Menu

COLLABORATORS

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Chapter 1

Menu

1.1   TurboCalc by Michael Friedrich

TurboCalc - copyright Michael Friedrich.

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Menu Reference

In this section you will find a list of all menu items (from the top left to the bottom right). Every item is described, some description cross-referencing corresponding sections with more details of the commands.

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1.3   SmartOpen

SmartOpen

With this menu item a list of recently-used sheets will be presented, a double click (or click and >OK<) will load the corresponding sheet.

This is very useful in conjunction with "Save List of the Last Used Sheets" in <Options-Global Settings>: With this option the list will be saved when you quit TurboCalc. When you next start TurboCalc, this list will - if it exists - be loaded automatically and will be presented when you use the SmartOpen. This allows a very easy access to the sheets which you used recently.

Further details concerning SmartOpen may be found in the section of the same name of the "Projects" chapter.

Note: This menu item can also be called by the toolbar: Shift+Open Gadget.

1.4   New

New

Opens a new, empty sheet window. This sheet will be named "Sheet1" (1,2...) and the standard settings. if a file with the name "S:TurboCalc.CFG" exists, will be loaded and the settings and also the contents will be transferred into the new sheet. A user is thereby able to define customised standard settings and standard sheets (refer to <Options-Config-Save>).

1.5   Open

Open

Opens a new sheet window and loads an existing TurboCalc sheet.

If this item is called from a new sheet, where no input has been done as yet (e.g. after a <Project-New> or the start of TurboCalc) the opened sheet will be loaded into this window (this avoids the confusing, unnecessary <Sheet1> window, if a file is loaded right after the start).

The standard Amiga file-requester will be opened and the file can be selected using the mouse. Select the path and file name with a click and confirm with >OK< (For detailed usage, see your Amiga's user manual).

Note: This requester is only available from OS2.0 on, which almost everyone have by now. A custom file requester is provided for the few, "old" 1.2 or 1.3 users.

Note: The default filename pattern for opening is "#?.TCD". Only files matching this pattern (i.e. ending in TCD) will be shown. If you want to see all files, delete the field <Patterns>. See also <Save as>.

Note: Any change to the filename pattern is saved automatically if the load-process was successful. Any time you recall the requester the new pattern is used (until it is changed again). Your pattern can also be saved as the default using <Options-Config-Save>.

Note: Foreign file formats can be loaded using the <Project-Import from> menu item.

1.6 Close

Close

Closes the current sheet and all corresponding windows. If there are any changes since the last save, a requester will appear with the option to save the file before closing or to abort the close operation.

When you try to close the last sheet window, TurboCalc will ask you if you really want to quit or whether a new, empty sheet window should be opened.

1.7 Save

Save

Saves the sheet under its current name (this is the name by which the file was loaded, or by which it was saved the last time - it is shown as menu title). If this file is a new one and has not been saved yet (i.e. the name is Sheet1), <Save as> is automatically called so that you can provide a file name.

1.8 Save as

Save as

Saves the sheet as a TurboCalc-sheet on diskette or hard disk, etc. An Amiga file-requester will appear to allow you to enter the filename and path.

The new name will be used as the sheet name (for the next <Save>) and also for the window title.

Note: If a pattern exists and it starts with "#?." (as usually), this pattern will be added automatically to the save-name if it doesn't already contain a point. i.e. ("test" will be changed to "test.TCD").

1.9 Import

Import

Excel 4 - Lotus 123 - SYLK - ProCalc - CSV

Allows the import (loading) of sheets which have not been created by TurboCalc

A requester is opened to select the desired file. (For details see appendix "Foreign Formats")

1.10 Export

Export

Excel 4 - Lotus 123 - SYLK - CSV (ASC) Tab

This menu item allows you to save the data of the current sheet in a foreign format so it can be used by other programs. This is the counterpart of <Project-Import from>.

1.11   Print

Print

After having selected <Project-Print> or the appropriate toolbar symbol, the following window will appear:

In the upper part of the window you can determine final settings concerning your printout.

Print range: Here, you can determine if everything or only a range of pages should be printed. Enter the first and the last page (1 will be the first page).

Quality: Here you can set the print quality of text within the limits of your printer. If you have selected the graphic-mode (at Print-Layout), this setting has no effect on the printout and cannot even be selected.

If a block was marked when the print-requester opened, >current-marked-block< will be selected as the print range. This means that only the marked block is to be printed. You can deactivate this with >Defined-Print Range<. Then the whole sheet or the defined range - determined with <Options-Print Range> will be printed. If there was no block marked, >Defined-Print Range< will be activated and a modification will not be possible.

Color Print: TurboCalc allows color printing on color printers. This gadget turns the color option on or off. This option has no effect on normal printers.

Note: As well as these settings, there is the option "color" in the WorkBench-graphic-print-setting ("SYS:Prefs/PrinterGfx, also see <Gfx-Prefs>). These are independent of each other. If you have not selected >Color Print< you should choose black and white in "GfxPrefs" as well.

Note: If you have chosen >Color Print< you can select color, gray scale or black and white in "GfxPrefs": Gray scale provides an appropriate image of color graphics on a black and white printer.

Print-Layout: A click on it corresponds to <Format-Print-Layout> and opens a window for the setting of further print parameters.

Paper format: This opens a window for setting the paper format (see <Format-Paper Format>).

In the lower part, one of the following gadgets has to be set:

Print starts the printout of the range defined with <Options-Print Range> . If the printer is turned off or not online, you will immediately receive a message to that effect.

When printing starts, a requester with >Abort< gadget will appear. A click on it is sufficient to stop printing. (Please note that the buffer contents of the printer is still going to be printed after >Abort< which can take its time on some printers.)

Preview switches to the print preview described in the next menu item.

File opens a new window and allows to save the sheet (either as text or as IFF-graphic) in a file. You will find further details in the chapter "Printing".

Abort closes the window without any other action.

1.12   Preview

Preview

This option lets you check your graphic printout on the screen before it is actually printed. Unfortunately the preview is only possible with at least OS2.0.

A preview window will open (if necessary on a custom screen, as set in <Options-Global Settings>), which contains, in the lower part, the predicted print result. In the top section, the printing can be started, the preview aborted and the page display changed. More details concerning the preview appear in the "Printing" chapter.

1.13   About

About

Provides information about version number, author and distributor.

1.14   Iconify

Iconify

With this item all TurboCalc-windows will be closed temporarily and TurboCalc will be put in the background. On the Work-Bench a TurboCalc-icon (up to Kickstart 1.3: a window) appears. TurboCalc is "awakened" by a double-click on the icon (or window). The windows will be opened as they were before being iconified, ready for the work to be continued. From OS2.0 onwards, you will also find an entry in the WorkBench "Tools" menu. Its selection reopens TurboCalc.

This can be very useful if you have started TurboCalc on the WorkBench and you decide to do something else for a while. In this case you can hide TurboCalc and work on the WorkBench.

If TurboCalc uses its own screen, iconification is also possible but does not make much sense, except if you need memory space at that moment: Simply switch to the WorkBench with <left Amiga>+<N> and back to TurboCalc with <left Amiga>+<M>.

Note: It is advisable to save data before iconification. Of course, TurboCalc conserves the data, but it can happen that:

* You inadvertently forget that TurboCalc is still in the background after closing a new application and switch off the computer.

* Other programs crash and you cannot reopen TurboCalc again.

1.15   Quit

Quit

This menu item terminates TurboCalc. If you have opened unsaved sheets you will be reminded of that and have the opportunity to save them.

1.16   Edit

Edit

Undo

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1.17 Undo

Undo

With this menu item you undo the last modification to the sheet. Multiple operations can be undone, the maximum number of undos can be defined using <Options-Sheet> . An accidental <Undo> can reverted with <Redo>.

Note: The menu item Undo is restricted to sheet commands (e.g. cell/block-input, formatting). Block operations with more than 500 cells are not saved and can therefore not be undone. No Undo is provided for objects and charts. These restrictions have been introduced because the operations would need relatively large amounts of intermediate storage and thus the Undo option would only be of limited use.. (If it really happens that a chart is removed by mistake, it can be recreated with relatively little work.)

1.18 Redo

Redo

Takes back the modifications of <Undo>. The things redone can of course, be undone with <Undo>.

Thus <Undo> followed by <Redo> (or vice versa) does not change the sheet.

1.19 Cut

Cut

Copies the marked range into an intermediate buffer (for <Paste>) and empties the selected cells. This operation can be undone with <Paste>.

1.20 Copy

Copy

Copies the marked range into the an intermediate buffer (for <Paste>). In contrast to <Cut> the source is not changed by this operation.

1.21 Paste

Paste

Inserts the buffer contents, which was created by <Cut> or <Copy>, at the current position - already filled cells will be overwritten.

If a block was marked before <Paste>, exactly this block will be filled. If it is smaller than the copied range, the excess part will be left out. If it is larger, the copied range will be added, as often as necessary, beside or below, until the block is filled.

While inserting formulas, the relative cell references will be adapted automatically. This can also be done between sheets, i.e. <Copy> in one sheet and <Paste> in another - to transfer data.

Note: <Paste> is also useful for filling ranges. Simply mark the "fill patterns" and store it in the buffer with <Copy>. Then mark the range which should be filled and select <Paste>.

1.22 Paste only

Paste only

With this command you can paste only a part of the information of the block you have cut or copied (e.g. only the values or the formatting)

Format: Only the format of the block is pasted to the new block, the values and the formulas of the new range will not be changed. This is useful if you want to reformat a range.

Values: With this command only the values will be pasted. (Existing formulas of the new block will be removed). The format of the new block will be kept.

Note: This is useful if you only want to copy the "data" (omitting the formulas), so that they can be used somewhere else (e.g. if the duplication of formulas lead to a wrong result).

Values & Formulas: With this command only the values and the formulas will be pasted. The old format will be kept. This is useful for copying data to an already formatted block. It is the counterpart to Format; both together are equivalent to <Paste>.

1.23 Clear Contents

Clear Contents

Deletes parts of the information in the marked block or the current cell:

All: Deletes the whole cell including formatting. This corresponds to a <Cut> except that the range will not be copied into a buffer and therefore <Paste> is not possible.

Format: Deletes all format instructions and sets them to default; the cell contents and the formula remain unchanged.

Formulas (leave values): Deletes only existing formulas. The value which was calculated by the formula stays (see note).

Values: Deletes the complete contents (that means values and formulas) - only the formatting stays.

Note: The item <Formula> is very useful in replacing formulas with their values. This procedure saves a lot of storage and it speeds up TurboCalc's prcessing.

1.24 Remove Cells

Remove Cells

Removes cells, complete columns or rows. A window for the selection (and for a security request) appears.

Complete Columns: Deletes the column in which the cursor is located and all columns, which belong to one block. The other columns move up accordingly.

Complete Rows: Like "Columns", but for rows.

Block left: Deletes the block (or the current cell) and shifts all data on the right of the block automatically to the left.

Block up: Like "Block left", but only the data below will be shifted upwards.

At the same time all relative cell references will be adjusted so that they refer to the correct cells. (A reference to a deleted cell is replaced by #REFERENCE!).

Note: When calling this menu item, the correct selection is in most cases preset by TurboCalc, so you only have to click on >OK<:

If only one row is selected, the option will be chosen. If there are one or more columns/rows marked, the appropriate item will be selected automatically. Having a block, left/up will be selected according to the height/width of the block.

1.25   Insert Cells

Insert Cells

Inserts (in contrast to <Remove cells>) cells or complete columns/rows.

Complete Column: Inserts one column (or a few, corresponding to the block width) at the cursor/block position. The other columns move down accordingly.

Complete Rows: Like above, but for rows.

Block Right: Inserts an empty field in size and in the place of the block (or current cell), and shifts all data below and to the right of the block automatically to the right.

Block Down: Like above, but the data will be shifted downwards.

1.26   Fill

Fill

Fills in a block according to the entry of the first cell.

Note: It is only possible to fill the complete block with one value (or formula). To fill a whole range with alternating values like 0 and 1 (or Monday to Friday). <Paste> can be used, as described above.

Right The contents of the left column of the block will be copied to all columns to the right of it.

Down The contents of the top row of the block will be copied to all rows below.

Left The contents of the right column of the block will be copied to all columns to the left of it.

Up The contents of the last rows of the block will be copied to all rows above it.

1.27   Clipboard - Copy

Clipboard - Copy

Copies the content of the current block to the clipboard. This content can later again be read into TurboCalc by <Clipboard-Paste>, or even better be imported by other programs.

Note: This option facilitates simple data transfers with other programs such as word processors. The format of the data copied can be determined by <Clipboard-Settings>.

1.28   Clipboard - Paste

Clipboard - Paste

Pastes the clipboard contents from the current cursor position on. If a block is marked, at the most this block will be filled, the remaining contents of the clipboard will be ignored.

Note: If the block is larger than required by the Paste, then it will not be filled. The block only limits the maximum paste area.

Caution: The paste from clipboard can in most cases, not be undone.

1.29   Clipboard - Settings

Clipboard - Settings

Here you can determine the format for subsequent <Clipboard-Copy> and <Clipboard-Paste>. The following requester will open:

Clipboard Unit: Here you can set the unit (0-255) which will be used for the clipboard instructions. This unit corresponds to a kind of pigeon hole in which different data can be stored. 0 constitutes the "default pigeon hole" and is normally used. Other numbers can be used to store a block (over several copy/paste procedures) or to transfer the block to special programs which need a different number.

Separators: This menu item determines which character is to separate the inputs of a cell (tab, comma, semicolon, one or more blanks).

Quotation marks: Here it can be set whether the individual inputs will be put in quotation marks (never, if necessary, always). In case of "if necessary" being selected, the quotation marks will only be used if the input does not contain the separator (or quotation).

Note: Depending on the reason for copying or pasting, different settings can be useful:

* The best setting for the normal exchange will be "tab, never". Then the cell contents will be separated by tabs.

* If you want to separate the block as pure text (without tabs), the setting "more blanks, never" will be interesting: The inputs will be separated (for copying) by as many blanks as necessary to create columns-aligned data .Note: These clipboard instructions should only be used for data exchange with other programs as no cell formats will be saved. For copying within TurboCalc use the "normal" instructions Cut, Copy, Paste.

1.30   Insert Data

Insert Data

TurboCalc - Excel 4 - Lotus 123 - SYLK - ProCalc - CSV

With these menu items, existing sheets can be inserted into the current one: A file requester appears to select the file to be inserted from the current cursor position on (or from the top left corner of a marked range).

"TurboCalc" is the standard file-format of TurboCalc, which is read with <Project-Open> and written with <Project-Save> . All others are foreign formats.

For details concerning the file requester and the foreign formats see menu items <Project-Open> and <Project-Import from>.

Note: Please make sure that you have placed the cursor at the correct position and that there is enough space to the right and below it to insert the file before you choose the menu item. Occupied cells will be overwritten if necessary.

Note: Only those cells which have contents in the new file will overwrite existing cells, the rest remains unchanged. So it is possible to put "one sheet on top of the other". If you only want to have the new contents you can delete the respective range by calling <Edit-Clear-All>. The range can be selected with <Shift>+<Ctrl>+<Down> and then <Shift>+<Ctrl>+<Right>.

1.31   Save Block as

Save Block as

Excel 4 - Lotus 123 - SYLK - CSV

These menu items work much like <Project-Save as> or <Project-Export as>, but only the current block will be saved as a new sheet.

Hence, parts of the sheet can be saved as a new sheet or as data (e.g. in CSV format for a word-processing program).

1.32 Command

Command

1.33 Paste - Formula

Paste - Formula

Formula, Macro and Name

Inserts a formula, a macro instruction or a defined name into the current input cell and changes automatically to editing mode.

A window with a list of all existing formulas (with parameters) appears. With a click on a formula and >OK< the formula will be inserted at the current position (if you have not started an input yet, a "=" will be inserted automatically, which is obligatory at the beginning of each formula).

If the inserted formula needs a parameter, the cursor will be located after the "(" opening bracket, otherwise the cursor can be found after the ")" closing bracket.

Note: The formula can also be selected from the keyboard: Select the desired entry with <Cursor up> or <Cursor down> and then confirm with <Return> (To get to top or bottom of the list use <Shift>+<Up/Down>).

Note: The requester for inserting formulas or macros contains a select-gadget above the list. With this gadget you can determine the category of the function or the instruction. "All" shows a complete overview, otherwise the search can be restricted to a particular category.

Note: If no name was defined when using <Command-Paste-Name>, no window will appear and the instruction will be ignored.

1.34 Define Names

Define Names

Here, names for cells, ranges or constant data can be defined. This instruction is also used to change or delete names!

If you frequently deal with particular cells or ranges, this is particularly useful. It improves readability and eases entry. (e.g. totalkm for C10 and in C12: =0.5*totalkm).

To define a name, a window appears where all existing names are listed on the left. On the right, there are two text fields: the first is >Name< with the (new) name and the second is >Contents< with the contents that is (or should be) assigned to the name.

In the >Type<-field, you can determine the type of object which receives the specified name (macro, criteria, etc.).

With a click on >OK<, this assignment (name->contents) will be stored (if the name has already been defined before, the old contents will be overwritten).

The same happens with >Add<, but the window stays open for further entries. >Delete< will delete the current name from the list, if it exists.

With a click on an entry of the list, names- and contents- fields will be changed according to the entry (editing or deletion is possible).

Note: When the window appears, the current cell/range is entered into the >Contents<-field as a formula (e.g. "=A1:C3"). The text of the current cell can be found in >Name< (or the text above or left of the current cell; if no text could be found, the field is empty!).

Further information about names/variables can be found in chapter "Names".

Note: For database operations (see there), two variables; DATABASE and CRITERIA are defined (by the commands <Data-Define Database> and <Data-Define Criteria>).

1.35   Find

Find

Perform a search for text in formulas and values of the sheet. If the operation was successful, the cursor will be moved into this cell, otherwise it remains unchanged. If a block is selected, the search is limited to the cells within the block.

The following window is opened:

Text: Here, you can enter the search text.

by Rows/ by Columns: Determines if TurboCalc is to search by line or column. The standard search is line-by-line, but if you want to search in a database-column, it is advisable to select columns.

Compare Part/All: Using "Part" it is sufficient that the text -as a part of a text or formula- is a component of a cell. If you have selected "All", the text must be identical in all characters.

Case Sensitivity: If selected, capitalization must be same, otherwise it is sufficient if only the letters correspond.

1.36   Find next

Find next

Continues the search last started and moves the cursor to the next matching cell. If the search procedure had not been used before selecting this menu item or if a match could not be found, a corresponding message will appear.

1.37   Goto

Goto

Opens a window that to change the current cell. Select a name from the list or enter the cell or the block (or the name) directly.

Note: The selection can also be done with the keyboard: Move the highlight to the required entry with the cursor keys and confirm with <Return>.

If you want to have a look at the current database range, simply select DATABASE.

Note: This is most practical to inspect a distant cell - avoiding slow and awkward scrolling.

Note: Instead of selecting this menu item, you can also press <F5> or click on the "status-field" (i.e. the field indicating the cell-position).

1.38   Show active Cell

Show active Cell

Scrolls the visible range, so that the current cell is visible (in case the screen has been scrolled before with the scrollbars).

1.39   Recalculate

Recalculate

Recalculates the sheet with all its formulas. This is very useful if >manual recalculation< (in <Option-Sheet>) is switched on.

1.40   Redraw Sheet

Redraw Sheet

With this menu item the current sheet can be redrawn. This will be useful if - for any reason - the view seems to be incorrect.

Hint: Normally TurboCalc updates the screen after every modification, only in case of some special object operations (probably in case of selecting/deselecting an object) the update will be omitted to avoid an unnecessary slowing down of the system.

1.41   Transpose

Transpose

This instruction transposes a square range, that means the block will be mirrored at the diagonal

Example:

1 2 becomes 1 3

3 4 2 4

This instruction can be used to exchange already entered data. For example to make a database-range arranged line by line, if the sheet was previously arranged by column.

Before selecting this instruction you have to mark a square range (that means the height must be equivalent to the width). This can be checked while creating a block: In the status field at the top left, the width and height of the block is displayed. Any block with different dimensions will produce an error message.

1.42   Translate Formulas

Translate Formulas

to German

to English

TurboCalc allows the input of formula- and macro-instructions in German and English. With these two instructions the formulas and macros can be transferred to the appropriate language.

Before you select this menu item you should mark the block, which will then be translated.

1.43   References Rel <-> Abs

References Rel <-> Abs

Changes the reference type of all formulas of the current cell or the current block. The absolute addressing (C5) will be derived from relative addressing and vice versa.

Note: This can be useful if you want to move blocks without changing the cell references of formulas within the block. Then change the relative blocks to absolute blocks. Moreover this function can be used to adjust the references of macros.

1.44   Shift References

Shift References

With this menu item you can move references of all formulas of the current cell or the current block (e.g. =C5+D5=C10+D10). The following window will open:

There you can define by how many cells or columns the references are to be moved (at Offset, here the following has to be applied: positive values: to bottom right, negative values: to top left).

Furthermore, you can determine by type, which references inside a range or only the relative or absolute ones are to be changed.

This instruction (and the previous) is often used when a range is to be moved but the formulas don't fit. "Normal" moving results in the relative cell references being adjusted, the absolute cell references remain unchanged).

Example: You have a block with formulas which is to be moved - for layout reasons - a little to the right without the calculation being modified. Of course. you have entered the formulas as "relative". You can then either make the references to absolute ones with the previous menu item or you move the block first and then "move" the references back with this menu item.

1.45   Format

Format

With the help of these commands you can determine the format of the sheet, i.e. the appearance of cells or ranges of cells. All menu items refer to the current cell, or if a block is marked, to that block (i.e. to all cells in the block).

If complete rows or columns are marked (e.g. with a click on the line- or column titles) and a certain format is selected, the formatting only refers to the occupied cells within this range. The corresponding line- or column format will be changed accordingly. If you create new cells in this row or column (e.g. text input), they will be formatted accordingly.

Note: The formatting of complete rows or columns (after the click on the appropriate title) is a very practical method to change the formatting of lines and columns and - saves at the same time - storage capacity.

Attention: If the range to be formatted does not consist of complete rows or columns (i.e. the range was not selected by a click in the line- or column title), all cells which are to be formatted will be allocated in the main memory during the formatting (including all cells which were empty). Limit this instruction to the desired and necessary range. Otherwise too much storage capacity will be needed (especially for large blocks). Use the above formatting for complete lines or columns whenever possible.

Numeric Format

Alignment

Font

Colors

Pattern

Frame

Cell Protection

Column Width

1.46   Numeric Format

Numeric Format

With "numeric format" you determine the format that should be use for displaying numbers, times and dates.

When this item is selected window is opened:

On the left you find some gadgets. Selecting one of these gadgets sets the list to the beginning of the appropriate numeric type (normal notation, scientific notation, percent notation, currencies, date- and time formats).

On the right you find a list of all available numeric formats. Select the desired format with a double click (or click and >OK<):

Standard: The numbers resp. date/time are displayed as "standard" - the numbers are shown depending on the column width.

0 The numbers are printed with all places in front

0.0 and 0, 1,...6 decimal places

... If there are more decimals, the number will be

0.000000 rounded, otherwise filled with zeros.

0,000 The number is printed (without or with two decimal places

0,000.00 after the decimal point) and the separator sign for the thousands, defined by <Option-Locale>, is inserted.

000 The number is printed without any places after

0000 the decimal point. It is displayed in the specified length

00000 and, if necessary, zero-filled (e.g. 013). This is very useful for numbering or postal codes.

0.0E+00 The number is printed in the exponential

... format with the selected number of decimal places

0.000000E+00 after the decimal point.

0% The number is displayed as a percentage with

... the desired number of places after the decimal

0.000000% point.

$ 0 Like the corresponding symbols without "$", but

$ 0.00 the current currency symbol (see <Option-Locale>)

$ 0.000 will be set in front or behind it.

$ 0,000.00

DD.MM.YYYY Date: 30.09.1993

DD.MM.YY Date: 30.09.93

DD.MMM.YYYY Date: 30 Sep 93

DD.MMM Date: 30 Sep

MMM.YYYY Date: Sep 1993

MMM.YY Date: Sep 93

hh:mm:ss Time: 08:07:05

hh:mm Time: 08:07

h:mm:ss Time. 8:07

h:mm Time: 8:07

Note 1: For date and time, the separator and the date-order can be set with <Option-Locale>.

Note 2: Corresponding to the selected format, numbers can be displayed as a date or time, and vice versa. "Standard" always selects the right format.

1.47   Alignment

Alignment

Here, you can select the vertical and horizontal alignment of the cell contents or the block. With the selection of a block you determine the format of the whole block (In this case, TurboCalc defaults its settings in the requester. If the formats are different no item will be marked). A click on >OK< only changes those settings, which had been explicitly selected before. If you did not define new formatting and click on >OK<, the previous alignment settings remain unchanged.

Note: This proceeding is suitable for changing the horizontal alignment of a certain block while keeping the vertical one. Just click on the horizontal item and leave the vertical switch untouched.

The particular fields default, left, right, center resp. default, top, middle and bottom are self-explanatory.

Multiple lines: If this item is activated, the text (if it does not fit completely in one line) will form multiple lines in the one cell. Word wrap will take place at blanks and separators. The text will then appear as specified by the horizontal and vertical alignment.

Note: "Multiple lines" is especially suited for long text which has to be written into one cell, e.g. for row or column titles.

Note: The horizontal and vertical alignment can also be determined by the toolbar; the horizontal alignment directly, the vertical alignment by a Shift-Click on the corresponding symbols.

1.48   Font

Font

With this item you can select the font and the font-style of the selected cell or block. With the selection of a block the format of the whole block is determined. (In this case, TurboCalc defaults its settings in the requester. If the formats are different no item will be marked). A click on >OK< only changes those settings, which had been explicitly changed. If you did not define a new format and click on >OK<, the previous settings are kept unchanged.

Note: If the selection of this instruction causes a message like "The desired font could not be found or loaded" instead of the selection window, it is possible that TurboCalc could not find the "diskfont.library". Make sure that this library is located in the "LIBS:" directory ("diskfont.library is part of the "libs:" directory of your original WorkBench.)

On the left you will find two lists. The first contains all available fonts, the second the appropriate sizes. Below that, there are two text fields indicating the current selection.

Selection of a font: Execute a click on the desired font in the left list (with the font names). The appropriate name will appear in the textfield below and the available sizes of this font will be shown. Now, select a size (it will appear in the textfield below), or enter it directly in this field.

The first entry to be found is "DEFAULT FONT". If you select this one, no size will be visible; this entry indicates that the font selected with <Format-Default Font> should be used.

Note: From OS2.0 on, non-existent sizes may also be entered - they will be calculated automatically. Please note that this can reduce the font quality, if "bitmap-fonts" are used and not the vector character sets, like Courier, Helvetica or Times. You will not have a loss of quality using the latter ones!

Note: The Amiga character sets are divided in "proportional" (that means, the characters have a different width) and "non-proportionals". The former are very suitable for text presentation, but problems will arise when presenting numbers: The numerals of digits which should appear below each other will not be properly aligned (because the zero (0) is wider than e.g. the one (1)!).

Therefore: If possible use "non proportional" character sets for numbers, e.g. "Topaz" or "Courier".

The respective fields, underlined, bold, italic are self-explanatory.

Note: You can also change the font type and style with the toolbar.

1.49   Colors

Colors

Here you can change the text and background colors of a cell or a block.

A window with colored rectangles as well as default buttons appears, a set for selecting the text color, and another for selecting the background.

"Default" ("Dft") corresponds to the normal text and background colors (black-and-white respectively). A click on the desired color (or >Default<) makes it appear on the left, in the preview field. A click on >OK< accepts the new color(s).

Note: TurboCalc can produce color output on a color printer, see <Project-Print> . The printer control (as well as most other printers) allows an 8-color-printout in the text mode only (black, white, red, blue, green, yellow, cyan, magenta). If you use the standard colors (8 or 16-color mode) they will be chosen for the screen-output in a way that they look very similar to the print-out. If you have changed the colors before (via <Options-Screen-Color>), this might not be so.

1.50   Pattern

Pattern

Here you can change the background pattern for a cell or block.

A window with 16 different patterns appears. The first (black) one corresponds to "no pattern", i.e. the background will appear white or in the color selected via <Format-Colors> (although you see a black preview-field).

A click on the desired pattern makes it appear on the right, in the preview field (for this preview the background-color is expected to be white - in your sheet this will change to the cells' background color). A click on >OK< accepts this (new) pattern.

Note: This might be useful if you own a black and white-printer. Try using patterns instead of colors, then.

1.51   Frame

Frame

With this option you can define a frame for a cell or the current range.

Select the thickness of the corresponding frame part (left, right, above, below)

>OK< changes the frame thickness for all cells.

<Around block> changes the frame thickness for the margins of the selected block only.

Note: If the left and top part of the frame is set on small or middle and the right and bottom margin on thick, a 3-D effect can be produced.

1.52   Cell Protection

Cell Protection

With this menu item you can change the protection features of the current cell or the current block.

Writeprotection enabled: If this item is selected and the protection is switched on with <Options-Protection Flags> , this cell can no longer be overwritten or deleted. (This flag is by default set to "on" for every cell, the flag has to be removed only for those, which are not to be protected - and most of the time there are only a few!)

Hide Formula: If this item is selected and the protection is switched on with <Options-Protection Flags> , there will be no formula shown in the status line. The field remains empty. This is very useful, if only the value of a formula should be available for others, but the formula itself should stay confidential.

Note: As mentioned above, both features are useless if you do not activate >Enable Protection< in the menu <Options-Protection Flags> . Otherwise (which is the regular case) all cells can be edited freely.

Note: This leads to the following operational modes: In the beginning all cells are protected, but because the protection is not activated in <Options-Protection Flags> , the cells can be edited normally. Now, create your sheet (e.g. a template with text fields, input fields and formula fields) and delete the feature >Writeprotection enabled< for those cells which may be changed (by other persons).

Now activate the protection (if necessary with password). So most of the cells are protected - only a few can still be manipulated (e.g. the input fields of a template).

If you wish to change some texts for example, simply deactivate the protection temporarily (with <Options-Protection Flags>). Then change the cells and reactivate the protection.

1.53   Column Width

Column Width

With this option you can set the width of the current column(s). TurboCalc asks for the width in characters. Numbers with decimal points can also be entered (.0, .125,25,...) to define the width more precisely.

If the value specified is too small (<1) or too high, it will be ignored.

0 means standard width.

Note: This can also be executed by Drag&Drop. Simply click on the line separating the columns and move it with the left mouse button pressed. The current width will be displayed in the cell status. When you think the width is correct, simply release the left mouse button. Press on <ESC> or the right mouse button (with the left mouse button still hold) to abort.

1.54   Row Height

Row Height

Here you can set the height of the current cell(s). You will be asked for the height in lines. Numbers with decimal points can be entered (.0, .125,25,...) as well to define the height more precisely.

If the value is specified too small (<1) or too high, it will be ignored.

0 means standard height.

Note: This can also be executed by Drag&Drop. Simply click on the line separating the rows and move it with the left mouse button pressed. The current height will be displayed in the cell status. When you think the height is correct, simply release the left mouse button. Press on <ESC> or the right mouse button (with the left mouse button still hold) to abort.

1.55   Freeze

Freeze

With this command you can define rows and/or columns that shall be frozen, i.e. these lines/columns will be displayed on top/left of the window even if the range (below) is scrolled. Thus it is a kind of "Title".

Before selecting this menu item, put the cell cursor in the cell below and right to the lines/columns that shall be frozen. All lines above the current cell and all columns on the right will get the new title (In other words: Move the cursor to the first cell that is outside of the range to be fixed.).

Unfreeze: Put the cursor in cell A1 before selecting <Freeze>.

Freeze lines only: Move the cursor to the column A one line below the new "title-lines".

Freeze columns only: Move the cursor to line 1 and "Column+1".. of the part to be frozen.

Note: Freezing may be useful, if you work on a long data-list with a title row (e.g. the sheet created in the tutorial). Then freeze the title rows(s) and you will not confuse the different data-columns when scrolling down (which normally causes TurboCalc to scroll the titles as well).

Example:

Rows 1 and 2 fixed: Move cursor to A3

rows 1 and 2, and column 1 fixed: Move cursor to B3

1.56   Hide

Hide

Column(s) - Row(s)

With this menu item you can hide columns and/or rows.

Move the cell cursor to the column/row you want to hide and select the respective menu item. (If a block is marked when executing this command, all columns/rows having one (or more) cells marked will be hidden.)

1.57   Show

Show

Column(s) - Row(s)

Columns or rows which were hidden before (see above) can be redisplayed. For this, move the cursor to the desired column/line (or mark the range) and then call up the corresponding menu item.

Hint: The marking of invisible cells is a little bit tricky: The best thing to do is to mark a block around the hidden column/line with a following selection the menu item (Or mark the cell reference directly with <F5> or <Command-Goto>).

1.58   Default Font

Default Font

Here you can determine the standard font for the current sheet. It will be used in all cells that have not been explicitly set to a font or the "default character-set".

Note: If you have not selected a standard font with this menu item up to this time, TurboCalc chooses the font that appears under <Options-Screen-Font> (it is the font, which also appears in all messages).

This menu item was introduced to allow different standard fonts (for every sheet), and to make the standard font independent of message windows.

Note: The menu item can be used as a zoom, if only the standard font is used. Simply select the font in another size.

1.59   Print Layout

Print Layout

Define your print settings here:

Margins: In the four numeric fields you can enter the respective margins (in centimeters or inches, depending on the setting in <Options-Locale>). This allows a precise positioning within the printout-page (The paper format must be set with <Paper-Format>).

Printout: Determines the output type (text or graphic). If "text" is selected, the sheet will be printed with the character set of the printer. This leads to a quick and clean picture and is available on all printers. Text and color will be printed correctly. If you have selected more than one character set or different frames, this cannot be taken into account. Please use the >Graphic< mode, the sheet will then be printed as a graphic image. This process will take more time (at least in case of dot-matrix printers), but allows an output of different fonts, objects and all formatting. You will find further information about text or graphic in the chapter "Printing".

Header/Footer: Here you can set, whether a top or bottom line is to be printed and (within that) determine the text of this line. You can use the following "control characters" in the texts:

%P prints out the appropriate page number instead of these two letters

%D will be replaced by the current date

%N results in the name of the file, which will be printed.

%% results in a percent character (if you should need one for your text).

Example:

File %N, printed on %D

page %P of the document %N

Titles: Here, you can determine if the corresponding column titles (A,B,...) appear in the first line of each page on the print. Furthermore you can provide the printout with the line numbers (1,2,3...) on the left.

With the "Grid" gadget you can select from the following 3 (with repeated clicks):

* no Grid: Prints the normal sheet (without grid).

* Grid (Line): The sheet is printed with a grid. As vertical separator a special character is inserted ("|"). The whole line is horizontally underlined. Underlined text will thus not be visible as underlined.

* Grid (underlined): This also adds a raster, but the horizontal line will be produced as a line of minus characters "-". The advantage of this is that underlinements are visible in this case (but it needs twice as many lines and therefore pages for the printout). Most of the time the print image gets more illegible.

Note: The line mode often produces a better grid, but it does not work with all printers. Some of them only print the underline when text is printed at the same time (They do not print underlined blanks). In this case, you may change the printer setting directly at the printer.

Note: The last two grid settings concern text printout. For graphic printout, they have the same function: They will print the graphic with a grid.

1.60   Paper Format

Paper Format

Here you can determine the paper-format as well as the printer settings. The following window will open:

Paper Size: This field provides for the setting of the paper size:

The first 3 items contain the most important standard formats, the fourth allows a free setting: You can determine the appropriate sheet size in the fields >Width< and >Height<.

Note: The maximum size of the sheet is shown here. With <Format-Print-Layout>, you can determine the margins of the sheet.

Note: In case you use a dot matrix printer with semiautomatic paper feeder, you should note that most of these printers need one (or a half) inch for sheet feeding. You have either the option to correct this manually after feeding or you change the paper length and the top margin accordingly: Reduce both values by one inch (or 1/2 inch). Most of these printers are not able to print to the bottom of the page (at least when feeding single-sheet): Raise the bottom margin appropriately.

Wait for new page?: This option is provided printers with single-sheet feeder (not fully automatic): If it is selected, there will be a pause after every page until you click on >OK< in the popup window. This allows for enough time to insert the next sheet.

Formfeed: Here you can determine whether TurboCalc is to finish the sheet with a formfeed (code 12). You will find details in the paragraph "Tricks to Improve your Printouts" at the end of the chapter "Printing". Normally, this option should be activated.

Font: Here you can set the printer's font for text output, this is ignored for graphic output.

* Pica (10 characters per inch)

* Elite (12 characters per inch) and

* Condensed (15 characters per inch).

Line spacing: With this option you can determine the line spacing for text output. You can choose between 6 and 8 lines per inch (also called lpi). 6 is the standard, 8 is suitable for some sheets to get more lines on one page. This setting will also be ignored for graphic output.

Density: Determines the print density, that means the resolution the printer uses for the printing. 1 is the lowest and 7 the highest resolution (e.g. 1: 90*90 dpi, 7: 360*360 dpi). Not every printer possesses 7 settings; in this case it is possible that some are identical. Basically, the higher the density the more time is needed, but the print quality increases. This density has no influence on text output.

Scale: Here you can determine the output size for the graphic output (in percent, horizontally and vertically). "1.0" is normal. If you enter "2.0", the corresponding direction will appear twice as big. "0.5" bisects the size. This setting will be ignored for text output.

Vertical: This selects vertical printing of graphic output. Instead of placing the table horizontally on the page, it will be turned by 90 degrees and printed vertically. That way, more columns (and also wider columns) can be printed on one page (but naturally also fewer rows).

Gfx-Prefs: This gadget lets TurboCalc search for the file "SYS:Prefs/PrinterGfx" and starts it, if available. This process (normally) opens the graphic settings of preferences and allows their setting.

1.61   Data

Data

Mask

Data-Find

Extract

Delete

Sort Database

Define Database

Define Criteria

Sort Range

Create Series

Create Chart

Show Chart

Create Object

1.62 Mask

Mask

This menu item displays - for a defined database - a window allowing easy lookup and editing of data records.

In the left part of the window, you will find the database inputs (the title text and one data record). In the right part of the window, you can use the following gadgets:

New to create a new data record at the end. (The data record will only be saved if an input takes really place - If you click on >New< and change to another data record without making an input, an empty data record will not be added.)

Delete to delete the current data record.

Undo to undo the modifications made at the current data record (if you change the data record, this will not be possible any more).

Arrows to show the first, the preceding, the next and the last data record.

Close to close the database mask window.

1.63 Data-Find

Data-Find

Searches for the next entry in the current database, which matches the current criteria. Therefore database- and search-criterion-range must be defined, see below.

If the cursor is located in a database range, the search starts in the line below the cursor. If the end of the database range is reached without a result, TurboCalc asks whether the search should be continued from the beginning (if the search has been started from the beginning, it will be indicated that no matching entry could be found).

If a corresponding line is found it will be marked as a block and the search is stopped. Another <Find> continues the search for the next entry.

Note: If the whole database is to be searched, simply place the cursor outside the database range, e.g. in A1 or in the criteria range. This starts the search in the first line of the database.

1.64 Extract

Extract

Copies all database lines, which match the current criteria (see there) to a new position, in fact to the current cursor position! (The former contents of the database range stays preserved!).

Note: When extracting to the current cursor position, former data will be overwritten. So, ensure that there are no important data and that there is enough space below. You never know how many data records you are going to copy with your current criteria.

1.65 Delete

Delete

Deletes all data records which conform to the current search criterion (see there).

The remaining data records move up accordingly and the database range is reduced.

Note: It is advisable to check that all criteria are correct and thus avoid the deletion of data records which are still needed. This can easily be done with <Find> or <Extract>, before starting <Delete>.

1.66   Sort Database

Sort Database

ascending - descending

Sorts the current database range in ascending (or in descending) order based on the column where the cursor is located (the location must be within the database range, otherwise the command will be ignored).

1.67   Define Database

Define Database

Defines the current marked block as database range. It receives the name "DATABASE" (see "Names").

The cells in the first database line should contain the titles of the data-structure while the remaining lines represent the database contents.

Note: If there are more than one database ranges in one sheet, you can switch between them as follows: Give different names to the database ranges with <Command-Define Names>. Now, mark the appropriate range (with <Command-Goto> (F5) and selection of the name) and select <Data-Define Database>.

1.68   Define Criteria

Define Criteria

Defines the current criteria range. It receives the name "CRITERIA".

The first line should consist of row titles (as used in the database) and the remaining lines should consist of comparative criteria. Here a short summary:

Empty cells: match anything

Number, date, time or text: need equality (texts allow the search with the patterns "*" and "?").

Comparisons: Start with ">",">=", "<", "<=" or "<>", followed by a formula expression.

If all cells of one row of the criteria range correspond to the respective values of its title field, this line will be marked as "found"

1.69   Sort Range

Sort Range

Allows the sorting of any range except databases (which are sorted with <Data-Sort Database>). This command requires a block as a parameter, otherwise the selection of this menu item will be ignored.

The following window appears:

Sort Data (Rows/Columns): Here you can choose between sorting of rows and columns. The setting adheres to the size of the block: If the width is bigger than the height, it will be assumed that the columns should be sorted, otherwise rows is selected (in most cases this default should be suitable).

Direction: toggles between ascending/descending sort-order.

by Column/Row: Normally the sorting is based on the extreme left or the top cell of the block. If you want to sort a block according to a different row or column, you may change this information here: Enter any cell of the line or column the sorting shall adhere to (if you sort by row only the leading column letter is of importance while the sort by column requires the row number only. The rest can be chosen at will and even be outside the sort range).

If the important component for the sort-process is outside the sort range, sorting will be aborted.

1.70   Create Series

Create Series

Allows the automatic fill-in of changing values (e.g. number- or date sequences). Select the block to be filled (with initial data in the first column/line), then call his menu and set parameters as desired:

Data in (Rows/Columns): Here you can determine, if the data-series should be calculated line-by-line or column-by-column (This flag will be preset by TurboCalc according to the size of the block.)

Increment: The increment represents the unit by which the starting value is raised step-by step (negative values for diminishing are possible as well).

Datatype: Determines, by which method the initial value should be increased:

Arithmetical: The increment will be added to the start value (e.g.: 1,3,5,7,9...; with an increment of two).

Geometrical: The start value will be multiplied constantly by the increment (e.g.: 1,2,4,8,16 - increment two).

Day, Weekday, Month, Year: This method requires a date as initial value. It will be increased or diminished by the selected period of time (days, month...). If you have activated the weekdays option, Sundays will be left out (counting sequence: Saturday, Monday, Tuesday...).

Note: If no block is marked, the selection window will not appear! If the start value (first line/column) is empty, no calculation will take place!

1.71   Create Chart

Create Chart

First select a block and then this menu item. A window for the selection of the chart type appears and followed by a second window for the setting of the parameters. Finally a new window with the chart is opened.

Details about both requesters can be found in "presentation-chart type" and "display-parameter" in the description of the chart menu or in chapter "Chart".

1.72   Show Chart

Show Chart

Already created charts can be hidden with <Chart-Hide> or a click on the "close-gadget" of the chart-window.

With this command all charts of the sheet (the opened and the hidden ones) will be shown in a list-window and can be selected with a double click or a click on >OK<.

If the window is open at the moment, it will be activated and brought to the front, otherwise the window will be re-opened.

1.73   Create Object

Create Object

With this command you create - at the position of the cursor - a new object. A window will appear in which you must select an object type using the mouse, by selecting a type an >OK< or with a double-click.

Depending on the object type a second window will appear to allow a further definition of the object. Further details concerning objects and their setting can be found in the chapter "Objects".

1.74 Options

Options

1.75 Print Range

Print Range

These two menu items set the print range, that means the part of the sheet which should be printed by <Project-Print> :

If no block is marked when you start the printing, this range will be printed. Otherwise you can select whether the current block or print range is to be printed. If your sheet contains data which is not to be printed, you can define the desired print range and you will not have to select it before every print operation. (Naturally, the last setting will be maintained by saving and re-loading,)

Current block

The currently marked block becomes the actual print range. The printout is now limited to this block. If no block is marked, an error message will appear.

all

The whole sheet will be marked as print range. The print starts with cell A1 and ends in the last data-filled cell at the bottom left (You can get there with <Ctrl>-<Down> followed by <Ctrl><Right>).

1.76 Sheet

Sheet

This menu item is for setting general sheet parameters:

max. Sheetsize: This has been done mainly for your own protection, because very large sheets could need a lot of storage capacity (This can be the case if large ranges have been formatted by mistake). Here you can determine the maximum sheet size. Although the size of TurboCalc is theoretically unlimited, an upper bound must be set.

Therefore it is advisable not to select an unnecessarily large sheet at the beginning. If the sheet is (or becomes) too small for your needs, you may increase this value later (also in a pre-existing sheet.)

Width: Determines the width of the sheet between 20 and 18278 (This is the highest value you can express with three letters, column ZZZ). Default is 400.

Height: Indicates the height of the sheet (between 40 an 9999999, that means nearly unlimited. Even if you like to use only one cell in every row, you will need more than 200 MB of memory!!!). Here, default is 4000.

Undo: Here you can set the maximum undo depth (that means how many of the last instructions can be undone). O turns the undo off, higher values allow an extensive undo. But do not use a too high value because it will only need unnecessarily large memory space.

Calculation: Manually: Switches off automatical calculation. This is advisable for larger sheets or many inputs. When all inputs are complete, the calculation can be started manually with <Command-Recalculate> or simply with <Shift>-<F1>.

<Return>: Move Cursor: Determines, whether (and in which direction) the cursor should be moved when you press <Return>. Default is "Down".

1.77 Display

Display

This instruction opens a window to determine the display-options for the current sheet-window.

Note: These options can and must be set separately for every window. So, in case of a modification only the current window will be changed. Please read the notes below.

Show Title: Here it can be determined if the row- or column titles (A, B, C, 1,1,3,...) shall be shown. Normally set to "on".

Show Grid: If selected, the cells will be bordered by lines. This facilitates the identification of specific cells, but can be confusing in some sheets. Furthermore it reduces the screen drawing speed.

Show Toolbar: Shows the toolbar to allow easy selection of the most frequently used commands.

Show Cursor as Frame: This option is normally selected and TurboCalc shows the cursor as a frame. If you find this not spectacular enough, you can deselect this option. Then the cursor will appear as colored rectangular (like a block of one cell).

Show Formula instead of Values: If selected, TurboCalc displays the formula instead of the values in all cells containing such an expression. This can be very useful for input or editing of formulas.

If macros are entered, these will be shown (and not the result as most macros do not return one). If this option is activated, the values (mostly Booleans) will be shown here (e.g. the result of LOAD; REQUEST...).

Show Zero: Here, it can be determined, if zero values should be displayed (0 or 0.00), or if the cells should stay empty. Normally they are shown.

Note: With the command <Options-New Window> a new (second, third...) split-window can be opened for one sheet, where the settings can be adjusted separately. So you can create several windows with different display options, which all base on the same sheet (view definition). This can, amongst other things, be useful for the following cases:

If you have a range (e.g. column title) which should always be visible even if the rest of the sheet is scrolled, a second window can be opened where you switch off >Show Title< and >Show Toolbar<. Thus, the second window gets smaller and does not need so much space on the screen any longer.

If the values, as well as formula/macros are needed for macro-programming or formula input, a second window can be opened and >show Formula instead of Values< can be activated there.

Objects: (normal display, do not show, frame only) With this instruction you can hide objects on the screen or only show them as a frame. If you use many objects and/or if you have a slow computer, this setting can enormously accelerate the display speed.

1.78   Locale

Locale

These options allow the adaptation of TurboCalc to different countries. They mainly refer to the output, the input remains as usual:

Numeric format: Here, the character of the decimal point or -comma and the separator for the thousands can be determined. The differentious options should be sufficiently obvious in the requester.

Separator: Determines one of three different date formats.

Order: Select the order in which the date parts should be presented.

Currency: Determines the currency symbol that appears for numbers which are formatted as a currency value. You can choose among the standard currencies or define your own individual format with a click on >Prefix<:

Prefix determines the part, which should be in front of the number and suffix the part after it (One of them or perhaps both can be empty).

Example: Prefix is "ab" and Suffix is "cd". This results (for 12) in "ab12cd"

Measure: With this gadget you can choose whether the widths and heights (in <Project-Print> and <Format- Print Format>) shall be measured in cm's or in inches.

1.79   Protection Flags

Protection Flags

Here you can protect the whole sheet -or only parts of it- from write or read access.

Enable Protection of "protected" Cells: If selected, cells which have been protected with <Format-Protection> (by default all cells are protected) cannot be overwritten any more. Further, formulas can be protected against displaying with <Format-Protection>.

If it is not activated, <Format-Protection> is not enabled and the cells may be edited without restrictions (For further details see <Format-Protection>).

Need Password to open this file: Here you can enter two passwords, which will be required when opening the file. The file will be loaded only when the password entered is identical with one of these two.

If the password is identical to the text of >read only<, read-only access is granted by TurboCalc. Nothing can be changed or edited. The command <Options-Protection Flags> and <Project-Save> cannot be used.

(If the read password was left empty, no "read access" is possible. In this case, only "read/write"-access with the appropriate password will be possible).

If the password entered is identical to the one for >read/write<, the user will have complete (normal) access privileges. (If both passwords are left out, the options will be treated as "not selected", even though a tick is visible).

Warning: If a >read only< but no >read/write< password exists, there will be no means to change this file after saving (Useful, in case you want to pass on the file). If you still need the original you should by all means save the file under a different name.

Encrypting when Saving: This is a second and more secure kind of password protection. If this option is activated, the sheet will be encrypted with the appropriate password when you save it. Then only the correct password will allow you to open the sheet again.

You will find more details and differences between "Need password to open the file" and "Encrypting" in the paragraph about "Encrypting Sheets" of the chapter "Projects".

Password for future changes of these options: You can enter a password here which you have to reenter to use <Options-Protection Flags> . This window will only be opened if the passwords match. This is useful if you have protected the file (>Enable Protection of protected Cells<) and you do not want to have this option removed by somebody else.

Important: Passwords are case-sensitive, i.e. capitalization is important. "test" is not the same as "Test". For this reason, you should be careful with the invention of passwords and remember them well. Without password it is not possible to access the desired files. Be careful!

Note: >Need Password to open this file< is very useful in the following situation: At work you manage a certain project and administrate its data. From time to time other colleagues will need these data. To protect yourself from careless data loss, proceed as follows:

Give a simple >read only< password to the sheet, e.g. "user" and inform your colleagues. Enter your personal >read/write< password and keep it secret.

Now your colleagues have access to the required data (even when you are absent), but cannot change anything. You only have to enter the appropriate password when loading the file to work without restrictions. The password protection stays preserved after saving the data.

(Moreover you can remove the >read only< password for some private or secret data and thus protect from prying eyes.)

1.80 Automatic Saving

Automatic Saving

These settings control the saving, in particular the "automatic saving", which constitutes a protection against the inadvertent loss of data. For the setting of the options, the following window will be opened:

Save Cursor Position: If selected, the current cursor position will be saved - and the cursor will be set to this position when loading the sheet the next time.

Generate Icons: If an icon should be added to the file when you save your sheet, you must select this option. The icons allow easy file-handling using the WorkBench, but need disk space as well. So, if you always start TurboCalc before and read the files from there by means of <Project-Open> , it will be advisable to turn this option off.

Maintain previous version when saving the project: If this option is selected, the previous version of a sheet (if it exists) will be renamed to name.BAK when you save it before the current version is saved. (If a BAK-version already exists, it will be deleted.)

Thus the previous version will still be available, if you have problems concerning the current version (e.g. if you made changes you now want to undo or if a problem arises when you want to save the current version): Otherwise, the need for space and the number of files will be doubled).

Note: If it you really need this backup-version, it can be loaded normally (with <Project-Open>). But be take care that you rename the pattern "#?.TCD" into "#?.BAK" or even delete it completely so that the file will be displayed in the file requester.

Autosave: The following settings control the automatic saving of sheets. Here you can determine that the unsaved projects will be saved in regular intervals. If this interval is set at 10 minutes, it will be safeguarded that you do not lose more than 10 minutes of your work, should work be unintentionally interrupted by a power failure or a crash (not necessarily caused by TurboCalc itself, but possibly by another program running at the same time).

OK, interval (min): Here the automatic save will be activated and the time interval in minutes can be set (in the text field that follows).

The next two settings define the directory to which the temporary file will be saved. With "to the same directory" the sheet will be saved as *.TMP, otherwise with the same name to the given path.

Attention: You should not use "T:" (in the second case) as path, because this is (at least usually) the RAM-disk. These data will then be lost. Instead of this it is recommended to create a new subdirectory (e.g. TCBAK).

The first variant has the advantage that the saved files can be found directly with the original files and thus a special directory will not be needed. If (in the second case) a special directory will be indicated, this will facilitate the search for "lost" files.

When quitting TurboCalc these files will be deleted. If - due of any reason (crash, reset) - TurboCalc will not be terminated properly, the data will be maintained and should be read in immediately upon starting TurboCalc.

Note: Saving will only take place when a TurboCalc window is activated (but time will also be recorded if there is no window active). This prevents TurboCalc from newly saving the sheet every 10 minutes, while you are working with another program and TurboCalc only runs in the background.

Note: These settings (as well as the AutoSave) will only be relevant for the current sheet. They must be separately set for every sheet, but can be determined as standard by <Config-Save> (see chapter "Projects").

1.81   Global Settings

Global Settings

This is where you set global options which will be valid for all sheets.

Note: In contrast to all setting windows described previously, these options are valid for all sheets - the settings can - like all others - be saved with <Options-Config-Save>.

Show Status Row: A status line can be shown at the base of the screen (only on a screen of its own - if TurboCalc runs on the WorkBench screen, a status line is not available.

Note: If the status row was shown or hidden, existing windows will not be automatically scaled to suit. This can be done with <Options-Arrange Window-Show all>. If new windows are opened afterwards, their height will be automatically adjusted.

Drag&Drop: You can turn on or off the drag&drop function or determine if a requester should appear with every drag&drop. (To protect you against an unintentional moving - drag&drop can naturally also be made undone by Undo).

Use ASL-Fontrequester: If this option is selected, the default operation system requester 'asl.library´ will be used instead of TurboCalc´s own fontrequester, (at <Format-Font> as well as <Options-Screen-Font>).

Note: With the ASL-requester it is not possible to select the "default character set" (as this is normally the case at <Format-Font>). In this case, the standard font can only be selected by a shift-mouseclick on the Font-Symbol of the toolbar.

Save list of the last used projects: If this option is selected, a list of the recently-used sheets will be saved when you quit TurboCalc. Thus the sheets will be at your disposal for the SmartOpen when you start TurboCalc the next time. For details see <Project-SmartOpen> or the paragraph "SmartOpen" of the chapter "Projects".

AutoOpen: If this option had been chosen, all projects indicated in the directory specified will be automatically opened when starting TurboCalc.

This is primarily used to insert new functions by macro sheets and to immediately open often used projects. See also the paragraph of the same name in the chapter "Projects".

Use Special Preview-Screen: Here you can set whether a custom screen is to be used for the page preview. This allows you to use a larger screen (e.g. interlace) with less colors (4 are recommended) for the preview.

The screen can be configured with the >Screen< gadget. (For the selection a tick will be needed.) For selection, the Asl-screen-requester will be used (asl.library V38 is necessary). A selection will not be possible for 1.3 users, but as the preview function is only available for at least OS2.0 users, this won't be a restriction.

1.82   Show Sheet-Window

Show Sheet-Window

Displays hidden windows, and provides quick access to another sheet window.

After selecting this item a requester will be opened with a list of all available windows (including hidden ones).

Just click on the required window followed by >OK< or perform a double-click on the name.

Note: The window-selection can also be done from the keyboard. Just move the inverse entry with the cursor keys and confirm with <Return>.

If you have selected a hidden window, it will be reopened and put to the front. Non-hidden windows will be put to the front only.

1.83   Hide Sheet-Window

Hide Sheet-Window

Selecting this menu item makes the active window invisible to the user's eyes. You can hide special views of the current sheet created with <Options-New Window> or the last (original) window of the sheet.

Of course, all the data, which belong to the sheet will be kept in memory. Only its visbility -the window- is removed can be redisplayed at any time by <Options-Show Window>.

This is very suitable for sheets requiring access (e.g. via the AT-Instruction or macro-sheets) but whose window is dispensable.

Note: The last window of TurboCalc cannot be hidden. If you want to do so, open another window with <Project-New> before hiding the last one.

Warning: Despite the fact that TurboCalc asks about saving even for the hidden sheets before you quit the program (if any changes were made), it is advisable to save before hiding them. Otherwise they can be missed easily in the hidden status.

1.84   New Sheet-Window

New Sheet-Window

Opens a new (second, third,...) window of the current sheet and puts it to the foreground. - It can now be used for input or editing in the same way as the first window.

The display-options (see above) can be set separately for every window.

Note: This can be useful if you want to have a look at two distant parts of one sheet at the same time. For this purpose, just open another window to display the cells located far away from your current view position..

1.85   Arrange Windows

Arrange Windows

If you have more than one window open at the same time (of one or more sheets), you may want to rearrange them. With the following instructions the windows can be rearranged.

show all

Arranges all windows side by side. This is very suitable for an overview, but will lead (in case of many windows) to very small windows.

standard

Arranges the windows in overlapping order, so that they are as large as possible. All windows in the background only show their title-bars (or a part of it). Each window can be put into the foreground with the "to front" gadgets (in the right top corner of the windows).

1.86   Screen - Custom

Screen - Custom

With this menu item you can select the screen-type on which the TurboCalc windows should appear. From OS2.0 on, a requester will be opened (if the "asl.library" V38 exists) where the screen type, the size and the number of colors can be determined. It is similar to the <Prefs> setting, see user manual.

Otherwise only a window with a string gadget appears. Here you have to enter the height, width and depth of the screen (each separated by a comma). For further information, see appendix 'Screen modes'.

Example: Enter 640,256,2 for a (standard) screen of 640 pixel width, 256 pixel height and the depth 2 (that means $2^2=4$ colors).

Note: If required, the screen mode can be entered as a fourth parameter (Only interesting for OS2.0 or higher, but this version will display a convenient requester anyway).

1.87   Screen - on WorkBench

Screen - on WorkBench

TurboCalc opens its windows on the WorkBench. If a screen was open before, it will be closed (the window positions remain unchanged).

1.88   Screen - as WB-Copy

Screen - as WB-Copy

TurboCalc opens a screen, which is identical in size and number of colors to the WorkBench-screen.

1.89   Screen - Font

Screen - Font

This menu item is provided for the setting of the font for all windows and menus. Therefore, a list with all available character sets and type sizes is shown. Select the desired character-set and the size by mouseclick (or input in the text fields). For details about this requester, see <Format-Font> .

1.90   Screen - Colors

Screen - Colors

Here, all colors of TurboCalc can be changed (and also the WorkBench colors, if TurboCalc should be run there).

Simply click on the color you want to change and then use the three proportional-gadgets (sliders) for red, blue and green to adjust the color as desired.

Change colors on own screen only: This flag forbids the modification of the WorkBench colors. If it is enabled, TurboCalc changes the colors only if an own screen is opened.

Note: Starting with version 3.5 of TurboCalc, WorkBench colors are only changed, if this is allowed by the user. Thus the Workbench colors well be kept unmodified. Nevertheless the colors can be set - the changes will be visible if either the flag above is disabled or TurboCalc is opened on an own screen.

Note: If the WorkBench colors were changed by TurboCalc, they will be put back to the state they had before when TurboCalc quits.

1.91   Screen - Default Colors

Screen - Default Colors

Sets the colors according to the "TurboCalc standard-setting". This may be useful if you have messed up the colors, or if the TurboCalc windows should be located on the WorkBench screen and strange colors are shown (e.g. for 1.3 users).

Note: If the WorkBench colors were changed by TurboCalc, they will be put back to the status they had before when quitting TurboCalc.

1.92   Screen- Smartrefresh

Screen- Smartrefresh

Selecting this item opens a window in which the smartrefresh option can be turned on/off.

Sheet-SmartRefresh: Once activated, it saves the contents of windows overlaid by others in an internal intermediate memory. Thus, the window need not to be rebuilt so many times, which speeds up the screen refresh.

The disadvantage of this is that the buffering of the window needs additional memory space.

If you have enough storage capacity (more than 1Meg), you should activate this option.

Chart-SmartRefresh: Enables the smartrefresh for chart-windows. This option does not consume the memory the screen smartrefresh may require so you can leave it activated even on a mally-equipped machine (512K).

Warning: The next two settings are for "professionals" only: They are enabled by default and for a better performance of the screen refresh of TurboCalc keep these flags untouched (i.e. enabled). (Disabling both will result in the screen refresh mode of TurboCalc 2.0) - These flags are intended for advanced users with graphic cards to adapt TurboCalc to their system (although the default setting will probably be the best as well).

Fast Drawing: If enabled, TurboCalc uses a new, faster routine to draw to sheets. The speed improvements results in the way texts are clipped: If fonts are used that are higher than the row height the texts will not be truncated but will be printed to the cell above or below as well. (In contrast to the former, slower mode - which is selected if this options is not enabled - where the text is clipped correctly and only printed to the own cell.)

Hint: This option is for screen drawing only - printing is not effected by this option.

Hint: You can use <Command-Redraw Sheet> to draw a "damaged" sheet correctly.

Redraw damaged areas only: Enabling this option advises TurboCalc to refresh only the areas that are damaged (e.g. have been hidden by a window) If "Fast Drawing" is enabled this should speed up the refresh, otherwise it probably will slow down the refresh. (If "Sheet-SmartRefresh" is activated, this option is ignored as nothing has to be redrawn, then)

1.93   Config - Load

Config - Load

Loads a setting that was saved with <Config-Save>. (The settings will be loaded automatically when starting TurboCalc, so you have to select this item only in case of a change during a TurboCalc session and you want them back to standard.)

1.94   Config - Save

Config - Save

Saves the current configuration which will be loaded automatically during the next start of TurboCalc. The configuration will be saved as "S:TurboCalc.CFG". Whenever you start TurboCalc, the program will try to load this file and use these settings. If this file cannot be opened, the standard configuration will be used instead.

Note: The "TurboCalc.CFG" file is a normal "sheet" (normally empty) which is loaded as default with every <Project-New> . If you like to have a preset sheet, you can save this sheet as "S:TurboCalc.CFG". (Including cell contents, formulas, names, macros...)

1.95   Config - Delete

Config - Delete

Deletes the file "S:TurboCalc.CFG" which was created before with <Config-Save> (see above). The internal "standard" file of TurboCalc will be used automatically when starting TurboCalc the next time.

1.96   Macro

Macro

For details about macros, please refer to chapter "Macro/ARexx-Instructions".

Play

Stop Playing

Record

Stop Recording

Define Name

1.97   Play

Play

Opens a window and shows all available macros of TurboCalc. With a double click on the name (or click on >OK<), the appropriate macro will be started.

Note: This can also be done using the keyboard as well: Simply use the <Cursor Up> and <Cursor Down> keys to select the appropriate macro and press <Return>.

Note: The first input of the list appears automatically marked. If this one is to be selected, pressing on <Return> will be enough. If - when making the input - you pay attention to the fact that this is also the most often used input (by putting a point in front of it (e.g. ".Example")), the selection process will be accelerated.

1.98   Stop Playing

Stop Playing

If you are executing a macro (recognizable by the changed screen title), it can be stopped with this menu item. Nevertheless the last command will be finished.

1.99   Record

Record

Opens a window for the setting of the macro characteristics and accepts the following instructions as a new macro. For details, see chapter "Record Macro".

Macroname: Enter the macro-name here. This is the name that will be shown in the <Macro-Play> requester later. Try to choose a clear name, so that you can easily recognize the macro.

Note: You have to enter a macro name in any case. If this field is empty (by the time you click on >OK<), the macro-recording is aborted!

Write Macro to: Here, you can select, if you want to record the macro to the current sheet or to a new macro work-sheet. TurboCalc provides both recording types (in contrast to other spread-sheet programs).

The recording in the current sheet is suitable, if only a few macros are to be recorded. In this case you do not need an extra sheet, which has to be loaded and saved together with the one that is affected by the macro. If you intend to create a lot of macros, or use macros in general for more than one sheet, you may prefer the saving of macros in an external sheet. Please note that you have to save and load this sheet separately.

Position: Here you can determine the (the cursor position is preset), where the macro is to be written. By default, TurboCalc selects the next new and unoccupied column (in the current sheet from column BA onwards, if this column is not yet occupied).

To save cursor movements relatively determines, whether the cursor positions shall be saved absolutely (e.g. C5) or relatively (e.g. 3 down, 2 left...).

When you have set all parameters, click on >OK< and the recording will be started (if necessary, the new macro sheet is opened)!. The screen title bar shows a message indicating that recording is in progress (if the bar is not overlaid by a window).

After you have recorded all necessary steps, you can stop the recording with the menu item <Macro-Stop Recording>. The message in the screen title bar disappears.

1.100   Stop Recording

Stop Recording

If you are running a macro-recording (recognizable by the changed screen title), it can be stopped with this menu item.

1.101   Define Name

Define Name

This menu item corresponds to <Command-Define Name>. It has been added to the macro menu to shorten the definition procedure.

1.102   Help

Help

Info

Help Items

1.103   Info

Info

Opens a window which displays some information about the version and revision of your TurboCalc copy and the current sheets.

1.104   Help Items

Help Items

The selection of an item in this pull-down menu opens a window in which a brief summary of the most important points of the respective topic is given.

A more detailed explanation and further information about a certain function of TurboCalc can be found in this manual.

If you have OS2.0 (or an even higher operation system version) as well as of the "amigaguide.library" and if the AmigaGuide help "TurboCalc.guide" exists in the TurboCalc directory, the AmigaGuide system will be used for the help. This system can quite easily be used by the mouse. You will find a description of it online by "help" (in the AmigaGuide indicator) or in your Amiga user manual.

If the above-mentioned system requirements are not fulfilled, only a brief help will be displayed.

1.105 Chart Menus

Chart Menus

Once you have created a chart, all regular pull down menus of TurboCalc are replaced by a special "Chart-Menu" which provides the following functions:

Chart

Chart-Refresh

Chart-Save as IFF-Picture

Chart-Save to Clipboard

Chart-Print

Chart-Hide

Chart-Remove

Chart-Object

Display

Chart Type

Parameters

Chart-Patterns

Chart-Title

Chart-Legend

Axis Labeling

Y-Axis

Settings

Global

Define as Default

1.106 Chart

Chart

Chart-Refresh

Chart-Save as IFF-Picture

Chart-Save to Clipboard

Chart-Print

Chart-Hide

Chart-Remove

Chart-Object

1.107 Chart-Refresh

Chart-Refresh

Depending on the setting in <Options-Global Settings> (in the chart menu) TurboCalc does not redraw the chart automatically (or does not change it immediately), if a cell is changed within the range on which the chart is based. In this case, you will have to select this menu item to refresh the active chart.

1.108   Chart-Save as IFF-Picture

Chart-Save as IFF-Picture

This menu item allows the saving of the chart as an IFF-picture and thus the post-processing with all standard programs (e.g. DPaint) or the inserting in any word processing program.

The picture is always saved in the size which is indicated in <Settings-Global> (independent of the window size) as a basis for the export.

After the selection of this menu item, a file requester appears (as in <Project-Save as>) to select a file name for the IFF-picture.

1.109   Chart-Save to Clipboard

Chart-Save to Clipboard

This menu item corresponds to <Save as IFF-Picture> described before, but here a file name will not be requested. The picture will be copied directly to the clipboard. From there it can be read and edited by other programs (e.g. word processing programs). If the program in which you want to insert the picture supports the clipboard, this way constitutes the faster and more convenient method.

1.110   Chart-Print

Chart-Print

Performs graphic printout of the chart.

A window appears where some settings concerning the dimensions of the picture on the paper can be made.

Maximum: The chart will be printed as big as possible (depending on the current paper format), so that it still fits the print-out page.

Size: Here you may set the "Width" and "Height" of the picture, in centimeters or inches.

Center Picture: If this flag is selected, the picture will be centered on the page.

Vertical: Select this to print the picture vertically (Landscape-Format).

Note: All other settings will be used as defined in "Preferences". Set your printer, the print mode (black and white, or color), the density... via "PrinterGfx" of "Prefs". For details refer to your Amiga Manual.

Note: The picture is always printed and drawn in the format indicated in <Options-Global Settings>. This allows a good print quality independent of the window size. The character set(s) used in your graphic will not be adjusted to the picture's size. Normally, this proceeding results in good printouts but if the font-quality is not regarded as satisfactory, please enlarge the chosen character set(s) with the <Font>-Requester before printing.

Note: To get the best possible results, the chart can also be inserted as an object (see below) in the chart and can then be printed. In this case the chart will be drawn in the printer resolution and the character sets correspondingly enlarged. Saving the chart as an IFF-picture and postprocessing it with a paint program is another option.

1.111   Chart-Hide

Chart-Hide

Closes the chart window temporarily. The chart will not be deleted completely; only its window will be closed. The chart can been shown again at any time by the selection of the menu item <Data-Show Chart>. This menu option can also be shortened by clicking on the close-window-gadget.

Note: This is highly suited to "cleaning up" the TurboCalc window after the creation of one or several chart(s) whose presence is, during input or editing, unnecessary (especially when the chart had been made to an object and thus removing the chart had become impossible).

Warning: Even if the chart is not visible, it needs some space (in RAM as well as when saving). In both cases the chart does not need much space, but in case of many charts it can be noticeable, in particular too many (unnecessary) charts will make the selection in <Data-Show Chart> more difficult. Therefore it would be the best thing, not only to hide a chart (e.g. by closing the window) if you do not need it any more, but to remove it completely (see below).

1.112 Chart-Remove

Chart-Remove

Closes the chart window and removes the chart completely. All memory is released and the chart will no longer be shown in the list of <Data-Show Chart>.

Warning: The chart cannot be recalled; it will be lost.

Note: If there is an object belonging to the chart, it cannot be removed (without deleting the object as well). If you try it despite all that, a corresponding requester will appear with the option to delete the chart and all objects belonging to it or to abort the removal. In the second case you can also, if desired, hide the chart to remove the chart window from the screen.

1.113 Chart-Object

Chart-Object

Inserts the chart as object in the sheet belonging to the chart. There it can be enlarged or moved as you like. You will find further details in the chapter "Objects".

Note: If there is an object belonging to the chart, it cannot be removed any more (without deleting the object as well). If necessary, simply hide the chart.

1.114 Display

Display

Chart Type

Parameters

Chart-Patterns

Chart-Title

Chart-Legend

Axis Labeling

Y-Axis

1.115 Chart Type

Chart Type

Here you may change the chart type of an existing chart.

Name: Allows the specification of a name for the chart. This is not necessary but reasonable; if the chart should be hidden or shown out later on (see <Chart-Hide>).

Data Order: Here you can determine, if the numbers of the block should be interpreted as data rows line-by-line or column-by-column.

Chart Type: This selection determines the type of the chart. Select here, if you want to have a column, bar, line or pie-chart.

Chart Range: During creation, the selected data range will be entered here (automatically done by TurboCalc) and can be changed afterwards if necessary. Normally, there should be no need to do so.

1.116 Parameters

Parameters

This menu item allows the changing of characteristic parameters, which change in accordance to the selected chart type. Most of the parameters appear several times. Thus, not all possible parameters are listed here. It follows a survey of the obligatory ones.

Stacking: Here you can determine, whether several value rows should be listed up next to each other (or in the dot-mode or line-mode above each other), or whether the different values should be summed up and the distribution should be displayed (absolute or in percentages).

Note: The distribution is very useful if you have different values, which together result in one certain sum (e.g. turnover of material A,B,C...). In this case, you can show the sum (total sales) as well as the single values. If you have the values of the previous year in a second row, they can easily be compared.

connected: Connects all items of a data row successively. Above all, this is very practical for the column or bar chart, if "rows-stacked (sum)" is activated, or dots should be connected with lines.

Symbols: (In the line- or step mode), here small Symbols are shown, besides the line, which symbolize the values.

Vert. line: (lines and dots). A line is drawn from the corresponding data items to the X-axis.

Values: The respective values are displayed.

Offset: (only column and bar chart). Determines the space between the bars of the different data rows.

1.117 Chart-Patterns

Chart-Patterns

Here you can modify the color and the filling pattern for the chart. These settings can be changed in the following window.

Colors: The chart will be drawn with the default colors and no patterns.

Patterns: The chart will be drawn with patterns (and in black- and white)

Both: The chart will be drawn with both colors and patterns.

User defined: This allows a free setting of color and pattern of each data row:

For this, select the appropriate data row by >1<, >2<,... on the left below (the corresponding circle will be filled up and the pattern field right on the top will be made actualized).

This "pattern field" can be changed with a click on the desired pattern and color. Like this, color and pattern can be individually set for each data row.

Note: This setting will always be saved but is only valid, if >User defined< is selected as well.

Note: For the black and white print, >pattern< is the most suitable choice.

1.118   Chart-Title

Chart-Title

Here you can add a title, subtitle, as well as a footer, in any font to the chart:

The input window consists of the following three similar selection groups (for the title, subtitle and the footer):

Tick (left side on top of the frame): Switches the respective text on/off.

String gadget (follows): Here you enter the text which is to appear in the chart.

Font: With a click on this field a new window with all available character sets will be opened. The character set for the text in the chart can be selected. For details, see menu item <Format-Font> . If you have selected a certain font, it will be automatically entered into the next text field.

Font - textfield (after <font>): Here, the character set can be determined as character set/size. (Normally, it only serves as a check as to which character set has been chosen - the true selection or changing will be done with the help of the gadget >Font<).

Note: Most of the time it is advisable to select a bigger font for the title than for the subtitle to emphasize the meaning of the title.

1.119   Chart-Legend

Chart-Legend

With the help of this menu item you can change the settings for the "legend" at the left or right margin of the chart:

Show Legend: If selected, the legend will be shown (as determined in the other gadgets). Otherwise no legend will appear; further settings are then of no consequence.

Frame: If required, the legend text may be highlighted by a frame (possibly with shadowing).

Position: This determines whether the legend shall appear at the left or right side of the chart.

Use Text from Cells of the Sheet: If selected, the legend text is taken from the row/column before the first value used for the chart-generation (referring to the "row/column" setting of <Chart Type>; either column or row). This procedure is reasonable if you have created a title row/column for the respective values. These titles need not to be reentered. (Note: The title texts are not part of the data-range on which the chart is based. They have to be located outside.)

Or Use Texts from Block: This corresponds largely to the selection described above, but here the block from which the text shall be read can be determined freely.

Otherwise <following text> is selected and the legend text will be taken from the following text fields (The number of textfields always corresponds to the number of data rows).

Font (and following text field): With this item the character set for the legend can be determined (For further details see >Font< in the previous menu item <Title>).

1.120   Axis Labeling

Axis Labeling

This menu item changes the axis labeling of the chart.

Note: When an X/Y-chart is selected a different kind of requester is shown. That requester is similar to the "Y-Axis-Requester" (see below); it is used to select the lower and upper limit of the x-axis and some flags (e.g. "Show Values")

Show Axis Labeling: If selected, the axis labeling (as determined in the other gadgets) will be shown. Otherwise no labeling appears; further settings do not have any effect.

Use Texts from Cells of the Sheet: If selected, the axis labeling texts are taken from the row/column before the first value used for the chart-generation (referring to the "row/column" setting of <Chart Type>; either column or row). This proceeding is

reasonable, if you have created a title row/column for the respective values. These titles need not to be reentered. (Note: The title texts are no part of the data-range on which the chart is based. They have to be located outside.)

Or Use Texts from Block: This corresponds largely to the selection described above, but here the block from which the text shall be read can freely be determined.

Otherwise <following texts> is selected and the axis labeling will be taken from the following text fields (The number of text fields corresponds to the number of data points).

Font (and following text field): With this item the character set for the axis labeling can be determined (For further details see >Font< in the menu item <Title> above).

1.121 Y-Axis

Y-Axis

With this menu item you can change the settings for the Y-axis:

Show Y-Axis: If selected, the y-axis (i.e. the vertical line on the left) will be shown.

Logarithmic: Selecting this will change the scaling from "normal" to "logarithmic"

Range: These two values determine the range that will be shown in the chart (if there is a tick in front of <Min> - otherwise the minimum and maximum will be set automatically by TurboCalc)

Ticks: With the following options you can change the ticks for the y-axis:

Number: Here you can enter the number of ticks that shall be shown.

Show Ticks: enables the display of the ticks.

Horizontal Line: If selected, the ticks will be replaced by lines.

Show Values: Selecting this will add the values to the left of the ticks

Hint: Selecting the "Range" and the "Number" of ticks appropriately, you can ensure that only even values will be shown!

Sub-Ticks: The following options are identical to the options above, except that these will be shown between two "Ticks".

Font (and following text field): With this item the character set for the values can be determined (For further details see >Font< in the previous menu item <Title>).

1.122 Settings

Settings

Global

Define as Default

1.123 Global

Global

Some settings concerning the current chart can be modified in the popup window:

Refresh: Here, you can determine how the chart is to be refreshed (with multiple mouse click):

* Manual: The chart will not be redrawn automatically, but the menu item <Chart-Refresh> has to be called to bring the chart up to date. This can be very useful for slow computers, which need a lot of time to redraw a chart when data has been changed. (This was the default setting of TurboCalc V2.0)

* When Activating: The chart will be redrawn if the corresponding window is activated. This constitutes an expansion of Manually and allows a quick actualization by activating the chart window. (The chart will only be redrawn if you have changed the data in the meanwhile). This could be the default setting for slow computers.

* With Recalculating: If data had been deleted which was relevant for the chart and if then the sheet is recalculated (either automatically after every input or manually by <F1>), the chart will be redrawn. This corresponds to an automatic actualization, in case of the recalculation being defined as "automatic" (in <Options-Sheet>). This is the default setting.

Save: IFF-Picture-Format: Determines the size of the picture to be saved (in the file or the clipboard, with <Chart-Save as IFF> or <Chart-Save to Clipboard>) or when being printed (<Chart-Print>). Thus the format can be adjusted to appropriate requirements.

Width, Height and Depth determine the corresponding dimensions. (Depth indicates the number of bitplanes, number of colors = 2^depth, that means depth 1 = 2 colors, depth 2 = 4 colors, 3=8 colors ...)

1.124   Define as Default

Define as Default

The current chart will be determined as default type. All parameters will be saved (type, pattern, legend, options, ...) and will be used as default when creating new charts. (For all charts of the current sheet.)

If a new chart is to be created with the type "standard", a second parameter window will not appear, but all settings will be made corresponding to the preferences set with this menu item. This allows a quick creation of your default chart.

Note: The default chart parameters will be saved with <Options-Config save as> and can thus be defined as preference for all new sheets.

1.125   Toolbar

Toolbar

To avoid a repeated and time-wasting selection of the pull-down menus, TurboCalc offers a "short-cut" method for the most frequently used functions: The toolbar. It is located at the top margin of each sheet and can be switched on/off with <Options-Display>. The appropriate instruction can be executed by simply clicking on the desired symbol. If the shift-key is pressed during clicking, an alternative command will be executed.

Here is an overview of the symbols and their meaning. After each symbol the corresponding menu item is given, which will be activated when clicking on the respective gadget, as well as - in brackets - the menu item to be executed if the shift-key is pressed at the same time:

Note: If the status line is active, a short message will appear when moving the mouse over a symbol and stopping there for a short time (if the <Shift> key is hold, the message will concern the alternative instructions).

<Project-New>

<Project-Open> (<Project-SmartOpen>)

<Project-Save> (<Project-Save as>)

<Project-Print> (<Project-Preview>)

<Format-Font> (set default character set)

Style: Normal

Style: Bold.

Style: Italic.

Style: Underlined.

Left-Align

Center.

Right-Align.

Colors (Background)

<Edit-Cut>

<Edit-Copy>

<Edit-Paste>

<Data-Generate Series> (with stepwidth 1)

<Data-Sort> (<Data-Sort DataBase>)

<Data-Create Chart> (<Data-Create Object>)

<Command-Paste Function>

<Command-Paste Macro>

<Macro-Run>

<Help-General>

Cell Status: (The field appears left at the top and the current cell will always be shown there). Clicking on it corresponds to <Command-Goto>.

Note: For color selection, the first 8 or the first 16 colors can be set accordingly via the Toolbar. If a screen with more than 16 colors is opened, only the first 16 colors will displayed for selection, the remaining colors can still be selected and determined by <Format-Colors>.

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