

INSTRUCTIONS

User instructions for the Lotus-123 Grapher program.

{GOTO}A10~{?}

{GOTO}A50~/XMA2~

GILLETTE AMC INDUSTRIAL ACCOUNTING ----- GRAPHER PROGRAM

Created 3/25/84 ---- Programmer: R. Sanguedolce

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This program will allow you to output raw data into a Lotus 123 graph.

Operation -

To simplify program operation, the user has been provided with a special command menu. This menu can be accessed from this instruction page by pressing the return key.

If at any time in using this program, you are unable to get your bearings or return to the main GRAPHER menu, Don't worry: Pressing the CTRL & SCROLL LOCK/BREAK keys together will bring you to Lotus-123 Ready mode. Now to get to the GRAPHER menu again, just press the ALT and "M" keys.

>>>>>>> [PgDn] FOR MORE INSTRUCTIONS --- [Return] FOR MENU <<<<<<<<

Graph Previewing -

With the GRAPHER program you are able to preview, at any time, the graph you are creating at any time.

Just use the VIEW-GRAPH command in the main GRAPHER menu. The screen will be replaced by a color representation of the current graph you have created. Don't worry about whether the printer knows that the graph must be printed in black & white. GRAPHER takes care of those details. Pressing any key after pressing the GRAPH key will return you to the main GRAPHER menu.

Data Entry -

You will only be typing on the actual GRAPHER worksheet when you enter your data-range values. At any other time, typing on the worksheet itself will result in a protected cell error.

>>>>>>> [PgUp] FOR MORE INSTRUCTIONS --- [Return] FOR MENU <<<<<<<<

GRAPHER PROGRAM MAIN MENU

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Use arrow keys to move cursor to desired operation.
Use [Return] key to make operation selection.

Programmed by :

Robert Sanguedolce

May 15, 1984

Users of this software may modify it to suit their own needs, HOWEVER
by use of this software the user agrees not to distribute it in a
modified form or to delete or modify this programmer's notice.

GRAPHER PROGRAM --- Please Wait

{GOTO}A50~/GOCQQ/XMA2~
VIEW-GRAPH

View current status of graph construction.

{GRAPH}

{GOTO}A50~/XMA2~

DATA

Allows entry of graph data values.

{GOTO}M1~{RIGHT}{RIGHT}{RIGHT}{RIGHT}{RIGHT}/XQ

{CALC}{GOTO}R34~/GRXABCDEFQX.{RIGHT}{RIGHT}{RIGHT}{RIGHT}{RIGHT}~Q
/XICOLSIX~/GA{UP}{UP}{UP}{UP}{UP}{UP}{UP}.{RIGHT}{RIGHT}{RIGHT}{RIGHT}{RIGHT}~Q/XGC15~
/XICOLFIVE~/GA{UP}{UP}{UP}{UP}{UP}{UP}.{RIGHT}{RIGHT}{RIGHT}{RIGHT}~Q/XGC15~
/XICOLFOUR~/GA{UP}{UP}{UP}{UP}{UP}{UP}.{RIGHT}{RIGHT}{RIGHT}~Q/XGC15~
/XICOLTHR~/GA{UP}{UP}{UP}{UP}{UP}{UP}.{RIGHT}{RIGHT}~Q/XGC15~
/XICOLTWO~/GA{UP}{UP}{UP}{UP}{UP}{UP}.{RIGHT}~Q/XGC15~

/XIT54~/XGC17~
/XGC25~
/XICOLSIX~/GB{UP}{UP}{UP}{UP}{UP}.{RIGHT}{RIGHT}{RIGHT}{RIGHT}{RIGHT}~Q/XGC25~
/XICOLFIVE~/GB{UP}{UP}{UP}{UP}{UP}.{RIGHT}{RIGHT}{RIGHT}{RIGHT}~Q/XGC25~
/XICOLFOUR~/GB{UP}{UP}{UP}{UP}{UP}.{RIGHT}{RIGHT}{RIGHT}~Q/XGC25~
/XICOLTHR~/GB{UP}{UP}{UP}{UP}{UP}.{RIGHT}{RIGHT}~Q/XGC25~
/XICOLTWO~/GB{UP}{UP}{UP}{UP}{UP}.{RIGHT}~Q/XGC25~

/XIU54~/XGC27~
/XGC35~
/XICOLSIX~/GC{UP}{UP}{UP}{UP}{UP}.{RIGHT}{RIGHT}{RIGHT}{RIGHT}{RIGHT}~Q/XGC35~
/XICOLFIVE~/GC{UP}{UP}{UP}{UP}{UP}.{RIGHT}{RIGHT}{RIGHT}{RIGHT}~Q/XGC35~
/XICOLFOUR~/GC{UP}{UP}{UP}{UP}{UP}.{RIGHT}{RIGHT}{RIGHT}~Q/XGC35~
/XICOLTHR~/GC{UP}{UP}{UP}{UP}{UP}.{RIGHT}{RIGHT}~Q/XGC35~
/XICOLTWO~/GC{UP}{UP}{UP}{UP}{UP}.{RIGHT}~Q/XGC35~

/XIV54~/XGC37~
/XGC45~
/XICOLSIX~/GD{UP}{UP}{UP}{UP}.{RIGHT}{RIGHT}{RIGHT}{RIGHT}{RIGHT}~Q/XGC45~
/XICOLFIVE~/GD{UP}{UP}{UP}{UP}.{RIGHT}{RIGHT}{RIGHT}{RIGHT}~Q/XGC45~
/XICOLFOUR~/GD{UP}{UP}{UP}{UP}.{RIGHT}{RIGHT}{RIGHT}~Q/XGC45~
/XICOLTHR~/GD{UP}{UP}{UP}{UP}.{RIGHT}{RIGHT}~Q/XGC45~
/XICOLTWO~/GD{UP}{UP}{UP}{UP}.{RIGHT}~Q/XGC45~

/XIW54~/XGC47~
/XGC55~
/XICOLSIX~/GE{UP}{UP}{UP}.{RIGHT}{RIGHT}{RIGHT}{RIGHT}{RIGHT}~Q/XGC55~
/XICOLFIVE~/GE{UP}{UP}{UP}.{RIGHT}{RIGHT}{RIGHT}{RIGHT}~Q/XGC55~
/XICOLFOUR~/GE{UP}{UP}{UP}.{RIGHT}{RIGHT}{RIGHT}~Q/XGC55~

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/XICOLTHR~/GE{UP}{UP}{UP}.{RIGHT}{RIGHT}~Q/XGC55~
/XICOLTWO~/GE{UP}{UP}{UP}.{RIGHT}~Q/XGC55~

/XIX54~/XGC57~
/XGC62~
/XICOLSIX~/GF{UP}{UP}.{RIGHT}{RIGHT}{RIGHT}{RIGHT}{RIGHT}~Q{GOTO}A50~/XMA2~
/XICOLFIVE~/GF{UP}{UP}.{RIGHT}{RIGHT}{RIGHT}{RIGHT}~Q{GOTO}A50~/XMA2~
/XICOLFOUR~/GF{UP}{UP}.{RIGHT}{RIGHT}{RIGHT}~Q{GOTO}A50~/XMA2~
/XICOLTHR~/GF{UP}{UP}.{RIGHT}{RIGHT}~Q{GOTO}A50~/XMA2~
/XICOLTWO~/GF{UP}{UP}.{RIGHT}~Q{GOTO}A50~/XMA2~
{CALC}{GOTO}A50~/XMA2~

OPTIONS

Allows you to enter graph titles, format, type, etc.

{PGDN}{GOTO}D5~/XMY1~

OPTIONS INSTRUCTIONS -

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The Options command allows you to enter data range labels and graph titles for your graph.

Data range labels must be kept to a minimum length (no more than four characters) to allow all the labels to fit correctly on the printed graph.

Graph titles can be up to about forty (40) characters long. Remember that titles will be printed EXACTLY as entered including upper and lower case lettering.

Graph Type MUST be selected using ONLY the cursor and enter keys. Entry of the type with its initial letter will crash the program.

Further instructions on the Graph Options command will be given when you make your select whether to enter Data Ranges or Titles.

GRAPH-TITLES INSTRUCTIONS -

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FIRST TITLE LINE

Second Title Line

#

#

Y-Axis Label #

#

#####

X-Axis Title

Data Range Labels

Enter each title line as prompted at the top of the screen. If you do not wish there to be a title at some location, just press the return key when prompted for that title.

DATA-RANGE LABEL INSTRUCTIONS -

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Sheet1

For every data range that you have entered using the Data command

(Before entering data labels you must first enter the numeric data using the Data command.)

you will be prompted at the top of the screen for a short text description of that data. This description should be no more than four or five characters.

Ex. Enter Legend for A Range: BDGT (BGDT instead of BUDGET)

If you wish a data range to not have a legend, just press the enter key when prompted for that input.

GRAPH TYPE INSTRUCTIONS -

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In the command line above is prompting you to enter the type of graph you would like to have. Move the cursor with the arrow keys to your the graphing method you desire and press the [Return] key.

DO NOT select the graph type using its initial. Entry of the initial will crash the GRAPHER program.

Please Note :

Negative data value can NOT be graphed in a pie or stacked bar chart. A pie chart, being one dimensional, can only graph data in the A Data-Range.

SAVE

Saves a completed graph description to disk for later printing.
{goto}E5~/GOBQS

SAVE INSTRUCTIONS -

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Having entered all the required data for the graph, you must save this information in a graph file so that it can be output to the printer later using the PrintGraph system.

At the top of this screen, you see the names of currently saved graph files. Lotus-123 is prompting you to enter the file name of the graph data you are want to save. If one of the named graphs is yours, you may replace the old saved graph with this new version by moving the cursor over that graph name and pressing the return key. If there are no graphs listed that you can overwrite, you must enter your own graph name.

When you have entered the graph name by either method, press the ESCAPE (ESC) key TWICE and then the ALT and "M" keys to return to the GRAPHER program menu.

Sheet1

GRAPH-RESET

Resets all graph options so next graph can be entered and saved.

{goto}I5~/XMI2~

EXIT

Leaves Grapher program (Lotus Printgraph could now be used to print graphs).
{GOTO}G5~/{left}

EXIT INSTRUCTIONS -

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You have elected to exit from the GRAPHER program.

To print a graph(s) you constructed and saved within the GRAPHER you must exit from Lotus-123 and enter the Lotus PrintGraph system through the Lotus Access System.

If you exited GRAPHER inadvertently, you may re-enter GRAPHER by pressing the ESCAPE and then the ALT & "M" keys. The GRAPHER menu will be at the top of the screen again. You may then continue working within GRAPHER at the point before you exited.

CANCEL GRAPH-RESET

Do NOT reset graph data, return to main GRAPHER menu.

{GOTO}A50~/XMA2~

GRAPH-RESET INSTRUCTIONS -

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GRAPH-RESET allows the user to cancel the graph settings that have been input.

Normally, GRAPH-RESET would only be used under two conditions:

- 1) The user has completed the graph he has been constructing AND has saved the graph data for later printing. GRAPH-RESET would clear the current graph set-up, allowing the user to prepare another graph.
- 2) The user wishes to discontinue the graph he has been entering and start again with a "clean slate".

Sheet1

PERFORM GRAPH-RESET

Reset all input graph data, then return to main GRAPHER menu.

/GRGQ/RER27.W32~/RER34.W34~{GOTO}A50~/XMA2~

DATA INSTRUCTIONS -

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To enter data points into a Lotus graph it is necessary to describe them in terms of Data Ranges. A Data Range is a group of like data that will appear in a graph. For example:

| | |
|-------|-------|
| # * & | =& |
| # *-& | *=& |
| # *-& | *=& |
| # *-& | *=& |
| ##### | ##### |
| 1983 | 1984 |

*-BDGT =-ACT &-SPRG

+++++<<< [PgDn] for more Instructions & Data Entry -- ALT & "M" for Menu >>>+++++

In columns R through W construct your own data table using the above example as a guide. You may have up to six data ranges (rows) and up to six values in each data range (columns). Remember to enter the entire number; not an abbreviation. (ex. 1200000 not 1200)

- A Data Range -
- B Data Range -
- C Data Range -
- D Data Range -
- E Data Range -
- F Data Range -

Data Labels -

+++++<<< [PgUp] for more Instructions -- ALT & "M" for Menu >>>+++++
When you have entered all Data Range value and labels that you want to appear in the graph : Press the ALT & "D" keys.

<<< [PgUp] for more Instructions -- ALT & "M" for Menu >>>

In this example, the budget, actual, and
spring data are each one data range.
The data table these numbers were drawn
from might be:

#####

| | | | |
|------------------|-------|------|------|
| (BDGT - A range) | 2000 | 1500 | 1000 |
| (ACT - B range) | 1500 | 2000 | 2000 |
| (SPRG - C range) | 2000 | 2000 | 1500 |
| | ----- | | |
| | 1983 | 1984 | 1985 |

+++++ + ++++++ ++++++ ++++++ ++++++

+++++ + ++++++ ++++++ ++++++ ++++++

Sheet1

RANGE NAMES
FOR COLUMNS

| COLTWO | COLTHR | COLFOUR |
|--------|--------|---------|
| 0 | 0 | 0 |

RANGE NAMES
FOR DATA RANGES

| ARANGE | BRANGE | CRANGE |
|--------|--------|--------|
| 0 | 0 | 0 |

Sheet1

DATA-RANGE LEGENDS

Allows inclusion of legends at the bottom of graph for data ranges.

{GOTO}D47~
/XIARANGE~/GOLA{?}~QQ
/XIBRANGE~/GOLB{?}~QQ
/XICRANGE~/GOLC{?}~QQ
/XIDRANGE~/GOLD{?}~QQ
/XIERANGE~/GOLE{?}~QQ
/XIFRANGE~/GOLF{?}~QQ
{GOTO}D5~/XMY1~

+++++++ ++++++

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COLFIVE COLSIX
0 0

DRANGE ERANGE FRANGE
0 0 0

Sheet1

GRAPH-TITLES

Allows input of two title lines at top of graph, and X and Y axis titles.

{GOTO}D26~
/GOTF{?}~QQ
/GOTS{?}~QQ
/GOTX{?}~QQ
/GOTY{?}~QQ
{GOTO}D5~/XMY1~

Sheet1

GRAPH-TYPE

Allows graph design to be selected (Bar, Pie, Stacked Bar, Line).

{GOTO}D69~

/GT{?}~Q

{GOTO}D5~/XMY1~

Sheet1

Return to Main GRAPHER Menu

Control is returned to the main menu of the GRAPHER program.

{GOTO}A50~/XMA2~

SPREADSHEET AUTOEXECUTE MACRO
Performed automatically upon entry into spreadsheet.
{goto}a70~/RER27.W32~/RER34.W34~
/GRGOCQQ
{GOTO}A50~/XMA2~