EASY

WORKING

PLANNER™

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Part 1: GETTING STARTED

1.A: Introduction

Welcome to Easy Working Planner! Using a spreadsheet couldn't be easier, even for the first time user! Read through Part 1, "GETTING STARTED," even if you're familiar with computers and spreadsheet programs.

This program runs on three types of computers - the IBM PC and compatibles, the Apple II series, and the Commodore-64. Instructions for all three are very similar; so the documentation for all three is combined. When machine specific instructions are required, it is noted clearly.

Generally, instructions you should follow and keys you should press to carry out commands appear in **boldface print**. On the Apple II Series and the Commodore-64 computers, there is an "L-shaped" key on the right side of the keyboard called the RETURN key. Pressed after typing most commands; it "enters" the command. This key is called the ENTER key on the IBM PC and on some compatible machines. Throughout this documentation, it is referred to as the **RETURN** key, and it appears in boldface type whenever you should press it to enter a command. Function Keys are written as **F1**, **F2**, **F3**, and so on.

Finally, there are some additional keyboard keys that are different on the three machines, and even some which are unique to one machine. The following chart shows the keys which are different on each machine. The chart is followed by a brief explanation of the keys by machine.

<u>KEY</u>	<u>IBM</u>	<u>APPLE</u>	<u>COMMODORE</u>
Escape	Escape	Escape	STOP
RETURN	Enter	RETURN	RETURN
Page Down	PgDn	<A>5	F5
Page Up	PgUp	<A>6	F6
F1, F2, F3, etc.	F1, F2, F3, ...	<A>1, <A>2, <A>3, ...	F1, F2, F3, ...
Control	Ctrl	<A> or [A]	Ctrl

• **IBM PC and Compatibles**
Remember that each time you see "press **RETURN**" in the instructions, press the **Enter** key instead.
• **Apple II Series**
There are two "Apple" keys; one to the left and one to the right of the Space Bar. The one to the left is the "Open Apple" key and is written as **<A>**. The one to the right is the "Closed Apple" key and is written as **[A]**. There is no **PgDn** (Page Down) or **PgUp** (Page Up) keys on the Apple. Use **<A>5** and **<A>6** respectively. There are no Function Keys on the Apple computers. Use the "Open Apple" key followed by the

Function Key number when instructions ask for a Function Key. Example: **F3** is **<A>3** on the Apple computers.

• Commodore

There is a "Commodore" key (or **CMDR** key) on the Commodore-64 located at the lower left corner of the keyboard, and has a "C" on it. There is no "Escape" key on the Commodore; whenever the documentation asks you to press **Escape**, press the **STOP** key instead. There are also no **PgDn** (Page Down) or **PgUp** (Page Up) keys on the Commodore-64. Use **F5** and **F6** respectively. Finally, the Commodore is often referred to as the "C-64" in this documentation.

1.B: Backing Up the Program

Make an additional copy or "back up" of the program disk so that you have two in case anything should ever happen to the original. Instructions for making back ups should be in the manual which accompanies your computer.

Also format some blank disks to use as "data disks," or disks on which you will store your files. Again, instructions for formatting disks can be found in your computer's documentation, and in fact, you can format disks from within the program. (See Part 4, section 4.E.) If you have a single disk drive system, it is possible to store some data files directly on the program disk, but be careful because spreadsheet files can get very large. If you have two disk drives, it is recommended that you work with the program in Drive A (or Drive 1), and a formatted data disk in Drive B (or Drive 2). If you have a hard disk, it is best to copy the EW Planner program into its own directory, and then work within that directory. Instructions for doing this follow.

1.C: Loading the Program

The following are instructions for loading Easy Working Planner on the IBM PC and compatibles, the Apple II series, and the Commodore-64. For the IBM PC and compatibles, instructions for both floppy disk and hard disk systems are included.

1.C.1: Loading on an IBM PC or Compatible

If you are using a floppy disk system, follow these steps. They include instructions for making a "self-booting" version of the program. After creating a self-booting program disk, you will be able to both start up your computer and load EW Planner from the same disk. You will not have to use the "INSTALL FLOPPY" portion of these instructions each time you use the program - you *would* need to use "INSTALL FLOPPY" to create another self-booting program disk.

Start up the computer using your DOS disk (version 2.0 or higher). When **A >** appears on the screen, remove the DOS disk, and insert the Easy Working Planner program disk in Drive A. Then insert the DOS disk in Drive B. If using a single drive system, follow the screen prompts.

Right next to the **A>**, type **INSTALL FLOPPY** and press **ENTER**. This procedure
2   copies DOS onto your program disk to make it self-booting.

To load the program:
Insert the self-booting program disk in Drive A and turn on the computer. EW Planner will load automatically. If the computer is already booted and you want to use the program, with the A> on your screen, insert the program disk in Drive A and type **EP**. Then press **ENTER** and the program will load.

The following are instructions for installing and loading Easy Working Planner on a hard disk system. You only need to follow the INSTALL instructions once to install the program in your hard disk. To load the program once this is completed, boot your computer, change into the EW directory (Easy Working directory), and load the program.

Turn on your computer. When the C> appears on the screen, insert the EW Planner program disk in Drive A. Type **A:INSTALL HARD** and press **ENTER**. This automatically copies the program files into a directory called **/EW**. (Before using the program to store files, be sure to set the path name in the Set-Up Storage Menu to Drive C, and set the directory/path to /EW. (See Part 5, section 5.C for more information.)

To load the program once it is installed on your hard disk:
Turn on your computer. At the C>, type **CD /EW** and press **Enter** to move into the Planner directory. Type **EP** and then press **Enter** to load the program.

1.C.2: Loading on an Apple II Series Computer
Insert the EW Planner program disk in Drive #1 and close drive door. Turn on your computer, monitor and printer. The program loads automatically.

1.C.3: Loading on a Commodore-64
Insert the EW Planner program disk in the disk drive and close the drive door. Turn on the computer, drive, monitor and printer. (On the Commodore 128, hold down Commodore Key and turn on computer.) Then type **LOAD "*",8,1** and press **RETURN**.

1.D: The Main Menu

After you load the program, the Main Menu comes onto the screen. At the top left corner is the name of the program, "Easy Working Planner." In the upper right corner, it says "F2 HELP." This means press the **F2** key to access the Help system. It gives on-screen explanations of the options available. You will not lose your file when you press F2; simply press the **Escape** key (the **STOP** key on the Commodore-64) to leave Help and return to your file.

To move through the options on the Main Menu, use the Arrow Keys (sometimes referred to as the Cursor Keys). Press **Right Arrow** to move the cursor right; use the **Left Arrow** key to move the cursor left. Each Main Menu option has sub-menus. For example, with the cursor on "Print," press **RETURN** (or Enter). This produces the Print sub-menu. Use the **Up** and **Down Arrow** keys to move up and down the sub-menu options, and press **RETURN** to select the option of your choice. You can also select

Main Menu and sub-menu options by typing the first letter of the command desired. (Be sure to enter the first letters in lower case letters unless otherwise specified, like upper case "S" for the Set-Up Menu.) To leave a sub-menu and return to the Main Menu, press **Escape** (or **STOP** on the Commodore-64).

The following list shows the keys most often used when the Main Menu and other sub-menus are on your screen.

FUNCTION	IBM	APPLE	COMMODORE
Moves through Main Menu options	Right/Left Arrow	R/L Arrow	R/L Arrow
Produces sub-menu for highlighted option when available	Down Arrow	Down Arrow	Down Arrow
Selects highlighted option	Enter	RETURN	RETURN
Cancels selection	Escape	Escape	STOP
Accepts an input box	F1	<A>1	F1
Accesses Help system	F2	<A>2	F2

Note that the F1 key "accepts an input box." An input box is when the program gives you a choice of what to do next by asking a question(s) on the screen. If it says to press the F1 key to accept what the screen currently says, make sure the correct selection is highlighted, and then press **F1** to continue. Sometimes input boxes offer a "Y/N" (Yes/No) response. If you want to respond **Yes**, simply type **Y** directly over the N (No), or vice versa.

Each of the Main Menu options is briefly described below. The options are explained in greater detail in Parts 2 - 6 of this documentation.

• **Work**

Select this option to move directly into the current spreadsheet from the Main Menu.

• **Print**

Select Print when you're ready to print an entire or a portion of a spreadsheet file. You can send output to a printer, to an ASCII file, or to a text file listing of each cells' contents.

• **Change**

Select this menu to set formats and column widths. You can turn automatic calculation off and on, and you can issue a recalculate command from this menu.

• **Storage**

Select Storage to create a new spreadsheet file, open an existing one, and to save the current file. Also use the "Directory" option on this menu to display the names of all files stored on the current disk (within the current directory, if using a hard disk). You can erase files, format disks, import and export data, and load and save DIF files using commands in the Storage Menu.

• **Set-Up**

Use Set-Up to set up the software so that it works with your hardware. Use it to specify what kind of printer you have; to change the colors which appear on the screen (optional

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if you have a color monitor), and to specify the drive on which to store files (with correct path and directory instructions if you're using a hard disk system). You can save these specifications so that they will be in effect automatically each time you load the program.

• **Quit**

Select Quit to leave the program and return to the operating system. Be sure to save your spreadsheet before selecting Quit.

Part 2: CREATING AND SAVING A SPREADSHEET FILE

2.A: <u>Opening a Spreadsheet File</u>

When first loading Easy Working Planner, a blank spreadsheet appears on the screen along with the Main Menu. There are four ways to move from this menu into the spreadsheet, three of which are explained below.

2.A.1: The "New Worksheet" Command

Use this command to load a new worksheet. If you do not have a spreadsheet file currently on the screen, you will go directly from the Main Menu into a blank spreadsheet. To use "New Worksheet:"

> With the Main Menu on the screen, move the cursor to "Storage" and press **RETURN** (or **Enter**). Select "New Worksheet" from the Storage Menu and press **RETURN** (or **Enter**).

If you have been working on another spreadsheet, and you want to remove it from the screen to begin a new one, do the following:

> Save the original spreadsheet file by selecting "**Save Worksheet**" from the Storage Menu. (See section 2.E for more information on saving.) Then select "**New Worksheet**." You will be asked if it is all right to remove the old spreadsheet from the screen. Type **Y** (Yes) *as long as you have saved it*; type **N** (No) if you have not saved it. If you answer **Y** (Yes), the old spreadsheet is removed from the screen leaving a blank spreadsheet for new cell entries.

2.A.2: The "Load Worksheet" Command

Use this command to load a *previously saved* worksheet. You must know the file name of the spreadsheet you want to load (and the path and directory if relevant). To use this command:

> Select "Load Worksheet" from the Storage Menu and press **RETURN** (or **Enter**). Type in the file name and correct extension of the spreadsheet to be loaded. Press **F1** (**<A>1** on the Apple) when both the file name and extension are correct to load the file.

File extension refers to the three characters which are separated from the file name by a period. When you save a spreadsheet file, it is automatically assigned the file extension .TPL, which helps to identify files. For example, you might see **JAN87.TPL**, **SALES86.TPL, EXPENSES.TPL** which allows you to recognize these file names as being spreadsheet files that were created using this program. If you had some word processing files stored on the same data disk they would have the file extension .LIS.

2.A.3: The "Work" Command
Use this command to move from the Main Menu into the current spreadsheet, i.e. the spreadsheet file that is currently on the screen. "Work" is easiest to use when moving back and forth between the Main Menu and spreadsheet. Select the "Work" command either by typing **w** in the Main Menu, or by moving the cursor to the option and pressing **RETURN**. Press **Escape** (or **STOP** on the C-64) to bring back the Main Menu.

2.B: Moving the Cursor in a Spreadsheet
Once you know how to move from the Main Menu into a spreadsheet, you should learn how to move the cursor. The following chart shows how to do this:

To Move:	IBM	APPLE	COMMODORE
Up one cell	Up Arrow	Up Arrow	Up Arrow
Down one cell	Down Arrow	Down Arrow	Down Arrow
Right one cell	Right Arrow	Right Arrow	Right Arrow
Left one cell	Left Arrow	Left Arrow	Left Arrow
Up one screen	PgUp	<A>6	F6
Down one screen	PgDn	<A>5	A5
Right one-half screen	F7	<A>7	F7
Left one-half screen	F8	<A>8	F8
Top left cell *on screen*	Home	<A>	Home
Cell A1	Ctrl Home	[A]	Shift Home
First cell in next row	Enter	RETURN	RETURN
Jump to specified cell address	F9 *address*	<A>9 *address*	Ctrl Up Arrow *address*

When you see two-key combinations in the previous chart (like **Ctrl Home**, or **Shift Home**), press the first key and continue to hold it down while simultaneously pressing the second key. Also, note the references to the words *cell* and *address*. The spreadsheet is divided into rows and columns. The row numbers are listed vertically at the left of the screen; and the column letters are listed horizontally across the top of the screen. A "cell address" is the location where a row number and a column letter intersect. When in a spreadsheet, you enter information into cells. Then whenever referring to the location of that information, you refer to its cell address.

The top left-most cell in the spreadsheet is cell **a1**. When you first enter the spreadsheet, the cursor is located in this cell. You can always tell where the cursor is by

checking the left corner of the box at the top of your screen. When working in a spreadsheet file, the current cursor location is always displayed here. (The other items listed in the box at the top of the screen will be explained further along in the manual.) *Memory Free* tells you how much memory (in bytes) you have on the current disk. (See Part 5, section 5.C for instructions on changing the logged disk drive.)

2.C: Entering Data

EW Planner interprets three different kinds of data; TEXT, VALUES, and FORMULAS. The chart below shows how each one is entered and quantified:

Type of

Cell Entry	Format	Meaning
Text	"text"	Any letters from **a - z** (or **A - Z**) are considered to be text. Text is always left justified in a cell unless the cell is formatted differently. (See Part 3, section 3.D for more information on formatting.) If a text entry *begins* with a character other than **A - Z**, precede the entry with a quotation mark ("). (Example: **"2 Months' Sales Figures**)
Value	=1234.00	Any integer, i.e. **-3, -2, -1, 0** (zero), **1,2,3**, etc., is considered a value. When entering a negative value, precede the entry with a negative sign (-). Values are always right justified within a cell unless the cell is formatted differently.
Formula	=(a5-b14)x2	When entering a formula, enter = (equal sign) to indicate a formula is being entered. A formula is a "sentence" telling the program to perform a specific mathematical operation. The results are displayed in the cell where the formula is entered. Since formulas and their results are interpreted as Values, they too are right justified unless a cell(s) is formatted differently.

2.C.1: Entering Text

Text is useful in a spreadsheet for assigning a name at the top of it, and for labeling cells. You might have a spreadsheet that looks this:

MONTHLY EXPENSES

MONTH	Gas	Phone	Electric	Groceries	Daycare	Cleaning
January	231.00	56.00	52.00	479.00	475.00	150.00
February	224.00	71.00	58.00	519.00	475.00	150.00
March	209.00	56.00	53.00	443.00	475.00	150.00
April	179.00	96.00	49.00	439.00	475.00	150.00
May	154.00	65.00	39.00	495.00	475.00	150.00
June	144.00	54.00	38.00	489.00	475.00	150.00

The headings for the columns and months listed at the left are *text* entries. The figures are *value* entries. If you enter text in a cell that is too long to fit in a single cell, it will spill out to the right into the next cell. Try not to exceed 150 characters of text if you're using an 80-column screen, or 70 characters if you're using a 40-column screen. Press **RETURN** (or **Enter**) to enter your text in the cell once it has been typed.

2.C.2:   Entering Values
When entering values, simply type in the desired number.   With an IBM PC (or compatible), use either the numeric keypad at the right, or the numbers at the top of the keyboard to enter numbers. If you *do* use the numeric keypad, remember to deactivate the **Num Lock** key in order for the Arrow Keys to move the cursor. For IBM users, it is recommended (but not required) to use the numbers at the top of the keyboard with the Num Lock key deactivated.   When entering a negative value, simply precede the number with a negative sign (-). Press **RETURN** (or **Enter**) to enter the value into the designated cell once it has been typed.

2.D: <u>Entering Formulas</u>
A formula is a mathematical sentence which instructs the computer to perform a calculation based on numerical data in a spreadsheet. A formula is entered in the cell in which you want the formula's result to display. You can reference other cell addresses in formulas; for example: =a6 + b12 . This formula says 'take the value in cell a6 and add to it the value in cell b12 and place the result in the cell where this formula is located.'

Note that the formulas begin with an = (equals sign). *Always* begin a formula with = so EW Planner knows a formula will be entered in this cell. Press **RETURN** (or **Enter**) to enter the formula into the designated cell.

2.D.1:   Mathematical Operators
The following mathematical operators can be used when writing formulas:

Operator	Effect in Easy Working Planner
-	**Negative** - means take the negative value of a number. The formula =C6--8 reads "the value in cell c6 minus negative eight."
∧	**Exponentiation** - means that a value is raised to a specified power. =E8∧5 reads "the value in cell E8 raised to the fifth power."
*	**Multiplication** The * (asterisk) signifies multiplication in a formula. =E8*Y4 reads "multiply the value of cell E8 times the value of cell Y4.
/	**Division** The / (slash) indicates division in a formula. =T5/32 reads "take the value of cell T5 and divide it by 32."
+	**Addition** The + (plus sign) indicates addition in a formula. =C5+D3 means the value of cell C5 is to be added to the value of cell D3.
-	**Subtraction** The - (minus) sign indicates subtraction in a formula. =D4-R3 reads "the value of cell R3 is to be subtracted from the value of cell D4."

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When you enter a formula it is displayed at the top of the screen. Press **RETURN** (or **Enter**), and the answer displays in the cell *in the worksheet*, but the formula text remains at the top of the screen. This is so you can always move the cursor to a cell to see its formula text. (You can edit the formula text if necessary. See Part 3, section 3.A.)

EW Planner calculates formulas from left to right, following the standard order of operations. The order is:

-	Negative
^	Exponentiation
*	Multiplication
/	Division
+	Addition
-	Subtraction

The only exception to this order is when parentheses ( ) are placed around an operation. Whatever operation is enclosed in parentheses is carried out first.

2.D.2:   Relative and Absolute Cell Addresses

When you enter a formula into a cell, EW Planner stores it in memory and displays the formula's value on the spreadsheet. The cell references in that formula are stored as addresses that are *relative* to the position of the formula cell. The program considers all cell addresses in formulas to be relative unless indicated otherwise. Consider the following example:

	a	b	c	d
1	32	84	85	
2	44	42	22	
3	21	99	62	
4				
5	97			

The formula in cell a5 reads: =a1+a2+a3 which refers to the positions of cells a1, a2, and a3 *relative* to the position of cell a5. Therefore, this formula could be copied to cell b5, and it would perform the same operation on the cells relative to the position of the new formula cell. In other words, if the formula in cell a5 was copied to cell b5, it would now read =b1+b2+b3. Relative cell positions are very helpful when copying formulas to other locations in the spreadsheet.

However, there are times when you do *not* want cell references in a formula considered relative to the position of the formula cell. Instead, you want the formula *always to refer to the exact same cell or cells*. This is called an *absolute* cell address. Absolute cell addresses always refer to the same cell location(s) even when they are copied to another location in the spreadsheet. To indicate an absolute cell address, type a $ (dollar sign) before the column letter, and another $ before the row number. Example: a6 When you want only the column *or* only the row to be absolute in a cell address. This is written as: $a1 or a$1 .

2.D.3:   Functions

EW Planner has some formulas "built in" to the program, called *functions*. They can be entered into a cell alone to return a result; or entered as part of a formula. Remember to begin each function with an = (equal sign) to indicate that a 'value' is being entered. Below are functions which work in this program:

Function	Meaning
loc1:loc2	Indicates coordinate range. Example: a5:f24 This means 'include all cells from a5 to f24. (Another example: =SUM(a5:f24). This reads 'take the sum of cells a5 to f24, and place the result in this cell.' "SUM" is a function.
int(exp)	Returns the integer value of the expression.
abs(exp)	Returns the absolute value of the expression.
pct(exp)	Returns the percent value of the expression.
sgn(exp)	Returns the value **1** if the expression is positive, **0** if the expression is zero, and **-1** if the expression is negative.
sum(loc1:loc2)	Adds the values in location 1 through location 2
avg(loc1:loc2)	Returns the average of location 1 through location 2
min(loc1:loc2)	Compares locations 1-2 and returns the minimum value.
max(loc1:loc2)	Compares locations 1-2 and returns the maximum value.
cnt (loc1:loc2)	Returns (counts) the *number of entries* in the coordinate range of location 1 through location 2.

2.E: Saving a Spreadsheet File

It is important to *save* your files about every ten or fifteen minutes so you will be protected in case the electricity goes off, or your machine gets unplugged, etc.

To save the current spreadsheet file:

Press **Escape** (**STOP** on the C-64) to return to the Main Menu. Move the cursor to "Storage" and press **RETURN** (or **Enter**). Move the cursor to "Save Worksheet" and press **RETURN** (or **Enter**). A screen appears asking you to enter a file name (and path if relevant).

If this is the first time you've saved this file, enter a file name (8 characters maximum). It will automatically be given the file extension .TPL (all spreadsheet files created with this program will have this extension). When the file name is complete, press **F1** (or **<A>1** on the Apple) to accept it. Move the cursor to "Work" on the Main Menu. Then press **RETURN** (or **Enter**) to return to the spreadsheet.

To load a new worksheet, select "New Worksheet" from the Storage Menu; or to load another worksheet that's already been stored on disk, select "Load Worksheet" (or "Directory") from the Storage Menu.

2.F: How to Exit the Program

If you want to leave the program at any time, do the following:

Save the file you're working on (if you haven't already). Then, select "Quit" from the Main Menu. A message asks whether or not you really want to quit and leave the program to return to the operating system. Type **Y**(Yes) to leave the program, or **N**(No) to go to the Main Menu.

Part 3: EDITING A SPREADSHEET

EW Planner includes several key combinations allowing you to make both simple and detailed changes to your spreadsheet. These can help make your spreadsheet more attractive while saving you a great deal of data entry time.

3.A: Editing a Single Cell

Once you have entered data into a cell, you can go back to it and edit that cell's contents. To do this:

Move the cursor to the cell whose contents are to be edited, and press Ctrl E (<A>3 on the Apple.) Use the **Right** and **Left Arrow** keys to move the cursor where you want to make changes. Use the **Delete** key to delete characters (and the **Back Space** key if you have one).

NOTE: When editing a formula, remember the calculate switch must be on for the new result to display (see section 3.D.4 for more information).

3.B: Marking Blocks

A "block" is an area of your spreadsheet consisting of two or more cells which you specify by marking them. After you "mark" such an area of your spreadsheet, you can cut or copy it to a file, or temporary storage area. You can optionally paste the block back in the spreadsheet in another location, or even into another file. Once you mark a block, you can also blank all the cells in it as a short cut for erasing large amounts of data. Finally, you can reformat the entries in large blocks of cells. Each of these procedures is described in the next section.

Before performing any of these operations, you must first mark the block to indicate will be affected. To mark a block in a spreadsheet:

Move the cursor to the top left corner (the first cell) of the block to be marked and press **F3** (<A>3 on the Apple). Then move the cursor to the bottom right corner of the block (the last cell in the block) and press **F4** (<A>4 on the Apple). This produces the F-4 Menu.

If you decide *not* to operate on a marked block, press **Ctrl F3** (or [A]3 on the Apple) to unmark it.

The following chart shows the keys that are used when working with blocks.

FUNCTION	IBM	APPLE	COMMODORE
Mark block	F3	<A>3	F3
Produce the F-4 Menu	F4	<A>4	F4
Clear marked block	Ctrl F3	[A]3	Ctrl F3
Cut marked block (or cell)	Alt C	Delete	Ctrl C
Paste cut block (or cell)	Alt P	Ctrl P	Insert
Move cursor cell	Alt M	<A>M	Ctrl M

3.C: The F-4 Menu

Once you mark a block, you can always press **Ctrl F3** (**[A]3** on the Apple) to unmark it if you decide not to operate on the block. However, if you want to continue working with it, use the commands on the F-4 Menu. If you do not mark a block before using the F-4 Menu, the operations selected will be performed on the cursor cell only.

3.C.1: Cut to Memory

Select this command to cut the block out of the current spreadsheet, and store it in a temporary data storage area. Use the "Paste from Memory" command to paste the cut block back into the document at another location. As a shortcut, use the Quick Cut command by marking the block, and then pressing:

IBM	Apple	Commodore
Alt C	Delete	Ctrl C

3.C.2: Cut to File

Select this command to cut the block out of the current spreadsheet and store it in its own file on the disk. When asked to enter a filename for the block being written to its own file, enter a name (8 characters maximum) and path name if relevant. Press **F1** (**<A>1** on the Apple) when the file name is complete. Note the extension of this file will be **.EDT** allowing you to recognize all files which have .EDT extensions as files created by cutting.

3.C.3: Copy to Memory

Use this command to copy the block of cells into a temporary storage area. Then move the cursor to another location and use the "Paste from Memory" command to insert the block. It will then appear in *two* locations in your spreadsheet.

Whenever you cut or copy to memory, the cut or copied block only exists in memory *within the current file*. Once you save the file and open another one, the data stored in the temporary storage area is deleted. You can *store only one block in the temporary storage area* so be sure to paste any previously cut or copied block from memory before cutting or copying another one, as the new block will overwrite the old.

3.C.4: Copy to File

This command copies the block to its own file on the disk. Enter a file name for the block being copied (again, .EDT will be the extension). Press **F1** (<A>1 on the Apple) to proceed with the copy. When complete, the block will be in two places; i.e. its original location in the file, and in its own file.

3.C.5: Paste From Memory

Use this command to paste or insert data into your document which you have cut or copied to memory. The data will be inserted at the cursor location. You can also use the quick paste command using the following keys:

<u>IBM</u>	<u>Apple</u>	<u>Commodore</u>
Alt P	Ctrl P	Insert

3.C.6: Paste From File

Use this command to paste or insert a block which has been written to its own file. Enter the file name of the incoming file and the appropriate file (make sure that the extension is .EDT) and press **F1** (<A>1 on the Apple). The incoming file will be inserted at the cursor location.

3.C.7: Blank Cells

Select this command to erase data in specified cells using only a few keystrokes. It can save a great deal of time; however, be careful not to erase data you might need as *there is no recall once it is gone.* Mark the block of cells you want to blank, and then select "Blank Cells" from the F-4 Menu. Follow the instructions on screen and press **RETURN** to cancel.

3.C.8: Reformat Cells

Use this command to change the "format" of the cells in the marked block. (Cell formats are explained in detail in section 3.D.1 of this chapter.) Once you select a new format, the cells are instantaneously reformatted. If you make a mistake , simply repeat the process and select the correct format.

3.C.9: Insert Row(s)

Use this command to insert a row (or rows) at the cursor location. Move the cursor to the location where you want to insert the row. Select "Insert Row" from the F-4 Menu. A blank row is inserted instantly, and any previously entered data moves down one row. All formulas, with both relative and/or absolute cell references, are rereferenced to the appropriate new cell locations. You can insert more than one row at a time by marking a block to indicate how many rows you want to insert, and then issuing the command.

3.C.10: Insert Column(s)

Use this command to insert a column (or columns) at the cursor location. Move the cursor to the location where you want to insert it. Select "Insert Column" from the F-4 Menu. A blank column is inserted instantly, and any previously entered data moves to the right one column. All formulas, with both relative and absolute cell references, are

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rereferenced to the appropriate new cell locations. You can insert more than one column at a time by marking a block to indicate how many columns you want to insert, and then issuing the command.

3.C.11: Delete Row(s)

Select this option to delete a row from the spreadsheet. Move the cursor to any location in the row to be deleted. Press **F4** (<A>4 on the Apple), and select "Delete Row(s)." If there is no data in the row, it will be deleted instantaneously. If there is data in the row, a warning message appears asking if you really want to erase the data in the designated row. Type **N** (No) or press **RETURN** to cancel, or type **Y** (Yes) to delete the cursor row.

To delete two or more rows at one time, mark the block of rows that you want to delete, and then select this command.

3.C.12: Delete Column(s)

Select this option to delete a column. Move the cursor to any location in the column to be deleted. Press **F4** (<A>4 on the Apple), and select "Delete column(s)." If there is no data in the column, it will be deleted instantaneously. If there is data in the column, a warning message appears asking if you really want to erase the data in the designated column. Type **N** (No) or press **RETURN** to cancel, or type **Y** (Yes) to delete the cursor column.

To delete two or more columns at one time, mark the block of columns that you want to delete, and then select this command.

3.D: The Change Menu

The Change Menu has options that allow you to set the format for numerical entries on your spreadsheet. You can also alter the column width from this menu, and turn on and off EW Planner's automatic calculation.

3.D.1: Set Global Format

Numbers entered into an EW Planner spreadsheet are automatically in the "dollar" format. If you enter the number **55**, it will appear as **$55.00** when you press **RETURN** (or **Enter**) to enter the number into a cell. You can change the format so it is entered as **55, 55.0, 55.00 55.000, 55.0000, 55.00%**, or asterisks. In other words, there are eight different formats to choose from, and they are listed below.

NOTE: When you change the Global Format, it affects all numbers entered after the format change is made. To change any numerical entries that were made before, mark a block which includes all the cells to be reformatted, and select "Reformat Cells" from the F-4 Menu.

Format Name	Example
Dollar Format	$55.00
Percent Format	55.00%

Bar Graph Format	*******
Integer format	55
1 Decimal	55.0
2 Decimals	55.00
3 Decimals	55.000
4 Decimals	55.0000

• **Dollar Format**
All numerical entries have a dollar sign at the beginning of the cell, and commas placed as needed. A period will be placed automatically after the last number followed by two zeros. To indicate a specified number of cents, enter the period in the appropriate location followed by the number of cents.

• **Percent Format**
All numbers entered will be followed by a **.00%**.

• **Bar Graph Format**
Regardless of the numerical entry, the column will fill up with asterisks. If the cell's format is changed back to a numerical format, the original numbers will display.

• **Integer Format**
Numbers entered in the integer format display as integers, i.e. whole numbers, including zero and negative numbers.

• **1, 2, 3, 4 Decimals**
These formats specify that numerical entries should be rounded to 1, 2, 3, or 4 decimal places respectively.

3.D.2: Set Column Widths
This option sets the width for all columns in the spreadsheet, and changes those that contain data. Be careful to allow enough space (in characters) to display the characters that are already in (or that you plan to put in) your cells.

A message asks how wide you want your columns. The default column width is 11. If you are using an 80 column screen (all IBM PCs and compatibles, and some Apples), set column widths from 3 - 77 characters. If you are using a 40 column screen (C-64 users and some Apple users), set column widths from 3 - 37 characters.

3.D.3: Turn Calculation Off/On
EW Planner recalculates your worksheet after every cell entry. When creating a large spreadsheet with lots of formulas, the process of entering information slows down as the program takes more time to recalculate after each entry. To avoid this inconvenience, turn the automatic calculation *off* (and on again) from this menu.

To turn automatic calculation off, select "Turn Calculation Off" from the Change Menu. You can always tell whether it is on or off by checking the top of the screen in a spreadsheet file. The status of automatic calculation is displayed just to the left of the memory display at the top center of the screen. Once you turn it off, you can turn it back on from the Change Menu.

3.D.4: Recalculate

Use the Recalculate option to request an instantaneous recalculation of your spreadsheet. Even with the automatic calculation feature on, it recalculates only after a new cell is entered. It recalculates the spreadsheet on demand.

Part 4: OTHER COMMANDS ON THE STORAGE MENU

This section explains the remaining seven commands on the Storage Menu. They include loading and saving DIF files, importing and exporting data, erasing files, formatting disks, and selecting a file to load from the directory.

4.A: Loading and Saving DIF Files

The letters "DIF" refer to "data interchange format." When a file is referred to as a DIF file, it means it has been created in a format readable by many programs. If you own another program that creates DIF files, you can load that file into EW Planner using the "Load DIF File" command, and then continue to work with the file in this program. You can also save an EW Planner file as a DIF file and use it with another program that reads DIF files.

DIF files have the letters .DIF as their file extension. A file will not load as a DIF file unless it has this extension.

To load a DIF file:

> Select "Load DIF File" from the Storage Menu. A prompt asks for the name of the DIF file to be loaded, and the path name if relevant. (Again, make sure that the file you are loading has .DIF as its file extension, and that it's located in the current disk drive.) Press **F1** (or **<A>1** on the Apple) to start the loading process.

To save an EW Planner file as a DIF file:

> Select "Save DIF File" from the Storage Menu. A prompt asks for the name of the EW Planner file to be saved as a DIF file. Type in the file name; note the extension is .DIF. Press **F1** (**<A>1** on the Apple) to start the save procedure. (When the .DIF file is created, the original EW Planner version of the same file will also be preserved.)

4.B: The Directory Command

This command displays a listing of all files stored on the current disk. Move the cursor through this list, and select a file to load by placing the cursor on it and pressing **RETURN** (or **Enter**). To look at the list of files stored on the current disk (and to optionally load a file from that list), do the following:

> Select the "Directory" command from the Storage Menu. This produces a list of all files on the current disk. If this is the same disk your program is stored on,

the program files will be included in the list. Do not try to load one of the program files.

Use the Up and **Down Arrow** Keys to move the cursor through the list. If many files are stored on this disk, not all of them will appear on the screen at one time. Use the **PgUp** and **PgDn** keys (**F6** and **F5** respectively on the C-64; and **<A>6** and **<A>5** on the Apple) to scroll through long lists of file names.

To load one of the file names in the list:
Move the cursor to the file name to be loaded and press **RETURN** (or **Enter**).

4.C: Importing and Exporting Data

Use the Import Data command to bring in data from a sequential file (such as EW Writer) to a spreadsheet. The incoming file must have the file extension .IED; make sure it does before attempting to import it. To begin the import procedure:
Select "Import Data" from the Storage Menu. Type in the name of the file to be imported (with path name if relevant) and press **F1** (or **<A>1** on the Apple).

Use the Export Data command to create a sequential file (with a .IED extension) from an EW Planner spreadsheet file. Then this file can be loaded into EW Planner, or EW Writer (or another program that accepts sequential files.) To export an EWPlanner file which has a .TPL extension to a sequential file with a .IED extension, do the following:
Select "Export Data" from the Storage Menu. Type in the name of the Planner file that is to be exported (with path name if necessary). Note its extension name when exported will automatically be .IED. Press **F1** (or **<A>1** on the Apple) to begin the exporting process.

4.D: Erasing Files

Select this command to erase a file without leaving the program. Give the name of the file being erased and the correct extension. *Once gone, an erased file cannot be retrieved!* Be careful when erasing files! Press **F1** (or **<A>1** on the Apple) to begin the erasing procedure.

4.E: Formatting Disks

Use this command to format disks to use for data storage. Enter the drive name (Drive A, or B, or 1, 2, etc.) where the disk is to be formatted. Press the **Space Bar** to change the disk drive address to be formatted. You can also press **F3** to display a small list of available disk drives which can be formatted. If you decide not to format a disk, press **Escape** (**STOP** on the C-64) to return to the Main Menu.

Be sure that you insert a *blank disk* to be formatted (or a disk that you want to erase and reuse), as formatting a disk erases all previously stored data. **Do not format your program disk, or your hard disk!**

Part 5: THE SET-UP MENU

Use this option to set up the program so it works with your equipment. There are four options on this menu which have the following functions:

OPTION	FUNCTION
Set-Up Printer	Configures the software so it works with your printer
Set-Up Screen	Allows change in colors on your monitor (optional)
Set-Up Storage	Specifies on which disk drive you wish to store data
Save Set-Up	Saves all Set-Up data until you change it again

5.A: Set-Up Printer

Select this option to enter the information the program requires to work with your printer (refer to your printer manual if necessary). Try printing a document to see if the default settings work with your printer before changing the initial Printer Set-Up screen.

If after this trial, you are unable to print, go into the Set-Up Printer Menu and make the recommended changes. Note that printer set-ups for the IBM PC and compatibles, the Apple II series, and the C-64 are all just a little different. Instructions for changing the default set ups for each of the three machines follow.

5.A.1: IBM PC (and Compatible) Users
• **Device Name**
This refers to the printer device name. To display the list of possible choices, press **F3**. Press **Escape** to leave the list. To change the current Device Name, press the **Space Bar** until your choice appears. Press **F1** to accept your choice. The device is usually **LPT1** for the IBM PC and compatibles.
• **Linefeed**
Some printers require a "linefeed" command to be sent after each line has finished printing. Most do not, therefore the default for this is N (No) which means that no linefeed command will be sent after each line - it is automatically built into the printer. If your printer *does* require that a separate linefeed command be sent, type **Y** (Yes) next to Linefeed.
• **Printer Control Codes**
To print using different fonts like expanded and condensed print, you need to enter the appropriate printer control codes. Again, refer to your printer manual for these codes. Then enter the "On" and "Off" codes in the allotted space on this menu. The "On" and "Off" codes are ASCII decimal character(s). Each is a two digit number and should be separated by a comma (example: **27,36**).

Once you have completed all the above information, and issue the "Save Set-Up" command, you won't have to re-enter these set-ups again unless you change printers. Remember to save all set-up information.

5.A.2:   Apple II Series Users
• Interface   Type
Type the appropriate number (1-5) of the type of printer interface being used. Refer to the list of 5 interface types below this option.
• Slot
The slot number should be **1** when using an Apple II series computer.
• Linefeed
(See "Linefeed" under the Set-Up Printer instructions for the IBM PC).
• Serial Baud Rate
If you are using a serial printer, enter the appropriate baud rate here. If you are unsure of what it is, please refer to your printer manual.
• Printer Control Codes
(See "Printer Control Codes" under Set-Up Printer instructions for the IBM).

5.A.3:   Commodore-64 Users
The instructions for setting up your printer when using a Commodore are slightly different than those used for the IBM PC and compatibles.
• Device #
The Device should be **4**.
• Command Address
This refers to the secondary address.
• ASCII
Next to "ASCII," type **Y** (Yes) if your printer is an ASCII printer, or **N** (No) if it isn't.
• Linefeed
(See "Linefeed" under the Set-Up Printer instructions for the IBM PC).
Printer Control Codes
(See "Printer Control Codes" under Set-Up Printer instructions for the IBM PC and compatibles.)

5.B: Set-Up Screen
This option only applies if you are using a color monitor. *Even if you do have a color monitor, Set-Up Screen is completely optional.*   It is not advised to change the display colors used in the program as changing them can make many menus very difficult to read on the screen.

However, if you want to change the display colors, place the cursor on the color you want to change. Press the **Space Bar** to change the default color (the **RETURN** key on the C-64). When you have finished, press **F1** (**<A>1** on the Apple) to accept all the changes.

5.C: Set-Up Storage
This is where you specify on which disk drive you want to save your files. Instructions for the IBM PC (and compatibles), the Commodore-64 and the Apple II Series are all just a bit different.

5.C.1:   IBM PC (and Compatible) Users
• Program Files

This reflects the address of the Drive and the Directory/Path where the program resides. If the program is in Drive A, type **A** next to "Drive." If the program is in a hard disk, type the address of the hard disk drive, and the appropriate directory and path name. For example, if the program is in Drive C in the EW directory, type **C** next to "Drive," and type **\EW** next to "Directory/Path."

• Data Files

This should reflect the address of the Drive and the Directory/Path where your data files are to be stored. Type in the appropriate drive address next to "Drive," and the Directory/Path name if you are storing your files in a specific directory on a hard disk. (See "Program Files" above for an example.)

When finished entering the file storage information, press **F1** to accept it.

5.C.2:   Apple II Series Users
• Program Files: Drive

Enter the drive number where the program resides. This is usually Drive **1**.

• Program Files: ProDOS Prefix

Enter the appropriate Directory/Path (if relevant) where the program resides. For example, if the program is in Drive 1 in the EW directory, type **1** next to "Drive," and type **\EW** next to "ProDOS Prefix."

• Data Files: Drive

Enter the number of the drive in which data files are to be stored.

• Data Files: ProDOS Prefix

Enter the appropriate Directory/Path (if relevant) in which data files are to be stored.

When you have entered all the information on the Set-Up Storage Menu, press **<A>1** to accept it.

5.C.3:   Commodore-64 Users
Program Files: Device

Enter the appropriate device number for your disk drive. It is usually **8**.

• Program Files: Drive

Enter the number of the drive in which the program is currently residing. If you are using a single disk drive Commodore, this should be **0** (zero).

• Data Files: Device

Enter the appropriate device number of the disk drive on which files are to be stored.

• Data Files: Drive

Enter the number of the drive on which data files are to be stored.

When finished entering the file storage information, press **F1** to accept it.

5.D: <u>Save Set-Up</u>

Once you have entered all your set-up information, use the "Save Set-Up" command to save it. You will not have to re-enter the information each time you use the program; it will be automatically loaded. You can change printer controls, or drive/path settings temporarily by entering changes on this menu without saving them. That way, they will be in effect until you quit.

Part 6: PRINTING A SPREADSHEET

The Print Menu in EW Planner has three options. The first, "To Printer," sends the file that is currently in memory to the printer. The second, "To File," sends an ASCII version of the current file to the disk for use in a word processor. The third option, "Worksheet Listing," sends output to your printer; however, it prints the text value of each cell on a line by itself. Here you can examine formulas and cell contents according to cell address.

When you're ready to print a file, first load it into memory. Then you can optionally mark the portion you want to print. If a portion of the spreadsheet is not marked, the entire file will print.

6.A: Printing a Spreadsheet

To send a copy of a spreadsheet file to the printer, make sure your printer has been set up in the Set-Up Menu. Also make sure it's connected properly to the computer, that it's turned on, and that it's online. To proceed:

> Select "To Printer" from the Print Menu and press **RETURN** (or **Enter**). This produces the Print Control Screen.

6.A.1: The Print Control Screen

The Print Control Screen is where you indicate how many characters in from the left side of the paper you want your spreadsheet to start printing, the length of the paper (in lines), whether or not the printer should automatically feed pages, and whether or not you're using continuous feed paper.

• **Left Margin**

Enter the number of the column where you want the printer to begin printing. The default is 1 (one) which means that the beginning of each record starts in column 1, the first column next to the left margin.

• **Lines per Page**

This tells EW Planner how many lines per page to print. Most printers can print a maximum of 66 lines on a standard 8 1/2" x 11" paper. However, this would leave no top or bottom margin. Therefore, the default for this option is **55**. Try printing with this option set at 55 before you change it. For larger paper, change this option to reflect the number of lines that you want to print.

• **Paper Length**

Indicate here how long (i.e. number of lines) the paper you're using is. If you are using 8 1/2" x 11" paper, it is 66 lines long. (66 is the default.)

• **Page Feed**

This is where you indicate whether or not you want the printer to feed the pages through it automatically. Leave the default **Y** (Yes) if you do, or type **N** (No) over the Y if you do not.

• **Continuous Paper Feed**

Type **Y** (Yes, which is the default) if you are using form feed paper in your printer, or **N** (No) if you are using single sheets.

Once this screen is completed, press **F1** (or **<A>1** on the Apple) to accept it and begin the printing process. If you *do not* want to print your spreadsheet after issuing the Print command, press **Escape** (**STOP** on the C-64). Once printing has commenced, you can also press **Escape** (**STOP** on the C-64) to stop printing; or press **Ctrl S** (**<A>S** on the Apple) to pause the printer momentarily, and **Ctrl S** (or **<A>S** on the Apple) once again to restart it.

6.B: Creating an ASCII File

Select this option to send an ASCII version of a file to disk. This is often done so you can use a file with another program that reads ASCII files, like EW Writer. To create an ASCII version of a file:

> Select "To File" from the Print Menu and press **RETURN** (or **Enter**). Type the name of the file to be converted, with path name if relevant. Note the default file extension for the ASCII file being created is .PRN. So, any file with a .PRN file extension is an ASCII file. (The original .TPL version of the same file will be preserved.)

> Press **F1** (**<A>1** on the Apple) to accept the file name and path. This produces the Print Control Screen. Press **F1** (**<A>1** on the Apple) again to begin the conversion.

6.C: Printing a Worksheet Listing

A "worksheet listing" is a printed copy of the *text contents of each cell* in the spreadsheet, or of the cells in a marked block. Each cell address, along with its contents is printed on a line by itself. See the following sample worksheet listing printout:

A1	TEXT	"MONTH"
B1	TEXT	"PAYROLL"
C1	TEXT	"BENEFITS"
A2	TEXT	"JANUARY"
B2	VALUE	=25000
C2	VALUE	=12000
A3	TEXT	FEBRUARY

B3	VALUE	=25500
C3	VALUE	=12350
A4	TEXT	"TOTAL"
B4	VALUE	=SUM(B2:B3)
C4	VALUE	=SUM(C2:C3)

Each cells' contents are on a line by itself, and when a value is a formula, the *text* of the formula is printed rather than its result. A worksheet listing can be helpful when an analysis of formulas is needed. To produce a worksheet listing:

Load the spreadsheet file from which you want to generate a worksheet listing. Optionally mark a region; if no region is marked, a listing is produced from all cells in the spreadsheet. Press **Escape** (**STOP** on the C-64) to return to the Main Menu and move the cursor to Print. Select "Worksheet Listing" from the Print Menu and press **RETURN** (or **Enter**). Press **F1** (<A>1 on the Apple) to start printing.

If you *do not* want to print your spreadsheet after issuing this command, press Escape (**STOP** on the C-64). Once printing has commenced, you can press Escape (**STOP** on the C-64) to stop printing; or press **Ctrl S** (<A>S on the Apple) to pause the printer momentarily, and **Ctrl S** (or <A>S on the Apple) once again to restart it.

6.D: Leaving the Program (Quit Command)

To leave the program, select "Quit" from the Main Menu. If you are sure you want to leave the program and return to the operating system, type N (No) which is the default, to remain in EW Planner. Type **Y** (Yes) and press **RETURN** (or Enter) to leave the program and return to the operating system.

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