FIRST...   X MARKS YOUR PLACE   : /File Retrieve ZRELEASE for
                       Yes   : an overview of Z-macros in
                       Yes   : a release dated 11-25-85.
                       Yes   :............................
                       Yes
                       Yes
                       Yes
                       Yes
                       Yes
THEN...   Y CONFIRMS YOUR CHOICE...of Z-macro!
                   Yes
                   Yes   from JUST DISCS...
                   Yes   phone orders (206) 384-3660
                   Yes $15 + $4 s/h
                   Yes   10:00am to 2:00pm Pacific Time
                   Yes   ...VISA accepted.
                   Yes
                   Yes
                   Yes
SO THAT...   Z RUNS YOUR Z-MACRO   [PgDn]...

 Welcome to ZSTARTER and the idea of Z-macros.

 A Z-macro is one of what can be a large number of macro routines that
 are called by Z (by default). So when YOU run Z, Z runs IT.

 On the pages below, ZSTARTER shows you

          How to load Z-macros into this worksheet

          How to check out the Z-macros, choose one and run it

          How to create a Z-macro

          How to load Z-macros into any other worksheet

          How to add regular macros to your Z-macro library

          How to run regular macros and Z-macros together
                              [PgDn]...

          HOW TO LOAD Z-MACROS INTO THIS WORKSHEET

 The first time you run macro Z, it combines worksheet Z, the Z-macro
 library, into this worksheet. It goes on automatically to name and
 set up the Z-macro examples so they're ready for you to select and run
 them. This bootstrap macro takes several seconds, but only needs to
 run once in each worksheet's lifetime. Z gets you [Home] when it's

done; just press [PgDn] a couple of times to get back to here.

Now run Z.

You run Z like any other keyboard macro - by keying its letter shifted
with the alternate shift key. So, if you haven't done it yet, hold
down [Alt] and press [Z].

[PgDn]...

HOW TO CHECK OUT THE Z-MACROS, CHOOSE ONE AND RUN IT

X marks your place and takes you to the Z-macros

where

Y confirms your choice

so that

Z runs it. Any time...any place...So run X now!

[PgDn]...

HOW TO CREATE A Z-MACRO

Move the cell pointer to the cell on the left boundary of the Z-macro
area where you want to insert your new Z-macro. Give a /Move command
with [End][Home][Enter] marking the end of the range to be moved. Go
ahead and move it down, say a page.

Enter your Z-macro in the column on the right of the boundary cells,
which you must be sure are all filled - usually with the \ symbol,
unless there are cells in your macro you want to name (to branch to,
or use for data). Each Z-macro must end with /xr, for example:

\
\

Move the bottom part of the Z-macros back up for a snug fit, and name
your new Z-macro: put the cursor on its name (\137.. here) and give a

/Range Name Labels Left command.

HOW TO LOAD Z-MACROS INTO ANY OTHER WORKSHEET

EITHER key the commands described in worksheet Z, OR use this macro:

```
{goto}Z1~
/fcceZ~
/rnd\Z~
/rnc\Z~~
/xg\Z~
```

The range of cells that consists of the macro and its comment is named
\Z. So you can /File Combine Copy Name \Z [Enter] ZSTARTER [Enter] to
get it into your worksheet. And /Range Name Create \Z [Enter] [Enter]
to set it up as the bootstrap macro Z. If you like, you can change Z1
in the first line to some other cell. Then run Z. That's it!

*** Load Z-macros before naming other macros. Reserved labels: \, \\,
\\\, \X, \Y, \Z, \a\ and \n (a is a letter, n starts with a number).

HOW TO ADD REGULAR MACROS TO YOUR Z-MACRO LIBRARY

The easiest way to see this is to take another look at Z-macro \137..
from two pages up. Here it is again:

\
\
\
And how it would look as regular macro H:

\H

You can see what you have to change: the label and its position, the
left boundary and the ending. And insert it in worksheet Z to make it
a permanent addition to your Z-macro library; or just in the Z-macro
area for temporary use. See HOW TO CREATE A Z-MACRO (two pages up).
When Y pauses for you to press [Enter] as a default, enter H instead.

HOW TO RUN REGULAR MACROS AND Z-MACROS TOGETHER

You can have macros A through W entirely outside the Z-macro system.
But you should load them, or at least (re)name them after the Z-macros
have been set up. That's because labels \A through \W are used in the
Z-macro library to name macros that each call a Z-macro whose name can

be supplied at your option each time you run Y. (The default is for Y
to supply the name to Z for Z to call).

The names of your regular macros won't work after the Z-macros are set
up, so be prepared to reload them. Or have some way of finding them
to rename them - each with its previous name, if you like, unless it
was \X, \Y or \Z. But you make your macros more flexible if you give
their first cells names other than \A, \B, etc. Like \COLHEAD for
instance. And treat them like Z-macros (although they may not be in
the Z-macro area): run X, run Y (default, just to get back), then
with the cell pointer on the new name, run Y again. Enter whatever
letter you like (A-W) when Y pauses, and...you got it!
                              [PgDn]...

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1-2-3 is a trademark of Lotus Corporation, Cambridge, MA

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guarantee and a $5 credit note you can use as part payment for the next
version...and a letter about that when it's ready to ship...

...that's it, except for a text file named READ.ME! you can call up on
the screen outside of 1-2-3 by responding to the DOS prompt, A> (or B>
or whatever) with the command TYPE READ.ME! Or you can just give the
command GO to see the same stuff with built-in page breaks.

JUST DISCS are interested in what you would like to see in ZSTARTER and
Z in the future, and in giving you credit for your suggestions. Details
are in READ.ME!

You can run X any time you want to mark your place and go to the
Z-macro area, where you make your choice and confirm it with Y. Run Y
ONLY when the cell pointer is on the name of a Z-macro (or equivalent)
that you want to confirm as your choice to have tied to Z or another
letter (A through W, unless the letter is being used for a regular
macro). If/when you run Y out of turn, you can recover: when Y pauses
for you to press [Enter] or to enter a letter, enter Y. Y copies the
"name" into a cell where it does no harm, instead of into a macro for
that macro to call. Y returns you to where you last ran X. (Normally
the sequence is X Y Z). Final point: if you're following a menu, Quit
it when you want to run a macro. Like X, for instance.

^Jan   \137..
{right}^Feb{right}^Mar{right}^Apr{right}^May{right}^Jun~/xr

Point to the cell where worksheet Z is to be combined.
Combine an entire copy of the file Z.
Delete the range name of this bootstrap macro Z.
Create a range name \Z for the first cell of the worksheet Z.
Go on executing the macro at \Z.

^Jan   \137..
{right}^Feb{right}^Mar{right}^Apr{right}^May{right}^Jun~
/xr

^Jan
{right}^Feb{right}^Mar{right}^Apr{right}^May{right}^Jun~
/xq

Make column titles for First Half Report

Make column titles for First Half Report

Make column titles for First Half Report