"THIS DIALOG BOX IS FOR ENTERING THE NEW PRICE FOR EVERY STOCK, MUTUAL FUND, OR OTHER ITEM YOU OWN. THIS IS THE PRICE YOU FIND IN THE WALL STREET JOURNAL OR OTHER FINANCIAL NEWS SOURCE."

"IF YOU CLICK ON THE ""CANCEL"" BUTTON AT ANY TIME, THE MACRO STOPS TAKING DATA, AND UPDATES YOUR ENTIRE PORTFOLIO."

"IF YOU CLICK ON THE ""OK"" BUTTON WITHOUT ENTERING INFORMATION, THEN ANY PREVIOUSLY ENTERED DATA ARE RETAINED, AND YOU WILL BE PROMPTED TO ENTER DATA FOR THE NEXT ITEM."

THIS IS THE DIALOG BOX OF YOUR PORTFOLIO SUMMARY. THIS ONLY INCLUDES OPEN TRADES.

"IF YOU ARE READING THIS HELP, THEN YOU SHOULD BE ADDING A STOCK OR MUTUAL FUND TO YOUR PORTFOLIO THAT YOU DON'T OWN NOW."

"IF YOU WANT TO ADD TO A STOCK OR MUTUAL FUND THAT YOU ALREADY OWN, THEN CHOOSE ""EDIT A PORTFOLIO..."" FROM THE MPM MENU. "

YOU CAN OMIT THE P/E AND THE 52-WEEK HIGH AND LOW IF YOU DON'T HAVE THAT INFORMATION.

BE SURE TO SELECT THE RIGHT EXCHANGE.

"THIS IS THE DIALOG BOX WHERE YOU TELL THE PROGRAM HOW TO ADD TO A STOCK, MUTUAL FUND, OR OTHER ITEM THAT YOU ALREADY OWN."

"IF YOU WANTED TO ADD A BRAND NEW STOCK OR MUTUAL FUND (ONE THAT YOU DID NOT OWN BEFORE), THEN SELECT ""ADD AN ITEM TO THIS PORTFOLIO..."" FROM THE ""EDIT A PORTFOLIO..."" DIALOG BOX IN THE MPM MENU."

REMEMBER THAT YOU MUST SELECT A STOCK OR FUND FROM THE LIST THAT APPEARS IN THE DIALOG BOX.

"THE DATE IS THE DATE OF THE TRANSACTION, NOT NECESSARILY TODAY'S DATE."

"BE SURE AND SELECT THE TYPE OF TRANSACTION (NEW PURCHASE, DIVIDEND, OCP, OR SPLIT)."

THIS IS A REPEAT OF THE INFORMATION YOU JUST ENTERED.

"IF YOU WANT TO GET OUT OF THIS ALTOGETHER, CLICK ON ""START OVER..."", AND CANCEL OUT OF THE DIALOG THAT APPEARS."

THIS IS A DIAGNOSTIC LIST OF THINGS THAT MIGHT GO WRONG. CLICK ON AN ITEM.

"WHEN DELETING AN ITEM, MAKE SURE YOU PUT THE DATE IN MM/DD/YY FORMAT. YOU DO NOT NEED THE DOLLAR SIGN FOR THE PRICE OR THE FEES."

"IF YOU MAKE A MISTAKE,YOU WILL GET A CHANCE TO FIX IT."

"IF ANY OF THE INFORMATION YOU SEE IS WRONG, THEN HIT THE ""START OVER"" BUTTON, OTHERWISE HIT THE ""CONTINUE"" BUTTON."

THIS DIALOG BOX DISPLAYS THE FINAL RESULTS RELATED TO THE ITEM THAT YOU ARE LIQUIDATING.

"IF ANYTHING LOOKS STRANGE OR ILLOGICAL, THEN HIT THE ""CANCEL"" BUTTON, AND YOU WILL BE ABLE TO START OVER."

YOU MUST SELECT A PORTFOLIO BEFORE CONTINUING WITH THE COMMAND THAT YOU SELECTED.

"IF YOU ARE TRYING TO EDIT A PORTFOLIO BY ADDING A NEW ITEM, THEN BE SURE TO CHECK THE APPROPRIATE BOX BEFORE CLICKING THE ""OK"" BUTTON."

YOU HAVE ASKED TO EDIT A PORTFOLIO. YOU HAVE THE FOLLOWING OPTIONS:

1) DELETE THIS ITEM: COMPLETELY REMOVES THE ITEM SELECTED FROM THE LIST ON THE LEFT SIDE OF THE DIALOG BOX FROM THE PORTFOLIO. YOU WILL BE GIVEN AN OPPORTUNITY TO CANCEL THIS ACTION IF YOU DISCOVER THAT YOU DID NOT MEAN TO DO THIS.

2) NEW TRANSACTION ON THIS ITEM: FOR MAKING A NEW TRANSACTION ON THE ITEM SELECTED FROM THE LIST ON THE LEFT SIDE OF THIS DIALOG BOX. YOU WILL BE GIVEN AN OPPORTUNITY TO CANCEL THIS ACTION IF SELECTED BY MISTAKE.

"3) VIEW/EDIT/DELETE A TRANSACTION: THIS OPTION WILL ALLOW YOU TO MAKE CHANGES IN ANY TRANSACTION THAT YOU HAVE ALREADY RECORDED, INCLUDING DELETING THE TRANSACTION ALTOGETHER. YOU WILL BE ABLE TO CANCEL THIS ACTION IF YOU SELECTED IT BY MISTAKE."

"4) INSERT A TRANSACTION: IF YOU HAVE ENTERED A SERIES OF TRANSACTIONS, AND THEN DISCOVER THAT YOU NEED TO ENTER A TRANSACTION IN THE MIDDLE OF THE SERIES, THIS IS THE OPTION TO CHOOSE. YOU WILL BE ABLE TO CANCEL THIS ACTION IF SELECTED BY MISTAKE."

THE TRANSACTIONS IN THE ITEM THAT YOU HAVE SELECTED ARE LISTED BY DATE.

"IF THERE IS MORE THAN ONE TRANSACTION ON A GIVEN DATE, AND YOU ARE NOT SURE WHICH ONE YOU WANT, THEN SIMPLY SELECT ANY ONE. IF IT IS THE WRONG ONE, YOU WILL GET A CHANCE TO CANCEL YOUR REQUEST AND START OVER."

"THIS IS THE DIALOG BOX WHERE YOU ARE ALLOWED TO EITHER ENTER INFORMATION RELATED TO A BRAND NEW TRANSACTION, OR VIEW/EDIT/DELETE A TRANSACTION THAT YOU ALREADY ENTERED."

BE SURE TO CHECK THE APPROPRIATE BOX IF YOU ARE SURE THAT YOU WANT TO DELETE THE TRANSACTION DISPLAYED.

YOU SHOULD USE THIS MACRO WHEN YOU WANT TO ENTER THE CURRENT PRICES FOR SOME OR ALL OF THE ITEMS IN A PORTFOLIO.

"A SEPARATE DIALOG BOX WILL APPEAR FOR EACH ITEM. YOU MAY CANCEL AT ANY TIME; HOWEVER, IF YOU DO, ANY PRICE THAT YOU ENTERED FOR A PREVIOUS ITEM WILL BE RETAINED."

"WHEN YOU ARE FINISHED (OR IF YOU HIT CANCEL), THIS MACRO WILL CHECK ALL ITEMS FOR A NEW 52-WEEK HIGH OR LOW, UPDATE YOUR PORTFOLIO SUMMARY, AND DISPLAY THAT SUMMARY TO YOU."

THIS MACRO WILL ALSO SAVE THE CURRENT PORTFOLIO.

THIS COMMAND SHOULD BE USED TO MAKE ANY CHANGES TO ANY PORTFOLIO.

"YOU WILL BE ABLE TO ADD ITEMS TO, AND REMOVE ITEMS FROM A PORTFOLIO. YOU WILL ALSO BE ABLE TO ENTER OR REMOVE TRANSACTIONS IN ANY ITEM THAT ALREADY EXISTS IN ANY PORTFOLIO."

"FURTHER, YOU WILL BE ABLE TO VIEW AND/OR EDIT ANY TRANSACTION THAT YOU MADE IN ANY ITEM, AND YOU WILL HAVE THE ABILITY TO INSERT A TRANSACTION ANYWHERE IN ANY PORTFOLIO."

"IF ANY OF THE DIALOG BOXES ARE UNCLEAR, YOU CAN REFER TO MORE HELP WHEN YOU SEE THEM ON YOUR SCREEN."

"WHEN MAKING A BRAND NEW PORTFOLIO, YOU WILL FIRST BE ASKED TO GIVE IT A NAME. THEN, YOU WILL BE AUTOMATICALLY DIRECTED TO ENTER AN ITEM INTO THE NEW PORTFOLIO."

"SPECIAL FUNCTIONS IS A GENERAL TASK LIST OF THINGS THAT ARE HELPFUL, BUT WOULD CLUTTER THE MPM MENU IF THEY WERE LISTED SEPARATELY."

YOU CAN:

"1) MAKE REPORTS OF ANY OF THE TRANSACTIONS IN ANY OR ALL ITEMS IN ANY OR ALL PORTFOLIOS,"

"2) CHANGE THE NAME AND/OR SYMBOL OF ANY ITEM,"

"3) CHANGE THE MODE OF OPERATION OF THE PORTFOLIO MANAGER,"

"4) REMOVE THE MPM MENU ENTIRELY IF YOU NEED THE SPACE IN YOUR MENU BAR,"

"5) CHANGE YOUR STARTUP GROUP (CONTROLS WHICH PORTFOLIOS GET OPENED AUTOMATICALLY WHENEVER YOU START THE PORTFOLIO MANAGER, OR"

6) SHOW ANNUAL RETURNS FOR ALL THE ITEMS IN ANY PORTFOLIO

"WITH REGARD TO THE THIRD SPECIAL FUNCTION, MARK'S PORTFOLIO MANAGER OPERATES IN TWO MODES. THEY ARE:"

"1) MACRO OPERATIONS IN THE BACKGROUND - YOU WILL NOT BE ABLE TO OBSERVE THE EXECUTION OF ANY OF THE COMMANDS IN THE MPM MENU. YOU WILL, OF COURSE BE ABLE TO SEE THE FINAL RESULT."

"THIS MODE OF OPERATION WILL NOT BE AS ENTERTAINING TO SOME USERS, BUT THE COMMANDS IN THE MPM MENU WILL RUN FASTER THAN..."

"2) SHOW ALL MACRO OPERATIONS - YOU WILL BE ABLE TO SEE THE MPM MENU COMMANDS AS THEY EXECUTE. THIS WILL SLOW DOWN THE COMMANDS, BUT MAY BE USEFUL OR ENTERTAINING FOR SOME USERS."

"WHEN YOU QUIT THE PROGRAM (OR MICROSOFT EXCEL, FOR THAT MATTER), THE LAST SETTING OF THIS COMMAND WILL BE SAVED AUTOMATICALLY, SO YOU WON'T HAVE TO RESET YOUR MODE OF OPERATION EVERY TIME."

THIS IS THE RECOMMENDED WAY TO OPEN A SINGLE DOCUMENT THAT IS LINKED TO ANY PORTFOLIO.

"IT IS STRONGLY SUGGESTED THAT YOU DO NOT MAKE ANY CHANGES IN ANY OF THESE DOCUMENTS WITHOUT USING THE MPM MENU COMMANDS, UNLESS YOU KNOW WHAT YOU ARE DOING!"

"IT IS ALSO A GOOD IDEA TO CLOSE THIS DOCUMENT WHEN YOU ARE FINISHED LOOKING AT IT WITH THE ""CLOSE ALL DRIPS ONLY"" COMMAND FROM THE MPM MENU."

"YOUR PORTFOLIO ALWAYS CONTAINS CURRENT, CORRECT INFORMATION. HOWEVER, NOT EVERY TRANSACTION IS NECESSARILY DISPLAYED IN YOUR PORTFOLIO."

ALL TRANSACTIONS RELATED TO A PARTICULAR ITEM ARE RECORDED IN A WORKSHEET THAT IS LINKED TO YOUR PORTFOLIO.

THIS COMMAND WILL AUTOMATICALLY OPEN ALL OF THE WORKSHEETS THAT ARE LINKED TO A PORTFOLIO. THIS WILL NOT AFFECT ANY OF THE OTHER COMMANDS.

"IT IS STRONGLY SUGGESTED THAT YOU DO NOT MAKE ANY CHANGES IN ANY OF THESE DOCUMENTS BY YOURSELF (THAT IS, WITHOUT USING THE MPM MENU COMMANDS) UNLESS YOU KNOW WHAT YOU ARE DOING!"

"IT IS ALSO A GOOD IDEA TO CLOSE ALL OF THESE DOCUMENTS WHEN YOU ARE FINISHED LOOKING AT THEM WITH THE ""CLOSE ALL DRIPS ONLY"" COMMAND FROM THE MPM MENU."

THIS COMMAND SIMPLY OPENS A PORTFOLIO SO THAT YOU CAN LOOK AT IT.

YOU DO NOT NEED TO OPEN A PORTFOLIO BEFORE YOU WORK ON IT. THE PROGRAM TAKES CARE OF THAT BY ITSELF.

THIS COMMAND WILL FIND AND CLOSE EACH DOCUMENT THAT IS LINKED TO THE PORTFOLIO THAT YOU SPECIFY.

OTHER DOCUMENTS WILL REMAIN UNTOUCHED.

"IN THE COURSE OF THIS MACRO, ALL OPEN DOCUMENTS WILL BE CALCULATED. THIS MAY TAKE A WHILE IF THERE ARE MANY DOCUMENTS OPEN."

"THIS MACRO WILL CLOSE ALL DOCUMENTS THAT ARE LINKED TO PORTFOLIOS, INCLUDING EXCEL DOCUMENTS THAT ARE OPEN, BUT UNRELATED TO THE PORTFOLIO MANAGER."

"IF YOU HAVE ANY EXCEL DOCUMENT THAT IS HIDDEN, THEN IT WILL NOT BE CLOSED BY THIS MACRO."

THIS MACRO WILL CLOSE ALL DOCUMENTS AND REMOVE THE MPM MENU.

" TO START OVER, OPEN THE DOCUMENT ""MPM151.XLS"" AGAIN."

YOU SELECTED HELP ON HELP. JUST PICK THE HELP OPTION. TRUST ME.

"THIS COMMAND WILL OPEN A SAMPLE PORTFOLIO, AND DIRECT YOU TO USE IT JUST AS YOU WOULD A REAL PORTFOLIO OF ITEMS."

"YOU WILL BE ASKED TO UPDATE THE PRICES OF THE ITEMS THAT HAVE ALREADY BEEN ENTERED FOR YOU. THEN, YOU WILL BE SHOWN HOW TO ADD A NEW ITEM TO THIS PORTFOLIO, MODIFY IT, AND REMOVE IT."

"IF YOU NEED FURTHER ASSISTANCE, YOU ARE ENCOURAGED TO CONSULT THE USER MANUAL, WHICH HAS DETAILED INSTRUCTIONS ON EVERY COMMAND IN MARK'S PORTFOLIO MANAGER."

"IF YOU SEE THAT ANY CELLS IN ANY DOCUMENT CONTAIN A ""#REF!"", THEN THIS MEANS THAT THE CELL CONTAINS A REFERENCE THAT EXCEL CANNOT INTERPRET. CONSIDER THE FOLLOWING REASONS FOR THIS:"

1) HAVE YOU RENAMED A FOLDER WHEN AT THE MS-DOS PROMPT THAT CONTAINS ANY DOCUMENTS THAT THE PROGRAM NEEDS TO LOOK FOR??
"IF YOU HAVE, THEN YOU WILL NEED TO EITHER MANUALLY CHANGE ALL OF THE FORMULAS TO REFLECT THE NEW FOLDER NAME, OR SELECT ""LINKS..."" FROM THE FILE MENU AND CHANGE THE NAME THAT WAY."

2) HAVE YOU CHANGED ANY OF THE DOCUMENT NAMES THAT ARE REFFERED TO IN THE WORKSHEET??
"IF THIS IS TRUE, THEN FOLLOW THE DIRECTIONS ABOVE FOR CHANGING THE LINKS TO OTHER EXCEL FILES."

"3) DID YOU START THE PROGRAM BY ANY OTHER MEANS THAN BY OPENING ""MPM151.XLS""??"
"IN SOME VERSIONS OF EXCEL, IF YOU START BY OPENING A DOCUMENT OTHER THAN ""MPM151.XLS"", YOU WILL BE ASKED IF YOU WANT TO OPEN REFERENCES TO UNOPENED DOCUMENTS."

"IN SOME VERSIONS OF EXCEL, IF YOU REPLY ""NO"" TO THIS QUESTION, EXCEL WILL PUT ""#REF!"" IN ALL OF THE LINKED CELLS. "
"YOU CAN FIX THIS PROBLEM BY STARTING THE STOCKS PROGRAM BY OPENING THE DOCUMENT ""MPM151.XLS""."

4) IS YOUR CALCULATION MODE SET PROPERLY??
"IF YOU SELECT ""CALCULATION..."" FROM THE OPTIONS MENU, YOU SHOULD OBSERVE THAT THE CALCULATION MODE IS SET TO ""AUTOMATIC"". IF IT IS NOT, SOME CELLS MAY DISPLAY A ""#REF!"". JUST SELECT THE ""AUTOMATIC"" OPTION, AND THE PROBLEM SHOULD GO AWAY."

"IF YOU GET AN ERROR STATING THAT EXCEL CAN'T FIND A DOCUMENT, THEN THIS USUALLY MEANS THAT YOU HAVE PUT ONE OF THE DOCUMENTS IN A FOLDER THAT EXCEL DOESN'T KNOW ABOUT."

"WHEN YOU INSTALL THE PROGRAM, ALL OF THE PORTFOLIOS MUST BE IN THE SAME FOLDER ON YOUR HARD DRIVE. ANYTHING ELSE WILL CAUSE ERRORS IF YOU TRY TO USE THE PROGRAM."

"IF YOU GET THIS ERROR, YOU ARE ADVISED TO QUIT MICROSOFT EXCEL, MOVE THE FILES INTO THE CORRECT PLACE, AND RESTART BY OPENING THE FILE ""MPM151.XLS""."

"THE MOST COMMON REASON FOR THIS, IS THAT THE FILES FOR EACH ITEM ARE NOT LINKED PROPERLY TO THEIR PORTFOLIOS."

"YOU CAN CHECK THESE LINKS BY SELECTING ""LINKS..."" FROM THE FILE MENU."
"IF THIS DOES NOT WORK, MAKE SURE THAT YOUR CALCULATION MODE IS SET TO ""AUTOMATIC"" BY SELECTING ""CALCULATION..."" FROM THE OPTIONS MENU."

"IF THE PROGRAM RETURNS AN ERROR MESSAGE STATING THAT THE PORTFOLIO THAT YOU HAVE ASKED FOR DOES NOT EXIST, CONSIDER THE FOLLOWING REASONS WHY THIS IS THE CASE:"

"1) THE PORTFOLIO MAY HAVE BEEN DELETED. IF THIS IS THE CASE, THEN YOU MUST ACTIVATE THE FINDER, LOCATE THE PORTFOLIO, AND RESTORE IT TO ITS PROPER LOCATION."

"2) THE PORTFOLIO MAY EXIST, BUT MAY HAVE BEEN MOVED TO A LOCATION WHERE IT CANNOT BE FOUND BY THE PROGRAM. IF THIS IS TRUE, THEN YOU MUST ACTIVATE THE FINDER, LOCATE THE PORTFOLIO, AND MOVE IT TO ITS PROPER LOCATION."

"IN GENERAL, IT IS WISE TO PUT ALL OF THE PORTFOLIOS IN THE SAME FOLDER AS THE ""MPM151.XLS"" FILE. ANY OTHER PRACTICE MAY LEAD TO ERRORS."

YOU CAN MAKE THIS MISTAKE IN TWO WAYS:

1) YOU HAVE ENTERED THE SAME TRANSACTION ON A GIVEN PORTFOLIO ITEM TWICE.
"IN THIS CASE, YOU MUST DELETE ONE OF THE TRANSACTIONS USING THE ""EDIT A PORTFOLIO..."" COMMAND."

"2) YOU HAVE ADDED AN ITEM TO A PORTFOLIO TWICE, GIVING THE ITEM A DIFFERENT SYMBOL THAN WHEN YOU ADDED IT FOR THE FIRST TIME. "
"IN THIS CASE YOU MUST FIRST DELETE THE ITEM USING THE ""EDIT A PORTFOLIO..."" COMMAND IN THE MPM MENU."
"THEN SWITCH TO MS-DOS, OPEN THE DIRECTORY CALLED ""SOLD"", OPEN THE SUBDIRECTORY THAT REFERS TO THE PORTOLIO IN QUESTION, AND DELETE THE ERRANT DOCUMENT."

"IF YOU CAN'T MAKE A PORTFOLIO, AND GET AN ERROR MESSAGE THAT A DIRECTORY OR FOLDER CANNOT BE FOUND, IT IS PROBABLY BECAUSE THE EXCEL ADD-IN ""FILEFNS.XLA"" HAS NOT BEEN INSTALLED. TO INSTALL THE ADD-IN, SELECT ""ADD-INS..."" FROM THE OPTIONS MENU."

"SINCE THE POSSIBILITY THAT YOU WILL REMEMBER ALL OF THE TRANSACTIONS OF A GIVEN ITEM IS VERY REMOTE, THE BEST SOLUTION IS TO RESTORE THE DRIP FROM A BACKUP. THIS IS AN EXCELLENT REASON TO KEEP REGULAR BACKUPS OF ALL YOUR FILES."

HAVE YOU THOUGHT ABOUT WHAT YOU WOULD DO IF YOU LOST ALL OF YOUR DATA AT THIS MOMENT??
WHY NOT TAKE A FEW MINUTES AND BACK UP ALL OF YOUR FILES. YOU WILL THANK YOURSELF LATER.

MICROSOFT HAS ACKNOWLEGED THAT THERE IS A PROBLEM WITH THE ADD-IN FUNCTION THAT WILL DELETE A DIRECTORY.

"IF YOU FIND THAT THE DIRECTORY OF AN OLD PORTFOLIO IS NOT DELETED, YOU MUST DELETE IT YOURSELF AT THE MS-DOS PROMPT."

"FOR MORE INFORMATION, READ THE MICROSOFT EXCEL KNOWLEDGE BASE DOCUMENT Q105211, PUBLISHED 11/4/93."

"IF THE ANNUAL RETURN FIGURE THAT APPEARS IN THE DIALOG BOX DOES NOT MAKE SENSE, CONSIDER YOUR TRADING PATTERN IN THAT ITEM."

"IF YOU TRADE FREQUENTLY IN A GIVEN STOCK, FUND, OR COMMODITY, AND YOU GO FROM A LONG TO A SHORT POSITION OFTEN, THEN ANNUAL RETURN FIGURES MAY NOT ALWAYS MAKE SENSE."

"IF THIS IS A BOTHER, CONSIDER SPLITTING UP YOUR TRADE FROM LONG TO SHORT."

"FOR EXAMPLE, IF YOU OWN 100 SHARES OF XYZ CORPORATION, AND SELL 200 SHARES, ASSUMING A NET SHORT POSITION, DIVIDE YOUR TRADE SO THAT YOU CLOSE OUT YOUR LONG POSITION, AND RE-ENTER THE TRADE, NET SHORT 100 SHARES."

"THIS MAY NOT BE THE BEST SOLUTION FOR YOU, BUT IT IS THE ONLY WAY THAT YOU WILL BE ABLE TO PRESERVE THE INTEGRITY OF YOUR ANNUAL RETURN FORMULAS."

YOU SHOULD KNOW THAT YOUR COMPUTER (NOT MICROSOFT EXCEL) IMPOSES A LIMIT ON THE NUMBER OF EXCEL DOCUMENTS THAT YOU CAN OPEN.

"THIS NUMBER IS ""APPROXIMATELY 32"", ACCORDING TO THE MICROSOFT EXCEL KNOWLEDGE BASE, TECHNICAL NOTE #Q51310."

"THIS MEANS THAT THE TOTAL NUMBER OF PORTFOLIOS PLUS THE NUMBER OF ITEMS IN THOSE PORTFOLIOS SHOULD NOT EXCEED 31, SINCE THE DOCUMENT ""MPM151.XLS"" IS ALWAYS OPEN."

"THEREFORE, YOU NEED TO MANAGE YOUR STARTUP GROUP SO THAT YOU DO NOT EXCEED THIS LIMIT."