

WELCOME TO QUATTRO PRO FOR WINDOWS UTILITIES

This file contains information pertaining to the utilities on this disk. It will provide a description of the functionality of each utility along with specific instructions for using the utility. Please read it in its entirety.

N O T I C E

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1. SQZ2WQ1 (SQZ2WQ1.WQ1)

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Quattro Pro for Windows cannot translate files compressed with SQZ! or SQZ! Plus. It is necessary to uncompress any files before they can be loaded into Quattro Pro for Windows. SQZ2WQ1 is a Quattro Pro for DOS utility that converts .WQ!, .WKZ, .WK!, and .WK\$ compressed files to the Quattro Pro for DOS native WQ1 file format. SQZ2WQ1 allows you to uncompress multiple compressed files at one time.

Open the file SQZ2WQ1 in Quattro Pro for DOS. To execute SQZ2WQ1, press [ALT+G]. A menu will appear that displays the type of squeeze files to convert. You can choose a specific format or choose "All" from the menu. "All" will convert all .WQ!, .WKZ, .WK!, and .WK\$ files in a specified directory to .WQ1 files. The macro will also prompt you to enter the source directory (the directory that contains the compressed files) and the destination directory (the directory where you would like to place the resulting .WQ1 files). It is recommended that these two directories be different.

Note: If a Postscript printer is the default printer, no files will be translated. Set your default printer to a non-Postscript printer before running SQZ2WQ1.

===== END =====

2. WS_LIB (WS_LIB.WB1)

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WS_LIB is a utility that lets you convert a Quattro Pro for DOS workspace (.WSP) into a Quattro

Pro for Windows notebook (.WB1). When the workspace is converted, each Quattro Pro for DOS spreadsheet in the workspace will be placed on a separate page in the notebook. The pages of the notebook will be arranged in the same order as the spreadsheets appear in the workspace. The notebook file will be named with the workspace's original name with a .WB1 file extension (Quattro Pro for Windows' native file format). Spreadsheet links that exist between files in the workspace will be converted to notebook links in the new notebook. Any link from files in the workspace to a file outside the workspace will remain linked to the original file.

Upon opening WS_LIB, you will be presented with a description of the file and a SpeedButton entitled "Convert Workspace". To execute the macro, choose the SpeedButton or press [CTRL+W]. The WS_LIB file will be minimized and a file control dialog box will appear. Enter the name of the workspace file that you want to convert. When the appropriate workspace file has been selected, choose OK and the macro will start the conversion process.

Although WS_LIB provides an efficient method for converting workspaces, it does have limitations:

1. .WK3 (1-2-3 v3.x) files cannot be converted.
2. Compressed files (eg., WQ!, WK!, and WKZ) cannot be converted.
3. Formulas that include multiple links to different files in a single formula may not be converted.

TIP: WS_LIB makes it easy to convert a group of linked spreadsheets into a single notebook. To convert a group of linked files, create a workspace in Quattro Pro for DOS and use WS_LIB to convert the workspace into a notebook.

It is not difficult to create a workspace from a set of linked files in Quattro Pro for DOS:

1. Open one of the linked spreadsheets. If possible, choose the spreadsheet that is the master spreadsheet with links to all the other supporting spreadsheets. A menu will appear prompting for Hot Link options.
2. Choose Load Supporting.
3. Open any other files that you want included in the resulting notebook.
4. Choose /File | Workspace | Save. Give the workspace a name.

The workspace can now be converted into a Quattro Pro for Windows notebook using WS_LIB.

===== END =====

3. DELMAKER (DELMAKER.WB1)

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DELMAKER is a macro driven application that lets you create an ASCII delimited text file from a block of cells within your notebook. The delimited formats can be Comma & "" Delimited, Commas Only, or User Defined (where you specify any symbol/character to use as the delimiter).

How to use DELMAKER:

1. Open the macro library DELMAKER.WB1.
2. Open the file from which you wish to extract data. Make sure it is the current active window.
3. Press: [CTRL+D]
4. At this point, the DELMAKER dialog box will appear. Set your options (see the descriptions below).
5. When DELMAKER has completed exporting your block to the delimited ASCII file, it will display a completion message. Choose OK to clear the message. Press [CTRL+D] to create another delimited file.

The DELMAKER dialog box provides the following choices:

- Output File Name

Specify a file name for the delimited ASCII file that will be created. By default, the file name will be given a .PRN extension. If you wish the extension to be something other than .PRN, specify it along with the file name.

- Delimited File Format

Comma & "" Delimited uses commas between each cell (field) in a row (record), and quotes surrounding the contents of each field (eg., "one","two").

Only Commas uses commas between each cell (field) in a row (record) (eg., one,two).

User Defined uses a symbol/character that you provide as the delimiter. This is similar to Only Commas except you provide the delimiter (eg., one;two).

- Blank Cells As

Blank Cells As lets you specify how DELMAKER will treat blank cells in your notebook. Blanks (the default) will write out blank cells as blank labels. Zeros will write out your empty cells as zero values.

- Value Cells As

Value Cells As lets you specify the way your values will be saved. Numbers (the default) will convert values to a General display format before saving them into the extracted file. Labels will retain the cells formatting (Currency, Scientific, Etc.) but will store all values as labels to insure the data translates properly into your own program regardless of the cells display format.

NOTE: If you have dates in your notebook, use Labels.

Otherwise, the dates will be saved as date serial numbers.
These numbers may be meaningless to some applications.

- Source Block

The source block is the block of cells in your notebook that you wish to export to the delimited ASCII file. This must be a contiguous block of cells. You cannot specify multiple blocks or multiple pages.

===== END =====

4. TAB&ENT (TAB&ENT.WB1)

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TAB&ENT.WB1 is a macro library which contains two useful macros. The first macro (Tab Label) allows you to use a block of labels to name notebook page tabs. For example, you could use a block containing the names of the 12 months of the year to name 12 page tabs with the month names. This feature can be especially useful when used in conjunction with SpeedFill. The second macro (Enter) allows you to enter data into a selected block of a notebook without using arrow keys to move the cell selector.

When TAB&ENT is loaded, a startup macro (named \0) will add Tab Label, Enter, and Remove to the Tools menu. Then, the startup macro will hide the macro library notebook. To use the macros, use the menu selections on the Tools menu or use the CTRL+key shortcuts to execute each macro. To remove the additional selections from the Tools menu and close the macro library, choose Tools | Remove.

The first item added to the bottom of the Tools menu is Tab Label. Tab Label allows you to use a block of labels to name the pages in a notebook. This macro can also be executed by pressing [CTRL+T]. When you execute the macro, a dialog box appears requesting a block of labels. This block should contain the names to assign to the notebook pages (in one column). The dialog box also requests a page to start labeling. The page can be specified as a page letter or as any block on the page where you want to start labeling. After choosing a block of labels and a page to start labeling, choose OK. The page names are taken from the specified block.

For example, to name pages B through M of a notebook with the 12 months of the year:

1. File | Open | TAB&ENT.WB1
2. Choose OK
3. Open or activate the notebook where you want to name pages
4. In cell A:A1 of the notebook, enter January
5. Select A:A1..A:A12
6. Choose the SpeedFill button on the Speedbar
7. Choose Tools | Tab Label or press [CTRL+T]
8. In the "Page to start labeling" edit field, enter B:
9. Choose OK

The Tab Label dialog box also has a Reset All button that deletes all the page tab names in the entire notebook. Be patient; it may take some time to delete all the page names. Even if there

are only a few page names, the macro must go through each of the 256 pages to make sure that it has deleted all the page names. Be careful when selecting this button; this command can not be undone with the Undo feature.

The second item added to the Tools menu is Enter. The Enter macro allows you to select a block of cells and enter data into that block without pressing the arrow keys to advance the cell selector. Because the ENTER key advances the cell selector, this command is especially convenient if you use the numeric keypad for data entry. You can enter data by row or by column. For example, to enter the numbers 1,7,13, and 25 in the block A1..B2 of a notebook:

1. File | Open | TAB&ENT.WB1
2. Choose OK
3. Open or activate the notebook where you want to enter data
4. Select the block A1..B2
5. Choose Tools | Enter
6. Choose OK
7. To enter in the order A1,A2,B1,B2, select Enter by Column
8. Type 1 and press [ENTER]
9. Type 7 and press [ENTER]
10. Type 13 and press [ENTER]
11. Type 25 and press [ENTER]

To end this data entry mode, move the pointer to a different cell or select a menu command and press [ENTER]. The indicator on the status line (bottom right of the screen) indicates the cell the macro expects the pointer to be in when [ENTER] is pressed. As long as you return to the cell shown by the indicator before you press [ENTER], you can move the cell pointer around using the arrow keys or the mouse and make changes to other cells. If you move to a different page before ending the macro, end the macro by pressing [ENTER] when the cell selector is in a DIFFERENT cell from the one shown by the indicator. The indicator will change to READY when you have ended data entry mode.

The Enter macro can also be activated by pressing [CTRL+E] after selecting the block into which you want to enter data. If you use [CTRL+E] to execute the macro, it will not ask which direction to move the pointer. The pointer will move in the direction you selected the last time you executed the macro from the menu.

The final item added to the Tools menu is Remove. Choose Remove to remove Tab Label, Enter, and Remove from the Tools menu. Tools | Remove also closes the macro library.

===== END =====

5. POINTD (POINTD.WB1) =====

POINTD contains the game Point Duty. The object of Point Duty is to clear a mine field without blowing yourself up. To play Point Duty, retrieve the notebook POINTD.WB1. The rules of play can be found by choosing Help from the main menu.

Point Duty is started by the startup macro named \0. If the macro does not execute to start the game, verify that Property | Application | Startup | Startup Macro is set to \0.

POINTD writes your high scores to the disk when you quit the game. You should not run the game from a write protected disk. Copy the file POINTD.WB1 to a directory on the hard drive before loading POINTD.WB1 into Quattro Pro.

CAUTION: Always close this notebook using the Quit menu command. If this notebook is closed through the file control box or by exiting Quattro Pro, several application properties will be changed. The following properties of Quattro Pro will be changed the next time you start Quattro Pro:

- There will be no secondary SpeedBar
- There will be no input line
- There will be no status line

To restore these features:

1. Choose Property | Application
2. Choose Display. Under Display, check Show SpeedBar, Show Input Line, Show Status Line
3. If you were using a secondary SpeedBar, choose SpeedBar and select the secondary SpeedBar
4. Choose OK

While Quattro Pro was not specifically designed as an environment for creating entertainment software, Point Duty demonstrates the power of the Quattro Pro for Windows application building environment.

===== END =====

6. BIO (BIO.WB1)

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This application (BIO.WB1) generates a simple biorhythm chart based upon your date of birth. The macro will chart your biorhythm over a 19 day cycle including four days prior to the current date and 14 days into the future. This notebook was designed in the standard VGA resolution (640x480).

BIO is started by a startup macro called \0. If the macro does not execute to start the application, verify that Property | Application | Startup | Startup Macro is set to \0.

To use BIORHYTHM:

1. Choose File | Open | BIO.WB1
2. For instructions, choose About Bio on the main menu or choose the About Bio SpeedButton

CAUTION: Always close this notebook using the Quit button or the Quit menu command. If this notebook is closed through the File Control box or by exiting Quattro Pro, several application properties will be changed. The following properties of Quattro Pro will be changed the next time

you start Quattro Pro:

- There will be no secondary SpeedBar
- There will be no input line
- There will be no status line

To restore these features:

1. Choose Property | Application
2. Choose Display. Under Display, check Show SpeedBar, Show Input Line, Show Status Line
3. If you were using a secondary SpeedBar, choose SpeedBar and select the secondary SpeedBar
4. Choose OK

This notebook is not intended for serious use nor for the promotion of astrology.

===== END =====

7. AMORT (AMORT.WB1)

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AMORT.WB1 is a notebook that helps you create an amortization table for a loan. An amortization table breaks out the interest and principal for each period of a loan and shows the balance remaining on the loan each period.

To create an amortization table for a loan, enter the principal, annual interest rate, term of the loan (in months), and balloon payment (if any) on the page Loan_Terms. Your scheduled monthly payment will be calculated in this table. Below the table are two SpeedButtons. The first button is labeled "Help" and provides help on using the notebook. The second button is labeled "View a Year". Use this SpeedButton to examine or change the values for any year of the loan.

The amortization table is calculated on the next 31 pages in the notebook. On the loan pages that show the amortization schedule, you will see how much principal remains before each monthly payment, the portion of each monthly payment that is applied to interest, and the portion of each monthly payment that reduces the principal. You can also enter additional principal payments.

The table can handle up to a 31 year loan. If your loan has a shorter term, the extra entries in the table will appear as 0 or blank.

===== END =====