Width</u>	Set the width of the current column, or all the columns covered by the marked block.
<u>Chart</u>	Format the display of a chart.
<u>Picture</u>	Format the display of a picture.
<u>Insert Vertical Page Break</u> (Remove Vertical Page Break)	Insert a <u>manual page break</u> immediately to the left of the current cell. Remove a manual page break if there is one immediately to the left of the current cell
<u>Insert Horizontal Page Break</u> (Remove Horizontal Page Break)	Insert a manual page break immediately above the current cell. Remove a manual page break if there is one immediately above the current cell.



Format Font

Use this command to change the font used in the cell at the outline cursor or all the cells in the marked block if there is one. This command brings up the Fonts Dialog Box.

Also see:

Setting Fonts



Format Character

Use this command to change the character style of the contents of the cell at the outline cursor or all the cells in the marked block if there is one. This command brings up a dialog box.

Set or clear the check boxes for the styles, and select the text colour from the **Colour** list.

To set the new character style, select **OK**, or select **Cancel** to abandon the change.

Also see:

[Setting Character Styles
Using Dialog Boxes](#)



Format Number Format

Use this command to change the number format of the contents of the cell at the outline cursor or all the cells in the marked block if there is one. This command brings up the Number Format Dialog Box

Also see:

Formatting Cells

Available Number Formats



Format Text Alignment

Use this command to change the alignment of the contents of the cell at the outline cursor or all the cells in the marked block if there is one. This command brings up a dialog box.

Choose one of the cell alignments from the list box. To make the change to alignment, select **OK**. Select **Cancel** to abandon making a change.

Also see:

[Available Text Alignments](#)

[Formatting Cells](#)

[Using Dialog Boxes](#)



Format Cell Protection

Use this command to switch on or off the protection for the cell at the outline cursor or all the cells in a marked block if there is one.

Also see:

Protecting Cells from Change

Formatting Cells



Format Cell Border

Use this command to display and print a border around the cell at the outline cursor or all the cells in a marked block if there is one.

Set the check boxes in the dialog box that comes up according to the type of border you want.

Outline	An outline border around a group of cells.
Left	A line on the left side of the marked cells.
Right	A line on the right side of the marked cells.
Top	A line above all the marked cells.
Bottom	A line below all the marked cells.
Clear Borders	Remove all borders around the marked cells.

Also see:

[Cell Borders](#)
[Using Dialog Boxes](#)



Format Chart

Select this command to alter the appearance of the selected chart in your spreadsheet.

Scaling

- Percent** The scaling of the chart as a proportion of its original size.
- Absolute** The absolute size of the chart. The units are in the currently defined settings.

Type into the **Width** and **Height** text boxes the width and height scaling for the chart.

Border

Choose from the lists the style and colour of the border that you want to surround the chart.

Select **OK** to set the new chart format, or **Cancel** to abandon the changes.

Also see:

[Inserting a Chart into a Document](#)

[Formatting Inserted Objects](#)

[Using Dialog Boxes](#)



Format Picture

Select this command to alter the appearance of the selected picture in your spreadsheet.

Cropping %

Type into these text boxes the proportion of the picture you want to be cropped from the top, left, right and bottom of the picture when displayed.

Scaling

- Percent** The scaling of the picture as a proportion of its original size.
- Absolute** The absolute size of the picture. The units are in the currently defined settings.

Type into the **Width** and **Height** text boxes the width and height scaling for the picture.

Border

Choose from the lists the style and colour of the border that you want to surround the picture.

Select **OK** to set the new picture format, or **Cancel** to abandon the changes.

Also see:

[Inserting a Picture into a Document](#)
[Formatting Inserted Objects](#)
[Using Dialog Boxes](#)



Format Column Width

Use this command to adjust the width of the column which contains the cell with the outline cursor, or all the columns which contain the marked block if there is one. You can also hide and unhide columns with this command.

Width

This shows the current width of the column with the outline cursor. The units used are either inches or centimetres according to the settings used. Type in the new value for the width of the column.

Use default width

Set this check box to reset the column with the outline cursor back to the width as defined in the default format for the spreadsheet.

Hide

Select this button to prevent the column(s) from being displayed and printed. The columns are not removed from the spreadsheet by this operation. This operation effectively sets column width to 0.

Unhide

Select this button to bring hidden column(s) back into view with the column widths set to what they were before the columns were hidden.

Select **OK** to set the new column widths, or **Cancel** to abandon the change.

Also see:

[Hiding Spreadsheet Information](#)

[Formatting Cells](#)

[Using Dialog Boxes](#)



Format Insert Vertical Page Break

Use this command to set a vertical manual page break in your spreadsheet. To do this, position the outline cursor anywhere on the column which you want to be the leftmost column on the new page and select this command.

The page break will be displayed as a broken line immediately to the left of the current column.

Format Remove Vertical Page Break

This menu command replaces the above command if the current column lies immediately to the right of a manual page break. To remove a manual page break, place the outline cursor on the left most column of the page for a vertical page break and select this command.

Notes

1. Automatic page breaks cannot be removed.
2. Removing a page break will have the effect of altering the position of the automatic page breaks according to how many columns can fit on to each page.

Also see:

[Page Breaks](#)



Format Insert Horizontal Page Break

Use this command to set a horizontal manual page break in you spreadsheet. To do this, position the outline cursor anywhere on the row which you want to be the top most row on the new page and select this command.

The page break will be displayed as a broken line immediately above the current row.

Format Remove Horizontal Page Break

This menu command replaces the above command if the current row is the first after a manual page break. To remove a manual page break, place the outline cursor on the top row of the page for a horizontal page break and select this command.

Notes

1. Automatic page breaks cannot be removed.
2. Removing a page break will have the effect of altering the position of the automatic page breaks according to how many rows can fit on to each page.

Also see:

[Page Breaks](#)



Tools Menu Bar Commands

<u>Find</u>	Find a given character sequence in the current spreadsheet.
<u>Replace</u>	Replace one character sequence with another.
<u>Insert Columns</u>	Insert one or more blank columns of <u>cells</u> where the <u>outline cursor</u> is.
<u>Insert Rows</u>	Insert one or more blank rows of cells where the outline cursor is.
<u>Delete Columns</u>	Delete one or more columns.
<u>Delete Rows</u>	Delete one or more rows.
<u>Show Current Cell</u>	If the current cell is not in the display area, move the display area and show it.



Tools Find

Use this command to find a piece of text, a number, or a formula in the spreadsheet, or marked block if there is one.

Find

This text box contains the text, number or formula that is being searched for. Type in the thing that you wish to search for.

Case sensitive

If this check box is blank, then the case of the letters in the **Find** text box is ignored. Select the check box to look for letters with a specific case e.g.

'cat' will find Cat, cat or CAT if the check box is not selected, but
'cat' will only find cat if it is.

Search

You have a choice of two buttons. **Formulae** is used if you want to search the cell contents as they appear on the edit line. **Values** is used for searching the results in cells.

Match

For **Part of cell** the value is matched against any part of the cell contents. If **Whole cell** is selected, then the value is matched against the entire contents of each cell. For example:

Cell A1 contains 'CAT' and cell A5 contains 'CATALOGUE SALES'. If 'Cat' is searched for and Part of Cell is selected then both A1 and A5 will be found. If Whole cell is selected, then only A1 will be found.

Direction

Choose **Forwards** for searching from the top left to the bottom right corner of the spreadsheet or marked block. Choose **Backwards** for going in the opposite direction.

By

Choose **Rows** for searching along the rows. Choose **Columns** for searching along the columns. This will affect the order in which the matches will be found.

Select **OK** to start the search, or **Cancel** to abandon it.

Also see:

[Finding and Replacing Using Dialog Boxes](#)



Tools Replace

Use this command to find a piece of text, a number, or a formula in the spreadsheet or a marked block if there is one, and to replace it with something else.

Find

This contains the text, number or formula that is being searched for.

Replace

The text, number or formula that you wish to put in the place of the **Find** sequence.

Case sensitive

If the check box is blank, then the case of the letters in the **Find** box is ignored. Select the check box to look for letters with a specific case e.g.

Find Cat and **Replace** with Dog

Cat, cat or CAT will become Dog if the check box is not selected, but only Cat will be replaced with Dog if it is.

Confirm Each

If this check box is clear then the replacement will be carried out on the whole spreadsheet or marked block. If it is set, then confirmation for each change will be sought.

Match

For **Part of cell** the value is matched against any part of the cell contents. If **Whole cell** is selected, then the value is matched against the entire contents of each cell. For example:

Cell A1 contains 'CAT' and cell A5 contains 'CATALOGUE SALES'. If 'Cat' is searched for and Part of Cell is selected then both A1 and A5 will be found. If Whole cell is selected, then only A1 will be found.

Direction

Choose **Forwards** for searching from the top left to the bottom right corner of the spreadsheet. Choose **Backwards** for going in the opposite direction.

By

Choose **Rows** for searching along the rows. Choose **Columns** for searching along the columns. This will affect the order in which the replacements will be made.

Select **OK** to start the replace, or **Cancel** to abandon it.

Also see:

[Finding and Replacing Using Dialog Boxes](#)



No match found

You have tried to perform a find or find-and-replace operation and no occurrence of the find sequence meeting the criteria given by the other options has been found in the spreadsheet.

Also see:

[Finding and Replacing](#)

[Tools Find Command](#)

[Tools Replace Command](#)



Replace?

This appears during find-and-replace operations when the confirmation option has been selected and the find sequence has been found. Choose one of the following options:

- OK** Replace the currently found occurrence with the replace sequence.
- Cancel** Abandon the find-and-replace operation.
- Next** Skip the currently found occurrence, but continue to find and replace.

Also see:

[Finding and Replacing](#)
[Tools Replace Command](#)



Tools Insert Columns

Inserts one or more blank columns of cells where the outline cursor is and shifts the contents of those cells in subsequent columns to the right to make room. Selecting this command brings up a dialog box.

Columns:

Give the number of columns you wish to insert.

Select **OK** to insert the columns, or **Cancel** to abandon this.

Notes

1. All references to cells in columns that have been moved as a result of this operation are adjusted to refer to the cell contents' new position.
2. If the last column has any non-blank cells, then the insertion will not be carried out, and a warning message will be given.

Also see:

[Inserting Blank Cells](#)
[Using Dialog Boxes](#)



Tools Insert Rows

Inserts one or more blank row of cells where the outline cursor is and shifts the contents of those cells in subsequent rows down to make room. Selecting this command brings up a dialog box.

Rows:

Give the number of rows you wish to insert.

Select **OK** to insert the rows, or **Cancel** to abandon this.

Notes

1. All references to cells in rows that have been moved as a result of this operation are adjusted to refer to the cell contents' new position.
2. If the last rows have any non-blank cells, then the insertion will not be carried out, and a warning message will be given.

Also see:

[Inserting Blank Cells](#)
[Using Dialog Boxes](#)



Cannot insert, data in last column would be lost

You have tried to insert columns, but the last columns in the spreadsheet have non-blank cells. The column insertion is disallowed because these data would otherwise be lost.

Also see:

[Inserting Blank Cells](#)



Cannot insert, data in last rows would be lost

You have tried to insert rows, but the last rows in the spreadsheet have non-blank cells. The row insertion is disallowed because these data would be otherwise lost.

Also see:

[Inserting Blank Cells](#)



Tools Delete Columns

Use this command to delete the contents of the column at the outline cursor, or the contents of all the columns which contain the marked block, and shift the contents of all subsequent columns to the left to fill the gaps.

Notes

1. All references to cells in columns that have been moved as a result of this operation are adjusted to refer to the cell contents' new position.
2. If a cell being referred to in other cells is lost as a result of the operation, then a -LOSTC- (lost cell reference) error message appears in those cells that referred to the deleted cell contents.

Also see:

[Deleting Information from Spreadsheets
Cell References](#)



Delete columns...?

You have selected the Tools Delete Columns command for deleting columns from the spreadsheet. You are being asked to confirm the deletion. Click **Yes**, or press Y, to delete the columns, or click **N**o, or press N, to stop the deletion.



Delete rows...?

You have selected the Tools Delete Rows command for deleting rows from the spreadsheet. You are being asked to confirm the deletion. Click **Yes**, or press Y, to delete the rows, or click **N**o, or press N, to stop the deletion.



Tools Delete Rows

Use this command to delete the contents of the row at the outline cursor, or the contents of all the rows which contain the marked block, and shift the contents of all subsequent rows up to fill the gaps.

Notes

1. All references to cells in rows that have been moved as a result of this operation are adjusted to refer to the cell contents' new position.
2. If a cell being referred to in other cells is lost as a result of the operation, then a -LOSTC- (lost cell reference) error message appears in those cells that referred to the deleted cell contents.

Also see:

[Deleting Information from Spreadsheets](#)
[Cell References](#)



Tools Show Current Cell

If the cell with the outline cursor is currently not being displayed, then you can force the part of the spreadsheet that contains this cell to be displayed by using this command.



View Menu Bar Commands

Draft

View the spreadsheet on the screen in draft.

Formatted

View the spreadsheet with fonts, character styles etc showing.

Preview

View the spreadsheet on screen as it would appear on the printed page.

Title Locking

Prevent scrolling in top and/or left hand panes.

Horizontal Split

Split the spreadsheet workspace horizontally just above the current cell.

Vertical Split

Split the spreadsheet workspace vertically just to the left of the current cell.



View Draft

Choose this command to display the spreadsheet with all the cell contents shown in a basic font, and with the character styles not showing for ease of viewing and speed of editing.

Any inserted pictures and charts will not be displayed when draft view is selected; outline boxes indicating their position are displayed instead.

Also see:

[Viewing Spreadsheets on the Screen](#)



View Formatted

Choose this command to display the spreadsheet with all the formatting shown in the cells e.g. the fonts, character style, etc for the contents of the cells. This is the normal way to view spreadsheets.

Also see:

[Viewing Spreadsheets on the Screen](#)



View Preview

Select this command to view the spreadsheet on the screen as it would appear on the printed page. Note that editing cannot be carried out whilst a spreadsheet is previewed.

Also see:

[Viewing Spreadsheets on the Screen](#)
[Using the Print Preview](#)



View Title Locking

Select this command to switch between enabling and disabling title locking.

Also see:

Screen Splitting and Title Locking
Title Locking



View Horizontal Split

If the workspace area is not currently split into panes with a horizontal split, then the workspace is split into two horizontally just above the cell with the outline cursor.

This command is a toggle; to remove an existing horizontal split, select this command again.

Also see:

[Screen Splitting and Title Locking](#)



View Vertical Split

If the workspace area is not currently split into panes with a vertical split line, then the workspace is split into two horizontally just above the cell with the outline cursor.

This command is a toggle; to remove an existing horizontal split, select this command again.

Also see:

[Screen Splitting and Title Locking](#)



Options Menu Bar Commands

<u>Border Display</u>	Switch the display of the row and column labels on and off.
<u>Vertical Scroll Bar</u>	Switch on and off the display of the vertical scroll bar.
<u>Horizontal Scroll Bar</u>	Switch on and off the display of the horizontal scroll bar.
<u>Show Formulae</u>	Alternate between showing the <u>formulae</u> in <u>cells</u> and showing their results.
<u>Show Gridlines</u>	Switch the showing of gridlines in the spreadsheet on and off.
<u>Set Print Area</u>	Define a group of cells that can be printed out separately from the rest of the spreadsheet.
<u>Auto Calc</u>	Switch the automatic re-calculation of a spreadsheet off and on.
<u>Calculate Now</u>	Re-calculate all the formulae in a spreadsheet.
<u>Protect Sheet</u>	Switch the protection of cells from editing on and off.
<u>Picture Resolution</u>	Select the resolution for displaying and printing pictures.
<u>Settings</u>	Set the settings used throughout Complete Works.



Options Picture Resolution

Select this command to select the resolution of pictures for screen displaying and printing. This command brings up a dialog box.

Screen

Select one of the buttons for the resolution of pictures when displayed on the screen. Displaying pictures on the screen is a compromise between speed of displaying the pictures and the quality of the display.

Print

Select one of the buttons for the resolution of pictures when printed out. High print resolution is the best for quality output, but will be slower to print.

Select **OK** to set the new resolutions or **Cancel** to ignore them.



Options Border Display

Use this command to switch the display of the row and column labels off and on. These are displayed by default.

Also see:

[Labels and Gridlines](#)



Options Vertical Scroll Bar

Selecting this command switches the display of the vertical scroll bar off and on. It is displayed by default.

Also see:

[Moving Around the Spreadsheet](#)
[Using Scroll Bars](#)



Options Horizontal Scroll Bar

Selecting this command switches the display of the horizontal scroll bar off and on. It is displayed by default.

Also see:

[Moving Around the Spreadsheet](#)
[Using Scroll Bars](#)



Options Show Formulae

By default, any formulae that are in cells are only displayed in the edit line; the cells only show the results of the formulae. Select this command to show the formulae in the workspace area also.

Because formulae are much longer than their results, the columns are displayed with greater width.

This command is a switch; to go back to displaying the results, choose this command again.

Also see:

[Using Formulae](#)



Options Show Gridlines

By default, the dotted lines that separate the cells in the spreadsheet are displayed on the screen. To suppress their display, choose this command.

This command is a switch; to have the grid lines displayed once more, choose this command again.

Also see:

[Labels and Gridlines](#)



Options Set Print Area

Use this command to set the area of the spreadsheet that will be printed out on a print operation.

There are two options: **Whole sheet** is the default option and refers to the whole spreadsheet; **Marked area** refers to the cells in the marked block if there is one, or the cell with the outline cursor if there is not.

Select **OK** to accept the new setting, or **Cancel** to abandon it.

Note

Restrictions can also be placed on how much of a spreadsheet will be printed by using the options with the File Print command.

Also see:

Printing Spreadsheets
Using Dialog Boxes



Options Auto Calc

Normally, Complete Works will automatically re-calculate all the formulae in the spreadsheet after a change has been made to it. This can be a slow process if you have a large number of filled cells in your spreadsheet. To speed things up, you can suppress automatic re-calculation with this command.

Whilst automatic re-calculation is switched off, you can perform a manual re-calculation of the spreadsheet by pressing F8, or by selecting the Options Calculate Now command.

You can also switch automatic re-calculation back on again with this command.

Also see:

Using Formulae



Options Calculate Now

Select this command to perform a manual re-calculation of the spreadsheet. This is used when automatic re-calculation has been switched off and you want to re-calculate the formulae in a spreadsheet.

Also see:

[Options Auto Calc Command Using Formulae](#)



Options Protect Sheet

Selecting this command will lock protected cells from being edited.

This command is a switch; to unlock all the cells in the spreadsheet, choose this command again.

Also see:

[Protecting Cells from Change](#)



Options Settings


Choose this command to change the settings that are used throughout Complete Works. For details, see [Settings](#). Selecting this command brings up the [Settings Dialog Box](#).



Window Menu Bar Commands

<u>TopLevel</u>	Brings up the <u>The TopLevel Dialog Box</u> for opening, closing <u>document windows</u> , or for switching to another window.
<u>Maximize</u>	Increase the current <u>document window</u> size so that it fills the Complete Works window's workspace.
<u>Cascade</u>	Re-arrange the open document windows so that they are stacked with the title bars showing.
<u>Tile</u>	Re-arrange the open document windows so that they appear next to each other and do not overlap.

The remaining items on this menu list all the document windows that are currently opened. Select one of these if you want to swap to one of the other open spreadsheets. The current

spreadsheet is indicated by a check mark ().



Window TopLevel

Selecting this command brings up the TopLevel Dialog Box for opening and switching between document windows. Equivalent to pressing F12.

Also see:

Opening, Switching and Closing Document Windows



Window Maximize

Select this command to make the current document window maximized.

Also see:

[Opening, Switching and Closing Document Windows](#)



Window Cascade

Select this command to arrange all the open document windows in the Complete Works window so that they overlap with the title bars on the windows showing.

Also see:

[Opening, Switching and Closing Document Windows](#)



Window Tile

Select this command to arrange and re-size all the open document windows so that they fill the Complete Works window.

Also see:

[Opening, Switching and Closing Document Windows](#)



Help Menu Bar Commands

Index

Bring up the first help topic.

Keyboard

Bring up help on the keyboard functions.

Commands

Bring up help on the menu bar commands.

Using Help

Bring up help on how to use help.

About

Bring up the About dialog box.



Help Index

Select this command to bring up the first topic in the help system.



Help Keyboard

Select this command to get help on the functions available from the keyboard.



Help Commands

Select this command to get help on the functions available from the menu bar.



Help Using Help

Select this command to bring up the Windows help on how to use the help facility.



Help About

Selecting this command reveals the About Dialog Box.



Spreadsheet Keys

[Function Keys](#)

[Short Cut Keys for Status Bar](#)

[Editing and Movement Keys](#)

Also see:

[Dialog Box Keys](#)

[Application Keys](#)

[Complete Works Keys](#)



Function Keys

You can select commands on the F-keys is to click on appropriate button on the function key bar if it is currently displayed. Whether it is or not depends on the Settings.

Key(s)	Function
F1	Call the on-line context sensitive help.
F2	Use the <u>edit line</u> for editing the contents of <u>cells</u> .
F3	Equivalent to selecting the <u>Edit Fill Right</u> command.
F4	When typing in cell references, use this function to cycle between normal and absolute references for row and columns.
F5	Brings up a dialog box that enables you to go to any cell in the spreadsheet.
F6	Switch the cell <u>outline cursor</u> from a cell in one <u>pane</u> to a cell in the next. The switching goes around in a cycle.
F7	Find the next find sequence.
F8	When the automatic re-calculation for the spreadsheet is switched off, you can perform a manual re-calculation using this function.
F9	Printing the spreadsheet.
F10	Select the menu bar.
F11	Select the print preview.
F12	Switch to the <u>TopLevel Dialog Box</u> .

The following functions can only be used by pressing the given key combinations.






Ctrl+F4	Close the current <u>document window</u> .
Ctrl+F6	Move to the next open document window within Complete Works.
Alt+F4	Close Complete Works. If there are any open files anywhere within Complete Works, you will be warned and given an opportunity to save any unsaved files you want to keep.












Editing and Movement Keys

There are two types of editing in the Complete Works Spreadsheet: editing in the edit line, and edit in the spreadsheet directly.

Edit Keys Used in the Edit Line


Key(s)	Function
Home	Moves <u>cursor</u> to the left most point in the edit line.
End	Moves cursor to the end of the text
 ,	Moves the cursor one letter to the left or right
	
Ctrl+  ,	Move to previous/next word in the text
	
Del	Delete the letter just ahead of the cursor, or all the marked text if there is any.
Backspace	Delete the letter just before the cursor, or all the marked text if there is any.
Shift+Del	Remove all the marked text, and place it in the <u>clipboard</u> .
Ctrl+Ins	Make a copy of the marked text in the clipboard.
Shift+Ins	Copy any text in the clipboard to the edit line, placing it where the cursor lies.
Return ()	Exit from the edit line and copy the new text.
Esc	Exit from the edit line and ignore the new text.

Edit and Movement Keys in the Spreadsheet Itself

Key(s)	Function
 ,	Move the <u>outline cursor</u> by one row or column.
	
	
	
	
Ctrl+  ,	Move the outline cursor to the previous or next row/column with data in it.
	
	
	

Home Move the outline cursor to first column of the spreadsheet.
 End Move the outline to the last column with data in it.
 Ctrl+Home Move the outline cursor to cell A1.
 Ctrl+End Move to the intersection of the bottom row and right most column that have non-empty cells.
 PgUp/PgDn Move the outline cursor up and down by one window of rows.
 Ctrl+PgUp/Ctrl+PgDn Move the outline cursor left and right by one window of columns.
 Del Delete the contents of the current cell, or all the cells in a marked block if there is one.
 Shift Used in conjunction with outline cursor movement for marking blocks of cells.
 Shift+Del Cut the contents of the current cell, or marked block of cells to the clipboard.
 Ctrl+Ins Copy the contents of the current cell, or marked block of cells to the clipboard.
 Shift+Ins Copy information from the clipboard and place in cells starting with the current cell.
 Alt+Backspace Reverse the last deletion of a cell or marked block in the current spreadsheet.

With marked blocks only:

Tab Move the outline cursor right by one column within a marked block, and wrap around to the next row if in the last column of the marked block.
 Shift+Tab Move the outline cursor left by one column in a marked block, and wrap back to previous rows if already in the first column.
 Return () Move the outline cursor down by one row in a marked block. If in the bottom row, then it wraps around to the next column.
 Shift+Return Move the outline cursor up by one row in a marked block. If in the top row, then it wraps back to the previous column.



Short Cut Keys for Status Bar

Key(s)	Function
Ctrl+F	Brings up the <u>Fonts Dialog Box</u> for changing <u>fonts</u> in the spreadsheet.
Ctrl+N	Brings up the <u>Number Format Dialog Box</u> .
Ctrl+B	Toggle the bold <u>character style</u> on and off.
Ctrl+I	Toggle the italic character style on and off.
Ctrl+U	Toggle underline on and off.
Ctrl+D	Toggle the double underline on and off.
Ctrl+W	Toggle the word underline on and off.
Ctrl+.	Brings up the <u>Colours Dialog Box</u> for changing the text colour.

Also see:

[Using the Status Bar](#)



Using the Status Bar

The status bar lies just below the menu bar near the top of the Complete Works Window. The elements on it are:

Font

This indicates which font is used in the cell at the outline cursor. It can also be used to change the font in this cell, or in any currently marked block. Click on the Font button or press Ctrl+F; this will bring up the Fonts Dialog Box.

Number

This indicates the number format of the cell at the outline cursor. It can be changed for that cell, or for a marked block, by clicking on the Number button or pressing Ctrl+N; this will bring up the Number Format Dialog Box.

Character Style Buttons

Indicates what type of character style is used in the current cell; a character style is set if the button for it is down. You can change the character style by moving the pointer over the button(s) and clicking with the left mouse button; this will change the style of the text in the currently marked object. The styles available are:



Bold



Italic



Underline



Double underline



Word underline



Colour

When you click on the colour button, the Colours Dialog Box will come up.

Editing Indicator

This indicates what type of editing is being carried out at the moment. It can be one of:

READY	Normal mode. Ready for your input.
ENTER	Text is being typed into a cell.
EDIT	Editing is being carried out through the <u>edit line</u> .
CUT	A cell or group of cells have been cut to the <u>clipboard</u> , and they have yet to be pasted.
COPY	A cell or group of cells have been copied to the clipboard, and they have yet to be pasted.
POINT	Marking a range of <u>cells</u> that will be referred to in a <u>formula</u> .
LINK	In the process of linking data with a Complete Works Chart.
LOCK	The current cell is locked and cannot be edited.

Cell Reference Box

Indicates the cell reference of the current cell, or the range of cells in the marked block if there is one at the time.

Also see:

Short Cut Keys for Status Bar



Formatting Inserted Objects

A chart or picture is currently selected if there is a dotted line around it. When a chart or picture is selected, it can be moved, copied, altered or deleted.

To Unselect the Chart or Picture

Either click outside the picture or chart or press Esc.

Refer to the following topics:

[Deleting a Chart or picture](#)

[Moving a Chart or Picture](#)

[Copying a Chart or Picture](#)

[Altering the Format of a Chart or Picture](#)

[Altering the Size of a Chart or Picture](#)



Deleting a Chart or Picture

To delete a selected chart or picture, press Del, or select the Edit Delete command.











Moving a Chart or Picture

To move a selected chart or picture:

With the Mouse

Drag the chart or picture.

With the Keyboard

1. Use the ,
,
, and
 keys to move the pointer over chart or picture.
2. Press and hold Shift.
3. Use ,
,
 and
 to move the chart or picture to the desired place.
4. Release Shift.

Another Method...

1. Select the Edit Cut command, or press Shift+Del.
2. Move the outline cursor to where you want the chart or picture to go.
3. Select the Edit Paste command, or press Shift+Ins.



Copying a Chart or Picture

To copy a selected chart or picture:

1. Select the Edit Copy command, or press Ctrl+Ins.
2. Move the outline cursor to where you want the chart or picture to go.
3. Select the Edit Paste command, or press Shift+Ins.



Altering the Format of the Chart or Picture

To change the format of a selected chart or picture e.g. size, its border etc, double click on the chart or picture, or select the Format Chart or Format Picture commands.



Altering the Size of a Chart or Picture





There are two methods to enlarge to shrink the size of a selected chart or picture:

Method 1

Select the Format Chart or Format Picture commands and set the chart or picture size in the dialog box that comes up.

Method 2

With the Keyboard

1. Move the cursor (using the , , , and  keys) over one of the blocks on the edge of the chart or picture.
2. Press and hold Shift.
3. Move the cursor. The new size is indicated by a dotted box.
4. When you have set the desired size, release Shift.

With the Mouse

Drag on one of the blocks on the edge of the chart or picture.



Complete Works Charting

<u>Charting Introduction</u>	An brief introduction to the Charting Module, and an outline on how to create charts.
<u>Using the Charting Module</u>	Details on how to create, save and print charts, with details on other features.
<u>Menu Bar Functions</u>	A reference of all the functions that are accessible via the menu bar.
<u>Charting Keys</u>	A reference of all the function available by pressing key combinations.
<u>Using the Status Bar</u>	Details on what the <u>status bar</u> is and how to use it.



Charting Introduction

The Complete Works Charting Module enables you to draw and manipulate data in a graphical form. The charts supported include bar charts, line diagrams and pie charts in various formats. Information for the charts can be entered directly or imported from a Complete Works spreadsheet. Up to six sets of information can be supported on one chart. The charts produced can be previewed, printed directly or copied by the Complete Works Word Processor into a document.

To draw a chart you will need to do the following:

1. Specify which type of chart you wish to be displayed by using the layout menu.
2. Enter the data, either directly, or by importing it from the spreadsheet.
3. Set up any text (e.g. the title) and labels that will go on the chart.

There is flexibility in the Charting Module that once a chart has been set up, any aspect of it can be changed, including the chart type.

Also see:

[Using the Charting Module](#)



Using the Charting Module

File operations:

[Starting a New Chart](#)
[Saving and Opening Charts](#)

Chart editing operations:

[Selecting Chart Type](#)
[Setting Up Chart Layout](#)
[Data Entry](#)
[Importing Data from Spreadsheets](#)
[Chart Axes](#)
[Text on Charts](#)
[Pie Chart Particulars](#)

Viewing and printing operations:

[Print Preview](#)
[Printing Charts](#)



Starting a New Chart

If there is an existing chart and you want to start on a new one, then select the File New command on the menu bar.

Note

If the existing chart is not saved on disk in its current on-screen state, then starting a new chart will cause this to be lost. A warning message will come up, and you will be given the opportunity to save the current chart.



Data Entry

Inputting data into the Charting Module for display in a chart.

Entering Data Directly

Using the [Data Contents](#) command enables you to enter and edit data for the current chart. You can also define and change labels that are displayed with the data on the chart by use of the [Data Labels](#) command.

Importing Information

Information can also be imported from a spreadsheet. See [Importing Data from Spreadsheets](#) for details on this.



Importing Data from Spreadsheets

There are two ways in which data can be transferred from the spreadsheet to a chart:

[Direct Data Copying to a Chart](#)

[Linking a Chart to a Spreadsheet](#)



Direct Data Copying to a Chart

To import information directly into the data table:

1. In the Spreadsheet, cut or copy the data to the clipboard.
2. Return to the Charting Module.
3. Select the Data Contents or, if you are importing labels, the Data Labels command.
4. Move the outline cursor to the top left corner of the area to receive the data, and select the **Paste** button. This will bring up the Copy Options Dialog Box.

Notes

1. This is useful for one-off copies of data from a spreadsheet to a chart.
2. Data can be copied from some spreadsheets other than Complete Works spreadsheets.

Also see:

[Opening, Switching and Closing Document Windows](#)

[Marking a Block in Spreadsheets](#)

[Linking a Chart to a Spreadsheet](#)



Linking a Chart to a Spreadsheet

To link information in a Complete Works spreadsheet with a chart, either for the data labels or for the data, do the following:

1. Start up a Complete Works Spreadsheet document window whilst leaving the current charting window open. It is advisable (although not necessary) to have the two document windows in view alongside each other.
2. Return to the charting window and select the Data Contents command, or press F7.
3. Move the outline cursor to where you want the spreadsheet data to go.
4. Select the **Link** button. The Spreadsheet Link Dialog Box is brought up.
5. Choose one of the spreadsheet names from the list and select **OK**.
6. The spreadsheet you choose will be displayed. Mark the area of the spreadsheet you want to copy.
7. The Spreadsheet Copy Dialog Box comes up; respond by selecting the type of copying you want to carry out.

The information is then copied across. The edit line indicates the cells in the spreadsheet whose data have been copied.

Notes

1. Any changes that take place in a spreadsheet are automatically reflected in the chart.
2. Those cells in the data table that are linked to cells in a spreadsheet cannot be edited.
3. Only one spreadsheet can be linked to a chart.

Also see:

[Opening, Switching and Closing Document Windows](#)

[Marking a Block in Spreadsheets](#)

[Direct Data Copying to a Chart](#)



Spreadsheet Link Dialog Box

Choose from the list of the names of the currently open spreadsheets for linking with the current chart.

Select **OK** to perform the link, or **Cancel** to abandon linking.

Also see:

[Linking a Chart to a Spreadsheet Using Dialog Boxes](#)



There are no spreadsheets currently open

To link with a spreadsheet with a chart, it needs to be saved i.e. named. Currently, none of the open spreadsheets is saved. Save at least one of them to disk before attempting to link it with a chart again.

Also see:

[Linking a Chart to a Spreadsheet](#)

Setting Up Chart Layout

To set up which printer is to be used to print a chart, and which paper trays/bins will be used (if there are any), select the Layout Print Control command.

To set up the paper size, page margins, and print orientation for the chart, select the Layout Margins command.



Selecting Chart Type

The type of chart can be changed by selecting Layout on the menu bar and choosing the chart type on the list. You have the choice of the following chart types:



A standard bar chart.



Stacked bar chart, where all the Y-Series of information are stacked into one bar for each X-Series.



100% Bar chart. Same as a stacked bar chart, but each bar is made up to 100%, with each piece of information shown as a proportion of the total for that bar rather than its own value.



Line chart, with the data represented as points and the data for each Y-Series joined together by lines.



Area line chart. All the data in each series is stacked on top of one another as in stacked bar charts, but is displayed in a line style.



Mixed line and bar. How each series is displayed depends on how it is defined under Options Series Control. Bar display is the default.



Hi-lo Close diagram. This is a display of the series as points with a line running from the highest to the lowest Y-value for each X-value.



Pie Chart. Each slice of the pie represents the proportion of the total of all the values for a given X-Series. Only one X-Series can be displayed at a time, the first one being displayed by default; this can be changed by using the Options Series Control command. Pie charts are treated differently from the other types of chart. See [Pie Chart Particulars](#) for details.



X-Y scatter chart. The data are displayed as a series of points, and the X-Axis is displayed as numbers instead of the given labels. See [Chart Axes](#) for details.

Note

The chart type can be changed at any time; all existing data are used to form the newly selected chart type.



Saving and Opening Charts

Saving a Chart

Use the File Save to save your chart. If your chart has no file name, then a file name will be asked for. Use the File Save As command to save a copy of your chart under a different file name.

Opening a Chart

To open a chart, select the File Open command. If you already have a chart on the screen that has not been saved, then you will be asked if you want to save it or not.

Note

The default file extension is TCH, but this does not have to be used in file names.

Also see:

Saving Files

Opening Files



Menu Bar Functions

<u>File</u>	Controlling whole documents.
<u>Edit</u>	Copying charts and deleting chart text.
<u>Layout</u>	Type of chart, and controls for the printed output.
<u>Data</u>	Control of the data contents and appearance in a chart.
<u>Text</u>	Control of text on a chart.
<u>Options</u>	Miscellaneous options and the Complete Works settings.
<u>Window</u>	Control of the <u>document windows</u> in Complete Works.
<u>Help</u>	On line help on how to use Complete Works.

See [Complete Works Menu Commands](#) for a general help on menu bar commands in Complete Works.



File Menu Bar Commands

<u>N</u> <u>e</u> <u>w</u>	Clear the current chart and create a new one.
<u>O</u> <u>p</u> <u>e</u> <u>n</u>	Open an existing chart that has been saved to disk.
<u>S</u> <u>a</u> <u>v</u> <u>e</u>	Save the chart on to disk.
<u>S</u> <u>a</u> <u>v</u> <u>e</u> <u>A</u> <u>s</u>	Save a chart on to disk under a new name.
<u>P</u> <u>r</u> <u>i</u> <u>n</u> <u>t</u> <u>P</u> <u>r</u> <u>e</u> <u>v</u> <u>i</u> <u>e</u> <u>w</u>	Display the current chart on the screen in a form similar to the way it would appear on the printed page.
<u>P</u> <u>r</u> <u>i</u> <u>n</u> <u>t</u>	Print the chart.
<u>C</u> <u>l</u> <u>o</u> <u>s</u> <u>e</u> <u>W</u> <u>i</u> <u>n</u> <u>d</u> <u>o</u> <u>w</u>	Close the current chart and <u>document window</u> .



File New

Select this command to start a new chart from scratch. If there is currently a chart that has not been saved, or has been changed since it was last saved, then you will be asked to confirm if you want it to be saved or not before the chart window is cleared.

Also see:

[Starting a New Chart](#)



File Open

Use this command to open a chart that has already been saved to disk. This command brings up the File Open Dialog Box; fill in the file path and name of the file that you want to open.

Also see:

Opening Files



File Save

This command is for saving a file to disk under its current name. If it is currently unnamed, then a File Save Dialog Box will be brought up, requesting the file name and path.

Also see:

Saving Files



File Save As

This command is for saving a current file under a new name. Fill in the new name and path in the File Save Dialog Box; the new file name will be reflected on the title bar.

Also see:

Using Dialog Boxes
Saving Files



File Close Window

This command closes the current document window. It is equivalent to pressing Ctrl+F4.

Also see:

[Opening, Switching and Closing Document Windows](#)



File Print Preview

Use this command to display a chart on the screen as it would appear on a printed page from your printer. See [Print Preview](#).



File Print

Choose this command to send your chart to the printer. See [Printing Charts](#) for details about printing.



Print Chart Dialog Box

Copies

Enter the number of copies of the chart you want to print.

Select **OK** to start printing, or **Cancel** to abandon.

Also see:

[Printing Charts](#)

[Using Dialog Boxes](#)



Edit Menu Commands

Copy

Copy the current chart to the clipboard, for transfer to a Complete Works document, spreadsheet or form.

Delete

Delete the currently selected piece of text.



Edit Copy

Copies the current chart to the clipboard, for transfer to a Complete Works document spreadsheet or form.

Also see:

[Inserting a Chart into a Document](#)



Edit Delete

Select this command to delete the currently selected piece of text on a chart.

Also see:

[Text on Charts](#)



Layout Menu Bar Commands

<u>Margins</u>	Set up the page margins for the current chart.
<u>Print Control</u>	Set up which printer is to be used for printing the current chart, and the paper trays/bins that will be used.
<u>Bar</u>	Display the data as a bar chart.
<u>Stacked Bar</u>	Display the data as a stacked bar chart.
<u>100% Bar</u>	Display the data as a 100% bar chart.
<u>Line</u>	Display the data as a line chart.
<u>Area Line</u>	Display an area line chart. The line equivalent to a stacked bar chart.
<u>Mixed Line and Bar</u>	Display a chart with some of the <u>series</u> displayed as lines, and the other series as bars.
<u>Hi-lo Close</u>	Display a chart as a hi-lo diagram.
<u>Pie</u>	Display a pie chart.
<u>X-Y</u>	Display an X-Y scatter diagram.
<u>Rotate Bar Charts</u>	Swap the axes to display a bar chart horizontally or vertically. This command has no effect on other chart types.



Layout Bar



Displays the data as a standard bar chart.

Also see:

[Selecting Chart Type](#)



Layout Stacked Bar



Display a stacked bar chart, where all the Y-Series of information are stacked into one bar for each X-Series.

Also see:

[Selecting Chart Type](#)



Layout 100% Bar



Display a 100% Bar chart. This is the same as a stacked bar chart, but each bar is made up to 100%, with each piece of information shown as a proportion of the total for that bar rather than its own value.

Also see:

[Selecting Chart Type](#)



Layout Line



Displays as a line chart, with the data represented as points and the data for each Y-Series joined together by lines.

Also see:

[Selecting Chart Type](#)



Layout Area Line



Display an area line chart. All the data in each Y-Series are stacked on top of one another as in stacked bar charts, but is displayed in a line style.

Also see:

[Selecting Chart Type](#)



Layout Mixed Line and Bar



Display a mixed line and bar chart. How each Y-Series is displayed depends on how it is defined using the Options Series Control command. Bar display is the default.

Also see:

Selecting Chart Type



Layout Hi-lo Close



Display a Hi-lo Close diagram. This is a display of the Y-Series as points with a line running from the highest to the lowest Y-value for each X-value.

Also see:

[Selecting Chart Type](#)



Layout Pie



Display a pie chart. Each slice of the pie represents the proportion of the total of all the values for a given Y-Series.

Only one Y-Series can be displayed at a time, the first one being displayed by default; this can be changed by using the Options Series Control command. Pie charts are treated differently from the other types of chart.

Also see:

[Pie Chart Particulars](#)
[Selecting Chart Type](#)



Layout X-Y



Display an X-Y scatter diagram. The data are displayed as a series of points, and the X-Axis is displayed as numbers instead of the given labels.

Also see:

[Chart Axes](#)

[Selecting Chart Type](#)



Layout Rotate Bar Charts

For bar charts, it is possible to display them in the normal way, or to display it with the axes swapped around with the bars being displayed horizontally. Select this command to do this. Select it again to revert the chart back to normal.

Also see:

[Selecting Chart Type](#)



Layout Margins

This command enables you to change the layout of the chart on the page.



Type in those values for the margins that you require. These will be in inches or centimetres according to the units that you have specified.

Page size

This lists a number of page sizes that you can choose from. For example:

Page size	Dimensions (in inches)
A4	8.27 x 11.69
US Letter	8.50 x 11.00
US Legal	8.50 x 14.00
US Executive	7.25 x 10.50
Customised	Choose your own

Width and Height

Type in the values here if you wish to select your own page size.

Portrait and Landscape

Buttons that indicate which way around the chart is to be printed on the page:



Left Margin

The gap between the left edge of the page and the left edge of the chart.

Right Margin

The gap between the right edge of the page and the right edge of the chart.

The width of the chart will therefore be:

$$\text{Chart Width} = \text{Page Width} - \text{Left Margin} - \text{Right Margin}$$

Top Margin

The gap between the top of the page and the top of the chart.

Bottom Margin

The gap between the bottom of the page and the bottom of the chart.

Select **OK** to make the changes to the chart, **Cancel** to abandon such changes.

Also see:

[Using Dialog Boxes](#)
[Settings](#)



Layout Print Control

Select this command to alter which printer your chart is to be sent to when printed, and which trays or bins will be used on the printer (if there are any). Selecting this command brings up the Print Control Dialog Box.



Data Menu Bar Commands

Contents

Alter the data that are displayed on the current chart. Also, allow the linking of the current chart with a Complete Works spreadsheet.

Appearance

Alter the way data are displayed on the current chart.

Data Labels

Labels for data on the current charts are edited using this command. Also, allow the linking of the chart labels with a Complete Works spreadsheet.



Text Menu Bar Commands

<u>Title</u>	Enables you to set up and edit a title for the current chart.
<u>Subtitle</u>	Enables you to set up and edit a sub-title for the current chart.
<u>X-Axis</u>	Setting up and editing the label for the X-Axis.
<u>Y-Axis</u>	Setting up and editing the label for the Y-Axis.
<u>Right Y-Axis</u>	Setting up and editing the label for the right hand Y-Axis.
<u>Edit</u>	For editing any of the above.
<u>Orientation</u>	Setting the orientation of the currently marked axis label (if any).



Options Menu Bar Commands


<u>X-Axis</u>	Enables you to set the label frequency on the X-Axis, and to display vertical grid lines.
<u>Y-Axis</u>	Enables you to set the scale and label frequency on the Y-Axis, and to display horizontal grid lines.
<u>Right Y-Axis</u>	For setting the scale and label frequency on the right hand Y-Axis, if currently displayed, and the display of horizontal grid lines.
<u>Use Right Y-Axis</u>	Switching the display of the right hand Y-Axis on and off.
<u>Monochrome</u>	Set the display and printing of charts to a series of monochrome patterns as a substitute for colours.
<u>Border</u>	Switch the display of a border around the chart for screen display and printing.
<u>Show Legends</u>	Switch the display of a key for all the <u>Y-Series</u> in the current chart.
<u>Data Labels</u>	Use this command to enable or suppress the display of the data labels on the chart, and to alter the format for the display of the labels.
<u>Series Control</u>	This command enables you to adjust the display of the data for each of the Y-Series on the chart.
<u>Settings</u>	Choose this command to change the settings that are used throughout Complete Works.



Window Menu Bar Commands

<u>TopLevel</u>	Brings up the <u>The TopLevel Dialog Box</u> for opening, closing <u>document windows</u> , or for switching to another window.
<u>Maximize</u>	Increase the current <u>document window</u> size so that it fills the Complete Works window's workspace.
<u>Cascade</u>	Re-arrange the open document windows so that they are stacked with the caption bars showing.
<u>Tile</u>	Re-arrange the open document windows so that they appear next to each other and do not overlap.

The remaining items on this menu list all the document windows that are currently opened. Select one of these if you want to swap to one of the other open charts. The current chart is

indicated by a check mark ().



Window TopLevel

Selecting this command brings up the TopLevel Dialog Box for opening and switching between document windows. Equivalent to pressing F12.

Also see:

Opening, Switching and Closing Document Windows



Window Maximize

Select this command to make the current document window maximized.

Also see:

[Opening, Switching and Closing Document Windows](#)



Window Cascade

Select this command to arrange all the open document windows in the Complete Works window so that they overlap with the title bars on the windows showing.

Also see:

[Opening, Switching and Closing Document Windows](#)



Window Tile

Select this command to arrange and re-size all the open document windows so that they fill the Complete Works window.

Also see:

[Opening, Switching and Closing Document Windows](#)



Data Contents

Within the dialog box that comes up is a table which you fill in with data that are to be represented on a chart. See [Editing Tables in Dialog Boxes](#) on how to edit data and move around the data table.

The Command Buttons

- Insert** Select this to insert cells into the data table. The [Insert Dialog Box](#) is brought up as a result. With it you can specify if you want to add one cell, or a row or column of cells.
- Delete** Select this to delete cells from the data table. The [Delete Dialog Box](#) is brought up as a result. With it you can specify if you want to delete one cell, or a row or column of cells.
- Labels** Selecting this will transfer control to the editing of the data labels. See [Data Labels](#) for details on this.
- Link** Instead of typing in data directly, you can obtain the data by linking in with a Complete Works Spreadsheet by selecting this button. See [Importing Data from Spreadsheets](#).
- Paste** Copy data from the clipboard to the table, starting with the current cell. This brings up the [Copy Options Dialog Box](#). This button cannot be selected unless there are data of a form that can be read into the table in the clipboard. Text and spreadsheet cell data can be pasted into the table.

Select **OK** to make the changes to the data; this will be immediately reflected in the chart. To abandon changes, select **Cancel**.

Also see:

[Data Entry Keys](#)
[Using Dialog Boxes](#)



Insert Dialog Box

Used to insert one or many new cells.

Insert

This box contains a group of three buttons. Select one of them to do the following:

Cell	Insert one cell.
Row	Insert a row of cells.
Column	Insert a column of cells.

Shift remaining cells right

Select this check box if when inserting a single cell or a column, you want the existing cells in the current column onward to be shifted across. Any data in the right most column will be lost if shifted.

Shift remaining cells down

Select this check box if when inserting a single cell or a row, you want the existing cells in the current row onward to be shifted down. Any data in the bottom row will be lost if shifted.

Select **OK** to carry out the insertion, or **Cancel** to abandon any change.

Also see:

[Data Contents](#)

[Data Labels](#)

[Using Dialog Boxes](#)



Delete Dialog Box

Used to delete one or many cells.

Delete

This box contains a group of three buttons. Select one of them to do the following:

Cell	Delete the current cell.
Row	Delete the row which contains the current cell.
Column	Delete the column which contains the current cell.

Shift remaining cells left

Select this check box if when deleting a single cell or a column, you want the existing cells in the columns to the current column's right to be shifted across to fill the gap.

Shift remaining cells down

Select this check box if when deleting a single cell or a row, you want the existing cells in the rows below the current one to be shifted up to fill the gap.

Select **OK** to carry out the deletion, or **Cancel** to abandon any change.

Also see:

[Data Contents](#)

[Data Labels](#)

[Using Dialog Boxes](#)



Copy Options Dialog Box

Use this dialog box to copy data from the clipboard to the table, the first item of data going to the current cell. This is mainly used to obtain information from spreadsheets. The data can be copied in two ways:

Original Copy the data in the same sense as it appears in the source spreadsheet.
Transposed Swap the position of the data in the rows and columns.

For example, if four cells in a spreadsheet are arranged as:

```
100 200  
300 400
```

If the data were copied transposed, it would be copied into the table as:

```
100 300  
200 400
```

Note

For the data table, all non-numeric data are treated as though they were zero.

Also see:

[Importing Data from Spreadsheets
Using Dialog Boxes](#)



Spreadsheet Copy Dialog Box

Specify how information is to be copied from the spreadsheet to the current chart. The data can be copied in two ways:

Original Copy the data in the same sense as it appears in the source spreadsheet.
Transposed Swap the position of the data in the rows and columns.

For example, if four cells in a spreadsheet are arranged as:

```
100 200  
300 400
```

If the data were copied transposed, it would be copied into the table as:

```
100 300  
200 400
```

Note

For the data table, all non-numeric data are treated as though they were zero.

Also see:

[Importing Data from Spreadsheets
Using Dialog Boxes](#)



Data Appearance

Select this command to alter the appearance of data on a chart.

If the chart is not a pie, then a table showing the colour, shading, line and point type of each Y-Series is shown. See [Data Appearance \(Non-pie charts\)](#).

If the chart type currently used is a pie, then a table allowing you to set the colour and pattern of the X-Series values on the pie is displayed. There are also options for whether the 'slices' of the pie are to be displayed as pulled out from the pie itself. See [Data Appearance \(Pie charts\)](#).



Data Appearance (Pie charts)

Use this dialog box to select the colour and pattern of the X-Series values as displayed on the pie chart.

Colours Drop-down list boxes that list a number of colours to choose for an X-value i.e. a slice of the chart. AUTO is the default; if this is used, then Complete Works automatically sets the colour of the slice.

Patterns Drop-down list boxes that list a number of shading patterns to choose for a slice on the chart. AUTO is the default; Complete Works automatically sets the shading pattern.

Explode Set a check box to display a slice as pulled out from the pie for emphasis. If a check box is clear the slice is displayed as part of the main pie.

Format All Select this button to copy the currently outlined selection into all the entries.

Select **OK** to accept the new appearance, or **Cancel** to abandon the changes.

Moving Around the Table

With the Mouse

Click on the cell that you want to select. If you want a table entry for an X-value that is currently not displayed, use the scroll bar to scroll the entries being displayed up or down to the one you want. See Using Scroll Bars.

With the Keyboard

In addition to the usual dialog boxes keyboard functions, there are also other keys to enable you to move around the table.

Key(s) Function



Move the outline cursor left, right, up or down one place.

Home Move the outline cursor to the Colours list box for the current table entry.

End Move the outline cursor to the Explode check box for the current table entry.

PgUp Move the display up by a page of entries.

PgDn Move the display down by a page of entries.

Ctrl+Home Move to the Colours list of the first entry (top left).

Ctrl+End Move to the last entry in the table.

Note

The colours will not be printed if your printer is not capable of printing colour. To distinguish different colours on a monochrome printer, you can select the Options Monochrome command on the menu bar. This will substitute shading patterns for the colours on printing.

Also see:

[Data Appearance \(Non-pie charts\)](#)
[Using Dialog Boxes](#)



Data Appearance (Non-pie charts)

Use this dialog box to select the appearance of all the Y-Series on your chart.

- Colours** Drop-down list boxes that list all the colours that can be used for the lines and bars of the Y-Series. AUTO is the default setting; in this case Complete Works selects the colour automatically.
- Patterns** Drop-down list boxes that list all the shading patterns that can be used for bars. AUTO is the default; the shading pattern is selected automatically in this case.
- Lines** Drop-down list boxes that list all the line patterns available. AUTO is the default; the pattern is selected automatically.
- Points** Drop-down list boxes. They list all the different types of point marks that can be used on lines. AUTO is the default.
- Format All** Select this button to copy the currently outlined selection to all the other Y-Series.

Select **OK** to accept the new appearance, or **Cancel** to abandon the changes.

Moving Around the Table

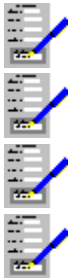
With the Mouse

Click on the cell that you want to select.

With the Keyboard

In addition to the usual dialog boxes keyboard functions, there are also other keys to enable you to move around the table.

Key(s) Function



- Move the outline cursor left, right, up or down one place.
- Home Move the outline cursor to the first entry in the current row.
- End Move the outline cursor to the last entry in the current row.
- PgUp Move the outline cursor to the top entry in the current column.
- PgDn Move the outline cursor to the bottom entry in the current column.
- Ctrl+Home Move to the top left entry.
- Ctrl+End Move to the bottom right entry.

Note

The colours will not be printed if your printer is not capable of printing colour. To distinguish different colours on a monochrome printer, you can select the Options Monochrome command on the menu bar. This will substitute shading patterns for the colours on printing.

Also see:

[Data Appearance \(Pie charts\)](#)
[Using Dialog Boxes](#)



Data Labels

Within the dialog box is a table which you fill in with text that will label that data on a chart. See [Editing Tables in Dialog Boxes](#) on how to edit and move around the label table.

- Insert** Select this to insert cells into the table. The [Insert Dialog Box](#) is brought up as a result. With it you can specify if you want to add one cell, or a row or column of cells.
- Delete** Select this to delete cells from the table. The [Delete Dialog Box](#) is brought up as a result. With it you can specify if you want to delete one cell, or a row or column of cells.
- Values** Selecting this to transfer to editing of the data values. See [Data Contents](#) for details on this.
- Link** Instead of typing in data directly, you can obtain the data by linking in with a Complete Works Spreadsheet. See [Linking a Chart to a Spreadsheet](#).
- Paste** Copy text from the clipboard to the table, starting with the current cell. This brings up the [Copy Options Dialog Box](#). This button cannot be selected unless there are suitable data in the clipboard. Text and spreadsheet cell data can be pasted into the table.

Select **OK** to enact the changes to the labels; this will be immediately reflected in the chart if the labels are currently being displayed. To abandon changes, select **Cancel**.

Also see:

[Text on Charts](#)
[Data Entry Keys](#)
[Using Dialog Boxes](#)



Text Title

When this command is first selected, the Text Dialog Box is brought up, prompting you for the text. The text is initially placed centred at the top of the chart.

If the text already exists, then the title becomes marked, enabling you to move or delete it.

Also see:

[Text on Charts](#)



Text Subtitle

When this command is first selected, the Text Dialog Box is brought up, prompting you for the text. The text is initially placed centred, near the top of the chart, and just below the title.

If the text already exists, then the sub-title becomes marked, enabling you to move or delete it.

Also see:

[Text on Charts](#)



Text X-Axis

Use this command for creating or changing the main label for the X-Axis. This brings up the Text Dialog Box. The text is initially placed just below the X-Axis.

If the text already exists, then the X-Axis becomes marked, enabling you to move or delete it.

Also see:

Text on Charts
Chart Axes



Text Y-Axis

Use this command for creating or changing the main label for the Y-Axis. This brings up the Text Dialog Box. The text is initially placed just to the left of the Y-Axis.

If the text already exists, then the Y-Axis becomes marked, enabling you to move or delete it.

Also see:

[Text on Charts](#)
[Chart Axes](#)



Text Right Y-Axis

Use this command for creating or changing the main label for the Y-Axis. This brings up the Text Dialog Box. The text is initially placed just to the right of the right Y-Axis.

If the text already exists, then the right Y-Axis becomes marked, enabling you to move or delete it.

Also see:

[Text on Charts](#)
[Chart Axes](#)



Text Edit

Use this command to create or edit any of the pieces of text accompanying the chart. Selecting this command brings up the Text Dialog Box.

Also see:

Text on Charts

Chart Axes



Text Dialog Box

Use this dialog box to create or edit the title, sub-title and x and y axes. Type in and edit the text.

Automatic Positioning

These check boxes indicate if the pieces of text are in their initial position or not. Setting the check boxes moves the text back to their initial positions.

To confirm any changes made select **OK**, or **Cancel** to abandon changes.

Also see:

[Text on Charts](#)

[Chart Axes](#)

[Using Dialog Boxes](#)



Text Orientation

This command changes orientation of the currently highlighted title for an axis. This command brings up a dialog box.

Choose the text orientation you want by selecting the appropriate button, or select **Cancel** to stay with the current orientation.

Also see:

[Using Dialog Boxes](#)

[Text on Charts](#)

[Chart Axes](#)



Options X-Axis

Use this command to change the display of the labels on the X-Axis. This command brings up a dialog box.

Label frequency Determines the placement of the labels; the higher the number, the wider the gaps.

Grid lines This check box is used to start and stop the drawing of X-Axis grid lines.

Select **OK** to make the change, or **Cancel** to abandon the change.

Also see:

[Using Dialog Boxes](#)
[Chart Axes](#)



Options Y-Axis

Use this command to change the display of the Y-Axis. This command brings up a dialog box.

Minimum Type in the minimum value that you want on the Y-Axis into this text box. Auto is the default; when used, the minimum value is the lowest value in the data.

Maximum Type in the maximum value that you want on the X-Axis into this text box. Auto is the default; when used, the maximum value is the highest value in the data.

Interval When set to **Auto** (the default), the interval is set according to the lowest and highest values such that these values will appear on the Y-Axis at once. Type in the value that you want into this text box.

Grid lines Set the check box if you want horizontal grid lines to be displayed.

Logarithmic Set the check box if you want the Y-Axis to run on a logarithmic scale. Clear the check box for the normal linear scale.

Note

If the values you give for the minimum, maximum and interval are such that a whole number of labels cannot fit on to the chart area, then the nearest value for the interval is used.

Also see:

[Using Dialog Boxes](#)

[Chart Axes](#)



Options Right Y-Axis

Use of this command enables you to change the maximum and minimum values, the interval for the label display and the type of scale of the right Y-Axis. This is done in the same way as for the left Y-Axis; see [Options Y-Axis](#) for details.

Note

This command can only be selected when at least one of the [series](#) is plotted against the Right Y-Axis. To do this, select the [Options Series Control](#) command.



Options Use Right Y-Axis

Use of this command switches the display of the right hand Y-Axis on and off.



Options Monochrome

This switches the use of colour on and off for screen display and printing. When the option is switched on, monochrome shading patterns are used, the pattern depending on the colour.



Options Border

Use of this command switches the display of a border around your chart for viewing on the screen and for printing on and off.



Options Show Legends

Use of this command switches the display of the keys of the chart i.e. the Y-Series labels on and off.



Options Data Labels

Use this command to enable or suppress the display of the data labels on the chart, and to alter the format for the display of the labels. The formats are:

- (a) Labels. This displays the names given for the data in the Data Labels table.
- (b) Values. The data values themselves.
- (c) Percentages. The data labels displayed represent the value as a percentage of the total for that Y-Series.
- (d) Currency. Data values displayed as currency.
- (e) Angles (pie charts only). The values displayed are the angles of the circle for each slice of the pie.

For pie charts the data labels are displayed in round brackets.

Also see:

[Using Dialog Boxes](#)



Options Series Control

This command enables you to adjust the display of the data for each of the Y-Series on the chart. Selecting this command brings up a dialog box.

The six groups of options are for each of the Y-Series. These do the following:

- Bar and Line** Choose one of these option buttons. The setting determines whether a Y-Series of values will be displayed as a line or as a bar on a mixed chart.
- Disable series?** Select the check box to suppress the display of a series. This is used, for example, where the Y-Series that you want to display on a pie chart is not the first.
- On Right Y-Axis** Determines if a series is to be displayed measured against the left or right Y-Axis.

Also see:

[Pie Chart Particulars](#)

[Chart Axes](#)

[Using Dialog Boxes](#)



Options Settings

Choose this command to change the settings that are used throughout Complete Works. For details, see [Settings](#). Selecting this command brings up the [Settings Dialog Box](#).



Pie Chart Particulars

Pie charts are different from the other types of chart in several ways:

1. Only one Y-Series is displayed on the chart. By default this is the first, but this can be changed by using the Options Series Control command.
2. The Data Appearance table is different.
3. The labels are displayed differently; each slice has the X-Series name and, if label display is specified, there follows the label in brackets. You can also use angles for labels on pie charts only. See Options Data Labels.
4. There are no axes on pie charts.



Text on Charts

There are a number of pieces of text that can go on a chart. You can have a title, sub-title, labels for the axes and labels for the data on the chart. All these pieces of text are optional.

See the following topics on how to create and change text on a chart:

[Creating Text](#)

[Moving Text](#)

[Editing Text](#)

[Changing Font and Character Style](#)

Note

Data labels are set by using the [Data Labels](#) command. To display these labels, use the [Options Data Labels](#) command.



Creating Text

To create a title, sub-title or label for any of the axes:

1. Select one of the commands on the Text menu; if the text does not currently exist, then the Text Dialog Box comes up.
2. Type in the text that you want.
3. Select **OK**.

Note

The text is then automatically placed according to the text type.

Also see:

[Moving Text](#)

[Editing Text](#)

[Changing Font and Character Style](#)




Moving Text

With the Mouse


Select the piece of text and drag the text to wherever on the chart that you want it.

With the Keyboard

1. Select the appropriate command on the Text menu. This will mark the text if it already exists.
2. Press Shift and hold.

3. Use the ,



4.  to move the text to where you want it.
Release the Shift key.

To abandon a move, press Esc.

To Set Some Text to Its Initial Position

1. Either select the Text Edit command, press F2, or click the F2 button on the function key bar.
2. This brings up the Text Dialog Box. For the pieces of text you wish to move, set the appropriate **Automatic Positioning** check box.
3. Select the **OK** button.

Also see:

[Creating Text](#)

[Editing Text](#)

[Changing Font and Character Style](#)



Editing Text

1. Double click on the text, or select the Text Edit command on the menu bar.
2. This brings up the Text Dialog Box. Edit the text.
3. Select **OK**.

Also see:

[Creating Text](#)

[Moving Text](#)

[Changing Font and Character Style](#)



Changing Font and Character Style

To Change the Chart Data Labels

1. Ensure that the title, sub-title or X-Axis and Y-Axis labels are not marked (Press Esc if you are not sure of this).
2. Select the font and character style you want. See Using the Status Bar on how to do this.

To Change Title, Sub-title or X or Y Axes Labels

1. Select the appropriate command on the Text menu, or click on the text. This will mark the text if it already exists.
2. Select the font and character style you want.

Also see:

[Creating Text](#)

[Moving Text](#)

[Editing Text](#)



Chart Axes

These appear on all charts except pie charts. By default the scale of the x and y axes is set automatically according to the data being displayed. However, this can be overridden by using the [Options X-Axis](#) and [Options Y-Axis](#) and commands.

Right Hand Y-Axis

The display of the right hand Y-Axis is optional; use the [Options Display Right Y-Axis](#) command.

To have any of the [Y-Series](#) measured against the Right Y-Axis, use the [Options Data Series](#) command. Once any of the Y-Series are measured against the Right Y-Axis, the Axis can be adjusted using the [Options Right Y-Axis](#) command.

Grid Lines

The grid lines are horizontal or vertical dotted lines which indicate certain values on the axes. Three sets of grid lines can be used, one for each axis, and they can be displayed independently of each other.

To switch grid lines on and off, select [Options X-Axis](#), [Options Y-Axis](#) or [Options Right Y-Axis](#) commands. Then set or clear the **Grid Lines** check box.

Text on Axes

To change the [character style](#) or [font](#) of the text on the axes (and of the data labels too), ensure that no text is marked (press Esc to unmark text), and change these things on the [status bar](#).

Also see:

[Text on Charts](#)
[Using the Status Bar](#).



Print Preview

To view the current chart as it would appear on printed output, select the File Print Preview command. This is equivalent to pressing F11.

Also see:

Using the Print Preview
Printing Charts



Printing Charts

Printing a Chart

To print a chart, select the File Print command. The colour and shading on the printed chart will depend on your printer's capabilities. You can also print from the print preview.

Changing Printers and Print Control

If you want the chart to be printed on another printer to the currently used one, select the Layout Print Control command on the menu bar.

Changing Chart Size

Set up the size of the chart by using the Layout Margins command. The chart is scaled according to the specified area on the page.

Notes

1. If your printer is not capable of printing in colour, then it is possible to use monochrome shading patterns by selecting the Options Monochrome command on the menu bar.
2. The printing of a border around a chart is switched on and off by selecting the Options Border command.
3. You can set the printing of grid lines of a chart by selecting the Options X-Axis, Options Y-Axis or Options Right Y-Axis commands and setting the **Grid lines** check box.

Also see:

[Chart Axes](#)
[Text on Charts](#)
[Printing Problems](#)
[Print Preview](#)



Printing Problems

1. Meaningless characters are printing



The wrong driver may have been selected for your printer. Make sure you have the correct printer driver set up in the Control Panel. Also, if you have more than one printer driver set up, select the one that you need. Select the Layout Print Control command on the menu bar.



The printer is set to an emulation mode incompatible with the printer driver. Consult your printer manual on how to change this.



Your printer cannot draw graphics. This is true of daisy wheel and early dot matrix printers.



There may be a fault in the cable and/or the printer connections.

2. Nothing prints out



Check that the printer is switched on, has paper loaded and is on line.



The wrong port may have been selected in the printer set-up on the control panel. For example if your printer is connected to the printer port LPT1, and the driver is set up to send the output to LPT2.



There may be a fault in the printer cable and/or the printer connections.



You may be using a spooler program that cannot run with Windows.

3. Chart overflows on to another page



The page margins may have been set so that the chart does not fit on to one page. Reduce the page margins by selecting the Layout Margins command on the menu bar.

4. Text overlaps



The fonts used may be so big that they overlap.

For the title, sub-title and the axis labels this can be solved by reducing the size of the font, or by moving the text within the chart. See Moving Text and Changing Font and Character Style on how to do this.

For the data labels, the main way of solving this problem is by changing the font size.

For the Y-Axis labels, you can make space for bigger fonts by reducing the number of labels on this axis. You can do this by increasing the interval between labels. Select the

Options Y-Axis command on the menu bar.

5. Areas specified as being in colour are printing out in monochrome



You may be using a printer driver that does not support colour. Select an appropriate printer driver that does support colour by invoking the Layout Print Control command.



Your printer may not be capable of printing in colour. You can represent colours with monochrome shading by selecting the Options Monochrome command on the menu bar.



If the printer can print in colour, then for a dot matrix printer a colour ribbon has not been installed, or for ink jet printers the appropriate colour ink cartridge has not been installed.



Charting Keys

[Function Keys](#)

[Text Editing Keys](#)

[Data Entry Keys](#)

[Short Cut Keys for the Status Bar](#)

Also see:

[Dialog Box Keys](#)

[Application Keys](#)

[Complete Works Keys](#)



Function Keys

Select the single key functions either by pressing the appropriate "F" key, or, if the function key bar currently displayed, by clicking it. The choice of available functions is listed below.

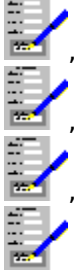
Key(s)	Function
F1	Call the on-line context sensitive help.
F2	Edit text.
F3	Put chart into bar form.
F4	Make chart into a line diagram.
F5	Make chart into a pie diagram.
F6	Make chart into an X-Y diagram.
F7	Edit the chart data.
F8	Edit the chart data labels.
F9	Print the chart.
F10	Control is moved to the menu bar.
F11	Print preview the chart.
F12	Switch to the <u>TopLevel Dialog Box</u> .

The following functions are not available on the function key bar.

Ctrl+F4	Close the current <u>document window</u> .
Ctrl+F6	Move to the next open document window within Complete Works.
Alt+F4	Close Complete Works. If there are any open files anywhere within Complete Works, you will be warned and given an opportunity to save any unsaved files you want to keep.







Text Editing Keys

Key(s)	Function
Shift	Used for moving text. Press and hold down this key and move the marked piece of text to where you want it before releasing the key again.
	Move text when it is marked and Shift is held down.
F2	Edit text. Brings up the <u>Text Dialog Box</u> .
Ctrl+B	Switch emboldening of chart text on and off.
Ctrl+I	Switch the setting of italic text on and off.
Ctrl+U	Switch underlining of chart text on and off.
Ctrl+D	Switch text double underlining on and off.
Ctrl+W	Switch word underlining on and off.
Ctrl+F	Change the current text font.
Ctrl+.	Change the current text colour.
Esc	When editing or moving chart, use Esc to move it back to where it was before moving it.



Data Entry Keys

The following applies to single tables under the [Data Contents](#) and [Data Labels](#) dialog boxes.

Key(s)	Function
Alt+D	Delete a cell, row or column. Brings up the Delete Dialog Box .
Alt+I	Insert a cell, row or column. Brings up the Insert Dialog Box .
Alt+L	Switch to the data labels table (data contents dialog box only).
Alt+V	Switch to the data contents table (data label dialog box only).
 ,  ,  , 	Move left, right, up and down by one place.
F2	Move to the edit line for editing the current cell.
PgDn	Move down by one screen of table entries.
PgUp	Move up by one screen of table entries.
Home	Move to the left most cell in the current row.
End	Move to the right most cell in the current row.
Ctrl+Home	Move to the top left cell in table.
Ctrl+End	Move to the bottom right cell in table.
Esc	When typing text into the edit bar, pressing Esc will cause control to pass back to the main table. When in the main table, Esc will take you back to the main chart window with none of the changes saved.

Also see:

[Data Contents](#)

[Data Labels](#)



Short Cut Keys for the Status Bar

Key(s)	Function
Ctrl+F	Brings up the <u>Fonts Dialog Box</u> for changing <u>fonts</u> in a chart.
Ctrl+B	Switch the bold <u>character style</u> on and off.
Ctrl+I	Switch the italic character style on and off.
Ctrl+U	Switch underline on and off.
Ctrl+D	Switch the double underline on and off.
Ctrl+W	Switch the word underline on and off.
Ctrl+.	Brings up the <u>Colours Dialog Box</u> for changing the text colour.

Also see:

[Using the Status Bar](#)



Using the Status Bar

This is the bar just below the menu bar at the top of the window.

Font

This indicates the font of the marked piece of text, or the text of the data labels if there is none. The font of the text can be changed by clicking on the *Font* button or pressing Ctrl+F and selecting the new font in the dialog box that comes up. See [Fonts Dialog Box](#).

Character Style Buttons

Indicates what type of character style is on the marked text; a style is set if the button for it is down. You can change the character style by moving the pointer over the button(s) and clicking on them; this will change the character style of the text in the currently marked object. The styles available are:



Bold



Italic



Underline



Double underline



Word underline



Colour

When you click on the colour button, the [Colours Dialog Box](#) will come up.

Link Indicator

If the chart is linked to a spreadsheet, then the name of the spreadsheet is indicated in this box. If the chart is not linked then this box is blank.

Chart Indicator

This indicates what type of chart is currently being displayed.

Also see:

[Short Cut Keys for the Status Bar](#)



Help Menu Bar Commands

Index

Bring up the first help topic.

Keyboard

Bring up help on the keyboard functions.

Commands

Bring up help on the menu bar commands.

Using Help

Bring up help on how to use help.

About

Bring up the About dialog box.



Help Index

Select this command to bring up the first topic in the help system.



Help Keyboard

Select this command to get help on the functions available from the keyboard.



Help Commands

Select this command to get help on the functions available from the menu bar.



Help Using Help

Select this command to bring up the Windows help on how to use the help facility.



Help About

Selecting this command reveals the About Dialog Box.



Complete Works Database

<u>Database Introduction</u>	A brief introduction into what the Database can do, and an outline on how to construct a database.
<u>Using the Database</u>	A more detailed description on how to use the Database and the available facilities.
<u>Menu Bar Functions</u>	A description of the functions listed on the menu bar.
<u>Database Keys</u>	A list of all the functions available from key combinations.
<u>Using the Status Bar</u>	What the <u>status bar</u> does, and how to use it.



Database Introduction

The Complete Works Database will enable you to create and maintain computerised lists and records. For example, you may want to have customer lists or supplier lists, records on current stock etc.

There are a number of features that are supplied by Complete Works. There is a duplicate detection facility, with which you can detect duplicate records being entered into the database; a mailing list log, to make the handling of mailings easier e.g for sending follow-up letters, and random sampling of a database for test mailings.

There is virtually no limit to the size of the database that Complete Works can handle, the main constraint being the amount of free space left on the disk to which it is being saved.

You can mailmerge the records in a Complete Works database with a Complete Works Word Processor document for creation of, for example, personalised letters. You can also fill forms, invoices etc as created by the Complete Works Forms Designer with information in the records in the database.

To construct a Complete Works database, you will need to do the following:

1. Set up the database data item definitions. This must be done.
2. Set up other aspects of the database, such as the indices and selections.
3. Add the records to the database.

In addition to setting up a database, you can add new records and amend existing records to, and perform other tasks such as database reports, selecting a group of records, printing labels and setting up the printing of records in forms.



Using the Database

File Operations:

- [Creating and Opening Databases](#)
- [Databases and File Saving](#)
- [Importing Records from Other Databases](#)
- [Exporting Records to Other Databases](#)
- [Reducing File Size](#)

Layout and record manipulation:

- [Setting Up and Changing Database Layouts](#)
- [Adding and Updating Records](#)
- [Deleting Records](#)
- [Retrieving Deleted Records](#)
- [Browsing Through Records](#)
- [Changing Record Ordering](#)
- [Filtering Records](#)
- [Duplicate Detection](#)
- [Logs](#)

Printing and viewing operations:

- [Print Preview](#)
- [Printing a Single Letter or Form](#)
- [Printing Labels](#)
- [Mailmerging](#)
- [Creating Reports](#)



Creating and Opening Databases

Creating a New Database

1. Select the File Open or Create Database command on the menu bar.
2. The Files Open Dialog Box will come up asking for the name of a database. Select a name that is not listed in the **Files** list box.
3. You will be asked if you wish to create a new file. Respond by clicking the **Yes** button, or pressing Y.
4. You will then be asked if you want to base the new database layout on an existing database. Respond with **Yes** or **No**.
5. If you respond with **Yes** in step 4, then another Files Open Dialog Box will appear. Select the name of the file with the layout you want to copy. This saves you from having to set the layout up from scratch, so you will only need to add the records.
6. If you responded with **No** in step 4, then a form will not appear on the screen, because there are no data items defined. See Defining Data Items on how to define data items before you start adding records.

To Open an Existing Database

1. Select the File Open or Create Database command on the menu bar.
2. The Files Open Dialog Box will come up asking for the name of a database. Select a name that is listed in the **Files** list box.

The database file is opened and the first record under the database's current index is displayed.

Also see:

Setting Up and Changing Database Layouts



Starting Up the Database

The Complete Works database works in a different way to the other modules in that it automatically saves to disk every change that you make to a database. Therefore, you must give a database file name when you attempt to open a Complete Works Database document window.

The Files Open Dialog Box will come up with which you can select a database to open.

To Create a New Database

1. Select a name that is not listed in the **Files** list box.
2. You will be asked if you wish to create a new file. Respond by clicking the **Yes** button, or pressing Y.
3. You will then be asked if you want to base the new database layout on an existing database. Respond with **Yes** or **No**.
4. If you respond with **Yes** in step 3, then another Files Open Dialog Box will appear. Select the name of the file with the layout you want to copy. This saves you from having to set the layout up from scratch, so you will only need to add the records.
5. If you responded with **No** in step 3, then a form will not appear on the screen, because there are no data items defined. See Defining Data Items on how to define data items before you start adding records.

To Open an Existing Database

To open a database, type in an existing file name into the dialog box. This file is opened and the first record under the database's current index is displayed.

Also see:

Setting Up and Changing Database Layouts



No data items are defined

A database must have one or more data items for it to be used. No records can be added to a database until data items are defined.

Also see:

[Defining Data Items](#)



No database open

Currently no database is open on the disk, therefore no operations can be carried out as there is nothing to operate on. Either open an existing database, or create a new one.

Also see:

[Creating and Opening Databases](#)



Setting Up and Changing Database Layouts

The database layout consists of its: data items, indices, label layout, report layout and list of forms and letters linked to it.

Refer to the following topics on how to set up and change the database layout:

[Defining Data Items](#)

[Defining Indices](#)

[Defining Selections](#)

[Defining Label Layouts](#)

[Defining Report Layouts](#)

[Linking Forms to Databases](#)

[Automatically Generated Form](#)

[Protecting the Database Layout](#)



Defining Data Items

To add, change or delete the data items in the database.

1. Select the Layout Data Items command from the menu bar. Selecting this command brings up a dialog box.
2. There are four parts to define in a data item: its name, its data type, its length and whether it is to be used for duplicate detection. To define a data item, do the following:
 - (a) Type in a name under the **Name** heading. To be valid, the name must consist of letters and numbers only, with no spaces (a hyphen can be used as a word separator).
 - (b) Choose the data type from the drop-down list under **Type**.
 - (c) Type in the maximum length for a field of a data item under **Length** (this is not relevant for dates which are fixed in length).
 - (d) If a data item is to be used as part of duplicate detection, then set the **Dup. Detect** check box.
3. Repeat step 2 for each data item.
4. Select **OK** to save the new data items.

Notes

1. If the automatically generated form is currently being used as the screen form, then a new form field will be added. For other screen forms, those data item names that match any of the field form names are linked together i.e. anything typed into these fields will be saved in the database. If the form does not have a field for the data item, then you will need to:
 1. Close the database;
 2. Use the Form Designer to add a field to the form, specifying the data item name as the name of the field;
 3. Save the form;
 4. Re-open the database.
2. You can only define data items if the layout for the database is not protected.

Also see:

[Linking Forms to Databases](#)

[Duplicate Detection](#)

[Protecting the Database Layout.](#)



Defining Indices

To add, change or delete the indices in the database.

1. Select the Layout Indices command from the menu bar.
2. Select the data items you want to use as indices by from the lists. To delete an index, select the **Delete** button next to it.
3. Select **OK**.

Notes

1. If you delete the currently used index, then the record number index is used instead.
2. You can only define indices if the layout for the database is not protected.

Also see:

[Changing Record Ordering](#)

[Protecting the Database Layout](#)



Deleting Indices

To delete an index from a database:

1. Select the Layout Indices command.
2. Select the button next to the index you want to delete.
3. Select **OK**.

Notes

1. If you delete the index that is currently being used for ordering, then record ordering will revert to the record number index.
2. No indices can be deleted whilst the database layout is protected.

Also see:

[Defining Indices](#)

[Browsing Through Records](#)

[Protecting the Database Layout](#)



Defining Selections

1. Select the Layout Selections command on the menu bar. This will bring up a dialog box asking for a name for a selection.
2. If you have an existing layout you want to edit, choose one of the names listed. Otherwise, type in a new name.
3. This will bring up the Selection Definition Dialog Box. Set up and edit the conditions in the selection. There are three types of conditions that can be used in selections: range checks, comparisons, and nested selections. You can also delete and edit existing conditions.
4. Select the **OK** button.

Notes

1. Selections are automatically saved as part of the current database.
2. No selections can be altered whilst the database's layout is protected.

Also see:

[Filtering Records](#)

[Deleting Selections](#)

[Protecting the Database Layout](#)



Defining Label Layouts

In order to print labels, you will need to use label layouts.

1. Select the Layout Labels command on the menu bar. This will bring up a dialog box asking for a name for a label layout.
2. If you have an existing layout you want to edit, choose one of the names listed. Otherwise, type in a new name, then select the **Edit** button.
3. This will bring up the Label Layout Dialog Box. With this you can specify labels with up to 5 items on each line and with many lines deep.
4. Fill in the details and select the **OK** button.

Notes

1. Label layouts are automatically saved as part of the current database.
2. No label layouts can be altered whilst the database's layout is protected.

Also see:

Printing Labels

Deleting Label Layouts

Protecting the Database Layout



Deleting Label Layouts

To delete a label layout:

1. Choose the Layout Labels command.
2. Highlight the layout name in the list.
3. Select the **Delete** button.
4. You will then be asked to confirm the deletion.

Note

No label layouts can be deleted whilst the database layout is protected.

Also see:

[Defining Label Layouts](#)

[Protecting the Database Layout](#)



Linking Forms to Databases

You can link forms that have been created by the Form Designer and letters created by the Word Processor with a database. This enables you to fill in records with a variety of different displays on the screen and to create a variety of filled forms and mailmerge letters for a given database.

Two Types of Form

There are two types of form. The screen form is the one that is displayed on the screen, and which you fill in. The printer form is the one that is printed out when you print records or perform a mailmerge. The printer form may be an actual form or a letter.

There are two parts to linking forms with a database: setting up the link between forms and letters and a database (including which one of these will be used by default), and selecting which of these forms and letters is to be currently used as the screen and printer forms. This arrangement means that an operator selecting a screen or printer form need not be concerned with forms and letters which have nothing to do with a database.

Linking Forms with a Database

1. Select the Layout Form Control command.
2. The forms and letters linked with the current database are listed in **Forms** and **Letters**. To add another form, select the **Add Form** button, or select **Add Letter** to add a letter.
3. This will bring up a Files Open Dialog Box; fill in the file name and path of the form or letter you want to add. Select **OK**.
4. Select **OK** again.

Setting Up Forms as Defaults

To set up forms to be used as the screen and printer forms whenever you open the current database:

1. Select the Layout Form Control command.
2. If the form or letter is not in the **Forms** or **Letters** lists, then add it as described above.
3. Select the form or letter from one of the lists, and select one of the **Set** buttons for the default screen or printer form. You can set up forms or letters as the printer form, but only forms can be used as a screen form.
4. Select **OK**.

Selecting a Form for Current Use

To select which of the forms in the list is to be used as screen and printer forms:

1. Select Forms Screen Form (for the screen form) or Forms Printer Form or Letter (for the printer form) commands.
2. Choose from the lists of forms (for the screen form), or from the lists of forms and letters (for the printer form). Alternatively, you can choose to use an automatically generated form.

Notes

1. The lists of forms are automatically saved as part of the current database.

2. These lists cannot be altered whilst the database's layout is protected.

Also see:

[Automatically Generated Form](#)

[Adding and Updating Records](#)

[Printing a Single Letter or Form](#)

[Mailmerging](#)

[Print Preview](#)

[Protecting the Database Layout](#)



Unlinking Forms from a Database

To unlink a form or letters from a database:

1. Select the Layout Form Control command.
2. The forms and letters linked with the current database are listed in **Forms** and **Letters**. Highlight the name of the form or letter to be unlinked.
3. Select the **Delete** button.
4. Select **OK**.

Note

None of the links with forms or letters can be broken whilst the database layout is protected.

Also see:

[Linking Forms to Databases](#)

[Protecting the Database Layout](#)



Automatically Generated Form

If you do not specify screen forms or printer forms, Complete Works will use an automatically generated form. This is used as the screen and printer form if you have not linked any forms with the current database.

Adjusting the Layout of the Generated Form

To adjust the page margins, print orientation, printer control, title and form shading of the generated form, do the following:

1. Select the Layout Form Generation command.
2. This brings up a dialog box. You can then set up the generated form to your requirements.
3. Select **OK**.

Selecting the Generated Form as a Default

If another form is already being used as a screen or printer form, then you can re-select the generated form to be used when the current database is opened.

1. Select the Layout Form Control command.
2. Select the **Clear** button in the **Default Screen Form** box. If you want to use the generated form for printing also, select the **Clear** button in the **Default Printer Form or Letter** box; this causes the screen form to be used as the printer form.
3. Select **OK**.

Select the Generated Form as the Current Form

1. Select the Forms Screen Form command.
2. Set the **Generate Form** check box.
3. Select **OK**.

The generated form will then be displayed on the screen. To change the printer form to the generated form:

1. Set the screen form as described above.
2. Select the Forms Printer Forms or Letter command.
3. Set the **Use Screen Form** check box.
4. Select **OK**.

Saving the Generated Form to Disk

The generated form can be saved to disk. To do this:

1. Select the generated form as the current form as described above.
2. Select the Save Generated Form command on the menu bar.
3. Specify the file path and name that the form will be saved under.

Also see:

[Linking Forms to Databases](#)

[Protecting the Database Layout](#)



Protecting the Database Layout

You can prevent the database's [data items](#), [indices](#), [selections](#), [report layouts](#), [label layouts](#) and the list of [forms](#) and letters linked to the database from being changed by using the [Options Protect Layout](#) command from the menu bar. Once this is done none of the Layout commands on the menu bar will operate.

The layout then remains protected for this database until the protection is removed. Do this by selecting the [Options Protect Layout](#) command again.

Also see:

[Defining Data Items](#)

[Defining Indices](#)

[Defining Selections](#)

[Defining Label Layouts](#)

[Defining Report Layout](#)

[Linking Forms to Databases](#)

[Automatically Generated Forms](#)



Defining Report Layouts

To print a report on the contents of a database, a layout is needed. The layout consists of the items that will be listed for each record, the headers for each page and each column, the order in which the records are listed, and any totals printed for numeric items. A database can have many report layouts, each of which is identified by a name you give it.

Setting Up a Report Layout

1. Select the Layout Reports command on the menu bar. This will bring up a dialog box asking for a name for a report layout.
2. If you have an existing layout you want to edit, choose one of the names listed. Otherwise, type in a new name.
3. Select the **Edit** button.
4. This will bring up the Report Layout Dialog Box. Fill in the details and select the **OK** button.

Notes

1. Report layout are automatically saved as part of the current database.
2. No report layouts can be altered whilst the database's layout is protected.

Also see:

[Creating Reports](#)

[Deleting Report Layouts](#)

[Protecting the Database Layout](#)



Deleting Report Layouts

To delete a report layout, do the following:

1. Select the Layout Reports command.
2. Highlight the name of the report to be deleted in the list.
3. Select the **Delete** button.
4. You will then be asked to confirm the deletion.

Also see:

[Defining Report Layout](#)



[Protecting the Database Layout](#)





Browsing Through Records

The Complete Works Database needs to say UPDATE on the status bar, if you want to browse through records. If not, then either press F2, click the F2 button on the function key bar or select the Edit Update command on the menu bar.

With the Mouse

Click on the  on the status bar to move back by one record, and click the  button to move forward one record.

With the keyboard

Press Ctrl+  to move one record backward, Ctrl+  to move one record forward.

Using the Go To Dialog Box

You can go to a particular record by invoking the Go To Dialog Box. To do this, either: press F5, click the F5 button, or select the Edit Go To command on the menu bar.

Notes

1. If a filter is currently being used, then only those records that pass the filter will appear.
2. The order in which the records appear as you browse through the records will depend on what index is currently being used. This is indicated in the box next to the **Order** button on the status bar.

Also see:

Filtering Records

Changing Record Ordering



Go To Dialog Box

This dialog box is used to go to a specific record by using either the currently used index, or any of the indices that are defined in the current database.

Index

This contains the list of the indices defined for the current database. The highlighted index is the one that will be used in finding a record to go to.

Index to Go To

Type the key value into this box that will be used to find a record to go to. If there are no records with the key value in the used index, then the record with the next greatest key value is sought. If there are no records with a greater key value, then the record with the next lowest key value is sought.

First

Select this button to go to the first record in the index order highlighted in the **Index** list.

Last

Select this button to go to the last record in the highlighted index order.

Select **OK** to go to the record, **Cancel** to abandon going to another record.

Also see:

[Changing Record Ordering](#)

[Browsing Through Records](#)

[Using Dialog Boxes](#)



No records are defined

The operation that you have tried to perform cannot be done unless there are records defined in your database.



Duplicate Detection

The Complete Works Database has a facility to screen records in a database for duplications of the same information.

How It Works



After setting up the duplicate detection items, any records that you add to your database will be checked to see if there are any possible duplicates amongst existing records.



Complete Works will compare the values in the record being added with the corresponding values in all the other records for distinct similarities (in text fields, words such as "A", "The" are ignored so that e.g. company names which refer to the same company, but are given as slightly different names will be detected).



If similarities have been found between the new record and another one on all the duplicate data items, then a warning will be given. You will then be given the option of rejecting the new record or saving it anyway.

Setting Up Duplicate Detection

To detect duplicates, set up the data items that you are going to use for detecting duplicate records. See Layout Data Items for details. You can detect duplicates on up to three data items.

Viewing Duplicate Records Already in a Database

To inspect the database for all the duplicates of the on-screen record:

1. Click the **Filter** button on the status bar, or press Ctrl+F.
2. Select the Duplicates option button, and select **OK**.

Only those records that are detected as duplicates of the current record will pass the filter.

Also see:

Filtering Records



Duplicate found: Save record anyway?

The record being added has been found to be similar to another file in your database using the duplicate detection [data items](#). You have the option of saving the new record anyway, or rejecting it.

Click **Yes**, or press Y to save the record, and click **No**, or press N, to reject it.

Also see:

[Duplicate Detection](#)

[Layout Data Items Command](#)



Failed to save record

The record you have tried to add or update has not been saved. If the record was being added, then it has not been saved. For an update, the changed are not saved, leaving the original record unaffected.



Also see:

[Adding and Updating Records](#)







Adding and Updating Records

Adding New Records to a Database

1. Press F3 (or click the F3 button if displayed), or select the Edit Add command on the menu bar; the indicator on the status bar will read ADD.
2. You will be presented with a blank form i.e. with all of the fields blank. Then type in the first record.
3. When you have finished with one record and want to move to the next, press Ctrl+, or click the  button on the status bar.

To stop adding records, press the Esc key.

Updating Existing Records in a Database

1. If the indicator on the status bar does not say UPDATE, switch to updating by clicking the F2 button, or by selecting the Edit Update command on the menu bar.
2. Make the changes that you want to make to the current record.
3. To make amendments on the next or previous record, press Ctrl+ or Ctrl+, or click the  or  buttons on the status bar.

Notes

1. The way that the records are presented on the screen is determined by the current screen form.
2. If duplicate detection is switched on, then you may sometimes get a message warning you that the record you have tried to add or update is duplicated elsewhere. When this happens you will be given the opportunity of either saving or rejecting it.

Also see:

[Linking Forms to Databases](#)

[Duplicate Detection](#)

[Editing Records](#)

[Using the Status Bar](#)



Editing Records

You edit records by typing the data into the fields in the form that is displayed on the screen. Fields may be left blank.



The order in which records are edited by using the keyboard is determined by the field filling order; this is set up when the form displayed on the screen is designed. Some fields can also be protected from change; this is also set up during the form's design.

Refer to the following on how to edit a record:

Editing a Field

Moving Between Fields in a Form

When a Record Has Been Edited

To move to the next record, either click on the  or  buttons on the status bar, or press Ctrl+



or Ctrl+



Undoing Changes Made to a Record

Recent changes made to the current record can be reversed by selecting the Edit Undo Changes command, or by pressing Alt+Backspace.

Note

The form that appears on the screen may be different from the form that appears when printing. See Linking Forms to Databases for details.

Also see:

Ordering of Fields in a Form (Forms Designer)










Using the Status Bar



Editing a Field

When you type in text, it appears where the cursor is. To move the cursor, you can do the following:

Using the Keyboard

Key(s)	Function
	Move within a field.
	Move cursor to the beginning of the current line.
	Move the cursor to the end of the text on the current line.
	End of line in a multi-line field.
	Delete a character.
	Delete a character.
	Remove the contents of the current field and places them in the <u>clipboard</u> . This is equivalent to selecting the <u>Edit Cut</u> command.
	Copy the contents of the current field to the clipboard. Equivalent to selecting the <u>Edit Copy</u> command.
	Copy the clipboard contents to the current field. Equivalent to selecting the <u>Edit Paste</u> command.


Using the Mouse

Click on the text in a field where you want to place the cursor for editing.

Text Alignment and Appearance

The font, character style and alignment of the text that you type will be set automatically for each field that you type in. The appearance and alignment of the text will be determined by the screen form that is being used with the database. The form that appears on the screen can be different to the form that appears on printing. See Linking Forms to Databases for details.

Multi-Line Fields

Forms can be designed with fields which can hold several lines. Words wrapping on to the next line is automatic irrespective of the text alignment. You can use the Return () key if

you want to move to the next line.

Also see:

[Editing Records](#)

[Moving Between Fields in a Form](#)



Moving Between Fields in a Form

With the Keyboard

Key(s)	Function
Tab	Move down one field.
Shift+Tab	Move up one field.
Ctrl+Home	Move to the top left of the current page.
Ctrl+End	Move to the bottom right of the current page.
PgUp	Move down one screen.
PgDn	Move up one screen.
Ctrl+PgUp	Move up one page in a multi-page <u>form</u> .
Ctrl+PgDn	Move down one page in a multi-page form.
Shift+PgUp	Skip several fields to the next marked for skip field*.
Shift+PgDn	Skip several fields back to the previous marked for skip field.

* For the skipping of several fields to work, the screen form must have been designed to include "Skip To" fields. There is no skipping in the automatically generated form.

Using the Mouse and Scroll Bars

If the field you want to edit is currently displayed, then click on it.

If the field is not displayed, then you can use the scroll bars (if displayed) to move the field into display. See Using Scroll Bars for details on how to use them.

Notes

1. When using Tab and Shift+Tab to move between fields, the order in which they are edited is determined by the form's filling order. This is determined when the form is designed.
2. Some fields may not be accessible for filling. This is because they have been set as protected. This is also determined when the form is designed.

Also see:

Ordering of Fields in a Form (Forms Designer)

Editing Records

Editing a Field

Using the Status Bar



Field contents invalid

You have typed in something into a field that does not match the data item in that field e.g. a date that does not exist. This message also tells you what type of data is required.

You have the option of clicking either **Re-type** (or press R), which will leave the field as it is so that you can re-type it, or **Abandon** (or press A) which will clear this field and move to the next.

Also see:

[Editing Records](#)



Abandon changes to current record?

You have pressed Esc to abandon adding records before you saved the one on the screen. Click **Yes** (or press Y) to abandon this record, or **No** (or press N) to save it.

Also see:

[Adding and Updating Records](#)



Deleting Records

Deleting the Current Record

1. If the indicator on the status bar does not read UPDATE, then select the Edit Update command, or press F2.
2. Select the Edit Delete Current Record command, or press F4.
3. You will be asked to confirm the deletion of this record.

Deleting Many Records at Once

This can be done by deleting all those records that pass a particular filter.

1. If the indicator on the status bar does not read UPDATE, then select the Edit Update command, or press F2.
2. Set up the filter which all the records to be deleted will pass. See Filtering Records on how to do this.
3. Select the Edit Delete Filtered Records command.
4. You will be asked to confirm whether you want these records deleted or not.

Also see:

Retrieving Deleted Records

Adding and Updating Records



Retrieving Deleted Records

To retrieve records that have been deleted from the current database:

1. Select the Tools Maintenance command on the menu bar. This brings up a dialog box.
2. Select the **Undelete Records** button.
3. You will then be presented with each record in turn, with the option of retrieving each one.

Note

If you squash a database, then all records that were deleted before this cannot be retrieved.

Also see:

[Deleting Records](#)
[Reducing File Size](#)
[Using Dialog Boxes](#)



Delete this record: are you sure?

If you want the record displayed on the screen to be deleted from your database, respond by clicking the **Yes** button (or press Y), otherwise click **No** (or press N).

Also see:

[Deleting Records](#)



Changing Record Ordering

When you browse through the records in a database, the order in which they appear depends on the current index used to order them. By default, the order used is the record number order. However, you may want them to be ordered differently. There are two steps to this:

1. Set Up an Index

The order can be selected on a data item e.g Date-of-Birth.

1. Select the Layout Indices command.
2. Choose the data item you want to use by selecting it on one of the list boxes. Up to four data items can be used as indices in a database.
3. Select **OK**.

2. Apply the Index to the Database

1. Click the **Order** button on the status bar, or press Ctrl+O.
2. This brings up the Index Order Dialog Box. Select the index you want.

Also see:

Record Order for Printing and Mailmerging

Defining Indices

Browsing Through Records



Record Order for Printing and Mailmerging

You can alter the order in which records are printed out during label and report printing, and during mailmerging. To do this:

1. If the index does not yet exist, create it by selecting the Layout Indices command. If it already does, skip to step 4.
2. Choose the data item you want to use as the index from one of the drop-down list boxes.
3. Select **OK**.
4. Select File Print Labels, File Print Report, or File Mailmerge commands, depending on what you want to print.
5. When the dialog box for selecting the printing options is brought up, choose the index you want to use from the **Print Order** drop-down list box.
6. Select **Print** to start the printing.

Note

For reports, the print sort order can also be determined in the a report layout. The sort order for reports allows you greater control over the printing order in the report. This therefore means that if a report layout which has a sort order already defined is used, then you will not be able to select an index for the print order.

Also see:

[Changing Record Ordering](#)

[Defining Indices](#)

[Printing Labels](#)

[Mailmerging](#)

[Creating Reports](#)



Index Order Dialog Box

The a list of all the indices that are currently defined for your database. The highlighted index name is the one being used. Select the index you want to use from the list.

Select **OK** to accept the change, or **Cancel** to abandon the change.

Also see:

[Using Dialog Boxes](#)



Filtering Records

Filters are used to select out a group of the records in a database. Filters can be used to select a group for viewing and updating on the screen, or for the printing of records as part of printing labels, reports and for mailmerging.

Filtering for Viewing and Updating Records

By default, all records are included, but this can be changed:

1. Click the **Filter** button on the status bar, or press Ctrl+F. This brings up the Filter Records Dialog Box.
2. Select the type of filtering you want to use.
3. If you have chosen **Selection**, then you will be given a list of all the selections currently defined. If you have chosen **Log**, then all the logs will be listed. Choose one from the list.
4. Select **OK**.

If you choose the **Duplicates of record X** option button, you can view all those records that have been found to be duplicates of the current record.

To Stop Filtering

1. Bring up the Filter Records Dialog Box as described above.
2. select the **No Filtering** button.
3. Then select **OK**.

Also see:

[Filtering Records During Printing and Mailmerging](#)

[Defining Selections](#)

[Logs](#)

[Duplicate Detection](#)



Filtering Records During Printing and Mailmerging

1. Select Print Labels, Print Report, or Mailmerge according to what type of printing is being carried out.
2. To use a selection for filtering, choose it from the **Selection** drop-down list box.
3. To use a log for filtering, select the **Options>>** button, and choose the log name from the **Include only records in mailing** drop-down list. To filter out records that are not in a particular log, choose the log name from the **Exclude all records in mailing** drop-down list.
4. Then print as usual.

Also see:

[Defining Selections](#)

[Logs](#)

[Printing Labels](#)

[Mailmerging](#)

[Creating Reports](#)



Filter Records Dialog Box

Use this dialog box to set up a filter for use with the current database. This will filter out those records that will not pass the selection to be used, and they will not be available for browsing and updating until the filter is changed.

There are several types of filtering. Choose one of the option buttons.

No Filtering Selection

View all the records in the database.

Use one of the selections defined in this database. When this button is selected, a list of all the selections appears in the bottom box. Choose the one you want from this list.

Log

Include only those records that have been defined as being logged during a label print, a mailmerge or an import of a comma separated or TopMail file. See Logs for details. This enables you to look at those records that were included in a mail shot, for example.

Duplicates of Record X

Include only those records that are found to be duplicates of the record X. This enables you to inspect duplications in the database. See Duplicate Detection.

Select **OK** to accept the change, or **Cancel** to abandon the change.

Also see:

[Defining Selections Using Dialog Boxes](#)



Print Preview

You can view the current record on the screen as it would appear when printed out. To do this, either select the File Print Preview command on the menu bar, press F11, or click the F11 button on the function key bar.

Note

1. The appearance of the current record when print previewing will markedly differ from the normal view if the printer form is different to the screen form.
2. The database cannot be edited whilst the print preview is being used.

Also see:

Using the Print Preview

Linking Forms to Databases

Printing a Single Letter or Form



Printing Labels

1. Set up a [label layout](#) for the labels you are using, including what you want to print on them. See [Defining Label Layouts](#) on how to do this. If you already have defined such a layout, then skip to step 2.
2. Select the [File Print Labels](#) command from the menu bar, or press F8.
3. This brings up the [Label To Print Dialog Box](#). Select the label layout that you want to use from the list.
4. This brings up the [Print Labels Dialog Box](#). Choose any options you want and start printing by selecting the **Print** button.

Also see:

[Sample Printing](#)

[Logs](#)

[Filtering Records During Printing and Mailmerging](#)

[Record Order for Printing and Mailmerging](#)

[Printing Problems](#)



Printing a Single Label

To print a label for one record, follow the instructions given in Printing Labels. In addition, when in the Print Labels Dialog Box, select the **Current Record Only** check box.

Also see:

Printing Problems



Printing a Single Letter or Form

To print a single letter or form with the details from one record in the current database.

1. Set up the letter or form which you want to print. See Linking Forms to Databases for details on how to do this. If you are using a basic form generated by the Database as the printer form, you can adjust the form to your requirements. See Automatically Generated Form on how to do this.
2. Select the File Print Current Record command, or press F9.
3. This brings up the Print Current Record Dialog Box. Fill in the options and select **OK** to print.

Note

The print resolution of inserted charts and pictures can be set by selecting the Options Picture Resolution command. This setting can be overridden when printing a form or letter by selecting the **Options>>** button when in the Print Current Record Dialog Box and then selecting the resolution.

Also see:

Print Preview
Printing Problems



Mailmerging

Mailmerging is carried out by combining the records in the current database with the currently used printer form.

1. Set up the form or letter that you want to use for mailmerging. See Linking Forms to Databases for details on how to do this. If you are using a basic form generated by the Database, you can adjust the form to your requirements. See Automatically Generated Form on how to do this.
2. Select the File Mailmerge command, or press F6.
3. This brings up the Mailmerge Dialog Box. Fill in the mailmerge options and select **Print** to start printing.

Note

The print resolution of inserted charts and pictures can be set by selecting the Options Picture Resolution command. This setting can be overridden when mailmerging by selecting the **Options>>** button when in the Mailmerge Dialog Box and then selecting the resolution.

Also see:

Filtering Records During Printing and Mailmerging

Record Order for Printing and Mailmerging

Sample Printing

Logs

Printing Problems



Creating Reports

A report is a list of records and their contents, as shown in the example below:

Customer List in Account Code Order

Account Code	Customer Name	Date of First Order	Turnover Last Year
ABBA	Automotive Business Ltd	10-12-1990	£140,500
ARL1	Andy's Repairs	19-01-1989	£12,002
BAW1	British Autos	12-05-1991	£98,435
BST1	Belgian Supercars	22-01-1985	£97,865
DEQ1	Dave's Engine Shop	23-06-1990	£13,400
EEF1	Enfield Engines	12-12-1981	£46,705
ERL1	Ealing Reflectors	10-01-1955	£14,750
FAT1	Fat Larry's Spares	12-12-1991	£34,780
GCC1	Gary's Collector Cars	01-03-1956	£142,560

Before a report can be printed, a report layout needs to be defined. See Defining Report Layouts on how to do this.

Printing a Report

1. Select the Print Report command on the menu bar. This will bring up a dialog box showing a list of all the report layouts defined in the current database.
2. Choose the layout you want to use from the list.
3. A second dialog box, the Print Reports Dialog Box, will then come up. Fill in any required details and select the **Print** button to start printing.

Also see:

Filtering Records During Printing and Mailmerging
Record Order for Printing and Mailmerging
Printing Problems



Printing Problems

1. Meaningless characters are printing



The wrong driver may have been selected for your printer. Make sure you have the correct printer driver set up in the Control Panel. Also, if you have more than one printer driver set up, select that one that you need. The current printer is associated with the [printer form](#).



The printer is set to an emulation mode incompatible with the printer driver. Consult your printer manual on how to change this.



Your printer is not capable of printing graphics to work correctly. This is true of daisy wheel and more primitive dot matrix printers.



There may be a fault in the cable and/or the printer connections.

2. Nothing prints out



Check that the printer is switched on, has paper loaded and is on line.



The wrong port may have been selected in the printer setup on the control panel. For example if your printer is connected to the printer port LPT1, and the driver is set up to send the output to LPT2.



There may be a fault in the printer cable and/or the printer connections.



You may be using a spooler program that cannot run with Windows.

3. Blank sheets of paper between pages, or text overflowing onto the next page



The page margins control the number of lines on the printed page. If this is not set correctly for the paper being used, then some of a page of text may overflow onto the next page. This may also lead to extra blank sheets being fed out of the printer. If this happens, try to reduce the vertical page margins and check the paper size specified for this document.

For [mailmerging](#) and printing the current record, the page margins are set for the printer form. Alter the form using the Forms Designer.

For [reports](#), you adjust page margins by altering its layout. See [Defining Report Layouts](#) on how to do this.

4 Areas specified as being in colour are printing out in monochrome



You are using a printer driver that does not support colour. Select an appropriate

printer driver that does support colour in the Control Panel.



Your printer may not be capable of printing in colour.



If it is, then for a dot matrix printer a colour ribbon has not been installed, or for ink jet printers the appropriate colour ink cartridge has not been installed.

5. Some of the items are being truncated



Not enough space has been allocated in the printer form; some of the items do not fit into their fields, and have been truncated. Adjust the form using the Form Designer.

Also see:

[Printing a Single Letter or Form](#)

[Printing Labels](#)

[Mailmerging](#)

[Creating Reports](#)



Databases and File Saving

Unlike all the other applications in Complete Works, a file name must be specified when opening a new database. As you amend the file, the amendments that you make will be automatically saved onto disk. Therefore there is no need to explicitly save the database.

Also see:

[Creating and Opening Databases](#)



Database Keys

[Function Keys](#)

[Editing Keys](#)

[Short Cut Keys for the Status Bar](#)

Also see:

[Dialog Box Keys](#)

[Application Keys](#)

[Complete Works Keys](#)



Function Keys

Select the single key functions either by pressing the appropriate "F" key or, if the function key bar is currently displayed, by clicking it. The choice of available functions is listed below.



Key(s)	Function
F1	Call the on line context sensitive help.
F2	Update existing records in the database.
F3	Start adding new records to the database.
F4	Delete the currently displayed record.
F5	Brings up a dialog box enabling you to go to a record on the basis of a <u>key</u> value.
F6	<u>Mailmerge</u> the current <u>printer form</u> with the database.
F7	Print a <u>report</u> .
F8	Print a batch of labels.
F9	Print the on-screen <u>record</u> using the current printer form.
F10	Control is moved to the menu bar.
F11	Print preview the current record.
F12	Switch to the <u>TopLevel Dialog Box</u> .

The following functions can only be used by pressing the given key combinations.

Ctrl+F4	Close the current <u>document window</u> .
Ctrl+F6	Move to the next open document window within Complete Works.
Alt+F4	Close Complete Works. If there are any open files anywhere within Complete Works, you will be warned and given an opportunity to save any unsaved files you want to keep.



Short Cut Keys for the Status Bar

Key(s)	Function
Ctrl+O	Select a different <u>index</u> from the one currently used. This brings up the <u>Index Order Dialog Box</u> .
Ctrl+F	Select a different <u>filter</u> from the one currently being used. This brings up the <u>Filter Records Dialog Box</u> .
Ctrl+ 	Move to prior record using current ordering index.
Ctrl+ 	Move to next record using current ordering.

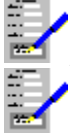
Also see:

[Using the Status Bar](#)

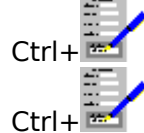


Editing Keys

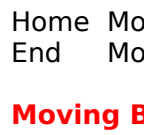
Editing a Field in a Record



Move the cursor one place to the left and right.



Ctrl+ Move cursor back one word in the field.



Ctrl+ Move the cursor one word to the right.

Home Move cursor to the beginning of a line.

End Move the cursor to the end of the text of a line.

Moving Between Fields



Return () Go to the next line in a multi-line field. If the line the cursor was on was the last, then it moves to the next field.

Tab Go to the next field.

Shift+Tab Go to the prior field. If the field was the first in the record, then that record is saved and control passes to the last field of the previous record.

PgUp Move display up one screen.

PgDn Move display down one screen.

Ctrl+PgUp Move up one page in a multi-page form.

Ctrl+PgDn Move down one page in a multi-page form.

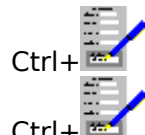
Shift+PgUp Skip several fields to the next marked for skip field*.

Shift+PgDn Skip several fields back to the previous marked for skip field.

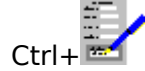
Alt+Backspace Undo the most recent changes made to the current record.

* For skipping to work, the screen form must have been designed to include "Skip To" fields. See Ordering of Fields in a Form (Forms Designer). There is no skipping in the automatically generated form.

Moving Between Records



Ctrl+ Move to prior record using current ordering index.



Ctrl+ Move to next record using current ordering.



Using the Status Bar

The status bar lies just below the menu bar near the top of the Complete Works Window.

Order

Click this button, or press Ctrl+O, to bring up the dialog box for the index ordering of the records in the database. See Index Order Dialog Box for details. The name of the currently used index is displayed to the button's right.

Filter


Click this button, or press Ctrl+F, to bring up the dialog box for changing a filter which will act on the records in the database. See Filter Records Dialog Box for details. The name of the filter is displayed in a box to the button's right.

Edit Indicator

This indicates what type of editing is being carried out. It can be one of:

UPDATE	Editing records that already exist.
ADD	Adding new records to the database.

↑ and ↓ Buttons

Select these buttons, or press Ctrl+ and Ctrl+



to move backward and forward by one record in the database.

Record X

X is the record number of the record currently being displayed.

Page N of M

N is the page in the current screen form that is being shown on screen, and M is the total number of pages in the form.

Also see:

Short Cut Keys for the Status Bar



At end of records

You have reached the last record in the database using the current index, therefore you cannot go any further.

Also see:

[Browsing Through Records](#)



At start of records

You have reached the first record in the database using the current index, therefore you cannot go further backwards.

Also see:

[Browsing Through Records](#)



The field's name does not match any of the defined data items

You have tried to select a form field that is not associated with a data item in this database. No data can therefore be put into this field.

Also see:

[Defining Data Items](#)



No records meet the selection criteria

None of the records in the current database pass the filter you have chosen. This is not allowed, so this filter will not be used and the current filter remains in operation.

Also see:

[Filtering Records](#)



A database does not yet exist with that name...

You have selected a database file name for a file that is not on disk. You are being asked if you want to create a new one under the file name that you have given.

If you have given the wrong file name or path, click **No** (or press N); then re-enter the file name.

Also see:

[Creating and Opening Databases](#)



Do you wish to base the new database on the layout of an existing database?

When creating a new database, you have the opportunity to copy a database layout from another file, so that you do not have to define one from scratch.

Click **Yes** (or press Y) to copy the layout from another database.

If you do not have a database with a suitable layout for the database that you are creating, click **No** (or press N).

Also see:

[Creating and Opening Databases](#)



File is not a Complete Works database

The file that you have tried to open is not recognised as a Complete Works Database. Try to open a file that is.

Also see:

[Creating and Opening Databases](#)



The current record does not pass the selection criteria

You have selected a new filter and the on-screen record does not pass the filter. Complete Works resolves this situation by loading the first record in the database under the current index.

Also see:

[Filtering Records](#)



Delete condition: are you sure?

You have just attempted to delete the highlighted condition in the selection currently being edited. You are being asked for confirmation of this action.

Click **Yes**, or press Y to delete the condition.

Click **No**, or press N to stop the deletion.

Also see:

[Defining Selections](#)



Delete column: are you sure?

You have just attempted to delete everything in the column with the outline cursor. You are being asked for confirmation for this action.

Click **Yes**, or press Y to delete the column.
Click **No**, or press N to stop the deletion.

Also see:

[Defining Report Layouts](#)



A report layout must be defined

To print a report the layout of the items and their headings must be defined.

Also see:

[Defining Report Layouts](#)



Logs

Logs are used to denote which records were involved in a previous operation. Operations which can be logged are print runs for label and mailmerge printing, the importing of records from a comma separated or TopMail file, or the exporting of records to a comma separated file.

This log information can then be used to specifically include or exclude those records in a log from a future mail shot, or the log can be used as a filter.

For example: A database contains the names and addresses of potential buyers for a new product. If the database contains a large number of mailing list names, you might want to only mail to a small sample proportion of the people on the mailing list to measure the reaction so that you can determine if it is worth mailing to the rest of the people on the list.

If, say, a sample size of 10% of the people on the mailing list were sent a mailmerge letter, and you then want to send the letter to the remaining 90%. By giving the first mailmerge a name e.g SALE_SAMPLE, and on the second mailmerge choose SALE_SAMPLE for exclusion, you can prevent the original 10% of people being sent a letter a second time.

To log a print run

This is done when you print labels or a mailmerge.

1. Select the File Print Labels or File Print Mailmerge command, depending on what type of printing you want to carry out.
2. Type in the mail log name into the **Mail Log Name** text box before printing.

To Log Imported Records

When you select the Import TopMail Data or Import Comma Separated Data commands for importing records, you can give a log name. All the imported records will be logged with this name.

To Include or Exclude Logged Records

When you want to print the list excluding or including those labels or forms that have already been printed:

1. Select the **Options>>** button for extended options.
2. Select the mail log name from the **Exclude all records in mailing** drop-down list box before printing. If you want to use only those records that were used for the mail shot, then select the mail log name in the **Include only records in mailing** drop-down list box.
3. The mailing logs may also be used as filters, so you can browse through those records that were included in a previous mailing.

To inspect the records that are logged with a given name:

1. Click the **Filter** button on the status bar, or press Ctrl+F. This will bring up the Filter Records Dialog Box.
2. Choose the **Log** option button.
3. Choose one of the log names, and select **OK**.

Also see:

[Filtering Records](#)

[File Print Labels](#)

[File Print Report](#)

[File Print Mailmerge](#)



Sample Printing

When creating mail shots, you can print labels or letters for a randomly chosen group of all the selected records.

This may be useful, for example, where you might have a list of names and addresses of potential customers and you want to mail some details regarding a new product, but only to a small group so that you can measure the response before printing a full mail shot.

To produce a mailmerge or label print of a randomly sampled group:

1. Select the File Print Labels or File Print Mailmerge command, depending on what type of printing you want to carry out.
2. Select the **Options>>** button; this will reveal the extended options.
3. Type in to the **Sample Size** text box the approximate proportion of the selected records in the database that are to be used.
4. Select **Print** to print the sample.

If you want to print a random sample of both labels and mailmerge letters or forms:

1. Print the labels as described above, but also specify a log name.
2. When you come to print the forms or letters, choose this log name from the list in **Include only records in printing**, and leave the **Sample Size** at 100%.

Note

If you are using sampling and you want to print labels and/or forms or letters, then you must give a mailing log name. This is because the sampling is random so the only way to identify the same selection of records to receive labels and/or another mailmerge print will be by the mailing log name.

Also see:

Logs

Printing Problems

Using Dialog Boxes



Reducing File Size

To reduce the size of the current database, do the following:

1. Select the Tools Maintenance command on the menu bar. This brings up a dialog box.
2. Select the **Squash Database** button.

Note

Records that were previously deleted in the current database can no longer be retrieved after a database squash.

Also see:

[Retrieving Deleted Records Using Dialog Boxes](#)



Importing Records from Other Databases

The Complete Works Database can read in records created in other database software. It can read records that come from TopMail, or records in comma separated files.

To Import TopMail Data

1. Select the File Import TopMail Data on the menu bar. This brings up a dialog box.
2. Enter the name of the TopMail file from which the records are to come.
3. The Import TopMail Data Dialog Box then comes up. Match the TopMail data items with the data items in the current database.
4. The records are then imported.

To Import Comma Separated Data

1. Select the File Import Comma Separated Data on the menu bar. This brings up a dialog box.
2. Enter the name of the comma separated file from which the records are to come.
3. The Import Comma Separated Data Dialog Box then comes up. Match the position of each data item in the comma separated records with the data items in the current database.
4. The records are then imported.

Also see:

Logs



Exporting Records to Other Databases

The Complete Works Database can export records to a file for reading by other database software. The records are saved to this file in a comma separated format.

In this format all the fields are separated by comma characters and records are separated by a carriage return character e.g. the following is a small database with four records each with title, first name and surname fields. Note that the last record contains no first name.

```
"Mr", "Brian", "Smith"  
"Mrs", "Angela", "Jones"  
"Ms", "Wendy", "Robertson"  
"Mr", , "Cox"
```

Most databases have a facility for importing records saved in this format.

To Export Records

1. Select the File Export Comma Separated Data command on the menu bar.
2. This brings up the Export Comma Separated Data Dialog Box. Fill in the options depending on what you want to be exported. Select **OK**.
3. Then specify the file path and name of the export file. Select **OK**.

The records are then exported to the file.

Also see:

Logs



The current index has been re-defined...

The index that was currently used has been either removed or replaced and therefore cannot be used any longer. The default index will be used instead.

Also see:

[Defining Indices](#)

[Changing Record Ordering](#)



All records which pass the current filter will be deleted...

You have selected the Edit Delete Filtered Records command for deleting all the records that pass the currently used filter. Click **Yes**, or press Y, to delete the records, or click **No**, or press N to stop the deletions.

Also see:

Deleting Records



No data items linked, creating form

The form you have tried to set up as the current screen form does not have any fields that match the data items in the current database. This means that the form cannot be used as the screen form the database, and a basic form will be generated instead.

Also see:

[Linking Forms to Databases](#)



Warning...

The form you have tried to set up as the current printer form does not have any fields that match the data items in the current database. This means that the form, if printed, will have none of the fields filled.

Also see:

[Linking Forms to Databases](#)



Menu Bar Functions

<u>File</u>	Opening, creating and closing databases, and printing <u>records</u> .
<u>Edit</u>	Adding, altering and deleting records.
<u>Layout</u>	Defining and editing <u>data items</u> , <u>report layouts</u> , <u>label layouts</u> <u>indices</u> and linking <u>screen forms</u> and <u>printer forms</u> with the current database.
<u>Forms</u>	Select which of the linked screen forms and printer forms to use.
<u>Tools</u>	Database maintenance and viewing log entries.
<u>Options</u>	Miscellaneous options and the settings used in Complete Works.
<u>Window</u>	Control of the <u>document windows</u> in Complete Works.
<u>Help</u>	On-line help on how to use Complete Works.

See Complete Works Menu Commands for a general help on menu bar commands in Complete Works.



File Menu Bar Commands

Open or Create Database

Open an existing database or create a new one.

Import TopMail Data

Import the records in a TopMail file.

Import Comma Separated Data

Import the records in a comma separated database file.

Export Comma Separated Data

Export the records in a database in a comma separated format.

Print Preview

View the current record on screen as it would appear on the printed page.

Print Current Record

Print the current record.

Print Labels

Print a batch of labels.

Print Report

Print a report.

Mailmerge

Perform a mailmerge.

Close Window

Close the current document window.



Layout Menu Bar Commands

<u>Data Items</u>	Create and edit <u>data items</u> in the current database.
<u>Reports</u>	Set up and edit <u>report layouts</u> .
<u>Labels</u>	Set up and edit <u>label layouts</u> .
<u>Indices</u>	Set up or remove <u>indices</u> .
<u>Selections</u>	Set up, edit or remove <u>selections</u> .
<u>Form Control</u>	Set up and alter the linked <u>screen forms</u> and <u>printer forms</u> .
<u>Form Generation</u>	Alter the layout of the basic form.
<u>Save Generated Form</u>	Save the basic form to disk.



Edit Menu Bar Commands

Undo Changes

Undoes the most recent changes made to the current record.

Cut

Remove the contents of the current field and place it in the clipboard.

Copy

Copy the contents of the current field to the clipboard.

Paste

Copy the clipboard contents to the current field.

Add

Switch to adding records.

Update

Switch to updating existing records.

Delete Current Record

Delete the on-screen record.

Delete Filtered Records

Delete all those records that pass the currently used filter.

Go To

Go to another record in the current database.



Forms Menu Bar Commands

Screen Form

Selecting a screen form for current use.

Printer Form or Letter

Selecting a printer form for current use.



Tools Menu Bar Commands

Maintenance

Performing maintenance operations on the current database.

View Log Inclusion

Viewing the logs to which the current record belongs.



Options Menu Bar Commands

<u>Vertical Scroll Bar</u>	Display the vertical scroll bar.
<u>Horizontal Scroll Bar</u>	Display the horizontal scroll bar.
<u>Protect Layout</u>	Protect the layout for the database.
<u>Picture Resolution</u>	Select the resolution for displaying and printing pictures.
<u>Settings</u>	Choose this command to change the settings that are used throughout Complete Works.



Options Picture Resolution

Select this command to select the resolution of pictures for screen displaying and printing. This command brings up a dialog box.

Screen

Select one of the buttons for the resolution of pictures when displayed on the screen. Displaying pictures on the screen is a compromise between speed of displaying the pictures and the quality of the display.

Print

Select one of the buttons for the resolution of pictures when printed out. High print resolution is the best for quality output, but will be slower to print.


Select **OK** to set the new resolutions or **Cancel** to ignore them.



Window Menu Bar Commands

<u>TopLevel</u>	Open, switch to, or close a <u>document window</u> .
<u>Maximize</u>	Increase the current document window size so that it fills the Complete Works window's workspace.
<u>Cascade</u>	Re-arrange the open document windows so that they are stacked with the title bars showing.
<u>Tile</u>	Re-arrange the open document windows so that they appear next to each other and do not overlap.

The remaining items on this menu list all the document windows that are currently opened. Select one of these if you want to swap to one of the other open document windows. The

current window is indicated by a check mark ().



Window TopLevel

Selecting this command brings up the TopLevel Dialog Box for opening and switching between document windows. Equivalent to pressing F12.

Also see:

Opening, Switching and Closing Document Windows



Window Maximize

Select this command to make the current document window maximized.

Also see:

[Opening, Switching and Closing Document Windows](#)



Window Cascade

Select this command to arrange all the open document windows in the Complete Works window so that they overlap with the title bars on the windows showing.

Also see:

[Opening, Switching and Closing Document Windows](#)



Window Tile

Select this command to arrange and re-size all the open document windows such that they do not overlap one another.

Also see:

[Opening, Switching and Closing Document Windows](#)



File Open or Create Database

Use this command to open or create a database. This command brings up the File Open Dialog Box; fill in the file path and name of the file that you want to open.

Also see:

Creating and Opening Databases
Opening Files



File Import TopMail Data

Use this command to import the records a TopCopy TopMail file. Fill in the name of the file in the dialog box that comes up. The TopMail file will then be loaded.

Once it has been loaded, the Import TopMail Data Dialog Box will appear. Match up the data items in the current Complete Works database with the fields in the TopMail file.

Also see:

[Importing Records from Other Databases](#)

[Using Dialog Boxes](#)

[Opening Files](#)



Import TopMail Data Dialog Box

This dialog box is used to match up the data items in the TopMail file with those in the current Complete Works database when importing records from a TopMail file.

Log Name

You can log those records that are imported from the TopMail file. The name of the log is typed here. See Logs.

The table in this dialog box is for matching the TopMail data items with the items in your database.

To Import a TopMail Data Item

Choose one of the Complete Works database items to be matched to a TopMail data item by selecting it from the lists next to the TopMail Item names.

If you do not want to import a TopMail data item, select **<None>** from the Complete Works Item list for that item.

If you want to import several TopMail items into one Complete Works item, then choose the same Item from the list for each TopMail item.

Moving Around the Table

With the Keyboard

Press Alt+C to move to the table. The following keys can then be used:



Move the outline cursor up and down one place.

Home Move to the top of the table.

End Move to the bottom of the table.

With the Mouse

Click on the entry that you want to change. To get to those table entries that are not currently shown, you can bring them into view by scrolling the display. See Using the Scroll Bar for details.

To start importing the data, select **OK**, or **Cancel** to abandon.

Also see:

Importing Records from Other Databases
Using Dialog Boxes



File Import Comma Separated Data

Use this command to import the records in a comma separated file. Fill in the name of the file in the dialog box that comes up.

Once it has been opened, the Import Comma Separated Data Dialog Box will appear. Match up the items in the comma separated file with any of the data items in the current Complete Works database.

Also see:

[Using Dialog Boxes](#)

[Importing Records from Other Databases](#)



Import Comma Separated Data Dialog Box

This dialog box is used to match up the data items in a database file with a comma separated format with those in the current Complete Works database when importing data from such a file.

Log Name

You can log those records that are imported from the comma separated file. The name of the log is typed here. See [Logs](#).

The table in this dialog box is for matching the data items in the comma separated file with the items in your database.

To Import a Comma Separated Data Item

Choose one of the Complete Works database items to be matched to one of items in the comma separated file by selecting it from the lists.

The numbers in the list indicate in the position of each item in a record in the comma separated file. For example, if a record in the comma separated file consisted of:

"Smith","Mr","G.R.,"Managing Director"

Then the surname (Smith) would be item 1, title (Mr) item 2 etc.

If you do not want to import an item, select **<None>** from the Complete Works Item list for that item.

If you want to import several comma separated items into one Complete Works item, then choose the same Item from the list for each comma separated item.

Moving Around the Table

With the Keyboard

Press Alt+C to move control to the table. The following keys can then be used:



Move the outline cursor up and down one place.

PgUp Move up several places.

PgDn Move down several places.

Home Move to the top of the table.

End Move to the bottom of the table.

With the Mouse

Click on the entry that you want to change. To get to those table entries that are not currently shown, you can scroll the display with the scroll bar. See [Using the Scroll Bar](#) for details.

To start importing records, select **OK**, or **Cancel** to abandon.

Also see:

[Importing Records from Other Databases
Using Dialog Boxes](#)



File Export Comma Separated Data

Select this command to export records in the database to a file in a comma separated format.

Selecting this command brings up the [Export Comma Separated Data Dialog Box](#).

Also see:

[Exporting Records to Other Databases](#)



Export Comma Separated Data Dialog Box

Use this dialog box to set up data exporting options, and to start or abandon exporting.

Selection

This is used where you want to restrict the exporting of records to a selected group in the database. Choose one of the previously defined selections from the drop-down list box. See Defining Selections on how to set up selections.

Order

Determines the order in which the records will be placed in the comma separated file. Select the index that you want from the list given in the drop-down list box.

Field Separator

This indicates the character that is used to separate each field in the file. A comma is normally the separator used, but you can also choose Tab characters.

Enclose Non-Numeric Fields in Quotes

Set this text box if you want all the fields other than numeric data to be enclosed in quotes.

Count Records

Select this button to tell you how many records will be exported.

Field Order

Select this button to alter the order of placement of fields in each record of the export file. This brings up the Field Order Dialog Box.

Select **OK** to start exporting, or **Cancel** to abandon.

Extended Options

Select the **Options>>** button to reveal these.

Log Name

You can log those records that are exported to the comma separated file. The name of the log is typed here. See Logs.

Include Only Records in Log

This lists the names of all the logs that are defined in this database. The records that will be exported will be the ones that are included in the log.

Exclude All Records in Log

Similar to **Include Only Records in Log**, except that the records in the log will be excluded from being exported.

Also see:

[Exporting Records to Other Databases Using Dialog Boxes](#)



Field Order Dialog Box

Use this dialog box to specify the order in which the fields will be placed in each record in the export file.

Choose one of the Complete Works database items to be matched to one of items in the comma separated file by selecting it from the drop-down lists in the table.

The numbers in the list indicate in the position of each item in a record in the comma separated file. For example, if your Complete Works database contained **Surname**, **First-name** and **Title** fields, you may want to export them in a **Surname**, **Title** and **First-name** order.

In this case, **Surname** would be selected from list 1, **Title** from list 2 and **First-name** from list 3. This would be exported as:

"Smith","Mr","Graham"

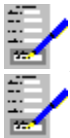
If the database software that is going to receive the exported database expects a field value that your database does not have, then you can export blank fields e.g. from the above example. If the receiving database software expects field for initials as the third field in each record and your database does not include this, then field 1 would be **Surname**, field 2 **Title**, field 3 **<None>** and field 4 **First-name**. This would be exported as:

"Smith","Mr",,"Graham"

Moving Around the Table

With the Keyboard

Press Alt+C to move control to the table. The following keys can then be used:



Move the outline cursor up and down one place.

PgUp Move up several places.

PgDn Move down several places.

Home Move to the top of the table.

End Move to the bottom of the table.

With the Mouse

Click on the entry that you want to change. To get to those table entries that are not currently shown, you can scroll the display with the scroll bar. See [Using the Scroll Bar](#) for details.

To confirm the new field order, select **OK**, or select **Cancel** to ignore it.

Also see:

[Exporting Records to Other Databases](#)

Using Dialog Boxes



File Print Preview

Select this command to display the current record on screen as it would appear on the printed page. Editing cannot be carried out whilst the print preview is being used.

Also see:

[Print Preview](#)

[Using the Print Preview](#)



File Print Current Record

Select this command to print the record displayed on the screen using the currently assigned printer form. See [Layout Form Control](#) and [Forms Printer Form or Letter](#) for details on how to set up a printer form.

This command brings up the [Print Current Record Dialog Box](#).



Print Current Record Dialog Box

For printing the current record on the current printer form.

Start Page and **End Page**

The first and last pages of the printer form to be printed.

Copies

Determines the number of copies of this record to be sent to the printer.

Print Field Contents Only

If this check box is set then only the filled in contents of the form fields will be printed in their established positions on the page. This is used where pre-printed forms are being printed on.

Options>>

Select this button to reveal the following:

Picture Resolution

Select one of these buttons to override the current resolution for the printing of inserted pictures and charts.

Select **OK** to start printing or **Cancel** to abandon.

Also see:

[Layout Form Control](#)

[Forms Printer Form or Letter](#)

[Using Dialog Boxes](#)



File Print Labels

Select this command to print a batch of labels. Selecting this command brings up the Label To Print Dialog Box which lists all the previously defined label layouts, one of which you will need to choose for label printing.

If there are no label layouts defined, label printing cannot be carried out.

Also see:

[Printing Labels](#)

[Printing Problems](#)

[Using Dialog Boxes](#)



Labels To Print Dialog Box

The list box lists the names of all the label layouts that are defined in the current database. Highlight the label layout you wish to use.

OK

Selecting this button will bring up the Print Labels Dialog Box. Fill out the details and select **Print** to start printing.

Cancel

Select this to abandon printing labels.

Also see:

[Printing Labels](#)

[Using Dialog Boxes](#)



Print Labels Dialog Box

Use this dialog box to set up label printing options, and to start or abandon label printing.

Print Order

Determines the order in which the labels will be printed. Select the index that you want from the list given in the drop-down list box.

Selection Name

This is used where you want to restrict the printing of labels to a selected group in the database. Choose one of the previously defined selections from the drop-down list box. See Defining Selections on how to set up selections.

Mailing Log Name

Type in a name for this mailing; giving this name is optional. The mailing log name is used to indicate which records have been used in previous mail shots. See Logs for details on its use and operation.

Count Records

This scans the database to determine how many labels will be printed.

Current Record Only

Set this check box if you want to print a label for the current record only.

Select **Print** to start printing, or **Cancel** to abandon.

Extended Options

Select the **Options>>** button to reveal these.

Sample Size

Picks out a proportion of the records for label printing. The default is 100%. Type in another number for the level of sampling that you want. See Sample Printing.

Copies

Type in how many copies of each label you want. The default is one label printed for each selected record.

Include only records in mailing

This lists the names of all the logs that are defined in this database. The labels that will be printed will be the ones that were printed on the print run which was given the log name that you choose. For use with follow-up letters, for example.

Exclude all records from mailing

Similar to **Include only records in mailing**, except that the records in the logged print run in question will be excluded from the print.

Also see:

Printing Labels

Printing Problems

Using Dialog Boxes



A label layout must first be defined

Label layouts are necessary for label printing. Therefore a least one label layout must be defined before label printing can be carried out.

Also see:

[Printing Labels](#)

[Defining Label Layouts](#)



File Print Report

Use this command to print reports on the records in the current database. Selecting this command brings up the Report To Print Dialog Box which lists all the previously defined report layouts, one of which you will need to choose for report printing.

If there are no report layouts defined, report printing cannot be carried out.

Also see:

[Defining Report Layouts](#)

[Printing Problems](#)

[Using Dialog Boxes](#)



Report To Print Dialog Box

The lists the names of all the report layouts that are defined in the current database. Highlight the report layout you wish to use.

OK

Selecting this button will bring up the Print Reports Dialog Box. Fill out the details and select **Print** to start printing.

Cancel

Select this to abandon printing a report

Also see:

[Creating Reports](#)
[Using Dialog Boxes](#)



Print Reports Dialog Box

Print Order

Determines the order in which the report entries will be printed. Select the index that you want from the list given in the drop-down list box. This is only available if no sort order has been specified in the report layout that is currently being used.

Selection Name

This is used where you want to restrict the printing of report entries to a selected group in the database. Choose one of the previously defined selections. See Defining Selections on how to set up selections. This is only available if no selection has been defined in the report layout currently being used.

Count Records

This scans the database to determine how many records will be included in the report.

Select **Print** to start printing, or **Cancel** to abandon.

Extended Options

Select the **Options>>** button to reveal these.

Include only records in mailing

This lists the names of all the logs that are defined in this database. The letters or forms that will be printed in the report will be the ones that were printed on the print run which was given the log name that you choose. For use with printing a list of people on a follow-up for potential sales, for example.

Exclude all records from mailing

Similar to **Include only records in mailing**, except that the records in the logged print run in question will be excluded from the print.

Also see:

[Creating Reports](#)

[Printing Problems](#)

[Using Dialog Boxes](#)



File Mailmerge

Use this command for mailmerge printing records in the database. This command brings up the Mailmerge Dialog Box. The source document which will be combined with the records is the current printer form.

Also see:

Mailmerging

Printing Problems



Mailmerge Dialog Box

For specifying the options when [mailmerging](#).

Print Order

Determines the order in which the forms or letters will be printed. Select the [index](#) that you want from the list given in the drop-down list box.

Selection Name

This is used where you want to restrict the printing to a selected group of records in the database. Choose one of the previously defined selections. See [Defining Selections](#) on how to set up selections.

Mailing Log Name

Type in a name for this mailing; giving this name is optional. The mailing log name is used to indicate which records have been used in previous mail shots. See [Logs](#) for details on its use and operation.

Count Records

This scans the database to determine how many labels will be printed.

Select **Print** to start printing, or **Cancel** to abandon.

Extended Options

Select the **Options>>** button to reveal these.

Sample Size

Picks out a proportion of the records for mailmerge printing. The default is 100%. Type in another number for the level of sampling that you want. See [Sample Printing](#).

Include only records in mailing

This lists the names of all the logs that are defined in this database. The records that will be printed will be the ones that were printed on the print run which was given the log name that you choose. For use with follow-up letters, for example.

Exclude all records from mailing

Similar to **Include only records in mailing**, except that the records in the logged print run in question will be excluded from the print.

Start Page and End Page

The first and last pages of the printer form to be printed.

Copies

Determines the number of copies of each record to be sent to the printer.

Print Field Contents Only

If this check box is set then only the filled in contents of the form [fields](#) will be printed in their established positions on the page. This is used for pre-printed forms.

Picture Resolution

Select one of these buttons to override the current resolution for the printing of inserted pictures and charts.

Also see:

[Mailmerging](#)

[Printing Problems](#)

[Using Dialog Boxes](#)



Count Records Dialog Box

This dialog box shows the number of records Complete Works has found, and how many it has found that passes the selection as chosen from the **Selection Name** drop-down list box.

Whilst it is counting, you can select the **Cancel** button to stop it. To quit from this dialog box when it has finished counting, select the **OK** button.

Also see:

[Defining Selections](#)
[Using Dialog Boxes](#)



File Close Window

This command closes the current document window. It is equivalent to pressing Ctrl+F4.

Also see:

[Opening, Switching and Closing Document Windows](#)



Edit Undo Changes

Select this command to reverse the last changes that were made to the current record.

Also see:

[Editing Records](#)



Edit Cut

When this command is selected, the contents of the current field i.e. the one with the cursor are removed from the form and placed in the clipboard. Equivalent to pressing Shift+Del.

Also see:

[Editing a Field](#)



Edit Copy

When this command is selected, the contents of the current field i.e. the one with the cursor are copied to the clipboard. Equivalent to pressing Ctrl+Ins.

Also see:

[Editing a Field](#)



Edit Paste

Select this command to copy the contents of a field that has been previously cut or copied to the clipboard into the current field i.e. the one with the cursor. Equivalent to pressing Shift+Ins.

Also see:

[Editing a Field](#)



Edit Add

Use this command to start adding new records to the database. It is equivalent to pressing F3.

Also see:

[Adding and Updating Records](#)



Edit Update

Use this command to start updating existing records in the database. It is equivalent to pressing F2.

Also see:

[Adding and Updating Records](#)



Edit Delete Current Record

Use this command to delete the on-screen record. It is equivalent to pressing F4. If this command is selected, then you will be warned and asked to confirm the deletion.

Also see:

[Deleting Records](#)



Edit Delete Filtered Records

Use this command to delete all those records that pass the currently used filter. If this command is selected, then you will be warned and asked to confirm the deletion.

Also see:

[Deleting Records](#)



Edit Go To

Use this command to go a record with a certain key value. This command brings up the Go To Dialog Box.

Also see:

Browsing Through Records



Layout Data Items

Use this to define, change and delete data items in the current database. For each data item that you want to define, you must specify:

Name

A name identifying what this item represents e.g *First-name*.

Type

This is the form that any data entered in this item will take. You have a choice of several types:

Text	any combination of letters, numbers and other characters, any length.
Number	must contain a number. Decimal fractions are allowed.
Shortdate	must contain a short date e.g. 12/3/81.
Longdate	must contain a longdate e.g. 12th March 1981.

Length (Text and numbers only)

For text, you can have any length up to a maximum of 500 characters. For numbers you type in the length as $n.m$, where n is the maximum number of digits that will be allowed to go before the decimal place, and m is the maximum number of digits allowed to go after the decimal place.

Duplicate Detection

If you select the check box for duplicates, then Complete Works will monitor this data item as part of duplicate detection. See Duplicate Detection for details. Up to three data items can be used for duplicate detection at one time.

Insert

Insert a blank data item slot in the line with the outline cursor.

Delete

Deletes the data item on the line with the outline cursor.

Select **OK** to accept the changes, or **Cancel** to abandon them.

Also see:

Defining Data Items
Editing Tables



Layout Reports

This command brings up a dialog box, with a list of all the report layouts defined in this database. Choose one of these or, if you wish to define a new report layout, type in a new name and select the **Edit** button. The Report Layout Dialog Box will then come up. Select **Close** when you have finished editing report layouts.

To delete a report layout, highlight the layout name in the list, and select the **Delete** button.

Also see:

[Creating Reports](#)

[Using Dialog Boxes](#)



Report Layout Dialog Box

Use this dialog box to define or edit a [report layout](#).

Page Header

The text that will be printed at the top of every page in the report. **Left**, **Centre** and **Right** are the pieces of text that will appear in those positions at the top of the pages.

In page headers there are also extra functions that may be used. These functions are converted when the report is printed:

- @pageno** This is replaced by the page number in the report.
- @filename** This is replaced by the filename of the database on printing.
- @shortdate** This is replaced by a date e.g. 13-5-92.
- @longdate** This is replaced by a date e.g. 13 May 1992.

Item Header 1 and 2

The text that will appear as the heading for each column in the report. Heading 1 goes on the first line, and heading 2 on the second line.

Items

Choose the [data items](#) from the current database to be listed in the report.

Widths

The width of each column. This is automatically set based on the length of the data item text in the column. This can be overridden by typing in different lengths. The lengths are specified in the current [Settings](#) units.

Insert

Select this button to insert a blank column where the [outline cursor](#) is. The current column, and all those to the right are shifted one place to the right. Anything in the last column is lost.

Delete

Select this button to delete the column where the outline cursor is.

Sort Order...

Select this button to select the order in which the records will be listed in the report. This brings up the [Report Sort Order Dialog Box](#).

Totals...

You can set up the report to print totals for up to four data items by selecting this button. This brings up the [Report Totals Dialog Box](#).

Selection...

Select this button to bring up the [Report Selection Dialog Box](#). This is used if you want to limit the report to a selected group of records.

Print Control...

Set up which printer is to print the report, and which paper trays the printer will use (if it has any) by selecting this button. This will bring up the [Print Control Dialog Box](#).

Margins...

Selecting this button brings up the [Margins Dialog Box](#). This is used to set up the page size, margins and orientation for the printed report.

Appearance...

Control the appearance of the report by selecting this button. This will bring up the [Report Appearance Dialog Box](#).

Also see:

[Creating Reports](#)

[Editing Tables](#)

[Layout Data Items Command](#)

[Using Dialog Boxes](#)



Report Appearance Dialog Box

Use this dialog box to select how a report will appear when it is printed.

Report

Choose the option button for the part of the report you wish to alter the appearance of:

Page Headers	Set up the appearance of the text that goes at the top of each page.
Item Headers	Set up the appearance for the titles of the columns in the report.
Report Items	Set the appearance of the main body of the report.

Font

The left hand box lists all the typefaces on the specified target printer.



Those typefaces that are marked with the above symbol are directly available on the printer itself. These tend to print quicker than the others.



These are high quality standard Windows typefaces.

The box on the right contains all the point sizes that are available for the selected typeface on that printer.

Those fonts that can be specified in any point size are said to be scalable. In addition to choosing the point size from the list, you can for certain typefaces type in the point size into this box. You can specify point sizes in half points e.g. 14.5 point.

Colour

This lists all the text colours.

Styles

This lists all the available character styles. Select these buttons by clicking on them, or by using the following keys:



Bold (Alt+B).



Italic (Alt+I).



Underline (Alt+U).



Word underline (Alt+W).



Double underline (Alt+D).

Select **OK** to confirm the changes, or **Cancel** to abandon them.

Also see:

[Creating Reports](#)
[Using Dialog Boxes](#)



Sort Order Dialog Box

Use this dialog box to determine the order in which records appear in a report.

Select the data items that are to be used for ordering. List 1 has the highest priority in sorting, list 4 is the lowest.

Break on Change

If a check box is set, then all those records with the same item value will be grouped together, with blank lines separating these groups e.g if a database had a **Town** data item, then the records could be grouped by the town.

Select **OK** to confirm the changes, or **Cancel** to abandon them.

Also see:

[Creating Reports](#)
[Using Dialog Boxes](#)



Report Totals Dialog Box

Use this dialog box to print a total of all the values for a given data item i.e. column, as part of a report. You may have up to four of the columns with totals included.

Item 1 to Item 4

Choose the data items to be totalled.

Total At

Set any of the three check boxes according to where you want each of the totals to appear.

- | | |
|-----------------------|---|
| Control Breaks | Print totals after a group of records which are grouped by having the same value under a particular data item e.g. the same Town as part of addresses. The total is for all the values in the group. Control breaks are set up when defining the sort order for the report. |
| Report End | Print the total at the end of the report with the total for all the values. |
| Page End | Print totals at the end of every page. |

Page End Total

Choose what type of total will be printed at the end of every page (only relevant when the **Page End** check box is set). You can choose one of:

- | | |
|-----------------|---|
| For Page | The total will be of all the values on the current page. |
| Running | The total will be a running total of all the values up to where the total is printed. |

Select **OK** to accept the changes, or **Cancel** to abandon them.

Also see:

[Creating Reports](#)
[Using Dialog Boxes](#)



Margins Dialog Box

This enables you to change the page margins used with a report layout.



Type in those values for the margins that you require. These will be in inches or centimetres according to the units that you have specified.

Page size

This lists a number of page sizes that you can choose from.

Width and Height

Type in the values here if you wish to select your own page size.

Portrait and Landscape

Indicate which way around the report is to be printed on the page:



Left Margin

The gap between the left edge of the page and the left edge of the report text.

Right Margin

The gap between the right edge of the page and the right edge of the report text.

The width of the text will therefore be:

$$\textit{Text Width} = \textit{Page Width} - \textit{Left Margin} - \textit{Right Margin}$$

Top Margin

The gap between the top of the page and the top of the report text.

Bottom Margin

The gap between the bottom of the page and the bottom of the report text.

Select **OK** to make the changes to the report layout, **Cancel** to abandon such changes.

Also see:

[Creating Reports](#)
[Using Dialog Boxes](#)



Report Selection Dialog Box

Use this dialog box to have only those records that pass a given selection included in a report. Choose the selection that you want to use. **<All Records>** is the default; choose this if you want all the records included in a report.

Select **OK** to accept the new selection, or **Cancel** to leave it as before.

Also see:

[Creating Reports
Using Dialog Boxes](#)



Layout Labels

Select this command to set up and edit label layouts.

This command brings up a dialog box, with a list of all the labels defined in this database. You may either select one of the names in the list for editing, or type in a new name if you are creating a new layout

Edit

Select this button to create or edit a layout; this brings up the Label Layout Dialog Box.

Close

Select this to end editing label layouts.

Delete

Select this button to delete the currently highlighted label layout in the list.

Also see:

Defining Label Layouts
Using Dialog Boxes



Label Layout Dialog Box

Use this dialog box to edit a [label layout](#) for printing.

Label Contents:

This contains the lines of the label. You can specify up to twenty lines.

Insert

To insert a line on the label and push down all existing lines below it, move the highlight in the **Contents** box to where the new line is to be placed and select the **Insert** button; this brings up the [Label Line Dialog Box](#). Specify what items are to be placed on this line. To insert a blank line, do the same as for above, except specify no items to be displayed on the line.

Edit

Select this button to edit the highlighted label line. This brings up the [Label Line Dialog Box](#).

Delete

Select this button to delete the highlighted label line.

Gallery

Used to select one of a standard set of label sizes and paper types. This brings up the [Label Gallery Dialog Box](#).

Customise

Used for circumstances where none of the label types on the gallery correspond to the label type that you want to use. This brings up the [Customise Label Dialog Box](#).

Appearance

Used to change the [font](#), [character style](#), and colour of the text on the label. This brings up the [Label Appearance Dialog Box](#).

The text in the box at the bottom of the dialog box describes the label type. It is of the form:

Paper type	Either Cut sheet or continuous stationery.
x rows of y columns	Number of columns of labels, and if cut sheet labels are specified, the number of rows on each sheet.
Row Dimensions	The width by the depth for each label. Specified in inches or centimetres depending of your choice of Settings .

To save the new label, select **OK**; abandon the changes by selecting **Cancel**.

Also see:

[Using Dialog Boxes](#)



Label Gallery Dialog Box

This dialog box presents you with a number of standard label types. The diagrams on the large buttons represent the label types and the numbers underneath them indicate the dimensions of a label (width x depth).

Choosing a standard label type:

With the Keyboard

Use Tab,  or



to move to the next label type; Shift+Tab,



or



to move back one label type. Press Return (



) to select the one you want.

With the Mouse

Double-click on the button that represents the label type you want.

If you do not want any of them, select **Cancel**.

Also see:

[Defining Label Layouts Using Dialog Boxes.](#)



Label Line Dialog Box

Use this dialog box to set up the layout of a line in the [label layout](#).

Items 1 to 5

Select those items that you want displayed on the line of the label layout that you are editing. The items will go in the order from **Item 1** on the left to **Item 5** on the right.

Multi-line items

This concerns the way in which those data items which contain more than one line of will be displayed.

Maximum lines to occupy

The maximum number of lines that this line of the label layout will be allocated. The default is 1.

Wrap lines/Truncate lines

If the **Wrap lines** button is selected, then if the contents of the line gets too long for the label width, then the remainder will wrap around on to the next line, provided that there are enough lines allocated for this label line. If **Truncate lines** is chosen, then the remainder of such a line is truncated.

Select **OK** to make the changes, or **Cancel** to abandon them.

Also see:

[Defining Label Layouts](#)
[Using Dialog Boxes](#)



Customise Label Dialog Box

This consists of a series of elements:

Stationery Type

You can print labels on continuous stationery (sometimes called fan-fold), or cut sheet (groups of labels on separate sheets).

Label Size

Give the label width and depth either in inches or centimetres depending on which units you chose in the [settings](#).

Labels Per Page

Give the number of columns that lie side-by-side on the sheets of labels you are using and the number of rows of labels that lie on one sheet.

Label Positions On Page

These relate to the distance between the near edge of the top left hand label and the edge of the sheet, and the distance between the left and top edges of adjacent labels. These are specified in the current Complete Works setting units.

To confirm the changes, select **OK**; to abandon them, select **Cancel**.

Also see:

[Defining Label Layouts
Using Dialog Boxes](#)



Label Appearance Dialog Box

Select the appearance of the text on labels printed using the current label layout using the following.

Font

The left hand box lists all the typefaces on the specified target printer.



Those typefaces that are marked with the above symbol are directly available on the printer itself. These tend to print quicker than the others.



These are high quality standard Windows typefaces.

The list box on the right contains all the point sizes that are available for the selected typeface on that printer.

Those fonts that can be specified in any point size are said to be scalable. In addition to choosing the point size from the list, you can for certain typefaces type in the point size into this box. You can specify point sizes in half points e.g. 14.5 point.

Colour

This lists all the text colours.

Styles

This lists all the available character styles. Select these buttons by clicking on them, or by using the following keys:



Bold (Alt+B).



Italic (Alt+I).



Underline (Alt+U).



Word underline (Alt+W).



Double underline (Alt+D).

Select **OK** to confirm the changes, or **Cancel** to abandon them.

Also see:

[Defining Label Layouts Using Dialog Boxes](#)



Layout Indices

This command enables you to add, change and delete the current database's indices.

You can define up to four indices. Choose the data items that you wish to use for the indices.

To delete an index, select the **Delete** button on next to the index. If you delete the index that is set up as the currently used index, Complete Works will revert to using the **Record Number** index.

Select **OK** to confirm the changes, **Cancel** to ignore them.

Also see:

[Defining Indices](#)

[Changing Record Ordering](#)

[Using Dialog Boxes](#)



Layout Selections

This command brings up a dialog box, from which you can either choose any existing selection from the list, or to type in a new selection name.

Delete

To delete a selection, highlight the selection in the list and select this button.

Select the **Edit** button to bring up the Selection Definition dialog box. To finish altering the selections, select **Close**.

Also see:

[Selection Definition Dialog Box](#)

[Defining Selections](#)

[Using Dialog Boxes](#)



Deleting Selections

To delete a selection:

1. Choose the Layout Selections command.
2. Highlight the selection name in the list.
3. Select the **Delete** button.
4. You will then be asked to confirm the deletion.

Note

No selections can be deleted whilst the database layout is protected.

Also see:

[Defining Selections](#)

[Protecting the Database Layout](#)



Selection Definition Dialog Box

There are a number of elements to this dialog box:

The Caption

The selection name being edited is displayed on the caption at the top of the dialog box.

Conditions List Box

All the conditions in the current selection are displayed here.

Combination Rule

If the *And* button is selected, then only those records that pass all the conditions in this selection are passed by the selection; if *Or* is chosen then all the records that pass any of the conditions in the selection are passed by the selection.

Add Comparison

Select this button if you wish to add a comparison to the selection. This brings up the Compare Dialog Box.

Add Selection

Select this button if you wish to make a nested selection reference. This brings up the Selection Dialog Box.

Add Range

Select this button if you wish to add a range check condition to the selection. This brings up the Range Check Dialog Box.

Delete

Select this button to delete the highlighted condition in the Conditions List Box.

Edit

Select this button to edit the highlighted condition in the Conditions List Box. This brings up the appropriate dialog box for the condition type.

Select **OK** to make any changes that were made. To abandon the changes, select the **Cancel** button.

Also see:

Defining Selections

Deleting Selections

Using Dialog Boxes



Selection Dialog Box

Use this dialog box to include a nested selection reference in a selection.

The lists the names of all the other selections defined in this database; select the one you want to use.

Also see:

[Using Dialog Boxes](#)

[Defining Selections](#)

[Selection Definition Dialog Box](#)



Loops of selection references are not allowed

This means that in using nested selections, selections double-back on to themselves, either directly or indirectly. These loops cannot be resolved. For example:

A selection called **Age**

Date of Birth Before 1/1/1940

Selection: Doctors

Another selection, **Doctors**

Title = Dr

If the **Doctors** selection has **Selection: Age** added, then a loop has been formed. The nested selection must be changed so that a loop does not form.



Range Check Dialog Box

Use this dialog box to set up a range check condition.

Data Item

This contains a list of all the data items in the current database. Choose the one that you want tested.

Between

The lower value for the range check.

And

The upper value for the range check.

If the values have been put in the opposite order, they will be automatically swapped around.

Also see:

[Using Dialog Boxes](#)

[Defining Selections](#)

[Selection Definition Dialog Box](#)



Compare Dialog Box

Use this dialog box to set up a comparison condition.

Data Item

This lists the names of all the data items that are defined in the database. Choose the one you wish to test in the comparison.

Test

This lists the types of comparison that can be carried out. Some tests are not available for certain types of data item e.g. *before* and *after* are only available for dates. The test available are:

=	Test for data item being equal to value.
not =	Test for data item not equal to value.
less than	Data Item less than value.
greater than	Data Item greater than value.
less than or =	Less than or equal to value.
greater than or =	Greater then or equal to value.
before	Data Item before value (Dates only).
after	Data Item after value (Dates Only).
contains	Data item contains a given character sequence.
blank	Test for field being blank.
not blank	Test for field containing something.

If the test is for *Blank* or *Not Blank* then no comparison value is necessary. For the other tests, the comparison value can be either a fixed value or another data item.

Value

Type in the value you wish to compare the data item with.

Or Data Item

This is another list containing the names of all the data items. Select a second data item you wish to compare with the first. Both data items must be of the same type.

Also see:

[Using Dialog Boxes](#)

[Defining Selections](#)

[Selection Definition Dialog Box](#)



Comparing data items of different types

The data items that are selected for a comparison must be of the same data type for the comparison to be valid. Choose data items that are of the same type, or choose a comparison with a fixed value.



Layout Form Control

Select this command to link forms and letters with a database. These forms and letters must have previously been created using the Form Designer and Word Processor.

Default Screen Form

This shows the file path and name of the screen form that will be used for the screen display of records when you open the current database. This can be changed by highlighting one of the names in the **Forms** list box, and selecting the **Set** button. Selecting the **Clear** button will cause an automatically generated form to be used.

Default Printer Form or Letter

This shows the file path and name of the printer form that will be used by default for printing records and mailmerging. This can be changed by highlighting one of the names in either the **Forms** or **Letters** list boxes, and selecting the **Set** button. Selecting the **Clear** button will cause the current screen form to be used.

Forms

This lists all the forms (as created by the Forms Designer) that are linked with the current database.

Letters

This lists all the letters (as created by the Word Processor) that are linked with the current database.

Add Form

Select this button to add a form to the list of forms linked to the current database. When selected, a Files Open Dialog Box comes up, prompting you for the file name and path of the form.

Add Letter

Select this button to add a letter to the list of forms linked to the current database. When selected, a Files Open Dialog Box comes up, prompting you for the file name and path of the letter.

Remove

Selecting this button breaks the link between the highlighted form or letter in the **Forms** or **Letters** lists and the current database.

Select **OK** to confirm any changes, **Cancel** to abandon them.

Also see:

[Linking Forms to Databases](#)

[Forms Menu Bar Commands](#)

[Using Dialog Boxes](#)



Layout Form Generation

This command is for setting up the margins and print control for the form that is generated when no form is specified for displaying or printing.

Title:

Type a title that will appear at the top of the form. This is optional.

Shade Background

Set this check box to shade the form other than the fields. Clear the check box to leave the form unshaded.

Margins...

Select this button to specify the margins and print orientation of the form. When selected, the Form Generation Margins Dialog Box comes up.

Print Control...

Select this button to select the printer used to print the form, and which paper trays will be used (if it has any). Selecting this button will bring up the Print Control Dialog Box.

Select **OK** to confirm any changes, or **Cancel** to abandon them.

Also see:

[Automatically Generated Form Using Dialog Boxes](#)



Form Generation Margins Dialog Box

Use this dialog box to set up the page margins for the form that is generated when no form is specified for displaying or printing.



Type in those values for the margins that you require. These will be in inches or centimetres according to the units that you have specified.

Page size

This lists a number of page sizes that you can choose from.

Width and Height

Type in the values here if you wish to select your own page size.

Portrait and Landscape

Indicate which way around the report is to be printed on the page:



Left Margin

The gap between the left edge of the page and the left edge of the form text.

Right Margin

The gap between the right edge of the page and the right edge of the form text.

The width of the text will therefore be:

$$\textit{Text Width} = \textit{Page Width} - \textit{Left Margin} - \textit{Right Margin}$$

Top Margin

The gap between the top of the page and the top of the form text.

Bottom Margin

The gap between the bottom of the page and the bottom of the form text.

Fit to Screen

Select the button below the left and right margins boxes to automatically set these margins so that the form horizontally fits the screen. Select the button below the top and bottom margins boxes to set the vertical margins such that the form vertically fits the screen.

Select **OK** to make the changes to the form margins, **Cancel** to abandon changes.

Also see:

[Automatically Generated Form Using Dialog Boxes](#)



Layout Save Generated Form

Select this command to save the generated form to disk if it is currently being used.

Also see:

[Automatically Generated Form](#)



Forms Screen Form

Use this command to change which is the currently used screen form. This command brings up a dialog box.

Forms

This contains the list of all the forms currently linked with the database.

The forms in the **Forms** list and the default form in use are set up by use of the Layout Form Control command. Providing you do not want to use the basic form, select the form that you want to use from the list.

CURRENTLY...

This is a box that shows which form is currently being used for screen display.

Generate Basic Form

Set this check box if you want to use a form that is generated by the database.

Select **OK** to confirm the changes, **Cancel** to abandon any changes.

Also see:

[Linking Forms to Databases](#)
[Using Dialog Boxes](#)



Forms Printer Form or Letter

Use this command to change which is the currently used printer form. This command brings up a dialog box.

Forms

This contains the list of all the forms currently associated with the database.

Letters

This contains the list of all the letters currently associated with the database.

Use Screen Form

Set this check box if you want to use the current screen form as the printer form.

Current Printer Form

The form or letter that is currently used.

The forms in the list and the default form in use are set up by use of the Layout Form Control command. Providing you do not want to use the current screen form, select the form that you want to use from the list.

Select **OK** to confirm any changes, or **Cancel** to abandon them.

Also see:

[Linking Forms to Databases](#)
[Using Dialog Boxes](#)



Tools Maintenance

Selecting this command brings up a dialog box. With it you can view some statistics relating to the current database, along with a number of maintenance options:

Squash Database

Select this command button to reduce the size of the database file. This is useful where free disk space is limited. It does this by clearing out material in the database that is no longer wanted. Note that this includes all the deleted records, so previously deleted records cannot be retrieved after a database squash.

Undelete Records

You can retrieve records that have been deleted by selecting this button. You will then be given the option of selecting each deleted record for retrieval.

Rebuild Indices

If the index file has been corrupted or lost, the index can be recreated by selecting this button.

View/Delete Logs

Select this button for a list of all the logs entries in the current database, and to delete any of them. If there are any logs entries, then the View/Delete Logs Dialog Box will come up.

Select **Close** when you want to exit from the maintenance dialog box.

Also see:

[Reducing File Size](#)

[Retrieving Deleted Records](#)

[Using Dialog Boxes](#)



View/Delete Logs Dialog Box

Logs:

This lists all the logs entries that are in the current database.

Delete

Selecting this button will delete the all the highlighted logs in the list. You will be asked to confirm the deletion before it is carried out.

Cancel

Quit the dialog box without deleting any logs.

Also see:

Logs

Tools Maintenance Command



All the selected logs will be deleted: are you sure?

You have selected the **Delete** button in the View/Delete Logs Dialog Box for deleting logs entries from the current database. Confirmation for this action is being sought.

Select **Yes**, or press Y, to delete the logs; select **No**, or press N, to stop the deletion.

Also see:

Logs



The record filter is being removed

You have deleted one or more of the logs entries in the current database. One of these log entries was being used as the current filter. As it is deleted, it can no longer be used, and therefore filtering has been switched off.

Also see:

[Filtering Records](#)



Tools View Log Inclusion

Selecting this command brings up a dialog box that lists all the logs entries that the current record is included in.

Select the **Close** button to exit from the dialog box.

Also see:

Logs

Using Dialog Boxes



Options Protect Layout

Use this command to prevent the current database's data items, indices, selections, list of linked forms and letters and report layout from being changed. If the database layout is already protected, use this command again to free it for changing.

Also see:

[Protecting the Database Layout](#)




Options Vertical Scroll Bar

Switches the display of the vertical scroll bar on and off.

Notes

1. Even when the vertical scroll bar is set for display, it will only appear when not all of the screen form will fit vertically into the document window displaying it.

2. The page buttons  and



will only appear if there is more than one page in the form.

Also see:

[Using Scroll Bars](#)



Options Horizontal Scroll Bar

Switches the display of the horizontal scroll bar on and off.

Note

Even when the horizontal scroll bar is set for display, it will only appear when not all of the screen form will fit horizontally into the document window displaying it.

Also see:

[Using Scroll Bars](#)



Options Settings

Choose this command to change the settings that are used throughout Complete Works. For details, see [Settings](#).



Data Import Dialog Box

This gives information on what is currently happening during a database import, including the name of the file where the records are coming from, the log name for this data import, the number of records currently imported, and what is currently happening.

To stop importing records before the process is complete, select **Cancel**. If it has stopped, select **OK** to finish.

Also see:

[Importing Records from Other Databases](#)



Delete data item: are you sure?

You have selected the **Delete** button under the Layout Data Items command for deleting data items from the database. Doing this would cause any information saved in records under this item to be lost. You are being asked to confirm the deletion.


Click **Yes**, or press Y, to delete the data item, or click **N**, or press N, to stop the deletion.



Undelete this record?

When retrieving deletions you are given an opportunity to select each deleted record for retrieval. The record behind the dialog box is the records being referred to. There are three options:



Click **Yes**, or press Y or Return (), to retrieve the record.

Click **No**, or press N to leave the record deleted.

Click **Cancel**, or press Esc, to end retrieving records before the end.

Also see:


[Retrieving Deleted Records](#)



Squash database file: are you sure?

You are being asked to confirm if you want the current database file to be squashed to make it smaller. The consequence of this action would be that any records that have been deleted would no longer be retrievable. You have two options:

Click **Yes**, or press Y, to squash the database.

Click **No**, or press N or Return () to abandon squashing.

Also see:

[Reducing File Size](#)



Squashing Database Dialog Box

Database squashing is in progress. To abandon squashing before completion, select the **Cancel** button. When the squashing is completed, this button changes to **OK**; select this to close the dialog box.

Also see:

[Reducing File Size](#)



Not a TopMail file

The file from which you have tried to import TopMail records is not recognised as a TopMail file.

Also see:

[Importing Records from Other Databases](#)



Error during database import...

During the importing of one of the records, it was found that the length of an item was too long for the field that it was being copied to. The copied item had to be truncated for it to fit.

Ignore any other errors of this type

If there are likely to be other records where this type of error will also happen, you can suppress this warning message coming up again by setting the check box.

Select **OK** to continue with the import, or **Cancel** to abandon importing.

Also see:

[Importing Records from Other Databases](#)



Error during database import...

During the importing of one of the records, it was found that the data type of an imported item was incompatible with the item it was being imported to. The imported item is ignored.

Ignore any other errors of this type

If there are likely to be other records where this type of error will also happen, you can suppress this warning message coming up again by setting the check box.

Select **OK** to continue with the import, or **Cancel** to abandon importing.

Also see:

[Importing Records from Other Databases](#)



Filter is being removed since no records can pass it

The filter that was being applied to the database can no longer be used since none of the records can pass it. The application of the filter is stopped (the filter itself remains in the database).

Also see:

[Filtering Records](#)



Help Menu Bar Commands

Index

Bring up the first help topic.

Keyboard

Bring up help on the keyboard functions.

Commands

Bring up help on the menu bar commands.

Using Help

Bring up help on how to use help.

About

Bring up the About dialog box.



Help Index

Select this command to bring up the first topic in the help system.



Help Keyboard

Select this command to get help on the functions available from the keyboard.



Help Commands

Select this command to get help on the functions available from the menu bar.



Help Using Help

Select this command to bring up the Windows help on how to use the help facility.



Help About

Selecting this command reveals the About Dialog Box.



Complete Works Word Processor

<u>Word Processor Introduction</u>	A brief introduction into what the Word Processor is capable of.
<u>Using the Word Processor</u>	Step-by-step help on how to use the features in the Word Processor.
<u>Menu Bar Functions</u>	A description of the functions available on the menu bar.
<u>Word Processor Keys</u>	A description of the functions available from the keyboard.
<u>The Ruler Line</u>	What it is, and how to use it.
<u>Using the Status Bar</u>	What the <u>status bar</u> does, and how to use it.



Word Processor Introduction

The Complete Works Word Processor enables you to write, adjust, print and save letters, reports, or any kind of text-based document. To create such a document, type in the text as though the word processor were a typewriter.

There are a number of facilities that you can use to adjust text or the layout of the whole document, organise the document and print it. These include:

1. Search for specific pieces of text, with the ability to change them.
2. Indent and justify parts of or the whole document.
3. Mixing different fonts and character styles for emphasis.
4. Adding charts and spreadsheet information and pictures.
5. Mailmerge with Complete Works databases.
6. A spelling checker and thesaurus.
7. The ability to work on several documents at once.
8. Copy information from one place in a document to another, or to another document.
9. Saving and opening documents from and to disk.
10. Page previewing and printing documents.

Also see:

[Using the Word Processor](#)



Using the Word Processor

File Operations:

- [Starting a New Document](#)
- [Opening Documents on Disk](#)
- [Saving Documents to Disk](#)
- [Saving and Applying Document Layouts](#)

Editing Document Operations:

- [Typing in and Editing a Document](#)
- [Deleting Text](#)
- [Moving Around a Document](#)
- [Marking and Unmarking](#)
- [Block Operations](#)
- [Setting Up and Using Styles](#)
- [Fonts and Character Style](#)
- [Text Borders](#)
- [Text Justification](#)
- [Line Spacing](#)
- [Setting Up and Using Tab Stops](#)
- [Setting Up and Using Indents](#)
- [Altering Document Layouts](#)
- [Page Breaks](#)
- [Adding Page Numbers and Today's Date](#)
- [Finding and Replacing](#)
- [Spell Checking and the Thesaurus](#)

Viewing and Printing Operations:

- [Viewing and Deleting Format Changes](#)
- [Hidden Spacing Characters](#)
- [Viewing Documents on the Screen](#)
- [Printing a Document](#)
- [Mailmerging](#)

Inserting Material from Other Sources

Pictures, Complete Works charts and spreadsheet ranges can be inserted into a document. For details on this, see [Inserted Pictures and Charts](#).



Deleting Text

To delete text that contains mistakes, or is no longer needed, there are a number of ways to delete it:

To delete one character, move the cursor to just after it (if necessary), and press the Backspace key. Alternatively, move the cursor to just before it and press Del.

Press Ctrl+Backspace to delete the word prior to the cursor or the current word if the cursor is in the middle of it.

To delete a line of text, move the cursor on to it, and press Ctrl+Y.

To delete a larger area of text, mark it, and press Del.

Retrieving Deletions

You can retrieve the last deletion by selecting the Edit Undo Deletion command.

Also see:

Typing in and Editing a Document
Marking and Unmarking



Starting a New Document

When the Word Processor is started up, a blank document space is created. The document layout used is the one in the DEFAULT.DLY file. A fixed default layout is used if this file does not exist.

Starting a New Document

If there is another document on the screen, and you wish to start a new document, select the File New command on the menu bar.

If the document currently on the screen has not been saved, or has been changed since it was last saved, then a warning message will be displayed and you will be given an opportunity to save it to disk before it is cleared from memory.

Also see:

Altering Document Layouts

Saving and Applying Document Layouts



Spell Checking and the Thesaurus

The Word Processor uses the 115,000 word Collins English dictionary, and includes a medical and legal supplement which will save hours of work creating special dictionaries.

There is also a personal spelling dictionary into which you can add your own words. This is particularly useful to anyone who uses a specialist vocabulary, or it could be used to include slang words and abbreviations.

You can check whole documents, or just a marked block. The system includes a "guesser" so that when it finds a spelling mistake you are presented with a list of phonetic guesses from which you can select the word you intended.

There is also a thesaurus containing over 800,000 synonyms.

For help on aspects of spell checking, refer to the following:

[Checking the Spelling in a Document](#)

[Looking Up Words in the Thesaurus](#)

[The Personal Dictionary](#)



Checking the Spelling in a Document

1. Select the Tools Spellcheck command on the menu bar.
2. For every word in the document that cannot be found in either the main dictionary or personal dictionary, a dialog box comes up indicating the misspelt word. You then have a number of options:

Skip the word and continue checking:

Select the **Ignore** button.

Change the word in the document:

Either choose one of the suggestions in the **Suggestions** list box, or type in your own correction into the **Word is misspelt** text box. Then select the **Replace** button.

Make the word part of your dictionary:

Select the **Add to dict.** button. This adds the word to your personal dictionary.

Spell Checking Part of a Document

1. Mark the part of the document that you want to check.
2. Select the Tools Spellcheck command and continue as above.

Ending the Spell Checking

Checking of the spelling ends when all the words in the document or marked block have been checked. If you wish to abandon this before the end, then select the **Cancel** button.

Also see:

[Looking Up Words in the Thesaurus](#)

[The Personal Dictionary](#)

[Marking and Unmarking](#)



Looking Up a Word in the Thesaurus

Opening the Thesaurus

1. Look up a word in the document by moving the cursor over the word and pressing F8, or click the F8 button if displayed.
2. To look up a word not in the document, select the Tools Thesaurus command on the menu bar.
3. The Look Up Dialog Box will come up.

You can then do the following.

Finding Synonyms for Words

1. If the word you want to look up is not in the **Word** text box, then type in the word you want. If there are words in the list box, you may also select one of these.
2. Select the **Look Up** button.

If the Looked Up Word Is Not in the Dictionaries

1. A message will appear, "The word is misspelt". A list of possible corrections then appears in the list box.
2. If you wish to use one of these words for a look up, then select it, or you could type the new word to look up.
3. Select the **Look Up** button.

No Synonyms Found for the Word

1. A message will appear, "The word has no thesaurus entry". A list of alternative words to look up appear in the list box.
2. If you wish to use one of these words for a look up, then select it, or you could type the new word to look up.
3. Select the **Look Up** button.

Browsing Through Synonyms

If synonyms of words have been found, then they will be displayed in the list box. If there is more than one group of synonyms, then you can look at the next group by selecting the **Next meaning** button. To go to a previous group, select the **Previous meaning** button.

Continuing to Look Up Synonyms

To continue looking up words, follow the above procedure. To go back to previous words you looked up, select the **Back track** button.

To Quit Looking Up Words

Select the **Exit** button.

Also see:

[Checking the Spelling in a Document](#)
[The Personal Dictionary](#)



The Personal Dictionary

Viewing Words in Your Personal Dictionary

Select the Tools Dictionary command to bring up a list of all the words that you have placed in your personal dictionary.

Adding Words to the Personal Dictionary

You can add words that are not in the main dictionary when you check the spelling in a document. See Checking the Spelling in a Document.

Words can also be added directly:

1. Select the Tools Dictionary command.
2. A dialog box will come up. Select the **Add** button.
3. Type in the word you want to add, and select the **OK** button.

Deleting Words from the Personal Dictionary

1. Select the Tools Dictionary command.
2. Highlight the word in the list you want to delete.
3. Select the **Delete** button.

Also see:

Looking Up Words in the Thesaurus




Typing in and Editing a Document

When you start the word processor, or create a new document, the cursor lies at the top left hand corner of the document window. To enter some text, simply type it. When the text reaches the end of a line, the word processor wraps the text on to next line automatically. If you type in more text than can be displayed at once, then screen display scrolls down so that the bit of text that you are editing is always in view.


Starting New Lines

The word processor will automatically word wrap text as you type it in, irrespective of the text justification.



To end a paragraph, press Return (). This should also be used at the end of any single heading lines.

The line spacing between paragraphs is normally set to be different from the gap between lines within a paragraph. For entering tables and addresses where new lines are used, but in

the same paragraph, there is another way of forcing new lines. Press Shift+  .

Inserting Extra Characters

To insert characters into existing text the indicator on the status bar must say **Ins**. If it does not, then press the Ins key.

To type in new text, move the cursor to where you want to add the text and type it in. All the text following the cursor is automatically shifted along to make way for the new text.

Overwriting Existing Text

To type in text that will overwrite existing text the indicator on the status bar must say **Ovr**. If it does not, then press the Ins key.

Next, move the cursor to the first character to be replaced, and type in the new text. As you type, the old characters are removed and replaced by the new ones.

Note

Editing larger areas of a document is achieved by using marked blocks.

Also see:

Marking and Unmarking

Block Operations

Moving Around a Document







Using the Status Bar



Moving Around a Document

With the Keyboard

Use the following keys to move the cursor around a document:

Key(s)	Movement
	Forward one character
	Backward one character
	Up one line
	Down one line
Home	To the beginning of the current line
End	To the end of the current line
Ctrl+ 	Forward one word
Ctrl+ 	Backward one word
Ctrl+Home	Move to top left of the screen
Ctrl+End	Move to the bottom right of the screen
Page Up (PgUp)	Up one screen
Page Down (PgDn)	Down one screen
Ctrl+PgUp	Up one document page
Ctrl+PgDn	Down one document page

With the Mouse

Click the left mouse anywhere on the document screen to move the cursor to another place in the currently displayed part of the document. You can also use the scroll bars. See [Using the Scroll Bars](#) for details.

With the Go To Dialog Box

Press F5 (or click the F5 button if it is displayed), or select the [Edit Go To](#) command; this brings up a dialog box that enables you to go to any page within your document.

See [Go To Dialog Box](#) for details.

Also see:

[Typing in and Editing a Document](#)



Fonts and Character Style

The way text characters appear in a document is dependent on the font and character style.

The font and character style of the text at the cursor are shown on the status bar.

To Change a Font

To type in text with a different font do the following:

1. To change the font, either click the **Font** button on the status bar, press Ctrl+F, or select Format Font on the menu bar.
2. This brings up the Fonts Dialog Box. Select the font you want.

To Change a Character Style

Select the character styles, either by:

- (a) clicking the character style buttons on the status bar.
- (b) pressing Ctrl+B for bold, Ctrl+I for italic, Ctrl+U for underlining, Ctrl+W for word underlining, Ctrl+D for double underlining or Ctrl+. to bring up the Colours Dialog Box.
- (c) selecting Format Character command on the menu bar. Then choose the styles by settings the check boxes and the colour from the list. Use this method if you want to set subscript or superscript character styles.

Any text that you type in will now be in the newly selected font and character style.

Changing Existing Text

1. Mark the text to be changed.
2. Set the font and character styles as described above.

Also see:


Marking and Unmarking

Using the Status Bar

Setting Up and Using Styles



Hidden Spacing Characters

There are a number of hidden spacing characters that are added into the document when you type keys that affect the way text is laid out in the document e.g. Return () , Tab etc.

Normally, these characters are hidden. They can be revealed by selecting the View Spacing command on the menu bar; the characters can be hidden once more by selecting this command again.

The control characters appear on the screen as follows:

Character on screen What it indicates

A small dot A space character (press the space bar).



End of paragraph marker (press Return



).



Tab marker. Text is tabbed to the next tab stop (press the tab key).



A new line within a paragraph (press Shift+Return).

Deleting Hidden Characters

The characters are edited like any other character. If some types of formatting need to be removed e.g. a tab, then make the characters visible, and move the cursor on to the character, then press Del.

Also see:

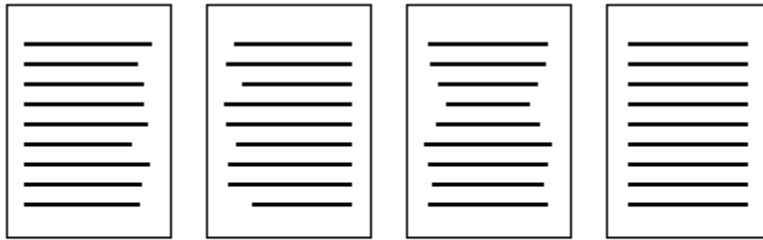
Typing in and Editing a Document

Viewing and Deleting Format Changes



Text Justification

The word processor can handle four types of justification:



Left Aligned

Right Aligned

Centred

Justified

Text Alignments

These can be mixed within a document.

Changing the Justification Directly

1. Select the Format Justification command on the menu bar.
2. Select the type of justification and its scope in the dialog box that comes up in response.

Changing the Justification in a Style

1. Select the Layout Define Style command on the menu bar.
2. Select the style name from the list, or type in a new name for a new style.
3. The Define Style Dialog Box comes up; select the **Justification** option button.
4. Select the justification for this style by choosing of the option buttons.

Changing the Justification of Text in a Marked Block

1. Mark the part of the document to be changed.
2. Select the Format Justification command on the menu bar.
3. Change the justification as desired.
4. Select the **OK** button to make the change.

Note

The change to the text justification will be made from the beginning of the paragraph which contains the start of the marked block, to the end of the paragraph that contains the end of the marked block.

Deleting Changes in Justification in a Document

See Viewing and Deleting Format Changes.

Also see:

Setting Up and Using Styles
Marking and Unmarking



Line Spacing

To set and alter the line spacing in a document:

Changing the Line Spacing Directly

1. Select the Format Line Spacing command on the menu bar.
2. Select the line spacing you want in the dialog box that comes up in response.

Changing the Line Spacing in a Style

1. Select the Layout Define Style command on the menu bar.
2. Select the style name from the list, or type in a new name for a new style.
3. The Define Style Dialog Box comes up; select the **Line Spacing** button.
4. Select the line spacing for this style.

Changing Line Spacing of Text in a Marked Block

1. Mark the part of the document to be changed.
2. Select the Format Line Spacing command on the menu bar.
3. Change the line spacing as desired.
4. Select the **OK** button to make the change.

Note

The change to the line spacing will be made from the beginning of the paragraph that contains the start of the marked block, to the end of the paragraph that contains the end of the marked block.

Deleting Changes in Line Spacing in a Document

See Viewing and Deleting Format Changes.

Also see:

Setting Up and Using Styles
Marking and Unmarking



Setting Up and Using Tabs Stops

Tab stops are used to align things you want to type of consecutive lines and/or to position indents. There are four types of tab stop; left, right, centre and decimal.

Left Tab Stops

Rome
Paris
Copenhagen

Right Tab Stops

These are often used with numbers e.g.

123456
 12
 234

Centre Tab Stop

These are often used for headings e.g.

 Fixed Assets
 Debtors
Balance On Current Account

Decimal Tab Stops

Mainly used when entering numbers. The decimal points of the numbers line up when this tab stop is used.

Refer to the following on how to set up and use tab stops:

[Setting Up Tab Stops](#)

[Moving Tab Stops](#)

[Deleting Tab Stops](#)

[Using Tab Stops](#)



Setting Up Tab Stops

There are two methods for setting up tab stops.

1. Using the Ruler Line

1. Click on the button on the left side of the ruler line.
2. Then set up the tab stops. Refer to [Tab Stop Editing on the Ruler Line](#) on how to do this.

2. Using the Menu Bar

1. Select the [Format Tab Stops](#) command.
2. A dialog box will then come up. Then do the following:

Setting Tab Stops With the Keyboard



Use the  and

keys to move the ruler. To add a tab stop, press L for a left tab stop, R for a right tab stop, C for a centre tab stop and D for a decimal tab stop.

Setting Tab Stops With the Mouse

Select the type of tab stop you want to add by clicking on one of the following buttons:



for a left tab stop.



for a right tab stop.



for a centre tab stop.



for a decimal tab stop.

Then click on the ruler where you want the tab stop to go. If necessary, the ruler can be scrolled by using the scroll bar beneath it.

3. Select **OK**.

Apply Tab Stop Changes To

If you have already marked a block, then the changes you have made to the tab stops will be applied to all those paragraphs that are covered by the marked block. Otherwise, in the Tab Stop dialog box, you will be given a choice of three ranges over which the changes can be applied.

Current Paragraph

Tab stop changes are applied to the current paragraph only.

Next change

The tab stop change applies from the current paragraph down to the next explicit change in tab stops or until there is a change to a style which uses tab stops.

Style

This will change the tab stops in the current style, changing anything that is in this style as well as anything you then type in the style.

Also see:

[Setting Up and Using Styles](#)

[Marking and Unmarking](#)

[Using Tab Stops](#)

[Using Scroll Bars](#)

[Using Dialog Boxes](#)



Moving Tab Stops

1. Using the Ruler Line


1. Click on the button on the left side of the ruler line.
2. Then move tab stops as described under Tab Stop Editing on the Ruler Line.


2. Using the Menu Bar

1. Select the Format Tab Stops command.
2. A dialog box will then come up. Then do the following:

Moving Tab Stops With the Keyboard



Use the  and

 keys to move the cursor on the ruler to the tab stop you want to move. Press and hold Shift, then move it to where you want it to go, and release Shift.

Moving Tab Stops With the Mouse

If the tab is not on the displayed part of the ruler, use the scroll bar to scroll the ruler. Then drag the tab stop you want to move on the ruler.

3. Select **OK**.

Apply Tab Stop Changes To

If you have already marked a block, then the changes you have made to the tab stops will be applied to all those paragraphs that are covered by the marked block. Otherwise, in the Tab Stop dialog box, you will be given a choice of three ranges over which the changes can be applied.

Current Paragraph

Tab stop changes are applied to the current paragraph only.

Next change

The tab stop change applies from the current paragraph down to the next explicit change in tab stops or until there is a change to a style which uses tab stops.

Style

This will change the tab stops in the current style, changing anything that is in this style as well as anything you then type in this style.

Also see:

[Setting Up Tab Stops](#)

[Deleting Tab Stops](#)

[Using Scroll Bars](#)

[Using Tab Stops](#)



Deleting Tab Stops

1. Using the Ruler Line


1. Click on the button on the left side of the ruler line.
2. Then delete tab stops as described under Tab Stop Editing on the Ruler Line.


2. Using the Menu Bar

1. Select the Format Tab Stops command.
2. A dialog box will come up. Then do the following:

Deleting Tab Stops With the Keyboard



Use the  and

 keys to move the cursor on the ruler of the tab stop to be deleted. Then press Delete.

Deleting Tab Stops With the Mouse

If the tab is not on the displayed part of the ruler, use the scroll bar to scroll the ruler. Then click on the tab stop, and select the **Delete** button.

3. Select **OK**.

To Delete All Tab Stops

1. Select the Format Tab Stops command.
2. Select the **Delete All** button.

Apply Tab Stop Changes To

If you have already marked a block, then the changes you have made to the tab stops will be applied to all those paragraphs that are covered by the marked block. Otherwise, in the Tab Stop dialog box, you will be given a choice of three ranges over which the changes can be applied.

Current Paragraph

Tab stop changes are applied to the current paragraph only.

Next change

The tab stop change applies from the current paragraph down to the next explicit change in tab stops or until there is a change to a style which uses tab stops.

Style


This will change the tab stops in the current style, changing anything that is in this style as well as anything you then type in the style.

Also see:

Setting Up and Using Styles
Marking and Unmarking
Using Tab Stops
Using Scroll Bars
Using Dialog Boxes

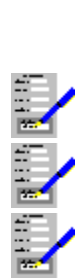




Tab Stop Editing on the Ruler Line

You click on the  button on the ruler line for editing tab stops.

1. Setting Up Tab Stops

With the Keyboard



1. Move the insertion marker on the ruler line by pressing  and  to the point you want. You can also use Ctrl+
and Ctrl+
to move the insertion marker by larger distances.
2. Press L for a left tab stop, R for a right tab stop, C for a centre tab stop, or D for a decimal tab stop.
3. To delete tab stops move the insertion marker to the tab position, and press Del.

With the Mouse

1. Select one of the four tab type buttons:



for a left tab stop.



for a right tab stop.



for a centre tab stop.



for a decimal tab stop.


2. Click on the ruler where you want the tab stop to be.
3. To delete tab stops, click on the tab stop and click the **Delete** button.

2. Moving Tab Stops

Moving Tab Stops With the Keyboard



Use the  and



 keys to move the cursor on the ruler to the tab stop you want to move. Press and hold Shift, then move it to where you want it to go, and release Shift.

Moving Tab Stops With the Mouse

If the tab is not on the displayed part of the ruler, use the scroll bar to scroll the ruler. Then drag the tab stop you want to move on the ruler.

3. Deleting Tab Stops


Deleting Tab Stops With the Keyboard

Use the  and  keys to move the cursor on the ruler of the tab stop to be deleted. Then press Delete.

Deleting Tab Stops With the Mouse

If the tab is not on the displayed part of the ruler, use the scroll bar to scroll the ruler. Then click on the tab stop, and press Delete.

To delete all tab stops, select the **Clear All** button.

Select **OK**, press Return () to confirm the changes and go back to editing the document.

Apply Tab Stop Changes To

If you have already marked a block, then the changes you have made to the tab stops will be applied to all those paragraphs that are covered by the marked block. Otherwise, a dialog box will come up and you will be given a choice of three ranges over which the changes can be applied.

Current Paragraph

Tab stop changes are applied to the current paragraph only.

Next change

The tab stop change applies from the current paragraph down to the next explicit change in tab stops or until there is a change to a style which uses tab stops.

Style

This will change the tab stops in the current style, changing anything that is in this style as well as anything you then type in this style.

Select **Cancel** abandon the tab stop changes and go back to document editing.

Also see:

[Setting Up Tab Stops](#)

[Moving Tab Stops](#)

[Deleting Tab Stops](#)

[Using Tab Stops](#)

[Using Scroll Bars](#)




Using Tab Stops

To position text at the next tab stop to the right of the cursor, press the Tab key. This inserts a hidden character into the document.

Viewing Tab Characters

Select the View Spacing command on the menu bar. Any tabs in the document will be

displayed as  characters. To hide them and the other spacing characters, select the View Spacing command again.

Creating Tables

A common example of the use of tabs is for the creation of tables. For example, a table of names with the value of the items they have purchased.

To make such a table, a tab stop for each column needs to be set up:



The first tab stop is a left tab stop, the most commonly used type. The second one is a decimal tab stop, used for the displaying of a list of decimal numbers such that the decimal points line up.

Then when typing in the names and numbers, precede each name and number by a tab.



Robert Jones

25.80

Carolyn Williams

39.95

Peter Cox

15.50

Maureen O'Connor

29.99

Also see:

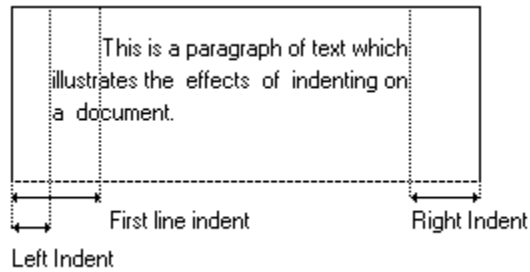
[Hidden Spacing Characters](#)
[Setting Up Tab Stops](#)



Setting Up and Using Indents

Indents may be used in word processor documents. Both the left and right margins of the text can be indented. In addition, the first line of every paragraph can be indented to a different degree. It is therefore possible to set up hanging indents.

The diagram below illustrates the different types of indent:



Refer to the following on how to set up indents:

Setting Up Indents

Quick Keys for Indents



Setting Up Indents

Setting Up Indents in the a Document

1. Select the Format Indents command on the menu bar.
2. Set up the positions of the indents. The indents can be set up based on tab stops, or they can be set independently of them. If you base the indent positions on tab stops, then if the right margin indent is set, it must be the same as the left indent.
3. Select the **OK** button to set the new indents.

Setting Up Indents as Part of a Style

1. Select the Layout Define Style command on the menu bar.
2. Select the name of the style, select one of the names from the list to edit an existing style, or type in a new name for a new style.
3. The Define Style Dialog Box comes up; select the **Indents** option button.
4. This will bring up the indents controls for editing. Edit the indents as described above.

Setting Up Indents for Marked Areas

1. Mark the part of the document to be changed.
2. Select the Format Indents command on the menu bar.
3. Change the indents as desired.
4. Select the **OK** button to make the change.

Hanging Indents

Setting a hanging indent is similar to setting normal indents, as described above. To create a hanging indent, specify the first line indent to be less than the left indent.

Deleting Changes to Indents in a Document

See Viewing and Deleting Format Changes.

Notes

1. All paragraphs affected by the changes to indents in the document will be automatically changed.
2. When changing indents over marked blocks, the changes take effect from the beginning of the paragraph which contains the start of the marked block to the end of the paragraph that contains the end of the marked block.


Also see:

Quick Keys for Indents
Setting Up and Using Styles
Marking and Unmarking



Quick Keys for Indents

Instead of setting up indents via the menu, you can indent paragraphs based on tab stops.

Key(s)	Effect
Ctrl+N	Indents the left edge of the current paragraph to the next tab stop.
Ctrl+M	Reverses the indent. Takes the left edge of the paragraph to the previous tab stop or to the left margin if there is no previous tab stop.
Ctrl+T	Creates a <u>hanging indent</u> . This causes the left edge of the paragraph to be indented to the next tab stop, except for the first line.
Ctrl+G	Reverses a hanging indent. All the lines in the paragraph are moved back one tab stop, or to the left margin, except the first line.
Tab 	Can be used to indent the first line of a paragraph.

Removing a Quick Indent

See Viewing and Deleting Format Changes.

Note

Multiple indents can be used e.g. to indent a paragraph by two tab stops, press Ctrl+N twice.

Also see:

Hidden Spacing Characters

Setting Up Indents



Text Borders

Setting Up Borders in a Document

1. Select the Format Border command on the menu bar. Selecting this command brings up a dialog box.
2. Set up the types of bordering by selecting the **Border** check boxes, the type of line used from the top list box, and the colour of the lines from the bottom list box. To have the specified borders drawn around each paragraph, set the **Box each paragraph separately** check box.
3. Select **OK**.

Setting Up Borders as Part of a Style

1. Select the Layout Define Style command on the menu bar.
2. Select the name of the style, select one of the names from the list to edit an existing style, or type in a new name for a new style.
3. The Define Style Dialog Box comes up; select the **Borders** button.
4. Fill in the details for the type of bordering you want with the style in a similar way as described above.
5. Select the **OK** button.

Setting Up Borders for Marked Areas

1. Mark the part of the document to be changed.
2. Select the Format Border command on the menu bar.
3. Change the borders as described above.
4. Select the **OK** button.

Deleting Changes to Borders in a Document

See Viewing and Deleting Format Changes.

Notes

1. All paragraphs affected by the changes to borders in the current document will be automatically changed.
2. When changing borders over marked blocks, the changes take effect from the beginning of the paragraph which contains the start of the marked block, to the end of the paragraph that contains the end of the marked block.

Also see:

Setting Up and Using Styles
Marking and Unmarking



Page Breaks

A page break indicates where one page ends and another starts. There are two types of page break:

Automatic Page Breaks These are inserted by Complete Works. Their positioning is determined by your choice of paper size and margins as set up using the Layout Margins command on the menu bar.

Manual Page Breaks These are inserted by you. They are used where automatic page breaks occur at an awkward place e.g. just below table headings.

Inserting Manual Page Breaks

1. Move the cursor to what will be the first line after the page break.
2. Do one of the following:
 - (a) Press F6.
 - (b) Click the F6 button on the function key bar if displayed.
 - (c) Select the Format Page Break command.

Removing Manual Page Breaks

1. Move the cursor to the line below the page break.
2. Select the Format Page Break command.

Also see:

[Setting Page Size, Margins and Orientation](#)



Setting Up and Using Styles

A style is used to group together several features, such as indents, tab stops, font, character style, text justification and line spacing. This enables you to set up styles for specific parts of a document. For example, you may want styles for headings, headers and footers, or tables.

Creating a New Style

1. Select the Layout Define Style command on the menu bar.
2. Type in a new name into the text box if you are creating a new style, or choose one of the names in the list to edit an existing style.
3. Select the **OK** button. The Define Style Dialog Box will come up.
4. Then select the font, character style, indents, tab stops, justification and line spacing that you want in this style.
5. When the style has been defined, select the **OK** button.

All the parts of the document which use a style that has been changed will be automatically re-formatted to reflect the new style.

Using a Style

To create some text in a different style to the text above it, select the Format Style command on the menu bar, choose the style that you want to use from the list, and select the **OK** button.

To change the style of existing text, make it into a marked block and choose the style as described above.

Deleting Changes in Style in a Document

See Viewing and Deleting Format Changes.

Also see:

Deleting Styles

Marking and Unmarking

Fonts and Character Style

Borders

Text Justification

Line Spacing

Setting Up and Using Tabs

Setting Up and Using Indents



Deleting Styles

To delete a style, do the following:

1. Select the Layout Define Style command on the menu bar.
2. Highlight the name of the style you want to delete in the list.
3. Select the **Delete** button.

Note

The basic styles i.e. Normal text, Heading1, Heading2, Heading3, Page header and Page footer cannot be deleted, nor can those styles which are currently used.

Also see:

[Setting Up and Using Styles](#)



Viewing Documents on the Screen

There are three ways in which the document can be displayed on the screen.

Draft View

All the text will be displayed in a set font and with a fixed character style shown for the text itself. This does not affect the actual formatting in the document, and the status bar will still indicate the font, style and character style at the cursor.

In addition, all graphs, pictures and spreadsheets in the document will not be displayed; outline boxes will appear in their place.

The document is displayed quicker on the screen when in draft mode, and is therefore more convenient to use when a large amount of editing is being carried out. Also, any text which is in a small font size may be difficult to read on the screen. Displaying the document in draft solves this problem as all text is displayed in a set font.

To switch to draft viewing, select the View Draft command on the menu bar.

Formatted View

This is the view that is used when you start up the word processor.

All the text fonts and variations in character style are displayed, along with any graphs and spreadsheets that are in the document. This gives an at-a-glance detail of what is in the document, and you can still carry out all the editing functions.

To switch from another viewing mode to this one, select the View Formatted command on the menu bar.

Print Preview

The contents of a document are shown as they would appear on the printed pages. This type of viewing gives the greatest detail in the way the document is displayed, but editing cannot be carried out whilst the document is print previewed.

To switch to page preview, select the View Preview or File Print Preview commands, or press F11.

Note

Changing the type of viewing only affects the way a document is displayed on the screen; it does not affect the document itself, or the way in which it is printed.

Also see:

Using the Print Preview



Marking and Unmarking

Text marking is used if an operation is to be performed on an area of text. The operations that can be performed on a marked block include: deletion, copying, setting the text font and character style etc.

With the keyboard

1. Move the cursor to the beginning of the area to be marked.
2. Press and hold Shift.
3. Move the cursor to the other end of the area.
4. Release Shift.

With the Mouse

Click and hold the left mouse button over the beginning of the area that is to be marked, and drag the mouse to the other end of the area before releasing the left mouse button.

If the other end is currently not on the screen, move the pointer to just above the document window (if the other end is higher up the document), or to just below (if it is lower down in the document). The screen will scroll. When the end of the area has come into view, move the pointer so that it is placed over this point, and release the left mouse button.

The marked area will appear in an inverted colour.

Unmarking Text

Move the cursor, either by clicking on a new place, or by using any of the document movement keys.

Also see:

[Marking Lines and Paragraphs](#)

[Block Operations](#)

[Moving Around a Document](#)



Marking Lines and Paragraphs

To Mark a Single Line

With the Mouse

1. Move the mouse pointer to the left of the line to be marked. The pointer will appear as an arrow.
2. Click the left mouse button.

With the Keyboard

1. Move the cursor with the movement keys to the beginning of the line to be marked.
2. Press Shift+End.

To Mark a Paragraph

1. Move the mouse pointer to the left of the first line of the paragraph. The pointer will appear as an arrow.
2. Double click the left mouse button.

Also see:

[Marking and Unmarking](#)

[Moving Around a Document](#)

[Block Operations](#)



Block Operations

There are a number of operations that can be performed on a marked block in the document:

[Moving Marked Blocks](#)

[Copying Marked Blocks](#)

[Deleting Marked Blocks](#)

[Changing Text Formats and Style in Marked Blocks](#)

[Changing Text Case in Marked Blocks](#)

[Checking the Spelling in Marked Blocks](#)

[Word Counting in a Marked Block](#)

[Printing Marked Blocks](#)

Also see:

[Marking and Unmarking](#)



Printing Marked Blocks

If you want to print an area of a document, do the following:

1. Mark the block.
2. Select the File Print command.
3. A dialog box will be brought up. Select the **Options>>** button.
4. Set the **Marked Block** check box.
5. Select **OK** to start printing.

Also see:

[Printing a Document](#)

[Marking and Unmarking](#)

Word Counting in a Marked Block

To count the number of words in part of a document, do the following:

1. Mark the block.
2. Select the Tools Word Count command.

Also see:

Marking and Unmarking



Checking the Spelling in Marked Blocks

To check the spelling of text in a part of the document:

1. Mark the block.
2. Select the Tools Spellcheck command.
3. Then go through the process of checking the spelling as for whole documents.

Also see:

Marking and Unmarking

Checking the Spelling in a Document



Moving Marked Blocks

To move a piece of a document from one place in the document to another, or to move it into another document:

1. Mark the block.
2. Select the Edit Cut command from the menu bar, or press Shift+Del.
3. Move the cursor to the place where you want to move the marked piece of document. If this happens to be in another document, then create or open the document as necessary.
4. Select the Edit Paste command on the menu bar, or press Shift+Ins.

Also see:

Marking and Unmarking



Copying Marked Blocks

To copy a piece of a document and place the copy elsewhere, either in the same or another document:

1. Mark the block.
2. Select the Edit Copy command from the menu bar, or press Ctrl+Ins.
3. Move the cursor to the place where you want to copy the marked piece of document. If this happens to be in another document, then create or open the document as necessary.
4. Select the Edit Paste command on the menu bar, or press Shift+Ins.

Also see:

Marking and Unmarking

Inserting Other Documents into a Document



Deleting Marked Blocks

To delete a piece of a document:

1. Mark the block.
2. Select the Edit Delete command from the menu bar, or press Del.

Retrieving Deleted Blocks

You can retrieve the last marked block that was deleted by selecting the Edit Undo Deletion command.

Also see:

Marking and Unmarking



Changing Text Formats and Style in Marked Blocks

Changing the Font and/or Character Style

To change font and/or the character style of the text in a marked block.

1. Mark the text to be changed.
2. Set the font and character styles as described in Fonts and Character Style.

Changing Line Spacing, Justification, Tab Stops, Indents or Borders

To change the spacing between lines, justification, tab stops, indents, and the drawing of borders, do the following:

1. Mark the part of the document to be changed.
2. Select the appropriate command from the Format menu on the menu bar.
3. Change the format as desired.
4. Select the **OK** button to make the change.

Applying a Style

To apply all the format changes in a style:

1. Mark the block.
2. Select the Format Style command.
3. Select the style that you want to use.
4. Select the **OK** button to make the change.

Note

For line spacing, justification, tab stops, indents and the drawing of borders, the change to the format will be made from the beginning of the paragraph which contains the start of the marked block, to the end of the paragraph that contains the end of the marked block. Changes to the font and character style only affect the text in the marked block itself.

Also see:

Marking and Unmarking



Changing Text Case in Marked Blocks

To convert an area of text to uppercase or lower case letters:

1. Mark the block.
2. Select the Edit Uppercase or the Edit Lowercase commands from the menu bar.

Also see:

Marking and Unmarking



Headers and Footers

Headers and footers are edited by using the Layout Header/Footer command. Both the headers and footers are typed in like actual document text. They need not consist of one line; you can have as many lines as you like.

Headers are usually used for the display of titles in books and reports. In such cases different headers would be used on odd and even pages. Footers are often used to display the page number. In this case by inserting the ▶p-no merge item, you can have the pages automatically numbered for you.

Note

For headers and footers to print, enough space must be given to them. This is done by adjusting the page margins. See Setting Page Size, Margins and Orientation on how to do this.

Also see:

Editing Headers and Footers

Adding Page Numbers and Today's Date

Typing in and Editing a Document



Editing Headers and Footers

To edit a header or footer is similar to editing normal text. However, there are some things that cannot be included in a header or footer. These include: imported charts and spreadsheet information, merge items, except for the special ones i.e. ▶Page-no,

- ▶Longdate,
- ▶Shortdate, and
- ▶Filename.

To store new header or footer, select the **Close** button (or press Alt+C); to ignore any changes, select **Cancel** (or press Esc).

Note

The indicator on the status bar will read **Header** or **Footer** to remind you what is being edited.

Also see:

Headers and Footers

Adding Page Numbers and Today's Date

Typing in and Editing a Document



Setting Page Size, Margins and Orientation

The size of the paper, the page margins and the page orientation for the on-screen document is controlled by selecting the Layout Margins command from the menu bar.

Also see:

Page Breaks

Headers and Footers

Printing a Document



Adding Page Numbers and Today's Date

You can add special items to a document so that when it is printed or page previewed, page numbers and today's date will be automatically included.

To Insert a Page Number

Add a page number to your document at the current cursor by selecting the Insert Merge Item command on the menu bar, and **Page-no** from the list that is presented. This will place **▶Page-no** in the document.

The **▶Page-no** item can be placed anywhere within a document, but this is most commonly used in the footers, where page numbers are to be printed at the bottom of every page.

To Insert Today's Date

There are two forms: **▶Shortdate** gives the date in a form such as 11/12/93; **▶Longdate** gives the date in the form such as 11th December 1993. These will display today's date according to the internal clock in your computer.

To insert a date, select the Insert Merge Item command and **Shortdate** or **Longdate** from the list box in the dialog box that is presented. The items will be added at the current cursor position.

To insert the current date (which will remain the same once it has been added), select the Insert Todays Date command.

Also see:

[Headers and Footers](#)

[Mailmerging](#)



Opening Documents on Disk

To open a document on to the screen:

1. Select the File Open command on the menu bar.
2. A Files Open Dialog Box dialog box is brought up. Specify the file name and path of the document you want to open.

If you already have a document on screen that has been changed but not saved to disk, then you will be warned and given an opportunity to save it before it is overwritten in memory with the opened document.

Opening Documents Created by Other Software

In addition to Complete Works documents, there are other types of document that can be opened: (a) TopCopy files, (b) text (also called ASCII) files, and (c) Wordstar files.

To open a non-Complete Works document, follow the above file opening procedure. In addition, select the type of document to be opened from the **List files of type** box.

Also see:

Opening Files

Inserting Other Documents into a Document



Saving Documents to Disk

There are two commands available for saving documents to disk:

1. File Save. The file is saved under its current file name. If the document has never been saved to disk, then a dialog box will come up prompting you for a file name and path.
2. File Save As. Enables you to save a document under a different name from the one that it currently has. This brings up a dialog box prompting you for the file name and path. When you save a file under a new name you are effectively making a copy; the file under the original name is not removed from disk.

Saving Documents for Transfer to Other Word Processors

In addition to Complete Works documents, there are other types of document that can be saved: (a) TopCopy files, (b) text (also called ASCII) files, and (c) Wordstar files.

To save a non-Complete Works document, follow the above file saving procedure, but in addition, select the type of document to be saved from the **List files of type** list box.

Also see:

Saving Files



Inserting Other Documents into a Document

It is possible to merge other documents that are already on disk into the on-screen document.

1. Move the cursor to the place in the document you want the insertion to take place.
2. Select the Insert Document command on the menu bar.
3. This brings up a File Open Dialog Box. Specify the file name and path of the document to be inserted.

Note

When the second document is inserted, all the text in it is set to be a marked block.

Also see:

Opening Documents on Disk



Altering Document Layouts

The document layout consists of: the styles, the page margins, the headers and footers, and the target printer and printer trays used.

A document layout is automatically saved with your document. In addition, the document layout can be saved and opened from and to disk as a separate file.

How to Alter a Document Layout

To edit the current layout:

1. Adjust the page margins. See Setting Page Size, Margins and Orientation.
2. Edit the styles. See Setting Up and Using Styles.
3. Change the current target printer and paper trays used by selecting the Layout Print Control command on the menu bar.
4. Set or edit the headers and footers. See Headers and Footers.

Also see:

Saving and Applying Document Layouts



Saving and Applying Document Layouts

Saving a Document Layout

To save the current document layout:

1. Select the Layout Save Layout command on the menu bar.
2. This brings up a Files Save Dialog Box dialog box. Give a file name and path for the layout.

Applying a Saved Layout to the Current Document

To apply a document layout that has been previously saved to disk:

1. Select the Layout Apply Saved Layout command on the menu bar.
2. This brings up a Files Open Dialog Box. Give the file path and name for the layout that you want to use.

The new layout takes immediate effect.

Automatic Document Layout Application

When the Word Processor is started up, a document layout, DEFAULT.DLY is searched for. If it is found, then the layout is automatically used. If you want to have a certain layout come up automatically, then save it as described above with this name.

Note

If a new layout is opened, then the styles in this layout will take over from those existing styles with the same name.

Also see:

Altering Document Layouts



Finding and Replacing

To Find a Sequence of Characters in a Document

1. Select the Tools Find command on the menu bar. This brings up a dialog box.
2. Type in the character sequence you want to search for.
3. Select **OK** to start searching from the cursor position onward.
4. If an occurrence of the text is found, then the part of the document it is in will be displayed and the character sequence will be marked. To continue searching, press F7 or click the F7 button on the function key bar if displayed.

To Replace Character Sequences


1. Select the Tools Replace command on the menu bar. This brings up a dialog box.
2. Type in the character sequence that you want to replace, and the sequence that it is to be replaced with. If you want the find sequence to be deleted with nothing to go in its place, then leave the replace sequence blank.
3. Select **OK**.
4. If you asked for no confirmation, then all the occurrences of the find sequence will be replaced from the cursor onward. Otherwise, you will be asked to confirm each replacement.

Finding and Replacing Hidden Spacing Characters

Some of the hidden spacing characters can be included in the find and replace sequences. To find or replace such characters, go through the above stages, but also type in any of the following as part of your find and/or replace sequences:

Character	Type In
-----------	---------

Tab 	\t
---	----

Paragraph end 	\e
---	----

New line 	\n
--	----

Backslashes are used to indicate hidden spacing characters. To put a backslash in as part of a find or replace sequence, use type \\.

Also see:

[Hidden Spacing Characters](#)



Printing a Document

Previewing a Document on Screen Before Printing It

Select either the [View Preview](#) or the [File Print Preview](#) commands on the menu bar. Also see [Using the Page Preview](#) for details on how to use the page preview.

Print the Document

Choose the [File Print](#) command on the menu bar. If you wish to print the document on a different printer to that currently being used, select the [Layout Print Control](#) command on the menu bar. This will cause the document to be printed with this printer until you select another one.

Printing Part of a Document

To print a group of pages within a document:

1. Select the File Print command.
2. In the dialog box that comes up, type in the first and last of the group of pages you want to print in the **Start Page** and **End Page** boxes.
3. Select **OK** to print the pages.

To print an area of a document that does not start or end at the beginning or end of a page, see [Printing Marked Blocks](#).

Note

The print resolution of inserted charts and pictures can be set by selecting the [Options Picture Resolution](#) command. This setting can be overridden when printing a document by selecting the **Options>>** button when in the Print Document Dialog Box and then selecting the resolution.

Also see:

[Mailmerging](#)
[Printing Problems](#)



Mailmerging

To use Complete Works's mailmerge facility for printing, for example, mail shots:

1. Prepare the database with the data you need for the mail shot e.g. names, addresses etc. This is done in the Complete Works Database.
2. Create a Word Processor document, and link the database to this document. See Linking Databases to Documents on how to do this.
3. Prepare the document which is to be used in the mail shot. This document will contain indications of where and what information from the database is to be placed in the final printed output. See Creating a Mailmerge Document.
4. Print out the mail shot. This last step is done in the Database. See Database Mailmerging.

Also see:

Conditional Mailmerging



Conditional Mailmerging

It is possible to include or exclude portions of a document on printing when it is mailmerged with a database record, or exclude some records from a mailmerge print altogether based on the contents of the records.

Condition mailmerging is carried out by using the ▶If, ▶Else and ▶Endif merge items.

To Insert a Condition Mailmerge Item

1. Move the cursor to where the item will go.
2. Select the Insert Merge Item command.
3. Highlight the item from the list that comes up.
4. Select **OK**.

Skipping Records

Records can be skipped for mailmerging by incorporating a ▶Skip merge item into a document. For example, if you wanted to send a letter to those customers who live in the London area only:

```
▶If (  
▶Town <> "London")  
▶Skip  
▶Endif
```

....Followed by the rest of the letter.

Also see:

Mailmerging



Linking Databases to Documents

To link the current document with a database:

1. Select the Layout Link To Database command on the menu bar.
2. Select the **Link** button.
3. This will bring up an Open File Dialog Box, prompting you for the name and path of the file to be linked. Specify the file you want.
4. Select the **OK** button to confirm the link.

Also see:

Mailmerging



Creating a Mailmerge Document

A document which is used in mailmerging contains references to data items in the database.

For example:

```
▶title ▶initials ▶surname
▶company
▶address

Dear ▶title ▶surname

Further to our telephone conversation this morning I am now writing to
confirm our appointment on ▶appointment-date.

Yours sincerely,

John Smith
Sales Manager
```

Each of the references is preceded by a triangular marker ▶ which indicates that the following word is a reference to an item in the database and not simple text.

When a mailmerge print is carried out, the references are substituted with information in the database records.

Creating the Document

A mailmerge document is created like any other document. To insert a mailmerge reference into a document at the cursor:

1. Select the Insert Merge Item command on the menu bar.
2. This brings up a dialog box. Choose the merge item from the list box. These names on the list include those of the data items in the database that is linked with the document.
3. Select the **OK** button.

Also see:

Mailmerging



Printing Problems

1. Meaningless characters are printing



The wrong driver may have been selected for your printer. Make sure you have the correct printer driver set up in the Control Panel. Also, if you have more than one printer driver set up, select the one that you need. Select the Layout Print Control command to do this.



The printer is set to an emulation mode incompatible with the printer driver. Consult your printer manual on how to change this.



Your document contains a chart or picture and your printer cannot draw graphics. This is true of daisy wheel and more primitive dot matrix printers.



There may be a fault in the cable and/or the printer connections.

2. Nothing prints out



Check that the printer is switched on, has paper loaded and is on line.



The wrong port may have been selected in the printer setup on the control panel. For example, if your printer is connected to the printer port LPT1, and the driver is set up to send the output to LPT2.



There may be a fault in the printer cable and/or the printer connections.



You may be using a spooler program that cannot run with Windows.

3. Blank sheets of paper between pages, or text overflowing onto the next page



The page margins control the number of lines on the printed page. If this is not set correctly for the paper being used, then some of a page of text may overflow onto the next page. This may also lead to extra blank sheets being fed out of the printer. If this happens, try to reduce the vertical page margins and check the paper size specified for this document (using the Layout Margins command), and the line spacing (see Line Spacing).

4. Uneven right margin



If the right margin is uneven in the places where you chose to alter a font then it may be because you are using a printer driver that is not totally compatible with your printer. If this is the case, set up the driver in the Control Panel. If your driver is set up, but is not the one being used, then change this by use of the Layout Print Control command.

5. Text on one line overlapping another



This may happen if the line spacing is too small for the font in which the text is being printed. To solve this, adjust the line spacing, or make the line spacing related to the point size of the font. See [Line Spacing](#) for details on this.

6. Tabbed columns look broken although they appear straight on the screen



Most likely because the text has been lined up by using spaces instead of tabs.

7. Areas specified as being in colour are printing out in monochrome



You are using a printer driver that does not support colour. Select an appropriate printer driver that does support colour in the Control Panel.



Your printer may not be capable of printing in colour.



If it is, then for a dot matrix printer a colour ribbon has not been installed, or for ink jet printers the appropriate colour ink cartridge has not been installed.

8. Headers and Footers Are Not Printing

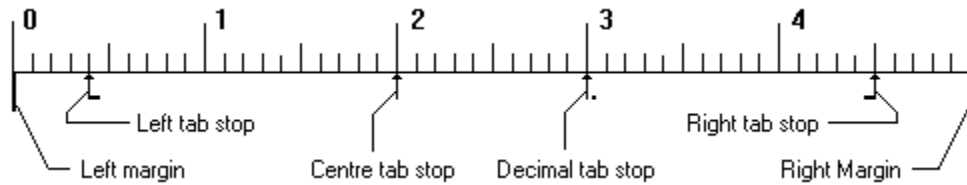


Not enough space on the page may have been allocated for printing them. See [Setting Page Size, Margins and Orientation](#).




The Ruler Line

The ruler line lies immediately above the document. It indicates the horizontal scale of the document. It also shows the position of indents, tabs stops on the line with the cursor.



The units used on the ruler are those currently used in Complete Works. This can either be inches or centimetres.

By clicking on the  button on the left of the ruler, you can directly edit tab stops.

Also see:


[Settings](#)

[Setting Page Size, Margins and Orientation](#)

[Setting Up and Using Tabs](#)



Viewing and Deleting Format Changes

At places where the text justification, tab stops, indents, the vertical spacing between lines and the drawing of borders change in a document, a format change button  appears at the left margin, providing that the option to view these buttons is set.

Viewing Format Changes

If not already displayed, the format change buttons can be brought into view by selecting the View Format Changes command on the menu bar.

To list all the format changes where there is a format change button:

1. Either click on the button, or move the cursor on to the line with the format change and press Shift+Tab.
2. The Format Changes Dialog Box will come up, listing all the format changes.
3. If you do not want to delete any of the format changes, select the **Cancel** button.

Deleting Format Changes

To delete one of the format changes listed:

1. Bring up the dialog box as described above.
2. Highlight the format change in the list box.
3. Select the **Delete** button.

Also see:

[Fonts and Character Style](#)

[Borders](#)

[Text Justification](#)

[Line Spacing](#)

[Setting Up and Using Tabs](#)


[Setting Up and Using Indents](#)

[Hidden Spacing Characters](#)

[Using Dialog Boxes](#)



Format Changes Dialog Box

This dialog box comes up when you click on one of the  buttons at the left of lines in the document, or when you press Shift+Tab on a line with a format change.

The list box shows all the format changes.

Delete

Deletes the format change highlighted in the list box.

Cancel

Quit from the dialog box without deleting any of the format changes.


Also see:

[Viewing and Deleting Format Changes Using Dialog Boxes](#)



Replace?

The Tools Replace command has been selected. You are being asked if you want to replace the marked character sequence in the document with another sequence. Your choices are:

1. Click **OK** or press Return () to replace the sequence and find the next.
2. Click **Cancel**, or press Esc to abandon replacing.
3. Click **Next**, or press N to skip this replacement and search for the next one.

Also see:

[Finding and Replacing](#)



Go To Dialog Box

This dialog box is used for going to a specific page in the document, or to the top or bottom of it.

Page No.

If you want to go to a specific page in the document, type the page number into this text box.

Top

Select this button to go to the first page.

Bottom

Select this button to go to the last page.

Select **OK** to go to the page specified in **Page No.**, or **Cancel** to leave the current page on the screen.

Also see:

[Moving Around a Document
Using Dialog Boxes](#)



Menu Bar Functions

<u>File</u>	Opening, saving and printing documents.
<u>Edit</u>	Editing documents, and going to specific pages in a document.
<u>Layout</u>	Adjusting aspects of the <u>document layout</u> , and saving and using saved layouts.
<u>Format</u>	Changing the format of part of the current document, and inserting and removing <u>manual page breaks</u> .
<u>Insert</u>	Inserting <u>merge items</u> , chart and spreadsheet information.
<u>Tools</u>	Finding or replacing, or using the spelling checker and thesaurus.
<u>View</u>	Viewing the on-screen document in different ways, and the display of special characters.
<u>Options</u>	Miscellaneous options and the settings used in Complete Works.
<u>Window</u>	Control of the <u>document window</u> in Complete Works.
<u>Help</u>	Bring up help on Complete Works.

See Complete Works Menu Commands for a general help on menu bar commands in Complete Works.



File Menu Bar Commands

New

Start a new document from scratch.

Open

Open an existing document that is on disk.

Save

Save the current document under its current file name.

Save As

Save the current document under a new name.

Print Preview

View the current document on screen as it would appear on the printed page.

Print

Print the current document.

Close Window

Close the current document window.



File New

Select this command to clear the current document from memory and clear the document window for a new document.

Also see:

Starting a New Document



File Open

Use this command to open up a document that has already been saved to disk. This command brings up a dialog box; fill in the file path and name of the document that you want to open. See [File Open Dialog Box](#).

Also see:

[Opening Files](#)



File Save

Use this command to save a document with an existing file name. If the current document has not been previously saved, then a file name and path will be asked for.

Also see:

[Using Dialog Boxes](#)

[Saving Files](#)



File Save As

This command is for saving a document under a new name. Fill in the new name and path in the dialog box; the new file name will be reflected on the title bar.

The original document is not removed from disk, so saving a document under a new name effectively makes a copy of it.

Also see:

[Save As Dialog Box](#)

[Saving Files](#)



File Print Preview

Selecting this command displays the document on the screen as it would appear when printed.

Also see:

[Viewing Documents on the Screen](#)
[Using the Page Preview](#)



File Print

Select this command to print part or all of the currently displayed document. This command brings up the [Print Document Dialog Box](#).

Also see:

[Printing a Document](#)

[Mailmerge](#)



Print Document Dialog Box

Start Page

The first page in the document to be printed.

End Page

The last page of the document to be printed.

Copies

Used to specify the number of copies of the document that you want to print.

Draft quality

Set this check box to have the document printed in draft quality printing.

Options>>

Select this button to reveal the following:


Picture Resolution

Select one of these buttons to override the current resolution for the printing of inserted pictures and charts.

Marked Block

Set this check box to print everything in the marked block if there is one.

First numbered page

The first page which will have its  page-no item (if there is one) expanded to the page number.

Numbering from

The first number that is used when converting  page-no for the first numbered page.

Print odd pages and **Print even pages**

Removing the check mark in these boxes will suppress the printing of odd or even number pages in the document. Used if you are printing documents double-sided, and you want to print the odd pages first.

Select **OK** to start printing, **Cancel** to abandon printing.

Also see:

[Adding Page Numbers and Today's Date](#)

[Printing a Document](#)

[Mailmerge](#)

[Using Dialog Boxes](#)



File Close Window

This command closes the current document window. It is equivalent to pressing Ctrl+F4.

Also see:

[Opening, Switching and Closing Document Windows](#)



Edit Menu Bar Commands

Undo Deletion

Restore the last deletion.

Cut

Remove the contents of a marked block and place it in the clipboard.

Copy

Copy the contents of a marked block to the clipboard.

Paste

Copy a portion in the clipboard (if any), and place it in the current document.

Delete

Delete everything in a marked block.

Lowercase

Convert all text in a marked block to lowercase.

Uppercase

Convert all text in a marked block to uppercase.

Go To

Go to a specific page.



Edit Undo Deletion

Select this command to restore the last deletion.

Also see:

[Typing in and Editing a Document](#)

[Deleting Text](#)



Edit Cut

Select this command to remove the marked block or currently selected chart or picture and place it in the clipboard.

Also see:

Moving Marked Blocks

Moving a Chart or Picture



Edit Copy

Select this command to copy the marked block or currently selected chart or picture and place it in the clipboard.

Also see:

[Copying Marked Blocks](#)

[Copying a Chart or Picture](#)



Edit Paste

Select this command to take the piece of document that has previously been copied to the clipboard and place it in the document where the cursor is situated. Also, this command is used to paste in pictures from the clipboard.

Also see:

[Moving Marked Blocks](#)

[Copying Marked Blocks](#)

[Moving a Chart or Picture](#)

[Copying a Chart or Picture](#)



Edit Delete

Select this command to delete everything that is in a marked block if there is one, or a selected chart or picture.

Also see:

[Deleting Marked Blocks](#)

[Deleting a Chart or Picture](#)



Edit Lowercase

Selecting this command will convert all text in a marked block to lower case letters, except for the first letter following a full stop, question mark or exclamation mark.

Also see:

[Changing Text Case in Marked Blocks](#)



Edit Uppercase

Selecting this command will convert all text in a marked block to upper case letters.

Also see:

[Changing Text Case in Marked Blocks](#)



Edit Go To

Select this command to move to a specific page or the top or bottom of the current document. This command brings up the Go To Dialog Box.

Also see:

Moving Around a Document



Layout Menu Bar Commands

Margins

Set the page size and margins for the current document.

Print Control

Select which printer to use for printing documents, and which paper trays will be used (if there are any).

Header/Footer

Edit the headers and footers in the current document.

Define style

Define a style for use in the current document.

Link To Database

Link a database with the current document to make the database's merge items available to the document.

Save Layout

Save the current document layout on to disk.

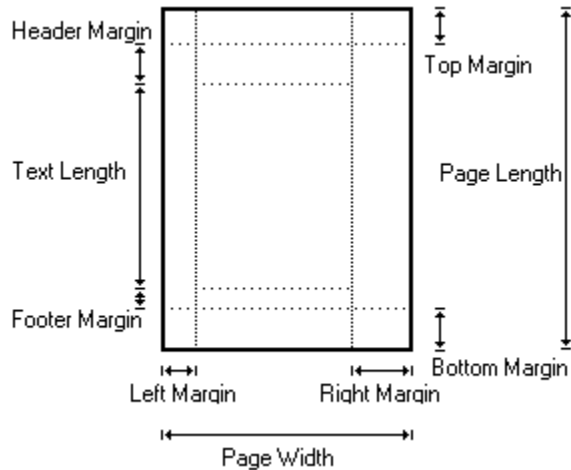
Apply Saved Layout

Open an existing document layout file and apply it to the current document.



Layout Margins

Use this command to change the page margins of the document. This command brings up a dialog box.



Page size

This drop-down list box lists a number of page sizes that you can choose from. For example:

Page size	Dimensions (in inches)
A4	8.25 x 11.75
US Letter	8.50 x 11.00
US Legal	8.50 x 14.00
US Executive	7.25 x 10.50
Customised	Choose your own

Width and Height

Type in the values here if you wish to select your own page size.

Portrait and Landscape

These buttons indicate which way around the document is to be printed on the page:



If a different button is selected, then the width and height values are swapped around to reflect the change in print orientation.

Left Margin

The gap between the left edge of the page and the left edge of the document text.

Right Margin

The gap between the right edge of the page and the right edge of the document text.

Gutter

Left margin on odd pages = Left Margin + Gutter Width.

Right margin on even pages = Right Margin + Gutter Width

This is used for preparing documents when printing in a book form. The odd pages will be on the right hand side. In this case, the binding process will take up some of the left side of the odd pages and the right side for even pages.

To get the text printed so that it does not look out of place next, an additional offset on the left margin is needed; the gutter value would be used for this.

With the page size, left and right margins set, the text width is definitively set:

Text width = Page width - left margin - right margin - gutter

The text width and height is indicated at the foot of the dialog box.

Top Margin

The gap between the top of the page and the top of the text.

Header Margin

The space at the top of the page allocated for the header.

Footer Margin

The space at the bottom of the page allocated for the footer.

Bottom Margin

The gap between the bottom of the page and the bottom of the text.

Select **OK** to make the changes to the document, **Cancel** to abandon such changes.

Note

The units used can be either in inches or centimetres, depending on the Complete Works Settings currently being used.

Also see:

[Using Dialog Boxes](#)



Layout Print Control

Select this command to alter which printer your document is to be sent to, and which trays or bins will be used on the printer (if there are any). Selecting this command brings up the Print Control Dialog Box.



Layout Headers/Footers

Use this command to select the text to be printed as the headers and footers on the document pages. This command brings up a dialog box.

Header, Footer and Page numbering

Choose one of these buttons according to the type of header/footer editing that you want to carry out. Choose **Header** to edit headers, **Footer** for footers, and **Page numbering** for how the Page-no merge item will be converted when the document is printed.

If **Page numbering** is selected:

Numbering from

This text box contains the first number used as a page number when the Page-no merge item is converted to an actual page number.

First numbered page

The first page in the document that is numbered with a Page-no merge item.

If **Header** or **Footer** is selected:

Suppress first page

Set this check box to suppress the printing of the header or footer on the first page of the document.

Suppress last page

Set this check box to suppress the printing of the header or footer on the last page of the document.

Different odd/even headers or footers

If the check box is clear, a header and footer are printed on each page of the document. If set, then there are two headers or footers, one for odd pages, and one for even.

Edit odd

Select this button to start editing odd page headers/footers. If the headers or footers are not split, this header/footer is used on all pages.

Edit even

Select this button to edit the even page header or footer.

Select **OK** to make changes in this dialog box without editing the headers or footers, or **Cancel** to abandon all changes.

Also see:

[Adding Page Numbers and Today's Date](#)
[Headers and Footers](#)
[Using Dialog Boxes](#)



Layout Define Style

Select this command to define and edit styles. When you select this command a dialog box is brought up, listing the names of all the existing styles.

Select the name of the style that you want to edit from the list. If you want to create a new style, then type the name into the box above the list.

Delete

Select this button to delete the style with the highlighted name in the list. None of the basic styles can be deleted.

Select **OK** to start defining a style. When it is selected, the Define Style Dialog Box is brought up.

To finish editing styles, select **Cancel**.

Also see:

Setting Up and Using Styles

Deleting Styles

Using Dialog Boxes



Define Style

Use this dialog box to change or set up a style.

Choose the format in the style that you wish to change by selecting one of the buttons at the right hand side of the dialog box.

For the **Style control** option:

Based on

All styles are based on others so that a style consists of everything in the base style plus some modifications that you define. This drop-down list box contains the names of all the other styles in the current document.

Next style

The style that will apply after a paragraph formatted in the selected style.

Choosing the other options buttons will modify the dialog box to bring up other formatting options:

[Define Style \(Font\)](#)

[Define Style \(Character\)](#)

[Define Style \(Justification\)](#)

[Define Style \(Line Spacing\)](#)

[Define Style \(Indents\)](#)

[Define Style \(Tab Stops\)](#)

[Define Style \(Borders\)](#)

Also see:

[Setting Up and Using Styles](#)

[Using Dialog Boxes](#)



Define Style (Fonts)

Use this dialog box to change or set up a style.

Choose the format in the style that you wish to change by selecting one of the buttons at the right hand side of the dialog box.

For the current **Font** option:

Typeface

This lists all the typefaces on the specified target printer.



Those typefaces that are marked with the above symbol are directly available on the printer itself. These tend to be print quicker than some of the others.



These are high quality standard Windows typefaces.

Point Size

The list box on the right contains all the point sizes that are available for the selected typeface on that printer.

Scalable

For those fonts that can be specified in any point size are said to be scalable. In addition to choosing the point size from the list, you can for certain typefaces type in the point size into this box. You can specify point sizes in half points e.g. 14.5 point.

Also see:

[Setting Up and Using Styles](#)
[Fonts and Character Style](#)
[Using Dialog Boxes](#)



Define Style (Character)

Use this dialog box to change or set up a style.

Choose the format in the style that you wish to change by selecting one of the buttons at the right hand side of the dialog box.

For the current **Character** option:

Select the character style with the **Highlight** check boxes, and choose the colour for the text from the **Colour** list.

Also see:

[Setting Up and Using Styles](#)
[Fonts and Character Style](#)
[Using Dialog Boxes](#)



Define Style (Justification)

Use this dialog box to change or set up a style.

Choose the format in the style that you wish to change by selecting one of the buttons at the right hand side of the dialog box.

For the current **Justification** option:

Select the text justification by choosing one of the option buttons.

Also see:

[Setting Up and Using Styles](#)

[Text Justification](#)

[Using Dialog Boxes](#)



Define Style (Line Spacing)

Use this dialog box to change or set up a style.

Choose the format in the style that you wish to change by selecting one of the buttons at the right hand side of the dialog box.

For the current **Line spacing** option:

Spacing

This determines the number of lines between the lines of text. You may select any of the buttons for line spacing of 1 to 2½ lines, or choose a customised line spacing. For customised line spacing, type in the spacing you want into the box.

Line Height

This determines the units for the line spacing. Select the method and the value that you want from the list. The methods are:

Height of font	The height of the text <u>font</u> used in the text becomes the unit for a line space. This is fixed.
Lines per inch	For this method, the number typed into the text box is the number of lines per inch. The default is 6.
Inches per line	This is the opposite of lines per inch. The default is 0.17.
Inches (min) per line	Same as Inches per line, except that if the font height is greater than the line spacing, then the height of the font is used as the line spacing.

After paragraph

The spacing between paragraphs. Select the units from the list, and the value in the box. The methods are:

Lines	The value in the box is the number of lines (as specified with the Line Height).
Inches	The value is the number of inches between paragraphs.

Also see:

[Setting Up and Using Styles](#)

[Line Spacing](#)

[Using Dialog Boxes](#)



Define Style (Tab Stops)

Use this dialog box to change or set up a style.

Choose the format in the style that you wish to change by selecting one of the buttons at the right hand side of the dialog box.

For the current **Tab stops** option:

Tab Stop Type Buttons

Choose one of these buttons according to which type of tab stops you want to set:



Left tab stop



Right tab stop





Centred tab stop



Decimal tab stop

The Ruler Line

The ruler line in the dialog box is used to position the tab stops. To add a tab stop, either click on the ruler where the tab is to be added, or move the cursor and press: L (left tab stop), C (centre tab stop), R (right tab stop), D (decimal tab stop). The marker is moved by

pressing  and  .

Only part of the ruler is displayed at any one time. To move the display to another part, either use the scroll bar beneath the ruler (see [Using Scroll Bars](#) on how to use it), or use

 and  .

Delete

Selecting this command button erases the tab stop at the cursor.

Clear All

If this button is selected, then all of the tab stops are erased.

You can also move tab stops by dragging them along the ruler to the desired position, or by moving the ruler cursor on to the tab stop, pressing and holding Shift, moving the cursor to the desired position, and releasing Shift.

Also see:

[Setting Up and Using Styles](#)

[Setting Up and Using Tabs](#)

Using Dialog Boxes



Define Style (Indents)

Use this dialog box to change or set up a style.

Choose the format in the style that you wish to change by selecting one of the buttons at the right hand side of the dialog box.

For the current **Indents** option:

Set indents using:

Select one of the buttons depending on what will be used to set the indents.

- | | |
|------------------|--|
| Tab stops | The left indent will be placed on one of the <u>tab stops</u> . |
| Inches | The indent positions will be set independently from the tab stops. |

Left Indent

If you are settings indents independent of tabs, type in the indent position into the box. If you are using tabs, then type in the number of tabs that the text will be indented from the left margin.

First Line Indent

This is for the amount of indenting on the first line of paragraphs.

Right Indent

This is for the indent on the right hand margin.

If indents are set using tabs, then this is a check box. Set it if you want the text to be indented on the right margin by the same amount as the left margin. Clear it for no right indent.

If the indent setting is independent of tabs, then this is a text box. Type in the value you want.

Also see:

[Setting Up and Using Styles](#)

[Setting Up and Using Indents](#)

[Using Dialog Boxes](#)



Define Style (Borders)

Use this dialog box to change or set up a style.

Choose the format in the style that you wish to change by selecting one of the buttons at the right hand side of the dialog box.

For the current **Borders** option:

Borders:

Set the check box for each line of the box that will go around the text. If **All** is set, then all the others will be automatically set.

Line

This lists all the line types that are available for box drawing.

Colours

Choose the colour of the lines to be drawn from the list box. This does not affect the colour of anything else.

Box each paragraph separately

If this check box is set, then box lines will be drawn around every paragraph. If it is clear, a box will continue down to wherever the box format is changed again.

Also see:

[Setting Up and Using Styles](#)

[Text Borders](#)

[Using Dialog Boxes](#)



Style has a circular Based On list

When basing a style on another style, you typed or selected a style that is directly or indirectly based on the style you are editing.

Type or select a different style name in the **Based on** list box.



Layout Link To Database

Use this command to associate an existing Complete Works database with the current document. This command brings up a dialog box.

The top left corner of the dialog box will have one of two messages:

Currently Not Linked The document is not linked to any database.

Currently Linked To The document is linked to the database with the file name and path given in the box.

Link

Select this button to link a database with the current document. An Open File Dialog Box comes up, prompting you for the name and path of the file to be linked.

Unlink

If this button is selected, then the link between the document and a database is broken.

To confirm the change to a database link, select **OK**, or select **Cancel** to abandon the change.

Also see:

Mailmerging

Linking Databases to Documents

Using Dialog Boxes



Layout Save Layout

Save the current document layout to a file. Selecting this command brings up the Files Save Dialog Box.

Also see:

Document Layouts
Saving Files



Layout Apply Saved Layout

Open a document layout file on disk and apply it to the current document. Selecting this command brings up the Files Open Dialog Box.

Also see:

Document Layouts

Opening Files



Format Menu Bar Commands

<u>Font</u>	Select a different <u>font</u> for editing.
<u>Character</u>	Select a different <u>character style</u> .
<u>Justification</u>	Change text <u>justification</u> .
<u>Line Spacing</u>	Change the spacing between lines of text.
<u>Tab Stops</u>	Set up and change the position of <u>tab stops</u> .
<u>Indents</u>	Set up and change the position of <u>indents</u> .
<u>Border</u>	Set up and change text borders.
<u>Style</u>	Switch to a new <u>style</u> .
<u>Chart</u>	Format an inserted chart.
<u>Picture</u>	Format an inserted picture.
<u>Spreadsheet</u>	Format inserted spreadsheet information.
<u>Page Break</u>	Insert or removes a <u>manual page break</u> just above the current line.



Format Font

Use this command to change the font of text, for marked blocks, for adding text in a new font, or for the current style.

Typeface

This lists all the typefaces on the specified target printer.



Those typefaces that are marked with the above symbol are directly available on the printer itself. These tend to be print quicker than some of the others.



These are high quality standard Windows typefaces.

Point Size

The list box on the right contains all the point sizes that are available for the selected typeface on that printer.

Scalable

For those fonts that can be specified in any point size are said to be scalable. In addition to choosing the point size from the list, you can for certain typefaces type in the point size into this box. You can specify point sizes in half points e.g. 14.5 point.

Apply to style (*style name*)

This check box only appears if there is no marked block to apply the new font to. Set this check box to change the font for the ***style name*** style. Any text that you add and any existing text in this style will appear in the new font.

Select **OK** to confirm any changes, or **Cancel** to abandon changes.

Also see:

[Fonts and Character Style](#)

[Using the Status Bar](#)

[Using Dialog Boxes](#)



Format Character

Use this command to change the character style of text in the document, either for marked blocks or for text to be edited.

This brings up a dialog box. Set the character style that you want by selecting the appropriate check boxes. You can set up the following character styles: bold, italic, underlined text (either total underlining or underlining of words only), double underlining and subscripts and superscripts.

Select the colour by choosing from the given colour list.

Apply to style (*style name*)

This check box only appears if there is no marked block to apply the new character style to. Set this check box to change the character style for the ***style name*** style. Any text that you add and any existing text in this style will appear in the new character style.

Select **OK** to set the new character style, **Cancel** to abandon the change.

Most of the character styles can also be selected by key presses and the character style buttons on the status bar.

Also see:

[Fonts and Character Style](#)

[Using the Status Bar](#)

[Short Cut Keys for Status Bar](#)

[Using Dialog Boxes](#)



Format Justification

Use this command to change the justification of some or all of the text. This command brings up a dialog box, from which you can select left alignment, right alignment, centring and fully justification for text.

Apply justification to:

Select one of the option buttons according to where you want the changes will occur.

Note that these buttons will not appear if there is a marked block. In this case the changes are assumed to be for the paragraphs starting with the one that contains the start of the marked block to the one that contains the end of the marked block.

- | | |
|----------------------------------|--|
| Paragraph | The text in the paragraph in the paragraph i.e. the one with the <u>cursor</u> is changed. |
| Until next change | All the text from the current paragraph down to the next change in justification. |
| Style (<i>style name</i>) | Change made to all the text with the <u>style</u> <i>style name</i> . |

Choose **OK** to confirm the change, or **Cancel** to abandon it.

Also see:

[Text Justification](#)

[Changing Style in Marked Blocks](#)

[Using Dialog Boxes](#)



Format Line Spacing

Use this command to change the spacing between the lines of text in your document. You can change this for all the lines, or you can use varied line spacing. This command brings up a dialog box.

Spacing

This determines the number of lines between the lines of text. You may select any of the buttons for line spacing of 1 to 2½ lines, or choose a customised line spacing. For customised line spacing, type in the spacing you want into the box.

Line Height

This determines the units for the line spacing. Select the method and the value that you want from the list. The methods are:

Height of font	The height of the text <u>font</u> used in the text becomes the unit for a line space. This is fixed.
Lines per inch	For this method, the number typed into the text box is the number of lines per inch. The default is 6.
Inches per line	This is the opposite of lines per inch. The default is 0.17.
Inches (min) per line	Same as Inches per line, except that if the font height is greater than the line spacing, then the height of the font is used as the line spacing.

After paragraph

The spacing between paragraphs. Select the units from the list, and the value in the box. The methods are:

Lines	The value in the box is the number of lines (as specified with the Line Height).
Inches	The value is the number of inches between paragraphs.

Apply line spacing to:

Select one of the option buttons according to where you want the changes will occur.

Note that these buttons will not appear if there is a marked block. In this case the changes are assumed to be for the paragraphs starting with the one that contains the start of the marked block to the one that contains the end of the marked block.

Paragraph	The text in the paragraph in the paragraph i.e. the one with the <u>cursor</u> is changed.
Until next change	All the text from the current paragraph down to the next change in line spacing.
Style (style name)	Change made to all the text with the given <u>style</u> <i>style name</i> .

Choose **OK** to confirm any changes, or **Cancel** to abandon them.

Also see:

[Line Spacing](#)

[Changing Style in Marked Blocks](#)

[Using Dialog Boxes](#)



Format Tab Stops

Use this command to set or clear the tab stops in a document. This command brings up a dialog box.

Tab Stop Type Buttons

Choose one of these buttons according to which type of tabs you want to set:



Left tab stop



Right tab stop





Centred tab stop



Decimal tab stop

The Ruler

The ruler line in the dialog box is used to position the tab stops. To add a tab stop, either click on the ruler where the tab is to be added, or move the cursor and press: L (left tab stop), C (centre tab stop), R (right tab stop), D (decimal tab stop). The marker is moved by

pressing  and .

Only part of the ruler is displayed at any one time. To move the display to another part, either use the scroll bar beneath the ruler (see Using Scroll Bars on how to use it), or use

 and .

You can also move tab stops by dragging them along the ruler to the desired position, or by moving the ruler cursor on to the tab stop, pressing and holding Shift, moving the cursor to the desired position, and releasing Shift.

Delete

Selecting this command button erases the tab stop at the cursor.

Clear All

If this button is selected, then all of the tab stops are erased.

Apply tab stop to:

Select one of the option buttons according to where you want the changes will occur.

Note that these buttons will not appear if there is a marked block. In this case the changes are assumed to be for the paragraphs starting with the one that contains the start of the marked block to the one that contains the end of the marked block.

Paragraph

The text in the current paragraph i.e. the one with the cursor is

- changed. This is only available if the current paragraph is not the last one.
- Next change** All the text from the current paragraph down to the next change in tabs.
- Style (*style name*)** Change made to all the text with the given style *style name*.

To copy the changes on to the document's ruler line, choose the **OK** button, or abandon these changes by choosing **Cancel**.

Also see:

[Setting Up and Using Tabs](#)

[Changing Style in Marked Blocks](#)

[Using Dialog Boxes](#)



Format Indents

Use this command to set up text indents. This command brings up a dialog box.

Set indents using:

Select one of the buttons depending on what will be used to set the indents.

- Tab stops** The left indent will be placed on one of the tab stops.
- Inches** The indent positions will be set independently from the tab stops.

Left Indent

If you are settings indents independent of tabs, type in the indent position into the box. If you are using tabs, then type in the number of tabs that the text will be indented from the left margin.

First Line Indent

This is for the amount of indenting on the first line of paragraphs.

Right Indent

This is for the indent on the right hand margin.

If indents are set using tabs, then this is a check box. Set it if you want the text to be indented on the right margin by the same amount as the left margin. Clear it for no right indent.

If the indent setting is independent of tabs, then this is a text box. Type in the value you want.

Apply indents to:

Where the changes to the text indenting will occur.

Note that these buttons will not appear if there is a marked block. In this case the changes are assumed to be for the paragraphs starting with the one that contains the start of the marked block to the one that contains the end of the marked block.

- Paragraph** The text in the paragraph in the paragraph i.e. the one with the cursor is changed.
- Next change** All the text from the current paragraph down to the next change in indents.
- Style (style type)** Change made to all the text with the given style *style type*.

Choose **OK** to enact the changes, or **Cancel** to abandon them.

Also see:

[Setting Up and Using Indents](#)
[Changing Style in Marked Blocks](#)
[Using Dialog Boxes](#)



Format Border

Use this command to set up the automatic drawing of borders around the document text. Selecting this command brings up a dialog box.

Borders:

Set the check box for each line of the box that will go around the text. If **All** is set, then all the others will be automatically set.

Line

Select the line type you want from the list.

Colours

Choose the colour of the lines to be drawn from the list. This does not affect the colour of anything else.

Box each paragraph separately

If this check box is set, then separate box lines will be drawn around every paragraph. If it is clear, a box will continue down to wherever the box format is changed again.

Notes

- 1 If you change the box format for a marked block, then a box (or boxes for each paragraph if you set the **Box each paragraph separately** check box) will be drawn around all those paragraphs that are covered by the marked block.
2. If each paragraph is boxed separately, then the lines will be drawn around the indented positions of those paragraphs that are indented.

Select **OK** to set the new box drawing format, or **Cancel** to abandon any change.

Also see:

[Text Borders](#)

[Using Dialog Boxes](#)



Format Chart

Select this command to format the selected chart as it appears in a document. Selecting this command brings up a dialog box.

Scaling

- Percent** The scaling of the chart as a proportion of its original size.
- Absolute** The absolute size of the chart. The units are in the currently defined settings.

Type into the **Width** and **Height** text boxes the width and height scaling for the chart.

Border

Choose from the lists the style and colour of the border that you want to surround the chart.

Alignment

Select one of the buttons for aligning the chart to the left margin, the right margin or for centring the chart.

Indent

If you choose to left align the chart, type into this box the amount the chart will be indented from the left margin.

Select **OK** to set the new chart format, or **Cancel** to abandon the changes.

Also see:

[Inserting a Chart into a Document](#)

[Formatting Inserted Objects](#)

[Using Dialog Boxes](#)



Format Picture

Select this command to alter the appearance of the selected picture in your document.

Cropping %

Type into these text boxes the proportion of the picture you want to be cropped from the top, left, right and bottom of the picture when displayed.

Scaling

- Percent** The scaling of the picture as a proportion of its original size.
- Absolute** The absolute size of the picture. The units are in the currently defined settings.

Type into the **Width** and **Height** text boxes the width and height scaling for the picture.

Border

Choose from the lists the style and colour of the border that you want to surround the picture.

Alignment

Select one of the buttons for aligning the chart to the left margin, the right margin or for centring the picture.

Indent

If you choose to left align the picture, type into this box the amount the picture will be indented from the left margin.

Select **OK** to set the new picture format, or **Cancel** to abandon the changes.

Also see:

[Inserting a Picture into a Document](#)

[Formatting Inserted Objects](#)

[Using Dialog Boxes](#)



Format Spreadsheet

Select this command to format the marked spreadsheet information as it appears in a document. Selecting this command brings up a dialog box.

Scale %

Type into this text box the scaling of the spreadsheet text as a proportion of its original size.

Border

Choose from the lists the style and colour of the border that you want to surround the spreadsheet information.

Alignment

Select one of the buttons for aligning the spreadsheet information to the left margin, the right margin or for centring the spreadsheet information.

Indent

If you choose to left align the spreadsheet information, type into this box the amount the spreadsheet information will be indented from the left margin.

Select **OK** to set the new spreadsheet information format, or **Cancel** to abandon the changes.

Also see:

[Inserting Spreadsheet Information](#)

[Formatting Inserted Objects](#)

[Using Dialog Boxes](#)



Format Page Break

Select this command to insert or delete a manual page break.

If the line on which the cursor lies is not the first, then a manual page break is inserted so that this line is the first of the newly created page.

If the current line is the first line after a manual page break, then this page break is removed. Note that page breaks automatically added by Complete Works cannot be removed.

This function can also be selected by pressing F6, or by clicking on the F6 button on the function key bar.

Also see:

Page Breaks



Format Style

Use this command to use a style that has previously been defined.

This command brings up the Style Dialog Box. Choose the style that you want to use from the list of pre-defined styles.

Select **OK** to select the style you have chosen, or **Cancel** to stay with the current style in the document.

Also see:

[Setting Up and Using Styles](#)



Style Dialog Box

The list box contains the names of all the styles that have been defined for this document.

To select a style, either for altering the way existing text in the current document is laid out, or for some new text which is to be in a different style from the text above it, then choose one of the styles in the list, and select **OK**.

To abandon setting a style, select the **Cancel** button.

Also see:

[Setting Up and Using Styles
Using Dialog Boxes](#)



Insert Menu Bar Commands

Merge Item
Chart
Spreadsheet
Document
Picture
Today's Date

Add a merge item to the document.
Copy a Complete Works chart into a document.
Copy Complete Works Spreadsheet information.
Insert a document into the current document.
Insert a picture into the current document.
Insert today's date into the current document.



Insert Picture

Select this command to insert a picture that is saved on disk. Complete Works can insert pictures which are saved in a number of common picture file formats.

Also see:

[Inserting a Picture into a Document](#)



Insert Today's Date

Selecting this command will insert the current date into your document at the current cursor position.

Also see:

[Adding Page Numbers and Today's Date](#)




Insert Merge Item

Use this command to insert a merge item at the current cursor. This command brings up a dialog box. Choose the item that you want to insert. The list includes three items which during printing and mailmerging become the following in the printed output:

Item	Action
Shortdate	Today's date (as set on your PC) in the short form e.g. 10/12/86.
Longdate	Today's date in the long form e.g. 10th December 1986.
Page-no	The page number in the document.
Filename	The file name of the document.

Following this will be a list of merge items from the database that is linked with this document. If there is no database, then only the above items will be listed.

When you select one of these, the item you have selected will appear in the document at

the current cursor position preceded by a triangular field marker ().

Also see:

[Adding Page Numbers and Today's Date](#)

[Mailmerging](#)

[Using Dialog Boxes](#)



Insert Chart

Select this command to link a Complete Works chart with a document. Selecting this command brings up a dialog box.

The list contains the names of all the charts can are currently opened in Complete Works. Choose the one from the list that you want to insert in the document.

Select **OK** to link the chart, or **Cancel** to abandon linking.

Also see:

[Inserting a Chart into a Document Using Dialog Boxes](#)



Insert Spreadsheet

Select this command to link a Complete Works spreadsheet with a document. Selecting this command brings up a dialog box.

The list contains the names of all the spreadsheets can are currently opened in Complete Works. Choose the one from the list that you want to insert in the document.

Select **OK** to link the spreadsheet, or **Cancel** to abandon linking.

Also see:

[Inserting Spreadsheet Information
Using Dialog Boxes](#)



Insert Document

Insert a document on disk into the on-screen document at the cursor.

Selecting this command brings up a Files Open Dialog Box. Type in the file name for the document that you want to insert.

Also see:

[Inserting Other Documents into a Document](#)



Tools Menu Bar Commands

Find

Find a character sequence in the current document.

Replace

Find a character sequence and replace it with another.

Word Count

Count the number of words in the current document.

Spellcheck

Check the spelling in the current document.

Dictionary

View, add and remove words in the dictionary.

Thesaurus

Look up words in the thesaurus.



Tools Find

Use this command to find a piece of text. This command brings up a dialog box.

Find:

Type the text that you want to search for.

Ignore case

If the check box is selected, then both upper and lower case letters will be searched for as part of the find sequence. Otherwise, the case of the letters will be exactly matched.

For example, if the find text is given as SMITH, and "Smith" lies in the document, then if **Ignore case** is selected, then it will be found, but it will not be found if **Ignore case** is not selected.

Whole words only

If not selected, then all those occurrences of the given text will be found, even those that are part of other words. If it is selected, then only those occurrences where the text is not part of other words will be found.

Select **OK** to start finding, or **Cancel** to abandon.

Also see:

[Finding and Replacing
Using Dialog Boxes](#)



Tools Replace

Use this command to replace one piece of text with another. This command brings up a dialog box.

Find:

Type in the sequence that you want to be replaced.

Replace by:

Type in the sequence which the original sequence will be replaced with.

Whole words only

If not selected, then all those occurrences of the given text will be replaced, even those that are part of other words. If it is selected, then only those occurrences where the text is not part of other words will be replaced.

Ignore case

If the check box is selected, then both upper and lower case letters will be searched for as part of the find sequence. Otherwise, the case of the letter will be looked at.

Intelligent replace

Governs whether or not replacements are made using the same letter case as in the matching text sequence in the document.

For example: **Find** Paris and **Replace by** Stockholm. If the **Intelligent replace** check box is selected, then:

Paris becomes *Stockholm*
PARIS becomes *STOCKHOLM*
paris becomes *stockholm*

If the check box is clear, then *Paris* will become *Stockholm* in all instances.

Marked block only

This check box only appears when there is a marked block in the document. Select it if you want to replace character sequences within a marked block only.

Confirm Each Replacement

Set this check box if you want each replacement confirmed by you. Clear it if you want all the replacements to be made automatically.

Select **OK** to start replacing, or **Cancel** to abandon replacing text.

Also see:

[Finding and Replacing Using Dialog Boxes](#)



Tools Word Count

Select this command to determine how many words are in a document, or in a marked block if there is one.

Also see:

Marking and Unmarking



Tools Spellcheck

Select this command to check the spelling in the current document. A dialog box is displayed every time a word in the document is not found in either the main or personal dictionaries.

Note: This command only operates if there are words in the document to check.

Function

Word is misspelt	This text box displays the word that has not been found in either the main or personal dictionaries.
Suggestions:	Shows a list of suggested corrections for this word.
Words checked: X	X shows the number of words already checked.
Replace	Selecting this button replaces the word in the document with the selected correction.
Ignore	Skip the current word and continue with the spelling check.
Add to dict.	Add the word to the personal dictionary.
Cancel	Abort the spell checking.

Also see:

[Spell Checking and the Thesaurus](#)
[Using Dialog Boxes](#)



Tools Dictionary

Select this command to view, add and delete words in your personal dictionary. This command brings up a dialog box.

The list contains all the words in your personal dictionary.

Delete

Select this button to delete the word that is highlighted in the list.

Add

Select this button to add a word to the dictionary. This brings up the Add Words Dialog Box.

Select **OK** when you have finished viewing and altering the personal dictionary

Also see:

Spell Checking and the Thesaurus
Using Dialog Boxes



Add Words Dialog Box

The **Add** button has been selected in the dialog box that comes when the Tools Dictionary command is selected. You are being prompted for a word to be added to your personal dictionary.

Type in the word you wish to add, and select **OK**. To abandon adding a word, select **Cancel**.

Also see:

[Spell Checking and the Thesaurus Using Dialog Boxes](#)



Tools Thesaurus

Select this command to look up a word in the thesaurus for synonyms. Selecting this command brings up the Look Up Dialog Box.

Also see:

Spell Checking and the Thesaurus
Using Dialog Boxes



Look Up Dialog Box

Use this dialog box to look up a word in the thesaurus for synonyms.

Function

Word	A box which contains the word to be looked up.
The list	This lists, depending on the situation: a list of all the synonyms of a word, a list of spelling corrections if the word was not found in the dictionary, or a list of alternative look-up words if no synonyms were found for the word.
Look Up	Select this button to look up the word in Word .
Exit	Quit from this dialog box.
Insert in doc	Insert the word in Word at the current <u>cursor</u> in the document.
Back track	Go to the last word looked up.
Next meaning	If there is more than one group of synonyms, then go to the next group.
Prior meaning	If there is more than one group of synonyms, then go to the previous group.

Also see:

[Spell Checking and the Thesaurus Using Dialog Boxes](#)



View Menu Bar Commands

Draft

View the document on screen in a draft form.

Formatted

View the document on screen with all the formatting included.

Preview

View the document as it would appear on the printed page.

Spacing

Switch the display of text spacing characters on and off.

Format Changes

Switch the display of format change buttons in the document on and off.



View Draft

This command is used to display the document on the screen with no formatting for greater speed in editing, and for ease of viewing where small fonts are used. See [Viewing Documents on the Screen](#) for details on draft viewing.



View Formatted

Selecting this command switches the screen display of the document so that all the formatting is displayed. This is what appears when you start the Complete Works Word Processor. See [Viewing Documents on the Screen](#) for details on formatted viewing.



View Preview

Selecting this command displays the document on the screen as it would appear when printed.

Also see:

[Viewing Documents on the Screen](#)
[Using the Page Preview](#)



View Spacing

Use this command to switch the display of the hidden spacing characters associated with the spacing between words and lines on and off.

Also see:

[Hidden Spacing Characters](#)



View Format Changes

Use this command to switch the display of the buttons that indicate changes in format within a document (⇧) on and off.

Also see:

[Hidden Spacing Characters](#)

[Viewing and Deleting Format Changes](#)



Options Menu Bar Commands

<u>Vertical Scroll Bar</u>	Switch the display of the vertical scroll bar on and off.
<u>Horizontal Scroll Bar</u>	Switch the display of the horizontal scroll bar on and off.
<u>Picture Resolution</u>	Select the resolution for displaying and printing pictures.
<u>Settings</u>	Adjust the settings used throughout Complete Works.



Options Picture Resolution

Select this command to select the resolution of pictures for screen displaying and printing. This command brings up a dialog box.

Screen

Select one of the buttons for the resolution of pictures when displayed on the screen. Displaying pictures on the screen is a compromise between speed of displaying the pictures and the quality of the display.

Print

Select one of the buttons for the resolution of pictures when printed out. High print resolution is the best for quality output, but will be slower to print.

Select **OK** to set the new resolutions or **Cancel** to ignore them.



Options Vertical Scroll Bar

Use this command to switch the display of the vertical scroll bar on and off.

Also see:

[Using the Scroll Bars](#)



Options Horizontal Scroll Bar

Use this command to switch the display of the horizontal scroll bar on and off.

Also see:

[Using the Scroll Bars](#)



Options Settings


Choose this command to change the settings that are used throughout Complete Works. Selecting this command brings up the Settings Dialog Box.



Window Menu Bar Commands

<u>TopLevel</u>	Brings up the <u>The TopLevel Dialog Box</u> for opening, closing <u>document windows</u> , or for switching to another window.
<u>Maximize</u>	Increase the current document window size so that it fills the Complete Works window's workspace.
<u>Cascade</u>	Re-arrange the open document windows so that they are stacked with the title bars showing.
<u>Tile</u>	Re-arrange the open document windows so that they appear next to each other and do not overlap.

The remaining items on this menu list all the document windows that are currently opened. Select one of these if you want to swap to one of the other open windows. The current

window is indicated by a check mark ().



Window TopLevel

Selecting this command brings up the TopLevel Dialog Box for opening and switching between document windows. Equivalent to pressing F12.

Also see:

Opening, Switching and Closing Document Windows



Window Maximize

Select this command to make the current document window maximized.

Also see:

[Opening, Switching and Closing Document Windows](#)



Window Cascade

Select this command to arrange all the open document windows in the Complete Works window so that they overlap with the title bars on the windows showing.

Also see:

[Opening, Switching and Closing Document Windows](#)



Window Tile

Select this command to arrange and re-size all the open document windows so that they fill the Complete Works window.

Also see:

[Opening, Switching and Closing Document Windows](#)



Word Processor Keys

[Function Keys](#)

[Editing Keys](#)

[Short Cut Keys for Status Bar](#)

Also see:

[Dialog Box Keys](#)

[Application Keys](#)

[Complete Works Keys](#)



Short Cut Keys for Status Bar

Use the following keys to access functions that are available on the status bar:

Key(s)	Function
Ctrl+B	Switch on and off the entering of bold text. All text in a marked block will become bold.
Ctrl+I	Switch on and off the entering of italic text. All text in a marked block will become italic.
Ctrl+U	Switch on and off the entering of underlined text. All text in a marked block will be underlined.
Ctrl+W	Switch on and off the entering of word underlined text. All text in a marked block will be underlined.
Ctrl+D	Switch on and off the entering of double underlined text. All text in a marked block will be underlined.
Ctrl+.	Brings up the <u>Colour Dialog Box</u> for changing of text colour. Any marked text will have its colour changed.
Ctrl+F	Brings up the <u>Fonts Dialog Box</u> for changing the text <u>font</u> . Any marked text will have its font changed.
Ctrl+S	Brings up the <u>Style Dialog Box</u> for selecting a new <u>style</u> in the document, or for changing the style of a <u>marked block</u> of text.
Ins	Switch the editing between inserting characters when typing, and overwriting characters on typing.

Also see:

[Using the Status Bar](#)



Function Keys

Select the single key functions either by pressing the appropriate "F" key, or, if the function key bar currently displayed, by clicking it. The choice of available functions is listed below.

Key(s)	Function
F1	Open the context-sensitive help feature.
F2	Call the <u>Insert Merge Item</u> command.
F3	Call the <u>Insert Chart</u> command.
F4	Call the <u>Insert Spread Sheet</u> command.
F5	Go to a given page or the top or bottom of a document.
F6	Places a <u>manual page break</u> at the current <u>cursor</u> .
F7	Perform the next find or replace operation using the previously selected criteria.
F8	Look up the word at the cursor in the dictionary and thesaurus
F9	Print a document.
F10	Move to the menu bar.
F11	Switch to print previewing a document.
F12	Switch to the <u>TopLevel Dialog Box</u> .

The following functions are not available on the function key bar.

Ctrl+F4	Close the current <u>document window</u> .
Ctrl+F6	Move to the next open document window within Complete Works.
Alt+F4	Close Complete Works. If there are any open files anywhere within Complete Works, you will be warned and given an opportunity to save any unsaved files you want to keep.



Editing Keys

Movement Keys

Key(s)

Movement



Left, right, up, down one character.
 Home To the beginning of the current line.
 End To the end of the current line.



Ctrl+ Forward one word.



Ctrl+ Backward one word.

Ctrl+Home Move to top left of the screen.

Ctrl+End Move to the bottom right of the screen.

Page Up (PgUp) Up one screen.

Page Down (PgDn) Down one screen.

Ctrl+PgUp Up one document page.

Ctrl+PgDn Down one document page.

F5 Select the Go To Dialog Box.

Text Editing Keys

Del Delete character to the right of the cursor, or delete marked block if there is one.

Backspace Delete character to the left of the cursor, or delete marked block if there is one.

Ctrl+Backspace Deletes the word prior to the cursor, or deletes the current word if the cursor is in the middle of it.

Ctrl+Y Deletes the line which has the cursor on it.



Shift+ ,
 ,
 Mark previous or next character.



Shift+Ctrl+ ,



Mark previous or next word.

Shift+Del Remove marked block from document and place in the clipboard.

Ctrl+Ins Copy the marked block to the clipboard.

Shift+Ins Copy a piece of document from the clipboard to the document at the cursor.

F6 Insert a manual page break at the cursor.

Ins Switch the editing between inserting characters when typing, and overwriting characters on typing.

Text Formatting Keys

Ctrl+B Switch on and off the entering of bold text. All text in a marked block will become bold.

Ctrl+I Switch on and off the entering of italic text. All text in a marked block will become italic.

Ctrl+U Switch on and off the entering of underlined text. All text in a marked block will be underlined.

Ctrl+W Switch on and off the entering of word underlined text. All text in a marked block will be underlined.

Ctrl+D Switch on and off the entering of double underlined text. All text in a marked block will be underlined.

Ctrl+. Brings up the Colour Dialog Box for changing of text colour. Any marked text will have its colour changed.

Ctrl+F Brings up the Fonts Dialog Box for changing the text font. Any marked text will have its font changed.

Ctrl+J Change text justification.

Ctrl+S Brings up the Style Dialog Box for selecting a new style in the document.

Shift+Tab Brings up the Format Change Dialog Box when the cursor is on a line with format changes.

Ctrl+N Indents the left edge of the paragraph which has the cursor to the next tab stop.

Ctrl+M Reverses the indent. Takes the left edge of the paragraph to the previous tab stop or to the left margin if there is no previous tab stop.

Ctrl+T Creates a hanging indent. This causes the left edge of the paragraph to be indented to the next tab stop, except for the first line.

Ctrl+G Reverses a hanging indent. All the lines in the paragraph are moved back one tab stop, or to the left margin, except the first line.

Tab ¶ Indents the first line of a paragraph only.



Using the Status Bar

This is the bar just below the menu bar at the top of the window. The elements on this are described below.

Font

This indicates which font is set at the current cursor. It can also be used to change the font in any currently marked blocks. Click on the Font button or press Ctrl+F, this will bring up a dialog box. See [Fonts Dialog Box](#) for details.

Style

This indicates what style is set at the current cursor. It can also be used to change the style, either for adding text in a new style, or for changing the style of the contents of a marked block if there is one. Click on Style button, or press Ctrl+S, this will bring up the [Style Dialog Box](#).

Character Style Buttons

Indicates what type of character style is at the current cursor; a character style is set if the button for it is down. You can change character style by clicking the buttons; this will change the character style of the text in a marked block if there is one. The styles available are:



Bold



Italic



Underline



Double underline



Word underline



Colour

When you click on the colour button, the [Colours Dialog Box](#) will come up.

Edit Indicator

This indicates what type of editing is being carried out at the moment. It can be one of:

Ins As text is typed in, it is being inserted. Anything that comes after the cursor is shifted along. This is the default when you open a Word Processor window.

Ovr Overtyping. Any existing text after the cursor is overwritten with the newly typed text.

To switch between inserting and overtyping, press Ins.

Page and Line Numbers

This indicates which page and line within the document the cursor is in. If a header or footer is being edited at the time, then this box will read **Header** or **Footer**.

Page Depth

Indicates how far down from the top of a page the cursor is. The value given is dependent on

the current units used, as defined in the [Settings](#). Select the [Options Settings](#) command if you want to change this.

Also see:

[Short Cut Keys for Status Bar](#)



Help Menu Bar Commands

Index

Bring up the first help topic.

Keyboard

Bring up help on the keyboard functions.

Commands

Bring up help on the menu bar commands.

Using Help

Bring up help on how to use help.

About

Bring up the About dialog box.



Help Index

Select this command to bring up the first topic in the help system.



Help Keyboard

Select this command to get help on the functions available from the keyboard.



Help Commands

Select this command to get help on the functions available from the menu bar.



Help Using Help

Select this command to bring up the Windows help on how to use the help facility.



Help About

Selecting this command reveals the About Dialog Box.



Formatting Inserted Objects

A chart, picture or spreadsheet range is currently selected if there is a dotted line around it. When it is selected, it can be moved, copied, re-sized or deleted.

To Unselect the Chart or Picture

Either click outside the picture or chart or press Esc.

Refer to the following topics:

[Deleting a Chart or picture](#)

[Moving a Chart or Picture](#)

[Copying a Chart or Picture](#)

[Altering the Format of a Chart or Picture](#)

[Altering the Size of a Chart or Picture](#)



Deleting a Chart or Picture

To delete a selected chart or picture, press Del, or select the Edit Delete command.











Moving Chart or Picture

To move a selected chart or picture:

With the Mouse

Drag the chart or picture.

With the Keyboard

1. Use the ,
,
 and
 keys to move the pointer over chart or picture.
2. Press and hold Shift.
3. Use ,
,
 and
 to move the chart or picture to the desired place.
4. Release Shift.

Another Method...

1. Select the Edit Cut command, or press Shift+Del.
2. Move the cursor to where you want the chart or picture to go.
3. Select the Edit Paste command, or press Shift+Ins.



Copying a Chart or Picture

To copy a selected chart or picture:

1. Select the Edit Copy command, or press Ctrl+Ins.
2. Move the outline cursor to where you want the chart or picture to go.
3. Select the Edit Paste command, or press Shift+Ins.



Altering the Format of a Chart or Picture

To change the format of a selected chart or picture e.g. size, its border etc, double click on the chart or picture, or select the Format Chart or Format Picture commands.



Altering the Size of a Chart or Picture





There are two methods to enlarge to shrink the size of a selected chart or picture:

Method 1

Select the Format Chart or Format Picture commands and set the chart or picture size in the dialog box that comes up.

Method 2

With the Keyboard

1. Move the cursor (using the , , , and  keys) over one of the blocks on the edge of the chart or picture.
2. Press and hold Shift.
3. Move the cursor. The new size is indicated by a dotted box.
4. When you have set the desired size, release Shift.

With the Mouse

Drag on one of the blocks on the edge of the chart or picture. This method cannot be used for inserted spreadsheet ranges.

COMPLETE WORKS HELP



General Notes on Using Complete Works



Word Processor

For making, saving and printing letters, reports and other documents.



Database

Used for storing and manipulating data e.g mailing lists, and for printing letters and forms for mail shots.



Spreadsheet

A calculating application used for constructing business plans, sales forecasts etc.



Charting

For viewing and printing of information in a chart.



Forms Entry

For filling and printing forms, invoice slips etc.



Form Designer

Designing and printing forms, invoice slips etc.



Inserted Pictures and Charts

How to insert pictures and Complete Works charts and spreadsheet information into documents.



General Notes on Using Complete Works

[The TopLevel Dialog Box](#)

[The Complete Works Window](#)

[Opening, Switching and Closing Document Windows](#)

[Complete Works Menu Commands](#)

[Complete Works Keys](#)

[One Line Help](#)

[Foreign, Scientific and Currency Characters](#)

[Alternative Method for Selecting F-key Functions](#)

[Opening Files](#)

[Saving Files](#)

[Deleting Files from Disk](#)

[Selecting Printers](#)

[Selecting Paper Trays/Bins](#)

[Settings](#)

[Selecting Menu Commands](#)

[System Menus](#)

[Using Scroll Bars](#)

[Using Dialog Boxes](#)

[Application Keys](#)

[Exiting from Complete Works](#)



Complete Works Menu Commands

Refer to the following topics on the menu bar commands available in Complete Works:

[Word Processor Commands](#)

[Database Commands](#)

[Spreadsheet Commands](#)

[Charting Commands](#)

[Form Entry Commands](#)

[Form Designer Commands](#)



Complete Works Keys

Refer to the following topics on the key combinations that are used in Complete Works:

[Word Processor Keys](#)

[Database Keys](#)

[Spreadsheet Keys](#)

[Charting Keys](#)

[Form Entry Keys](#)

[Form Designer Keys](#)

Also see:

[Dialog Box Keys](#)

[Application Keys](#)



Exiting from Complete Works

To exit from Complete Works, press Alt+F4.

Another Method

1. Press F12. This will bring up the TopLevel Dialog Box.
2. Select the **Exit** button.

Note

If any open documents in Complete Works that are not saved on exiting, you will be warned and given the opportunity of abandon exiting or saving the unsaved documents before exiting.

Also see:

System Menus
Application Keys



Selecting Menu Commands


Most of the command menus appear on the menu bar at the top of the Complete Works window, just below the title. On it are several titles, each one has its own drop-down menu. The titles that appear on the menu bar vary according to the type of document window that is currently active.


In addition to the menus on the menu bar, there are also System Menus (☰).

To Select a Menu Command


With the Keyboard


1. Open the menu on which the command is listed by either: (a) pressing Alt+underlined

letter for the title on the menu bar, or (b) pressing Alt and then using the  and

 keys to highlight the menu title you want.

2. Select the command by either: (a) pressing the underlined letter for the command on

the drop-down menu, or (b) Using the  and

 keys to move the highlight over the command name and pressing Return (

).

For example, Selecting the Options Settings command: Press **Alt+O** followed by **S**.


With the Mouse

1. Open the drop-down menu on which the command is listed by clicking on the title.
2. Click on the command in the drop-down menu.

Closing a Drop-down Menu

Press Esc. To remove highlighting from the menu bar, press Esc again.

Notes

1. If a command name is dimmed, then it is not available at the time. This command may be available only under certain circumstances.
2. If there is a tick () after a name, then the command function is active. This is used where functions can be switched on and off.
3. '...' after a command name indicates that selecting this command will bring up a dialog box.
4. A key combination after a command name indicates the keyboard short cut that can be used to invoke this command.

Also see:

System Menus



System Menu

This is also known as control menu. If a document window is maximized, this appears on the menu bar; if it is not, then it appears next to the title in the document window. It is indicated by a ☰.

This menu is used for setting the size and switching between the document windows within Complete Works.

There is also an application system menu on the left hand side of the caption at the top of the Complete Works window. This is used for setting the size and for closing the Complete Works window.

Selecting a System Menu

With the Mouse

Simply click on the menu ☰.

With the Keyboard

To select the system menu for a document window, press Alt+hyphen.
To select the system menu for Complete Works, press Alt+Spacebar.

Also see:

[Selecting Menu Commands](#)

[Opening, Switching and Closing Document Windows](#)



Alternative Method for Selecting F-key Functions

To remind you what the function keys do, and to make the function key operations accessible by use of the mouse, Complete Works has a function key bar. They are labelled to indicate their function and the function key they are equivalent to.

To select a function, click the function button for the function you want.

The function key bar can be displayed either at the bottom or at the top of the Complete Works window. Alternatively, it can be removed to allow greater room in the window. To do this:

1. Select the Options Settings command on the menu bar; this brings up the Settings Dialog Box.
2. Select one of the radio buttons in the **Function Buttons** box.

Also see:

Settings



One Line Help

A brief, one line help on a menu item can be displayed near the bottom of the Complete Works window. This will give you a summary on what a menu command will do.

To Display the One Line Help


If the help line is not currently displayed:

1. Select the Options Settings command on the menu bar. Alternatively, select the TopLevel Dialog Box and select the **Settings...** button.
2. The Settings Dialog Box will come up. Set the **Display 1 line help** check box.
3. Select **OK**.

To remove the one line help, follow the above procedure, except clear the check box.

To Display One Line Help on a Command

1. Select the menu which the command is listed.

2. Use the  and



keys to highlight the command name.

Note

When a menu item is not selected, the help line displays a set of foreign, currency or scientific characters for you to use in a document.

Also see:

[Selecting Menu Commands](#)

[Foreign, Scientific and Currency Characters](#)



Foreign, Scientific and Currency Characters

Characters not accessible directly from the keyboard can be entered into documents by use of one of the sets of extended keys. These are displayed on the one line help line at the bottom of the Complete Works window when a menu item is not selected.



To Display the One Line Help Line

If this line is not currently displayed:

1. Select the Options Settings command on the menu bar. Alternatively, select the TopLevel Dialog Box and select the **Settings...** button.
2. The Settings Dialog Box will come up. Set the **Display 1 line help** check box.
3. Select **OK**.

To remove the one line help line, follow the above procedure, except clear the check box.

Selecting a Character

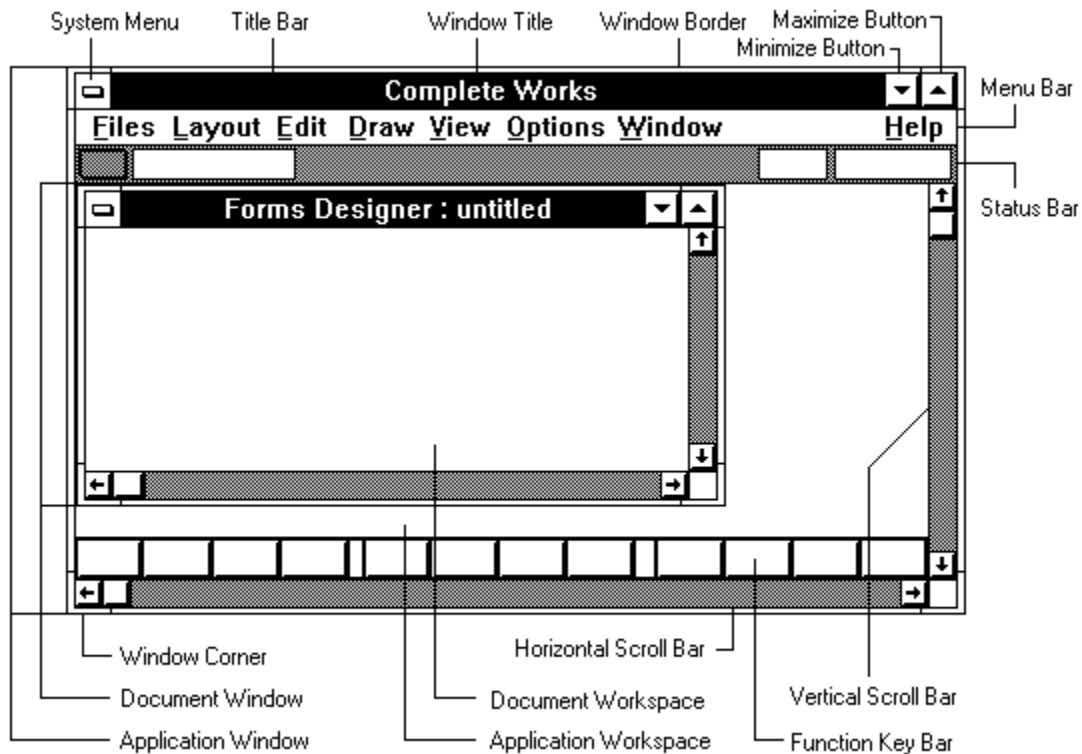
1. If the character is not displayed on the line, you can cycle through the other sets of characters by clicking the  or  buttons on the line, or by pressing Ctrl+F1 or Ctrl+F2.
2. To enter a character into the document, press Ctrl+the number next to the character as displayed on the line. Note that the help line need not be displayed to access these extended characters.

Also see:

One Line Help



The Complete Works Window



The above diagram shows the Complete Works window with one open document window which is not maximized. Each of the elements that make up the Complete Works window are described below:

The System (Control) Menu

This is indicated by a bar at the top left corner of a window. The Complete Works window and any document window within it have a system menu each. The commands in the system menu enable you to move windows, alter the size of windows and close windows.

The Title Bar

If the document window is maximized, then this indicates what type of application, and the name of the document is being displayed. This is on the title bar of the document window if it is not maximized. If the document is not saved, then a * indicates this fact.

The Application and Document Workspaces

These are the areas in which work on the application and document take place. Several document windows can be opened in the application workspace.

The Menu Bar

This appears at the top of the Complete Works window. It lists all the available command menus for the current module.

The Status Bar

This lies just below the menu bar. It gives current information on the contents of the active document window. Some elements of the status bar can also be used to change the contents

of the document window, such as text fonts, character style etc.


Scroll Bars

For moving around a window if everything is not displayed in it.

The Function Key Bar

These are buttons that enable you use function key operations with the use of the mouse. By default they are displayed at the bottom of the application window, but by it can be displayed at the top of the window or hidden altogether.

The Maximize Button

Clicking this button brings the window size to its maximum allowed. When maximized, the maximize button is replaced with a restore  button. This can then be used to reduce the window to its previous size.

The Minimize Button

Clicking this button reduces the window to an icon.

The Window Border

This is the outside edge of the windows. It is not displayed if the window is maximized. You can use it to pull out or push in the window borders.

The Window Corner

Used to pull out or push in two sides of a window at the same time.

Note

In the above diagram, both the Complete Works (or application) window and the document window are not shown as being maximized, so that more of the typical elements of the windows can be shown.


Also see:

[Opening, Switching and Closing Document Windows](#)



Opening, Switching and Closing Document Windows

To Open a Window in Complete Works

1. Press F12 to bring up the TopLevel Dialog Box.
2. Select the icon for the type of document window you wish to open.
3. Select the **New Window** button, or press Return ().

To Switch to Another Open Document Window

4 Methods:



Press F12 to bring up the TopLevel Dialog Box, choose the name of the document window from one of the lists, and select the **Select Window** button.



Select the name of the document from the **Window** menu.



Cycle through all the open document windows by pressing Ctrl+F6.



If a document window is currently displayed on screen, then click on it with your mouse.

To Close a Document Window

2 Methods:



Press Ctrl+F4 to close the active document window.



Bring up the TopLevel Dialog Box, highlight the name in one of the lists, and select the **Close Window** button.

Also see:

[The TopLevel Dialog Box](#)
[Selecting Menu Commands](#)



The Complete Works System Menu

These commands relate to moving and altering the size of the Complete Works window.

Command	Function
Restore	Puts the window into an intermediate size and with a border.
Move	Use this command to move the window to another place in the Program Manager window.
Size	Used to alter the size of the window by altering the border position.
Minimize	Reduces Complete Works to an icon. This is not the same as closing it and any documents within it are not lost.
Maximize	Increases the window size to its maximum.
Close	Quit from complete works. If you have any unsaved documents, you will be given the opportunity to save them if desired.
Switch To	Switch to another open application. This brings up the Task List dialog box.

Also see:

[Selecting Menu Commands](#)



Document Window System Menu

These commands relate to moving and altering the size of a document window.

Command	Function
Restore	Puts the window into an intermediate size and with a border.
Move	Use this command to move the window to another place in the Program Manager window.
Size	Used to alter the size of the window by altering the border position.
Minimize	Reduces Complete Works to an icon. This is not the same as closing it and any documents within it are not lost.
Maximize	Increases the window size to its maximum.
Close	Close the current document window. If the document in this window is unsaved, then you will be given an opportunity to save it.
Next	Switch to the next open document window.

Also see:


Selecting Menu Commands

Opening, Switching and Closing Document Windows



System Restore

Restores the window to a size between maximized and minimized, and with a border with which you can alter the size of the window.

You can also set the size of a window to restored by clicking on the  button.



System Move

Select this command to move an active window. The pointer changes to a four-headed arrow and a new window border appears in a different colour to indicate where the window is.

You can also move a window by dragging on its title bar.

Note

This command is not available if the window is maximized.



System Size

Select this command to alter the size of an active window. The pointer changes to a four-headed arrow and a new window border appears in a different colour to indicate how big the window is.

You can also alter the size of a window by dragging on the border of the window.

Note

This command is not available if the window maximized.



System Minimize

Selecting this command reduces the active window to its minimum size, displaying the window as an icon.

Note

This command is not available if the window is not maximized.



System Maximize

Selecting this command increases the active window to its maximum size. If the window is a document window, then it will be increased so that it fills the workspace of the Complete Works window. If the window you are maximizing is the Complete Works window, then it is increased to fill the whole screen.



System Close

Closes the active window. If you are closing a document window, if this window contains an unsaved document, you will be warned and given the opportunity to save it before closing the window. If you are closing the Complete Works window, then you will be warned about each unsaved document and be given the opportunity to save each one.

Also see:

[Opening, Switching and Closing Document Windows](#)



System Next

Makes the next document window in Complete Works active.

Also see:

[Opening, Switching and Closing Document Windows](#)



System Switch To

This brings up the Task List dialog box, which lists all the currently open applications in Windows.



Save Changes Message

The action that you have just attempted will cause the unsaved document named in this warning message to be lost. You are being asked if you want to save it. You have three options:

- Yes** Click this (or press Y) to save the document before the operation you specified is carried out. If the document is untitled, the Files Save Dialog Box will come up, requesting a file name.
- No** Click this button (or press N) if you do not want to save the document in question.
- Cancel** Click this (or press Esc) to abandon the operation and go back to the document window.

Also see:

[Saving Files](#)



Using Scroll Bars

Provided that the displaying of scroll bars has not been suppressed, scroll bars appear wherever a document is not entirely displayed in its document window at once. They enable you to move around the display.

Horizontal scroll bars are for moving the display left and right, and vertical scroll bar for moving up and down. A horizontal scroll bar is illustrated below:




Click the scroll arrow buttons to move left and right by a small amount, or up and down for vertical scroll bars.

Click the scroll track to the left (or above for vertical scroll bars) of the scroll button's position to move the display left (up) by one screen, and click it to the right (below) to move the display right (down) by one display area.

Drag the scroll track button along to an approximate area that you want to be displayed.

For Document Windows Only...

Where appropriate, the vertical scroll bar will also have two page buttons  and



. Click on these to move up and down by pages within a document.



The TopLevel Dialog Box

This dialog box offers you a way of opening, switching between, and closing document windows.

Word Processor, Database etc...

These buttons represent each of the modules in Complete Works. Select one of these buttons to open a new document window.

Under each of them there is a list box that lists all the document windows currently open. To switch to an open window, highlight the name in one of these lists and select the **Select Window** button.

New Window and Select Window

New Window is displayed when one of the icons is highlighted for creating a new document window. If one of the document names in the lists is highlighted, the button becomes Select Window, for switching to the highlighted window.

Close Window

Closes the document window with the highlighted name.

Settings...

Brings up the Settings Dialog Box for changing the settings used throughout Complete Works.

Exit

Closes Complete Works.

Cancel

Closes the dialog box and returns to the last document window worked in.

Also see:

[Opening, Switching and Closing Document Windows Using Dialog Boxes](#)



Cannot open more than seven windows per application

There is a limit of seven windows that can be open at any one time for each application in Complete Works. You have tried to open a eighth, which cannot be done.

Also see:

[TopLevel Dialog Box](#)



Settings

Settings are parameters that are used throughout Complete Works. These are:



The units of measurement. This can be either in inches or centimetres.



The display of brief one line help in the Complete Works window.



Where and whether the function key bar is displayed.



The use of the normal or an alternative set of colours in the display in the Complete Works window.



The default file paths for the various documents created by Complete Works.



Whether each scroll bar is displayed when a document window is opened.

Also see:

Settings Dialog Box



Settings Dialog Box

Use this dialog box to change various settings for Complete Works.

Function Buttons

Determines whether and where the function key bar is displayed. The three option buttons represent the choices available.

The three check boxes are for how these buttons will be displayed. Select **Text Only** or **Picture Only** for the buttons to display only text or only pictures. If **Key Numbers** is set, then the key numbers i.e. F1, F2 etc are displayed on the buttons.

Measurement Units

Where measurements are used, the units can be specified in either inches or centimetres.

Show Scroll Bars Initially

Determines whether the horizontal and vertical scroll bars are displayed when you open a document window for each of the modules. If a check box is set, then the scroll bar it represents is displayed.

Alternative Colour Set

Certain features in Complete Works can be displayed in an alternative colour. If this check box is clear, then the current colours are used. If it is set, then an alternative colour set is used.

Display 1 Line Help

If the check box is set, then a brief one-line, context sensitive help is displayed at the bottom of the Complete Works Window. Otherwise, it is not.

Default File Paths

These text boxes contain the default paths that are used when you attempt to open or save file of each of the listed types. Note that this can be overridden when opening or saving a particular file.

Select **OK** to use the new settings, or **Cancel** to ignore any changes that you have made.

Also see:

[One Line Help](#)

[Foreign, Scientific and Currency Characters](#)

[Alternative Method for Selecting F-key Functions](#)

[Using Dialog Boxes](#)



Using Dialog Boxes

[Dialog Box Basics](#)

[Moving Around a Dialog Box](#)

[Changing the Contents of Dialog Box Controls](#)

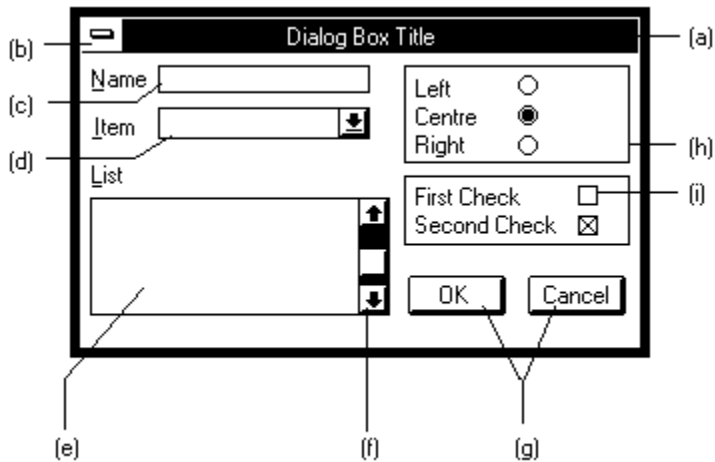
[Extended Options](#)

[Dialog Box Keys](#)



Dialog Box Basics

This is a Windows way of interacting with a user . A dialog box contains a number of features which contain information, some of which can be changed by you. These are illustrated in the example of a dialog box shown below:



- (a) Title bar. This is the name of the dialog box.
- (b) System menu box. Use this to move the dialog box via the keyboard.
- (c) Text box. An area you can type text into.
- (d) Drop-down list box. The list is usually concealed, and the current choice from the list is displayed in the top box. In addition, in some drop-down list boxes, you can type into the top area.
- (e) List Box. This is a box that contains a list of items; you can select one (in some cases more) of these. The list is never hidden.
- (f) Scroll bar. This appears with list boxes if the items in the list cannot be displayed all at once. Use it to move up and down the list.
- (g) Command buttons.
- (h) Radio buttons. These usually come in groups. Only one can be selected in a group; if one is selected the others will all be off.
- (i) Check box. This is a square box with a caption. If it has been selected a cross appears in it; otherwise it is blank.




Moving Around a Dialog Box

With the Keyboard

The following key combinations have the following effect in a dialog box:

Key(s)	Function
--------	----------

Tab	Move to the next control.
Shift+Tab	Move to the last control.

Return () Confirm the changes that you made within the dialog box and exit the dialog box. Equivalent to clicking the **OK** button.

Esc Abandon the dialog box without enacting the changes that you made within it.

You can also go to a particular control by pressing Alt+the underlined letter in the control's title.

With the Mouse

With the mouse: move the pointer over the control you wish to move to and click the left button; the highlight will move to reflect this.

Also see:

[Changing Contents of Dialog Box Controls](#)




Changing the Contents of Dialog Box Controls

(a)

For text boxes: Highlight the text box, then edit the text inside.


(b)

For list boxes:

With the Keyboard Use Tab or Alt+underlined letter to select the list box. Press  and




or the first letter of a list item name to move through the list.

With the Mouse Click on the list item, or highlight it and press Return () to make a selection.

(c)

For drop-down list boxes:

With the Keyboard Use tab or Alt+underlined letter to select a list. Press Alt+  to reveal the list. Then select the list item in a similar way to (b).

With the Mouse Click on the arrow next to the list to reveal it. Then select the item in the list.


First Check
Second Check


(d)

Check boxes: Either click on these using the mouse, or move on to the check box and press the Space Bar to switch the check mark on and off. A check box that is temporarily unavailable for change is dimmed.

Left
Centre
Right

(e)

Radio buttons: Change which one of a group is selected by clicking on it using the mouse, or select the group and press the  and

 keys to change the selection. An radio button that is temporarily unavailable for change is dimmed.



Dialog Box Keys

Key(s)

Function



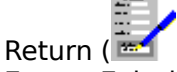
and



Move up and down within a list box or group of radio buttons.

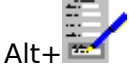
Tab Move to next dialog box item.

Shift+Tab Move to previous dialog box item..



Return () Exit dialog box and confirm any changes made.

Esc Exit dialog box and ignore any changes made.



Alt+ Drop a drop-down list to reveal the contents, or raise it again.

Alt+underlined letter Move to the item which is labelled with the underlined letter.

Alt+F4 Equivalent to Esc.

Ctrl+Esc Brings up the Task List for all the Windows applications currently open.



Extended Options

Extended Options are available if there is an **Options>>** button in the dialog box. Clicking this button will reveal these options; treat these as any of the other options in the dialog box.



Application Keys

These keys have the same effect in all parts of Complete Works.

Key(s)	Function
Alt	Select the menu bar.
F10	Ditto.
Alt+Tab	Swap out to next application in Windows.
Alt+Shift+Tab	Swap out to previous application in Windows.
Alt+ '-'	Bring up the system menu for the current <u>document window</u> .
Alt+Spacebar	Bring up Complete Works system menu.
Ctrl+Esc	Switch to another application.
Ctrl+F4	Close the current <u>document window</u> .
Ctrl+F6	Go to next open document window within Complete Works.
Alt+F4	Quit out of Complete Works.
F12	Bring up the <u>TopLevel Dialog Box</u> without closing the current document window.



Saving Files

When you create, or make changes to, a document, the changes made are stored in your computer's memory. If you want to keep these, you will need to save the document onto disk. Databases are an exception; the changes made to these are automatically saved to disk as you make them.

To save a document in the current document window:

1. To Save an Unnamed Document

1. Select the Files Save As command from the menu bar.
2. This will bring up the Files Save Dialog Box, requesting the file name and path that the file will be saved under. There are restrictions on the file names that you may use; see File Names for details.

Note

Choosing the Files Save command will in this instance have the same effect as the Files Save As command.

2. Saving an Existing Document

To save a document under its existing names, choose the Files Save command.

3. Saving a Document Under a New Name

To save a document under a new name, select the Files Save As command on the menu bar. Then fill in the file name and path when the Save As dialog box is presented.

4. Saving Other Types of Files

To save other things, such as document layouts, choose the appropriate command, for example Save Layout; this will also bring up a Files Save dialog box.

Also see:

Files Save Dialog Box

Selecting Menu Commands

File Names



File Names

There are restrictions on the file names that you can use. The following rules apply:

1. A file name consists of the name up to eight characters.
2. You can also have a file extension of up to three characters. The name and extension are separated by a full stop character.
3. You cannot use wild card characters i.e. * and ?. These have special uses.



Files Save Dialog Box

Use this command to save a file under a given name.

Path

This text indicates which file path is currently being used.

Directories

This list box lists all the directories from the root directory to the current directory. It also lists all sub-directories. To go to one of these directories, highlight one and select **OK**, or double click on it.

Drives

This lists all the drives that are currently available.

Files

This lists the files in the current directory with names that are specified by the contents of the **File name** text box.

File name

Type in the name of the file you want to open into this box. Wildcard characters * and ? can be used to list a group of files with similar names in the **Files** list box.

List files of type

This lists all the file types that the document can be saved as; if one of these is selected, then the text in the **File name** list box will change so that all files with an extension for files of a given type will be listed e.g *.TXT for text or ASCII files.

Delete

Delete the file with the name highlighted in the **Files** list.

Library (Saving Forms Only)

Selecting this button will set the path to the directory containing the library of standard forms that came with Complete Works.

Select **OK** to save a file, or **Cancel** to abandon saving.

Also see:

[Deleting Files From Disk](#)

[File Names](#)

[Using Dialog Boxes](#)



Deleting Files From Disk

To delete any file from disk:

Use the Files Save As or Files Open commands to bring up the Files Save Dialog Box or the Files Open Dialog Box respectively. Then:

1. Select the directory and file name of the file to be deleted.
2. Select the **Delete** command button.
3. You will be asked for confirmation before the file is deleted from disk.



Delete this file: are you sure?

You have just attempted to delete the selected file in the dialog box, and you are being asked to confirm the deletion. Click the **Yes** button (or press Y) to delete the file, or click **N**o (or press N) to stop the deletion.

Also see:

[Deleting Files From Disk](#)



Opening Files

Opening a document on disk and loading it into the current document window.

1. Select the appropriate command from the menu bar. For main document this will be the Files Open command. For (spreadsheet, word processor and form) layout files, this will be Layout Apply Saved Layout.
2. Selecting either of these commands will bring up the Files Open Dialog Box. Fill in the details for the file name and path of the file that you want to open.
3. Select **OK** to open the file.

Also see:

Selecting Menu Commands

File Names



Files Open Dialog Box

Use this dialog box to open a file on disk with a given name.

Path

This text indicates which file path is currently being used.

Directories

This list box lists all the directories from the root directory to the current directory. It also lists all sub-directories. To go to one of these directories, highlight one and select **OK**, or double click on the directory name.

Drives

This lists all the drives that are currently available.

Files

This lists the files in the current directory with names that are specified by the contents of the **File name** text box.

File name

Type in the name of the file you want to open into this box. Wildcard characters * and ? can be used to list a group of files with similar names in the **Files** list box.

List files of type

This lists all the file types that can be opened for a module; if one of these is selected, then the text in the **File name** list box will change so that all files with an extension for files of a given type will be listed e.g *.TXT for text or ASCII files.

Set default path

If this check box is set, then the current file path will be used as the default path for the current document window.

Delete

Delete the file with the name highlighted in the **Files** list.

Library (Forms Only)

Selecting this button will set the path to the directory containing the library of standard forms that came with Complete Works.

Select **OK** to open a file, or **Cancel** to abandon opening.

Also see:

[Deleting Files From Disk](#)

[File Names](#)

[Using Dialog Boxes](#)



Fonts Dialog Box

Use this dialog box to select a different font from the one currently being used.

Typeface

This lists all the typefaces that are available on the specified target printer.



Those typefaces that are marked with the above symbol are directly available on the printer itself. These tend to print quicker than some of the others.



These are high quality standard Windows typefaces.

Point Size

The list box on the right contains all the point sizes that are available for the selected typeface on that printer.

Scalable

For those fonts that can be specified in any point size are said to be scalable. In addition to choosing the point size from the list, you can for certain typefaces type in the point size into this box. You can specify point sizes in half points e.g. 14.5 point.

Also see:

[Using Dialog Boxes](#)



Colours Dialog Box

Use this dialog box to set a different colour. Choose the colour from the given list.

To set the colour, select **OK**. To leave colour as it is, select **Cancel**.

Also see:

[Using Dialog Boxes](#)



About Printing Dialog Box

This dialog box comes up whenever printing is being carried out. The text in this box indicates the file name of the document, and the page number that is currently being printed.

This dialog box will remain on the screen until all the document has been sent to your printer.

To Abandon Printing Before the End

To do this, select the **Cancel** button. This will abandon printing at the page indicated in the dialog box. If Complete Works is part way through sending a page, then another dialog box asking whether you want to complete this page will come up.

Also see:

[Complete current page?](#)



Complete current page?

This dialog box comes up when you have abandoned printing before completion and Complete Works was part way through sending a page.

To complete the printing of the page, click the **Yes** command button (or press Y). To abandon this page, click **No** (or press N).



Using the Print Preview

When you first set Complete Works to print preview a document, you will be presented with a view of the current page of the document on the screen as it would appear on a printed page. The column of push buttons on the right hand side give you a number of features:

>>	Move the display one page onward in the document. If the end has been reached, this button is inoperative.
<<	Move the display one page backward in the document. If the beginning has been reached, this button is inoperative.
Go To	Go to a page in the document for print preview. Selecting this button brings up a <u>Go To Dialog Box</u> .
Single Page	Switch the page display from two pages shown at a time to one page at a time. Inoperative if already being displayed this way.
Double Page	Switch the page display to displaying two pages at one time. Inoperative if this is already the way it is displayed.
Thumbnail	Displays a number of pages on the screen scaled down.
Fingernail	Displays the most number of pages scaled to the smallest size.
Print	Print the currently displayed document.
Cancel	Exit from print previewing, go back to editing.

Also see:

[Print Preview Keys](#)



Go To Dialog Box (Print Preview)

Use this dialog box to print preview the current document from a certain page.

Top

Go to the first page in the current document.

Bottom

Go to the last page in the current document.

Page No.

Type into this text box the page number you want to go to.

Select **OK** to go to the page in Page No., or **Cancel** to stay on the current page.

Also see:

[Using the Print Preview](#)



Print Preview Keys

For moving around a document when print previewing.

Key(s)	Function
Page Down (PgDn)	Move display one page down.
Page Up (PgUp)	Move display one page up.
Ctrl+Home	Go to the first page.
Ctrl+End	Go to the last page.
Alt+S	Switch to display of one page at a time.
Alt+D	Switch to display of two pages at a time.
Alt+T	Switch to thumbnail view.
Alt+F	Switch to fingernail view.
Alt+G	Go to a specific page.
Alt+P	Print the document.
Esc	End print preview and go back to editing.

Also see:

[Using the Page Preview](#)



Editing Tables in Dialog Boxes

Tables occur where there is an array of data or layout information. Tables are always within dialog boxes.






{table.bmp}

Moving Around a Table

The outline cursor shows which cell is the current cell. The following explains how to move this cursor.

With the Keyboard

Use the following keys:


Key(s)	Function
	Move left, right, up, down by one cell.
Ctrl+ 	
	
	
	Ditto
PgUp	Move up by one displayed group of rows.
PgDn	Move down by one displayed group of rows.
Ctrl+PgUp	Move left by one displayed group of columns.
Ctrl+PgDn	Move right by one displayed group of columns.
Home	Move to the left most cell in the current row.
End	Move to the right most column in the current row.
Ctrl+Home	Move to the top left cell in the table.
Ctrl+End	Move to the bottom right cell in the table.

With the Mouse

Click on the cell you wish to move to. In addition, you can use the scroll bar to bring items not currently displayed into view. See Using Scroll Bars.

To Enter Data into a Table

There are two ways to edit the contents of a cell:

1. Press F2 or click on the text box, then type in the text into the edit box. When you have finished editing the cell contents, press the Return () key. The cell movement keys move the cursor within the text box.
2. Type text directly into the cell. In this case the cell movement keys operate in their normal way, so that when they are used, the outline cursor moves to another cell.

Also see:

[Using Dialog Boxes](#)



Could not find initialisation file

The initialisation file contains the Complete Works settings information. This file could not be opened. The default settings will therefore be used.

Also see:

[Settings](#)



Print Control Dialog Box

Use this dialog box to set up which target printer is to be used to print your document, which paper trays are to be used (if there are any), and also to set up new drivers and adjust existing ones.

Target Printers

The top list box contains a list of all the printer drivers that are currently set up. Choose the one you want to use from this list.

First Page, Middle Pages and Last Page

Each of these list boxes contains a list of all the trays supported in the selected printer driver. Choose the tray you want to use for the first page, last page, and the pages inbetween these in your document.

Setup >>

Select this button to set up a new printer driver, or to adjust the settings for an existing driver. The dialog box that comes up contains details on appearance, orientation etc.

Select **OK** to make the changes, or **Cancel** to ignore them.

Also see:

[Using Dialog Boxes](#)



Incompatible Page Settings Dialog Box

The page size that you have specified for your document are bigger than the page size set up for the printer driver itself. This means that the document pages will not fit on to an actual page. To solve this, the page margins must be reduced, or the print settings page size must be increase.

Print Settings >>

Select this button to bring up the print settings dialog box. What is in this dialog box will depend on the current printer driver, but there will be controls for setting the page size.

Page Margins >>

Select this button to bring up the dialog box for page margins.

Select **Continue** to continue with printing or previewing.

Select **Cancel** to ignore any changes; the printing or previewing you were carrying out will be abandoned.

Also see:

[Using Dialog Boxes](#)



Cannot find preview font file

A file necessary for the operation of the print preview cannot be found or opened.
Re-install Complete Works to solve this problem.



Selecting Printers

When you select fonts, you are presented with a list of all the available fonts for the currently selected printer driver. If your printer has trays or bins, then the ones used will also depend on which printer driver is used, and the way it is set up.

Selecting a Different Printer

1. Select the Print Control command for the document you want to print. For most of the modules, this involves selecting its Layout Print Control command. For databases, there is a print control option for the printing of labels and database reports.
2. The Print Control Dialog Box will come up. If the printer you want to select is named in the list, then select it. If the printer's name is not in the list, then you will need to install the printer via Window's Control Panel. Refer to the Windows User's Guide on how to do this.
3. Select **OK**.

Changing the Way a Printer Is Set Up

To change the way in which a printer driver is set up, such as the port that is used, the page settings etc, can be changed via the Windows Control Panel, or by doing the following within Complete Works:

1. Follow steps 1 and 2 as described above.
2. Select the printer driver that you want to change, and select the **Setup>>** button.
3. This will bring up a dialog box for the changing of the printer driving. What is contained in this box will depend on the printer driver. Change the aspects of the driving you want to change.

Also see:

Selecting Paper Trays/Bins



Selecting Paper Trays/Bins

If your printer has more than one paper tray or bin, Complete Works can handle the feeding of paper from these bins, providing that an appropriate driver has been selected to drive the printer.

To Set Up a Complete Works Document for Paper Feeding

1. Select the Print Control command for the document you want to print. For most of the modules, this involves selecting its Layout Print Control command. For databases, there is a print control option for the printing of labels and database reports.
2. This brings up the Print Control Dialog Box. The three list boxes at the bottom of the dialog box list all the trays available for the driver highlighted in the top list box. Select the driver you want to use.
3. Select the trays you want to use from the lists for the first, middle and last pages of your document.
4. Select **OK**.


Also see:

Selecting Printers



About Dialog Box

This dialog box displays information about this program. To quit from it, click **OK**, or press

Return () or Esc.



Inserted Pictures and Charts

Pictures and Complete Works charts can be inserted in word processor documents, spreadsheets and forms. Once in, they can then be adjusted as desired for displaying and printing. Refer to the following topics on how to insert charts and pictures:

[Inserting a Chart into a Document](#)

[Inserting a Picture into a Document](#)

Ranges of cells from a Complete Works spreadsheet can also be inserted into a word processor document. See [Inserting Spreadsheet Information](#) on how to do this.

Also see:

[Formatting Inserted Objects](#)

[Display and Print Resolution](#)



Formatting Inserted Objects

Once a chart or picture has been inserted into a word processor document, spreadsheet or form it can then be adjusted, moved, copied or deleted. To do this, select the chart or picture by clicking on it. Refer to one of the following topics on how to then adjust the chart or picture:

[Formatting Inserted Objects \(FD\)](#)

[Formatting Inserted Objects \(WP\)](#)

[Formatting Inserted Objects \(SS\)](#)



Display and Print Resolution

Displaying pictures or charts on the screen is a compromise between the display quality and speed of display. This is also true of printing pictures.

To adjust the resolution of pictures when displayed and printed, select the **Options Picture Resolution** command on the menu bar. Then choose the degree of resolution you want.

Note:

In the word processor and spreadsheet, if the **View Draft** command is selected, then all inserted objects are not displayed; outline boxes are displayed instead to indicate their position.



Inserting a Chart into a Document

There are two types of chart insertion. A chart that is inserted dynamically will change in appearance when the chart's data change. A chart that is inserted by cutting and pasting into a document via the clipboard is fixed and will not change when the chart changes.

Inserting a Chart Dynamically

1. Open a charting window.
2. Open a chart, or create and save one.
3. Swap back to the original document window.
4. Move to the part of the document where you want the chart to be inserted.
5. Select the **Insert Chart** command on the menu bar.
6. A dialog box will come up listing all the currently open charts. Select one from the list and click **OK** or press Return.

Cutting and Pasting in a Chart

1. Open a charting window.
2. Open a chart, or create one.
3. Select the Edit Copy command, or press Ctrl+Ins.
4. Swap back to the original document window.
5. Move to the part of the document where you want the chart to be inserted.
6. Select the **Edit Paste** command, or press Shift+Ins.

Also see:

[Display and Print Resolution](#)

[Opening, Switching and Closing Document Windows](#)



Inserting Spreadsheet Information

A range of spreadsheet cells can be inserted into a word processor document dynamically i.e. when the spreadsheet changes, the inserted range automatically changes also.

1. Open a spreadsheet window.
2. Open a spreadsheet, or create and save one.
3. Swap back to the original document window.
4. Move to the part of the document where you want the spreadsheet to be inserted.
5. Select the **Insert Spreadsheet** command on the menu bar.
6. A dialog box will come up listing all the currently open spreadsheets. Select one from the list and click **OK** or press Return.
7. This spreadsheet will then be displayed. Mark the range of cells that you want to insert.

To insert spreadsheet information for chart display, see [Importing Data from Spreadsheets](#)

Also see:

[Display and Print Resolution](#)

[Opening, Switching and Closing Document Windows](#)

[Marking a Block in a Spreadsheet](#)



Inserting a Picture into a Document

Pictures can be inserted into word processor documents, spreadsheets and forms. These can be inserted via the clipboard, or by loading it from a file. Pictures stored in a number of common picture formats can be inserted into documents.

Pasting in a Picture Via the Clipboard

1. From the source application e.g Windows Paintbrush, copy the picture to the clipboard.
2. Swap into Complete Works.
3. Move to the part of the document where you want the picture to be inserted.
4. Select the **Edit Paste** command on the menu bar, or press Shift+Ins.

Loading a Picture from a File

1. Select the **Insert Picture** command on the menu bar.
2. A file Files Open Dialog Box will then come up. Specify the file path and name, and the picture file type. Then select **OK** or press Return.

Also see:

Display and Print Resolution

Opening, Switching and Closing Document Windows



Picture Resolution Dialog Box

Select this command to select the resolution of pictures for screen displaying and printing. This command brings up a dialog box.

Screen

Select one of the buttons for the resolution of pictures when displayed on the screen. Displaying pictures on the screen is a compromise between speed of displaying the pictures and the quality of the display.

Print

Select one of the buttons for the resolution of pictures when printed out. High print resolution is the best for quality output, but will be slower to print.

Select **OK** to set the new resolutions or **Cancel** to ignore them.

Also see:

[Display and Print Resolution](#)



Insert Chart Dialog Box

Choose from the list of open Complete Works charts the one you want to insert into your document.

Select **OK** to insert the chosen chart, or **Cancel** to abandon inserting one.

Also see:

[Inserting a Chart into a Document](#)

Document Window

A window inside Complete Works which contains documents that are open i.e. databases, charts etc.

X-Series

A series of places on the x-axis which the data will be given for e.g. months in the year Jan to Dec.

Y-Series

A series of data that are measured against points on the x-axis e.g. sales figures for the months Jan to Dec.

Series

A successive group of values or labels.

Mode

The type of form editing being carried out at that moment.

Field

A blank area defined in a form that is used for data entry in the Forms Entry and Database modules.

Font

The shape and size of the text characters. Examples of fonts include:

Times Roman in 10 point

Helvetica in 14 point

Courier in 12 point

The height of the text characters is specified in points. 72 points = 1 inch.

Typeface

The shape of the text letters and numbers e.g. Times Roman, Helvetica, Courier, etc.

Point Size

The height of text characters. 72 points = 1inch.

Form Layout

The page margins, the printer to be used, and which printers trays to be used, and the name of the database the form is linked with.

Character Style

The modifications in the appearance of text characters e.g. **bold**, *italic*, underlined. Also, the text colour.

Cell

A spreadsheet is split into rows and columns to form a grid. A cell is the building block of this grid.

Header

A piece of a document that goes at the top of every page.

Footer

A piece of a document that goes at the bottom of every page.

Spreadsheet Layout

This consists of the page margins i.e. left margin, text width and length of the page, the target printer, the output control and text in the headers and footers.

Document Layout

The layout of a document consists of the paper size and page margins, the printer used and the trays the paper is to be fed from, all the styles, and the text in the headers and footers.

Number Format

A form of expression for a number e.g. currency (£3.18); percent (55%); comma (4,150) etc.

Alignment

The way text is displayed in a given area.

Left aligned text has a straight left margin and works from left to right as you type some in. **Right aligned** text has a straight right margin and works from right to left as you type. **Centred** text is placed at the centre of each line, and is adjusted to remain there as you type. **Justified** text is aligned such that both margins are straight.

Justification

The way text is displayed in a given area.

Left aligned text has a straight left margin and works from left to right as you type some in. **Right aligned** text has a straight right margin and works from right to left as you type. **Centred** text is placed at the centre of each line, and is adjusted to remain there as you type. **Justified** text is aligned such that both margins are straight.

Clipboard

A temporary storage space in memory that is used by Windows applications.

Status Bar

The strip just below the menu bar in the window. Contains relevant information on the application.

Edit Line

The strip just above the document area. It is used to display and to edit contents of cells in the spreadsheet.

Formula

A type of cell entry that calculates a new value from existing values. The values used as the source material can be any kind of value, or references to other cells e.g. @SUM(A3,20) - this calculates the sum of the contents of cell A3 with 20.

Pane

An area of the spreadsheet window that displays a separate part of the spreadsheet. You can have one, two or four panes in the spreadsheet window.

Split Bars

These are two thin bars that are located on the scroll bars when the spreadsheet window is split. When separate panes are created, they separate the sets of scroll bars for each set of panes. They are used to move the position of the split between panes.

Drag

Move the pointer over the object and press the left mouse button, and hold it down whilst moving the pointer. Once the pointer is in the desired place, release the button.

Title Locking

Used in situations where some cells contain headings or titles for tables, and you want to have them in view all the time you are working on the table entries in other cells. Title locking restricts the scrolling of the top and left hand panes.

Operator

Something that takes two or more numbers to produce a result e.g. +,-, etc.

Extended Options

These are extra options in a dialog box that are normally concealed because they deal with items that are seldom changed.

Reference

A reference indicates which row and column a cell is in e.g a cell in row 10 of column G has a reference G10.

Date and Time Serial Number

This is a number that represents a date between 1st January 1900 and December 31st, 2078. The main part of the number represents the date, and the fractional portion of this number is used to represent the time of day. The number lies in the range from 2 (1st Jan 1900, 12:00:00 AM), to 65380.99999 (31st Dec 2078, 11:59:59 PM). Date serial numbers are used in spreadsheet calculations involving dates and times.

Circular Reference

A situation where references loop back on cells e.g. in cell C3 is the formula @SUM(D4,10), in D4 is @AVG(E1..E10), and in E10 is the formula @SUM(A1,C3). In this case the references loop back on to cell C3.

Block Name

A name given to a group of cells by the user.

Mailmerge

The combining of the records in a database with a word processor document or a form for the creation of, for example, personalised letters for mail shots.

Field

A piece of information that makes up each record in a database. For example, in a list of details concerning customers, the fields may be the name, address, post code, etc.

Record

A set of information in a database. For example, in a list of customers, a record would contain all the given information on a customer.

Data Item

This is a definition for an item in the database. For example, if a data item **Surname** was defined, for each of the records added, one of the items included would be a surname.

Selection

A group of conditions that can be applied to a database to select out a group of the records in that database.

Filter

A filter acts to stop those records in the current database that do not pass it from being viewed or updated.

Range Check

This is a condition that checks if the contents of a field lies between two values or not.

Comparison

This is a condition that checks the contents of a given field and tests it against a value or the contents of another field e.g.

Surname = Smith

Date of Birth < 1/1/1940

Paid in Date After Due by Date

Nested Selection

A condition in a selection which refers to another selection.

Index

Something that specifies the ordering of the records in a database. The index may be defined on a data item in the database. For example, a database of names and addresses, the surname could be used, so that the records are in an order such that a record with a surname field containing, for example, "Anderson" comes first, and a record with surname = "Young" comes last. The default index used is the order in which the records were typed into the database.

Record Number Index

This is the default index in a database and can never be removed. When this index is used, records appear in the order in which they were added to the database.

Key

A specific value in an index.

Data type

This is the form of the data. You have a choice of the following types:

Text any combination of letters, numbers and other characters.

Number contains a number. Only decimal fractions are allowed.

Shortdate contains a short date e.g. 13-5-92.

Longdate contains a long date e.g 13th May 1992.

Form

A document that contains blank areas which can be filled in. Such documents are created in the Complete Works Forms Designer, and used in the Form Entry and Database modules.

Mailmerge

The process of combining records in a database with a word processor document or form to create a series of letters or forms which each have information from a record placed into them e.g personalised letters for mail shots is one use of mailmerging.

Line Style

The colour and thickness of a line.

Box Style

The shading colour in a box, and the colour and thickness of its outline.

Field Style

Certain attributes associated with a given field in a form. These are: the internal shading colour in the field area, the thickness and colour of the field area's outline, the name of the field, and whether the contents of the field for an associated database is protected from change or not.

File Path

This describes the directory in which a file resides.

File Extension

A part of the file name that goes at its end after a '.' character. It is optional and can be up to three characters long e.g. FILE.DOC, for this file name DOC is the extension.

Wildcard

These are special characters that can be used when you want to perform a file operation on a group of files with similar names, for example *.TWP would be for all files with a .TWP extension in their name.

Clicking

Move the pointer over the object and press the left button on your mouse.

Double-clicking

Moving the pointer over the object to be selected and pressing the left button of your mouse twice in quick succession.

Group

A collection of several objects that have been grouped by the use of the Group Define function. Such a collection can be treated as one object in terms of moving, deleting etc.

Filling Order

This is the order which the data cursor goes from one field to the next when data are being entered into a database with a form, or a form is being filled out in the Form Entry module.

Function Key Bar

This consists of a row of push buttons displayed in the Complete Works window. The buttons represent the function keys on your keyboard and have the same effect as pressing the function keys. They enable you to call up the functions using only your mouse. They can be displayed at the top or bottom of the window, or be hidden altogether.

Cursor

This is the point where text will be added if you type something in. It is indicated by a flashing vertical bar.

Database

A computerised list of information. For example, a list of names and addresses of customers.

Maximized

A maximized window is one which is drawn at its largest allowed size. A window does not have a border when maximized.

Minimized

A minimized window is one which is reduced to its smallest size and is displayed as an icon.

Active

The contents of the active window are the contents currently being worked on. An active window is always in the foreground, and is distinguished by having different colour borders and title bars.

Gridlines

These are the horizontal and vertical dotted lines that separate cells in a spreadsheet.

Outline Cursor

A thick line that surrounds one of the cells. It indicates which cell is currently being edited.

Cell

A box in a table.

Report Layout

This determines the way a report will appear on the printed page. It consists of the page size and orientation, the page margins, the headings and the data items to be listed along with the width of the columns that will list the items.

Label Layout

This is the way in which labels are laid out when printed. It includes the type of stationary (sheets or continuous fan-fold), the page margins and what is printed on them.

Report

A list of the contents of the records in the database. In Complete Works there is control over what information is included and its presentation when printed.

Screen Form

The screen form is a form that is displayed on the screen when browsing through, adding or updating records, and which you fill in.

Printer Form

The printer form is the form used when printing out or previewing records.

Style

A collection of formats that can be stored in a named group as part of a document's layout. All the formats in a style can be applied to a document or parts of it by applying that style.

Manual Page Break

A page break set into a document by you. It is used, for example, where the normal page breaks come at an awkward place e.g. just below title headings.

Manual Page Break

A page break set into a spreadsheet by you. It is used, for example, where the normal page breaks come at an awkward place e.g. just below title headings. Manual page breaks can be vertical or horizontal.

Tab Stop

A defined set position for placing and aligning text in columns.

Indent

The distance between the text boundaries and the page margins. The effective left margin is pushed to the right, and the effective right margin is pushed to the left.

Hanging Indent

First line of a paragraph extends further to the left than the other lines. The other lines 'hang' from the first line.


Marked Block


An area of a document that you can select for large scale editing. When an area is marked it is displayed in different colours to the usual display colours. Text in marked blocks can be re-formatted, copied, moved, deleted, or have the text case altered.

Marked Block

An area of a spreadsheet that you can select for large scale editing. When an area is marked it is displayed in different colours to the usual display colours. Text in marked blocks can be re-formatted, copied, moved, deleted, or have the number format altered.

Merge Item

A sequence of characters in a document that is preceded by a  character. These refer to certain fields in a database. When a mailmerge on the document and a database is carried out, these merge items are replaced with the actual field value in the printed output.

For example, if a document contains  surname, then this will be replaced by 'Smith', if 'Smith' is in the surname field of a record in the database used in the mailmerge.

There are also special merge items for page numbering, and incorporating today's date.

Named Block

A group of cells that has been given a name. The name can be used to refer to the group of cells in formulae.

Interval

The difference between the value of one label and the next on the chart axes.

Log Entry

A note of all the records that were involved in certain Database operations i.e. the printing of labels, the printing of forms or letters in mailmerging, or the importing of records from other database files. It enables recognising a group of records that have been used in a previous mail shot, for example.

Main Dictionary

This is dictionary that comes with Complete Works, and which is used for checking the spelling in Word Processor documents. The dictionary contains 115,000 words and includes a supplement of medical and legal words.

Personal Dictionary

A dictionary which you can add words which are not in the main dictionary. It is useful for some specialist words, and for abbreviations and slang words.

Ruler Line

The ruler line lies immediately above the document. It indicates the horizontal scale of the document.

