

## Contents

# FATTY CALC TAPE CALCULATOR

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If using Fatty Calc for the first time, it is recommended that you print the OVERVIEW topic and read it before you begin. To print out the OVERVIEW, click on OVERVIEW below. Then, click on *File* (in the Help menu bar at the top of this window). Under *File*, click on *Print Topic*.

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Note: The unregistered version of this software limits a File Open to 100 tape entries. There are **no limits on any other functions**.

## OVERVIEW: FATTY CALC TAPE CALCULATOR

Fatty Calc comes up ready for work. You can immediately begin using it like a traditional paper tape adding machine. Simply enter numbers and operators as you would on any Calculator. Fatty Calc records your calculations on its **Tape**, which can be edited, printed, and saved as a file.

When making Calculator entries, follow the sequence: **Number** followed by **Operator**. That is, 123 followed by **Plus (+)**, 115 followed by **Minus (-)**, and so on.

When you want the **Result** of a calculation to be displayed on the Tape, press **Equal (=)**. Pressing Equal retains the Result on the Calculator and places it on the Tape. If you want to place the Result on the Tape and start a *new* series of calculations, first press **Equal (=)** and then press **Clear (C)**. Your new calculations will be separated from the previous Result with **0.00C** or **0C**.

Fatty Calc controls the **NumLock** so that you can enter numbers through your numeric keypad when the Calculator Window has focus. When you switch to another Windows application, Fatty Calc restores the NumLock to whatever condition it was in when you started.

When you **Go To** the Tape or the Label Window, the NumLock is turned off so that you can use the control keys on the numeric keypad (**PgUp/PgDn, Up/Down, Left/Right** arrows, **Home, End, Ins, Del**). This will make it easy for you to navigate through the Tape and Label Windows without having to use a mouse.

You can **Edit** entires on the Tape. Any time you change a value *on any entry* on the Tape, the Tape is **Automatically Recalculated** and results are updated everywhere, just as in a spreadsheet.

To select a tape entry for editing, just double click on the **leftmost** cell in the desired Tape line; or, while on the Tape, press **Home** to make the leftmost cell the **active cell** and press **Enter**.

## HEADINGS, NOTES, & LABELS

Tapes can be annotated with **Comments**. Comments are neutral text and are useful for clarifying or identifying tape entries. There are two types of Comments:

**Headings** are located in the number column of the Tape and precede a series of entries.

**Notes** are located to the right of a Tape entry and are associated with that particular Tape item.

Tape entries can be labeled, as in a spreadsheet. A **Label** is equated with a specific value,

and can be used to represent the value at multiple locations on a Tape. All occurrences of a labeled item change automatically whenever the original value or Label text changes.

Some uses for Labels include:

- Representing the result of a series of calculations.

- Representing values that you wish to use multiple times on a Tape.

- Defining values that will be used as constants on a Tape.

Once a Label has been **defined** by entering the Label Text and the appropriate value and operator, it can be used anywhere on the tape. To **use** a Label, select it from the Label Window and press **Enter** or double click. Or, select it from the Tape Window, and double click on any cell except the **leftmost** cell or press **Enter** while located over any cell except the leftmost cell.

Notes differ from Labels in that Notes are used purely for documentation. Labels by contrast are equated with or represent a specific value which Fatty Calc will update wherever it appears on a Tape.

For example, if you are balancing your checkbook, each check would have a Note indicating the check number and payee. The total of all outstanding checks would have a Label such as "Total Outstanding." You would then use the labeled total when computing the final balance, which may also have a Note or a Label. If you discover an additional outstanding check, simply **Edit** the Tape and **Insert** it in the list. Fatty Calc will **recalculate** the total outstanding and the final balance automatically.

## CHECK MARKS

**Check Marks** are single character marks that can be placed next to a Tape entry for documentation, as when checking items against a list. They can also be used to group random items by **category** (using a different Check Mark character to represent each category). Fatty Calc can then produce totals for all items marked with a given Check Mark.

For example, you can check off a series of entries (such as charges on your VISA bill) using the letters "R" and "L" and "J," which might stand for "Robert's charges" and "Lynn's charges" and "Joint charges". When you recalculate, system-generated Labels "Total by R," "Total by L," and "Total by J" are placed in the Labels Window along with their values. You can use the **Check Mark Labels** in calculations, like regular Labels.

## TAPE

The Tape can be **Activated** or **Deactivated**. When the Tape is Activated, all Calculator entries are placed on the Tape. When the Tape is Deactivated, the Calculator can be used, but the entries are not placed on the Tape. The result of calculations performed while the Tape is Deactivated is placed in the **Memory** field and can be **Recalled** when the Tape is

Reactivated.

Tape entries can be **Edited, Deleted/Cut, Copied, Pasted, Inserted**. Whenever an Edit operation affects the results within a Tape, the Tape is set for recalculation. Recalculation is done automatically when you leave the Tape Window, or it can be done manually from the **Recalc** function on the Tape Window.

Tape entries can be copied to the **Windows Clipboard** for use in a *spreadsheet, word processor, or simple text editor*.

A Tape can be **Printed**. It can be **Saved** or **Retrieved** under a file name of your choice. You can **Erase** it at any time and start a new one.

## NUMBER FORMAT

Fatty Calc uses the **Currency Format** by default. Currency Format appends trailing zeros ( $2 = 2.00$ ) and rounds Results to two decimal places ( $2.333 = 2.33$ ).

As an alternative you can select **General Format**, which does not append trailing zeros ( $2 = 2$ ) and rounds Results up to four decimal places. You can use only one format on a tape, but you can change the format at any time.

You can temporarily override the two decimal place rounding while using Currency Format to obtain a Result with up to four decimal places for greater accuracy. This is done by using **General Format Result**, which applies to a specific **Result**.

## SAMPLE TAPE

We have provided a sample Tape, SAMPLE.TAP, to illustrate the use of important features such as Headings, Notes, and Check Mark Totals.

This sample Tape is a monthly expense "settlement" for Lynn and Robert. It includes fixed joint expenses, credit card charges with sub-totals for Lynn, Robert, and joint charges, and finally, grand totals for Lynn and Robert. You should open SAMPLE.TAP to see how the key features of Fatty Calc have been used.

We have pasted the sample Tape into the overview for your convenience and to illustrate how a Fatty Calc Tape can be used in a document. In Fatty Calc, we selected the entire Tape and copied it to the Windows Clipboard with Fatty Calc's Word Processor Format option. We pasted it into "Microsoft Word for Windows" and converted it to a table. Then we added an extra column at the right to indicate which Fatty Calc feature is being used.

## SAMPLE.TAP

Monthly Expenses  
-----

HEADING  
CLEAR  
HEADING

	--			
	Fixed Joint Expenses			HEADING
	-----			HEADING
	--			
	Residential			HEADING
:	1,000.00	Mortgage		NOTE
:	200.00	Insurance		NOTE
:	300.00	Property Tax		NOTE
:	50.00	Water		NOTE
:	100.00	Utilities		NOTE
:	50.00	Telephone		NOTE
:	45.00	Garbage		NOTE
:	50.00	Gardening		NOTE
*	1,795.00	=	Joint Residential Expenses	LABEL DEFINITION
				CLEAR
	Personal			HEADING
:	400.00	Food		NOTE
:	100.00	Income Tax		NOTE
:	30.00	Cable TV		NOTE
:	100.00	Clothes		NOTE
:	100.00	Entertainment		NOTE
*	730.00	=	Joint Personal Expenses	LABEL DEFINITION
				CLEAR
	Automobile			HEADING
:	200.00	Car Loan		NOTE
:	100.00	Insurance		NOTE
:	20.00	Registration		NOTE
:	75.00	Maintenance		NOTE
:	100.00	Gas		NOTE
*	495.00	=	Joint Automobile Expenses	LABEL DEFINITION
				CLEAR
	-----			HEADING
	--			
	Monthly Individual Expenses			HEADING
	-----			HEADING
	--			
	This Month's VISA Bill			HEADING
:	20.00	L	CROWN Books	CHECK MARK & NOTE
:	50.00	R	COMP USA Software	CHECK MARK & NOTE
:	20.00	L	Tower Records	CHECK MARK & NOTE
:	40.00	R	Microsoft Press	CHECK MARK & NOTE
:	125.00	J	Home Depot	CHECK MARK & NOTE
:	75.00	J	Santa Fe Bar and Grill	CHECK MARK & NOTE
:	95.00	R	Mc Allister Water Gardens	CHECK MARK & NOTE
:	65.00	R	The COBB Group	CHECK MARK & NOTE
:	490.00	=	VISA Total	NOTE ON RESULT
				CLEAR
	-----			HEADING
	--			
	Joint Share of Expenses			HEADING
	-----			HEADING
	--			

-	1,795.00		Joint Residential Expenses	LABEL-IN-USE
-	730.00		Joint Personal Expenses	LABEL-IN-USE
-	495.00		Joint Automobile Expenses	LABEL-IN-USE
-	200.00		Total by J	CHECK MARK LABEL-IN-USE
:	3,220.00	=	Total Joint Expenses	NOTE
	2	/		DIVIDE JOINT EXPENSES
*	1,610.00	=	Half of Joint Expenses	LABEL DEFINITION
				CLEAR
				HEADING
				--
	Robert's Share			HEADING
				HEADING
				--
-	250.00		Total by R	CHECK MARK LABEL-IN-USE
*	1,610.00		Half of Joint Expenses	LABEL-IN-USE
*	1,860.00	=	Total Owed by Robert	LABEL DEFINITION
				CLEAR
				HEADING
				--
	Lynn's Share			HEADING
				HEADING
				--
-	40.00		Total by L	CHECK MARK LABEL-IN-USE
*	1,610.00		Half of Joint Expenses	LABEL-IN-USE
*	1,650.00	=	Total Owed by Lynn	LABEL DEFINITION
				CLEAR

Note that important totals were defined as Labels, and *used* later in the Tape ("Joint Residential Expenses," "Joint Personal Expenses," etc).

The "VISA Total" was entered as a Note, rather than as a Label, since we really did not need to use it anywhere else. The Check Mark sub-totals comprising the VISA total were of greater importance. These system-generated subtotals appear in use as "Total by R," "Total by L," and "Total by J," to obtain the final reckoning!

Notice the blank lines in the table. These were 0.00C (**Clear**) entries, which were converted to blank lines by the Copy to Windows Clipboard with the Word Processor option. Also notice that the + operator on numbers and the colon (: ) operator on Headings were blanked out. This gives a neater appearance.

## CALCULATOR KEYS

Number Keys are **0 - 9**, and the Decimal Key.

The Operator Keys are:

<b>Plus</b>	+ (Add)
<b>Minus</b>	- (Minus or Subtract: See notes about Negative numbers below)
<b>Multipl</b>	x, X, or * (The asterisk is conveniently located on the numeric keypad)
<b>y</b>	
<b>Divide</b>	/
<b>Percent</b>	%
<b>Equal</b>	= (Displays current result on Tape. Does NOT Clear the calculator)

In addition to the number and operator keys, the Calculator keypad also contains the following SPECIAL KEYS. To use them, either enter them from the keyboard, or click on the command button on the Calculator keyboard, which you can make visible by means of the Calculator View menu. For example, to Clear the Display, press **C**.

<b>C</b>	CLEAR the current total, and start a new total
<b>CE</b>	Erase the CURRENT ENTRY
<b>H</b>	Create a HEADING
<b>N</b>	Create a NOTE
<b>L</b>	Create a LABEL
<b>M</b>	Place RESULT in MEMORY (if no result available, place CURRENT ENTRY)
<b>R</b>	RECALL a value from MEMORY
<b>D</b>	Display the current time and date

Additional special keys **not shown** among the keys on the Calculator Keypad:

<b>T</b>	Switch to Tape and back to Calculator
<b>P</b>	Paste a number from the Windows Clipboard

<b>Esc</b>	Cancels the CURRENT ENTRY (equivalent to <b>CE</b> ) Switch to Tape ( <b>Esc</b> following <b>CE</b> or another <b>Esc</b> ) Cancels text entry for Labels, Notes, Headings Terminates Tape Edit Insert function
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<b>Enter</b>	Complete a number entry where the operator was entered first Required to complete Heading, Note or Label text entry Completes a Tape Edit/Change. Updates the Tape
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<b># or F8</b>	Causes a currency result (=) to use General Format, using up to 4 decimal positions as required for greater accuracy. See GENERAL FORMAT RESULT in the Calculator Label Menu. <b>F8</b> is an alternative to <b>#</b> when you are entering text, such as the label field, where a <b>#</b> would become part of the text.
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## Operator Sequence



In typical "adding machine" style, Fatty Calc accepts **numbers followed by an operator** as the normal sequence of entry. **1, 2, 3, +** means "add 123". **1, 2, 3, -** means "subtract 123". This is the recommended way to start using the Calculator, with **Trailing Operator**. So, to do a 4 minus 3 operation, you would enter **4, +, 3, -**. Each Operator signals the end of number entry, and the Tape is updated.

The "fuzzy" nature of how we operate is accommodated to some degree, as well, with "leading" operators.

### Leading Operator

Suppose we enter **2, +, 2, +, =**

Now, suppose that our next entry is a subtraction. We might naturally be inclined to press MINUS first, followed by the number: **-, 1**

The only problem is that Fatty Calc does not know when the number *ends!* The entry has to be *completed* in some way.

The *next* Operator you enter, such as a PLUS, indicates the end of the number, and begins a new operation.

**-, 1, +**

You enter the numbers, another Operator, and so on. This **Leading Operator** stays in effect until you press EQUAL, or any of the CLEAR keys (Clear total, Clear Entry, Esc).

### Negative Numbers

The meanings of PLUS and MINUS are slightly fuzzy. Do they stand for a **Sign** or an **Operation**?

Every number you enter has an **implied Sign** of PLUS. That is, Fatty Calc assumes a number to be a positive number. When you press PLUS after entering a number, it really means "add a positive number". When you press MINUS after entering a number, it really means "subtract a positive number". The PLUS and MINUS are taken as **Operators**, rather than as **Signs**. ADD and SUBTRACT are **Operations**.

Fortunately, we can go on for quite a while with this simplifying assumption. Otherwise, we would make you enter both a **Sign** and an **Operator** for every number. *You* certainly would not enjoy doing that, although it would be correct in the strictest sense. So, we have to create a convention for that special case, which probably occurs very rarely in your everyday mathematics, performing an operation on a negative number.

So, how do you subtract a negative number? Let's suppose there is no leading operator. To enter a **negative** number, press MINUS and another MINUS: Now Fatty Calc understands you want to subtract a negative number. Then, enter the number. You can complete the entry by pressing **Enter**, or by pressing the leading Operator for the next entry, or by pressing EQUAL.

To multiply, divide, or take a percent of a negative number, press MINUS followed the

MULTIPLY, DIVIDE, or PERCENT key. Then type the numbers you want, and press **Enter**, or the next Operator, or EQUAL.

### **Using a Negative Number**

Suppose that you compute a result which turns out to be negative (let's hope it's not your checking account balance). You press EQUAL and the result appears with a minus sign and an EQUAL operator.

Now, suppose you want to USE that result later in the Tape. You double-click on that result in the Tape, and it is copied to the Calculator, with the minus sign in front of the number. Press the Operator you want to use to complete the entry.

## CALCULATOR DISPLAY AREA

The Calculator Display Area consists of the following:

**NUMBER FIELDS**  
**COMMENT/LABEL ENTRY FIELD**  
**ACTIVITY CAPTION**  
**MEMORY FIELD**  
**RECALC PENDING INDICATOR**

### NUMBER FIELDS

Three number fields are located in the DISPLAY. The CURRENT ENTRY is underlined and reflects the numbers as they are keyed in. The OPERATOR (+, -, **X**, /, %) is displayed next to the CURRENT ENTRY field.

The other two number fields are the LAST RESULT, located above the current entry, and the CURRENT RESULT, located below the CURRENT ENTRY. The LAST RESULT together with the CURRENT ENTRY and the OPERATOR yield the CURRENT RESULT.

For number formatting topics, see:

**NUMBER FIELD FORMAT**  
**NUMBER FORMATS: CURRENCY AND GENERAL FORMAT**  
**EXTENDING PRECISION UNDER CURRENCY FORMAT: GENERAL FORMAT RESULT**

### NUMBER FIELDS DURING NORMAL OPERATION:

When Fatty Calc starts up or when the Calculator has been cleared, the CURRENT ENTRY field contains a zero. The LAST RESULT and CURRENT RESULT are blank.

When you complete your *first entry*, by keying in your numbers and pressing an OPERATOR (+, -, etc.), the CURRENT ENTRY gets *shifted up* to the LAST RESULT.

When you complete your *next entry*, the CURRENT RESULT is displayed below the Current Entry.

When you begin *another entry*, the CURRENT RESULT then gets *shifted up* to the LAST RESULT.

<b>You Press</b>	<b>CE</b>	<b>2</b>	<b>+</b>	<b>3</b>	<b>+</b>	<b>1</b>	<b>+</b>
LAST RESULT			2	2	2	5	5
CURRENT ENTRY	<u>0</u>	<u>2</u>		<u>3</u>	<u>3+</u>	<u>1</u>	<u>1+</u>
CURRENT RESULT					5		6

When you complete a calculation by pressing **Equal (=)**, the LAST RESULT (top line) shows the final result of the calculation. The CURRENT ENTRY and CURRENT RESULT are cleared.

## **NUMBER FIELDS DURING TAPE EDIT**

The ACTIVITY CAPTION shows that an EDIT action, such as CHANGE or INSERT, is in progress, and the line number where the action is being performed.

If the action is CHANGE, the CURRENT ENTRY will show the line from the Tape that is being changed.

If the action is INSERT, the CURRENT ENTRY will be blank.

The LAST RESULT and CURRENT RESULT are always blank during EDIT.

## **NUMBER FIELDS AFTER LOADING, DEACTIVATING OR ACTIVATING THE TAPE**

When a file is opened and read into the Tape, the LAST RESULT will show the last value appearing on the Tape. The CURRENT ENTRY and the CURRENT RESULT are blank.

When a Tape is Deactivated, the Display is cleared. The CURRENT ENTRY will display a zero. When the Tape is Reactivated, the LAST RESULT will contain the last value appearing on the Tape. The result of any operations performed while the Tape was DEACTIVATED will appear in the MEMORY FIELD.

## **NUMBER FIELD FORMAT**

When you enter numbers on the Calculator, Fatty Calc will transfer the numbers to the Tape as they appear in the Calculator Display. However, you can control how Fatty Calc will represent *whole* numbers (1, 2, 106, 2399) and the Results of calculations.

You can choose CURRENCY FORMAT or GENERAL FORMAT for formatting entries on the Tape.

Currency Format is the default. To change to General Format, click on OPTIONS on the Tape Window and click on CURRENCY FORMAT. This toggles between the two possible formats.

Only one format can be used in a tape, but the format can be changed at any time. Format information is saved with the Tape file.

GENERAL FORMAT RESULT can be used on a specific Currency Format Result for greater precision.

## **Currency Format**

When CURRENCY FORMAT is in effect, numbers on the Tape are displayed with two trailing decimals. For example, 2 is shown as 2.00. Results of calculations are rounded to two decimal places, regardless of how many decimal places the numbers in the calculation had.

You can override the rounding of a Currency Format Result by using the GENERAL FORMAT RESULT (on the Label menu of the Calculator). This option is useful when Currency Format

is desired for most entries on the Tape, but you wish to compute a particular Result with greater precision. General Format Result will be round Results to a maximum of four decimal places.

## **NUMBER FORMATS: CURRENCY AND GENERAL FORMAT** **EXTENDING PRECISION UNDER CURRENCY FORMAT: GENERAL FORMAT RESULT**

### **Exceptions to Currency Format**

When you perform a multiplication or division, the number format for the multiplier or divisor defaults to General Format (no trailing .00) unless the number contains real decimal information (eg, 10.2).

When you enter a number such as 3.1416, the number of decimal places will be retained as entered, even when Currency Format is in effect.

### **General Format**

If you are working with non-currency numbers, you can eliminate the unnecessary trailing zeros on whole numbers by using GENERAL FORMAT; 2 is shown as 2, and Results will be rounded to a maximum of four decimal places.

## **THE MEMORY FIELD**

The MEMORY FIELD appears in the lower right corner of the Display. It displays Memorized values or values that were calculated while a Tape was deactivated. Memory Field values are shown in italics. To Clear the MEMORY FIELD, press **C** twice on the keyboard or click on **C** on the Calculator keyboard twice. The first **Clear** clears the Calculator Number Fields. The second **Clear** clears the Memory Field.

## **THE COMMENT/LABEL ENTRY FIELD**

The COMMENT/LABEL ENTRY AREA appears beside the Display Area. When you create or edit HEADINGS, NOTES or LABELS, the text is entered in this area.

When creating a LABEL or NOTE, type the text followed by **Enter**. Then, if you want to associate the LABEL or NOTE with a result, press **Equal (=)**. If you want to associate the LABEL or NOTE with a specific value instead of a result, type the value followed by an OPERATOR (usually a + or -).

A HEADING is immediately transferred to the TAPE when you press **Enter**, since it is not associated with any value.

To cancel text entry in this field, press **Esc**.

Note that the last used Label or Heading text appears as a default, and is highlighted.

While the text is highlighted, the first character you type will delete and replace the entire text. If you wish to change any part of the text, press **Home**, **End**, or **Right/Left** arrows to position yourself. The highlight will disappear. You can then proceed with your modifications. Use the **Del** or **Backspace** key to delete unwanted characters in the text.

### **THE ACTIVITY CAPTION**

The ACTIVITY CAPTION appears in the upper left corner of the DISPLAY when an EDIT action in progress. It will display the action, CHANGE or INSERT and the line number where the action is being performed. It also displays activities that may require a momentary pause such as printing, reading tapes, recalculating, etc.

### **RECALC PENDING INDICATOR**

When recalculation is required due to Tape Edit, RECALC PENDING will appear in the ACTIVITY CAPTION and a red RECALC PENDING INDICATOR button will appear in the DISPLAY. RECALC PENDING will be reset and recalculation will be performed automatically when you return to the Calculator Window or select RECALC from the TAPE Window's menu bar.

It may take several seconds to perform Recalculation, depending on the size of your Tape and the speed of your PC.

## DATA ENTRY, RECALL, AND USE OF PREVIOUS ENTRIES

### ENTERING NUMBERS AND OPERATORS

Numbers and/or operators can be entered into the Calculator by the following means:

- PC numeric keypad
- Mouse
- Pasting from the Windows Clipboard
- Selecting values from the Tape Window
- Selecting values from the Label Window

### USING THE PC NUMERIC KEYPAD

To enter numbers, simply press the numbers that you wish to enter on your keyboard's numeric keypad. Fatty Calc will automatically turn NUMLOCK on for you when click on the Calculator. Entering numbers from the numeric keypad is the most efficient means of entering numbers and operators. You can also use the numbers above the alphabetic keys.

When you are on the Calculator, the NumLock remains on except when you are entering a text field such as a Heading, Note or Label. When entering text, the NumLock is turned off so you can use the numeric keypad as control keys for positioning the cursor and editing text (**Home**, **End**, **Del**, and the **Left/Right** arrows).

When you go to the Tape or the Label Window, the NumLock will be turned off so that you can use the numeric keypad as control keys to locate and select Tape or Label Window entries (**Home**, **End**, **Del**, **PgUp/PgDn**, and the **Up/Down/Left/Right** arrows).

When you switch to another application, Fatty Calc returns the NumLock to whatever state it was in before you last switched to Fatty Calc.

### USING THE MOUSE

To enter numbers and operators with the mouse, display the Calculator keypad using SHOW KEYBOARD on the VIEW menu. Click on the numbers and operators that you wish to enter on the Calculator.

### PASTING FROM THE WINDOWS CLIPBOARD

To transfer a number from another application, first select (highlight) the number in the Windows application you wish to transfer the number from.

Do not select any text other than numbers, commas, decimal points, dollar signs or other currency symbols. Fatty Calc will remove common characters used in number formatting.

Then, press **CTRL+Ins**, or if the application has an Edit menu, it will most likely contain a Copy command which can be used. This copies the text to the Windows Clipboard.

Now, go to the Fatty Calc Calculator Window. To paste the number into the CURRENT ENTRY, make sure the Current Entry is clear (press **Esc** if it is not) and then either press **P** for Paste or press **SHIFT+Ins**. (If you use **SHIFT+Ins**, you will have to use the **Ins**

key which is NOT on the Numeric Keypad, because when the NumLock is on, as it will be, the **Ins** on the Numeric Keypad becomes a "0")

The number will appear in the CURRENT ENTRY field. Now, add Label or Note text and press an operator to complete the entry.

DOS applications running in a Window (not full screen) can also be used as a source for pasting. Use the Edit/Mark command on the control button in the upper left corner of the DOS application window. Select the number text with the mouse (click and drag). Press **Enter**. The number is now in the Windows Clipboard, and can be pasted into Fatty Calc.

## **USING VALUES FROM THE TAPE**

The Tape itself is, in a sense, a collection of MEMORY fields! Any entry on the Tape can be placed into the CURRENT ENTRY by double-clicking on ANY CELL EXCEPT the LEFTMOST. Double clicking on the leftmost cell initiates an EDIT/CHANGE.

## **SELECTING A VALUE FROM THE TAPE**

To select a number which appears on a TAPE do one of the following:

Double click on the value that you wish to use in a calculation (click on any cell except the LEFTMOST cell)

OR

Press **Enter** on the entry that is highlighted on the Tape (make sure the active cell is any one but the LEFTMOST cell)

THEN

The selected value will appear in the CURRENT ENTRY field of the Calculator Display. To complete your calculation, press the appropriate operator.

You may select numbers from the Tape when the Tape is ACTIVE or DEACTIVATED.

## **SELECTING A VALUE FROM THE LABEL WINDOW**

Open the LABEL WINDOW by clicking on GO TO LABELS on the LABEL menu. Double click on the Label whose value you wish to use in a calculation. The Label will appear in the COMMENT/LABEL ENTRY AREA. Its value will become the CURRENT VALUE on the Calculator. To complete your calculation, press the appropriate operator.

## **CLEARING AND MODIFYING CALCULATOR ENTRIES**

To Clear the entire Display and zero out all calculations, press **C** on the keyboard or click on **C** on the Calculator keypad.

To erase the CURRENT ENTRY, press **Esc** on the keyboard, or click on **CE** on the Calculator keypad.



To delete one digit at a time in the CURRENT ENTRY, press BACKSPACE on the keyboard.

### **USING MEMORY and RECALL**

The Fatty Calc MEMORY function takes whatever is in the CURRENT ENTRY field and places it in the MEMORY field. To memorize the CURRENT ENTRY, press M or click on M on the Calculator keypad. The value will now appear in the MEMORY FIELD.

To use a MEMORY value in a calculation, you RECALL it by pressing **R** on the keyboard, or by clicking on **R** on the Calculator keypad. The MEMORY value then appears in the CURRENT ENTRY.

Only the CURRENT ENTRY field can be placed in MEMORY. It is the most flexible of all the fields. You can key in any value you wish, commit it to MEMORY, and then **CE** (or **Esc**) to cancel it. Better yet, you can double click on any line in the Tape to place it in the CURRENT ENTRY, commit it to MEMORY, and then **CE** (or **Esc**) it. Generally, with the ability to recall any value on the Tape by double clicking, the MEMORY function might be used for constant or regularly needed values.

## RESTRICTIONS AND LIMITS

The maximum number of Tape entries possible is 2,000 in the registered version of Fatty Calc. However, Recalculation time and Tape File Save/Open time are increased with Tape size. A suggestion is to limit your Tapes to the amount of *time* you feel comfortable with in waiting for Recalc and File operations.

(The *unregistered* version of Fatty Calc will read a maximum of 100 entries on a Tape Open. Note that this limit applies ONLY to TAPE OPEN. The unregistered version will handle the maximum entries for all other functions.)

The following number size limits apply to using the Calculator:

The maximum number of digits that can be entered on the Calculator is 15.  
The maximum number of decimal places supported by Fatty Calc is 4.  
The largest number: 922,337,203,685,477.5807\*  
The smallest number: -922,337,203,685,477.5808\*

\*These limits are due to the data storage format used by Fatty Calc software.

If a number you enter or a computed value exceeds these limits, an OVERFLOW condition will result.

An Overflow which occurs on the Tape will be handled by converting the entry which triggered it into a Heading. The word "OVERFLOW" followed by the value and operator are placed in the Heading text.

You can fix the problem by:

Identifying the source of the value that caused the overflow to occur. Did you change a LABEL Definition or a value which the current calculation depended on? First change the source of the problem. Then, use Tape Edit INSERT to re-create the entry which got converted into a Heading. (There is no way to convert the Heading back into the original entry.) Then, you can delete the Heading containing the OVERFLOW message, and Recalc.

## ROUNDING ERRORS

When Currency Format is in effect, values are rounded to 2 decimal places.

For example,

$.015 / 3 = 0.01$  in Currency Format  
 $.015 / 3 = 0.005$  in General Format  
 $.0049 \times 1 = 0.00$  in Currency Format  
 $.0050 \times 1 = 0.01$  in Currency Format

In rounding to 2 decimal places, .005 becomes .01, and anything less becomes .00

For greater precision, use the GENERAL FORMAT RESULT.

**EXTENDING PRECISION UNDER CURRENCY FORMAT: GENERAL FORMAT RESULT**

When General Format is in effect, numbers are rounded to 4 decimal places. In calculations exceeding the maximum of 4 digit decimal places, the following is true: If a result is .00005 or less, it is rounded **down**. So, .000051 is rounded up to .0001

For example:

$$.0050 / 100 = 0.0000$$

$$.0051 / 100 = 0.0001$$

## **SAVING AND RETRIEVING TAPES**

### *Calculator Window: File Menu*

To **SAVE** a Tape as a file, click on **FILE** on the menu bar, then click on either **SAVE** or **SAVE AS**. **SAVE** will save your Tape in the current file whose name is indicated at the top of the **TAPE** window. **SAVE AS** will allow you to assign a file name different from the name indicated in the **TAPE** window.

When entering a Tape file name, it is **NOT NECESSARY** to add the **.TAP** suffix.

To **RETRIEVE** a Tape, click on **FILE** and then click on **OPEN**. A dialogue box with files ending in **.TAP** will be presented. Double click on the desired file name. If you already have a Tape in progress, you will be able to append a file to the existing Tape, if you wish.

When appending one Tape file to another (using multiple File Opens), the current file name becomes the name of the file most recently opened.

The Tape file is saved as a DOS text file. Do **NOT** edit the file with a text editor. Some editors replace groups of spaces with **TABS** and this would affect the formatting Fatty Calc requires to read the tape file. The locations of some fields may be slightly different in the Tape file from their appearance in the Tape Window.

After installing Fatty Calc, you will find a Tape named **SAMPLE.TAP** in your Fatty Calc directory. This Tape demonstrates the concepts of Headings, Labels, Notes, and Total by Check Mark. It is recommended that you Open the file and view it while browsing through Help.

## **PRINTING TAPES**

### *Calculator Window: File Menu*

The Print function on the Calculator File menu prints the Tape in its current condition. The Tape need *not* be saved as a file in order to Print it. If you have retrieved a Tape file and edited the Tape, the Tape will print with the new modifications. A few cosmetic alterations are made in the print format to improve appearance.

At the top of each page printed is a heading consisting of: the file name (if any), the page number, and the date and time of *printing*. This will be appreciated when you print the same Tape several times and try to identify which printout is the latest!

The number of Tape entry lines printed on each page defaults to 60. You can change this using PAGE SETUP. You can increase the value to obtain the maximum number of lines on each printed page. When you exceed the number of lines that can be printed on a page, every other page will contain the "overflow" items. In other words, a two page tape will print on three pages: The first page will appear full; the second will contain several overflow items, and the third page will appear full. If this happens, just decrease the setting by the number of lines which "overflow".

The Tape is printed to the DEFAULT printer.

You can set the Default Printer through the PRINTER SETUP command under the Calculator File menu. In Printer Setup, the printer you select becomes the default for all Windows applications.

You can also use the Windows Control Panel, using the Printer icon, to set the default printer and options outside of Fatty Calc.

## **ABOUT COMMENTS: HEADINGS AND NOTES**

Headings, and Notes are text used to annotate Tape entries. They serve as documentation only, and are considered Comments.

They differ from Labels in some important ways.

1. Labels are equated with or represent specific values. They are *symbolic* representations of a value.
2. Notes and Headings do not *represent* a value. A Note is associated with a Tape entry which, of course, has a value. But the Note cannot be used as a *symbol* for that value elsewhere in the Tape.
3. Fatty Calc will not ensure the *uniqueness* of Notes. Exactly the same Note text can be used on multiple entries with different values. A Label Definition, however, must be unique, and can be associated with only one value.

These are simply points of contrast. For usage suggestions, see **USING NOTES vs LABELS**

## HEADINGS

### *Calculator Window: Comment Menu*

HEADINGS are Comments that appear in the Number Column of the Tape. They can be used as internal titles or section headers on a Tape. They are not associated with values. To create a Heading, press **H** while on the Calculator. (Or, using a mouse, click on COMMENT on the Calculator's menu bar. Click on HEADING.) The COMMENT/LABEL area will be activated. Type in a Heading of up to 30 characters in length. Press **Enter** and the Heading will appear on the Tape. A colon appears in the operator column for Headings.

For subsequent Heading entries, the text of the previous Heading will appear in the Comment/Label entry field as the default. This text can be edited if you wish.

## **NOTES**

*Calculator Window: Comment Menu*

Notes are comments that appear in the same column as Labels. They can be used to annotate or describe the value they accompany, but they *are not equated with* the value, like a Label. They do not appear in the Label Window.

### **USING NOTES vs LABELS**

### **CREATING, CHANGING, AND IDENTIFYING NOTES**



## USING NOTES vs LABELS

Labels should be used on entries which will appear more than once within a Tape. Notes should be used for items which appear only once within a Tape.

For instance, in creating a budget, you should use NOTES to describe each monthly bill payment ("Food," "Rent," "Utilities"). The payments should then be totaled as a LABEL such as "Total Payments". You would do likewise for income sources, creating a NOTE for each source of income ("Paycheck," "Part Time Job"), and total them as a LABEL, such as "Total Income".

Then, you would Use the "Total Income" LABEL. Then Use "Total Payments" and subtract. You might LABEL this your "Surplus Income" (we hope!) and use it to project your future wealth!

Regardless of whether you use a NOTE or a LABEL, the entire Tape will be recalculated if you change any of the values. The benefit of a LABEL is that you can associate it with an **Equal (=)** operation, giving you a single result that can be employed in other places in the Tape. Using NOTES whenever possible will leave your Labels Window uncluttered and will help you find the important items more quickly.

For example:

	Simple Sample Monthly	:		HEADING
	Budget			
:	400.00	+	Food	NOTE
:	750.00	+	Rent	NOTE
:	350.00	+	Utilities	NOTE
:	500.00	+	Car Payment	NOTE
*	2,000.00	=	Total Payments	LABEL DEFINITION
	0.00	C		
:	1,500.00	+	Paycheck	NOTE
:	600.00	+	Part Time Job	NOTE
*	2,100.00	=	Total Income	LABEL DEFINITION
	0.00	C		
-	2,100.00	+	Total Income	LABEL-IN-USE
-	2,000.00	-	Total Payments	LABEL-IN-USE
*	100.00	=	Surplus Income	LABEL DEFINITION
	0.00	C		
-	100.00	+	Surplus Income	LABEL-IN-USE
:	12.00	X	Months	NOTE
*	1,200.00	=	Future Net Worth	LABEL DEFINITION
	0.00	C		

## CREATING, CHANGING, AND IDENTIFYING NOTES

Though Notes appear alongside a number, they are not uniquely associated with the value of the number as are Labels. The same Note can be used on many different Tape entries, with different values.

A colon (: ) appears in the first Tape column to indicate that an item is a Note.

To create a Note, press **N** while on the Calculator. (Or, using a mouse, click on COMMENT on the Calculator's menu bar. Click on NOTE.) The COMMENT/LABEL area will be activated. Type in a Note of up to 50 characters in length. Press **Enter**. Then complete your

CURRENT ENTRY by typing in the number and operator. The Note and the number will appear on the Tape.

To change a Note, click on the Tape entry to select it. Then click on CHANGE on the TAPE Window EDIT menu. Press **N** to activate the COMMENT/LABEL AREA and type in the new note. Press **Enter** twice and the new Note will appear on the Tape.

Restriction:

If a Note is placed on a result (=) and the result is Copied/Pasted to a new location on the Tape, the **Equal** sign (=) and the Note text are preserved. A new value is computed for the result during Recalc. The value is based on whatever entries precede the **Equal**. If no entries precede the **Equal**, you may end up with a value of zero!

## **ABOUT LABELS**

A LABEL is a powerful feature which allows you to assign a meaningful name to a value. A value is the numeric portion of your Tape entry, which can be a number you entered directly, or the result of a series of operations concluded with an **Equal (=)**. Fatty Calc links the Label to the value. You can use a labeled value as many times as you wish on your Fatty Calc Tape. If you change the value of the labeled item, or if the value changes as a result of changes in dependencies, Fatty Calc will automatically recalculate and change all occurrences of the labeled item on the Tape.

Labels turn your Fatty Calc Tape into a mini-spreadsheet!

When you create a Label and use it for the first time, you are DEFINING it to Fatty Calc. Fatty Calc will place the Label in the LABEL WINDOW, which is a SORTED list where Labels can be conveniently searched for and located. The line on the Tape where the newly defined Label appears will be marked with an asterisk (\*) in the first column. If you Use a Label more than once on a Tape, Fatty Calc will put an underscore ( \_ ) in the first Tape column. Label text appears to the right of the value it is associated with.

A Use of a Label must be located *after* the Definition of the Label on the Tape.

## **USING NOTES vs LABELS**

## CREATING OR DEFINING LABELS

### *Calculator Window: Label Menu*

To create or DEFINE a Label, press **L** while on the Calculator. (Or, using a mouse, click on LABEL TEXT on the LABEL drop down menu.) You may type in a Label of up to 50 characters in length in the COMMENT/LABEL ENTRY AREA. Press **Enter** to complete the text entry.

Label values are assigned either by *result* or by *direct entry*.

Label text for *results* must be entered *before* pressing **Equal (=)**. For this type of Label, the value is *computed* automatically.

If you wish to Label the result of a calculation, press **L** and type in the Label text. Press **Enter** to complete the text entry. Now press **Equal (=)** to obtain the result. The resulting value and the Label will appear on the Tape. If any number in the calculation of that result changes, Fatty Calc will recalculate the value of the Label and all of its occurrences on the Tape.

Label text for *non-computed*, direct entry values can be entered any time before you press the operator.

Press **L** to enter your Label text. Press **Enter** to complete the text entry. You can enter Label text before or after entering the value you wish to associate with it.

Press the desired OPERATOR to complete the entry, and the Label and its associated value will appear on the Tape.

### Note:

Fatty Calc will not let you define duplicate labels. All Label definitions must be unique within a given Tape. Labels are only valid for the Tape in which they are defined. They cannot be used in other tapes.

## USING DEFINED LABELS

Once a Label has been defined it may be USED in calculations elsewhere on the Tape.

To Use a previously defined Label, you may select it from the Label Window or from the Tape as follows:

GO TO the Label Window

Locate the Label Definition. In the Label Window, type the first letter of the Label text. For example, if the Label is "Total Checks," type "T". If there is more than one Label beginning with "T," press "T" again until you locate the desired Label. (Or you can locate it by use of the scroll bars).

OR

GO TO the Tape Window

On the Tape, locate the Label Definition, identified by an asterisk (\*) in the LEFTMOST Tape column.

THEN

Press **Enter** or double click on the entry containing the Label Definition you wish to use. Make sure the active cell is any one but the LEFTMOST cell. The Label and its value will appear in the Calculator's Current Entry. Press the applicable operator, and the Label will be *used* in the calculation as specified.

A Label Definition which is *used* in a subsequent entry is called a Label-in-Use.

Restrictions:

You cannot employ the **Equal (=)** operator with a Label you are USING. Why? Because a Label is already implicitly or explicitly equal to the value where it is defined.

Label Definitions (those marked with an asterisk (\*) in the first column on the Tape) must PRECEDE any Use of the Label on the Tape.

## **MOVING, COPYING, DELETING/CUTTING, PASTING, INSERTING LABELS**

*Tape Window: Edit Menu*

To MOVE a labeled entry, use the CUT/DELETE function on the EDIT menu, followed by a PASTE. Fatty Calc will preserve the operator on the MOVED item.

To COPY a labeled entry, use the COPY function on the EDIT menu, followed by a PASTE. Fatty Calc will preserve the operator on the COPIED item.

You should not COPY Label Definitions, entries marked with an asterisk (\*) in Column 1. This would result in a duplicate Label. If you COPY and then PASTE a Label Definition, the value and the operator are preserved, but Fatty Calc will convert the Label text to a NOTE to correct the duplicate Label condition. Fatty Calc will no longer equate the value with the LABEL.

You may COPY Labels-in-Use (Label-in-Use entries are marked with an underscore (\_) in Column 1) as long as they appear *after* the LABEL DEFINITION.

To INSERT an entry BEFORE or AFTER a selected position, use the INSERT BEFORE/AFTER function on the Edit drop down menu. The item to be inserted may be a newly created Label and value, or a labeled item selected from the Tape. When inserting labeled items, you must specify the operator to complete the entry.

### **RESTRICTIONS:**

Do not PASTE or INSERT a Label Definition after a Use of the LABEL. Label Definitions must always precede Uses on the tape.

Do not DELETE/CUT a Label Definition which has been used elsewhere on the tape without PASTING it back at another location. Permanently deleting a Label Definition with dependent Uses will create ORPHAN Labels.

See the Edit menu in the Tape Window.

## **ADDING A LABEL TO THE TAPE**

### *Calculator Window: Label Menu*

To add a Label to a value that appears on the Tape, click on the value that you wish to Label. The Tape line will be highlighted. Select CHANGE on the TAPE window's EDIT drop down menu. The selected value will appear in the Calculator Display. Press **L** or select LABEL TEXT from the LABEL drop down menu. Type in the Label. Press **Enter** and the Label will appear beside the selected value.

## CHANGING A LABEL'S TEXT

*Label Window: Edit Menu*

*Tape Window: Edit Menu*

After a labeled entry has been placed on the Tape, you can change the Label text by doing the following:

Select the Label Definition from the Label Window

Select CHANGE on the Label Window EDIT menu

OR

On the Tape, click on the Label Definition (\*) whose value you wish to change.

Select CHANGE on the Tape Window EDIT menu

THEN

Press **L** to change the Label text (or if the Label is associated with an **Equal**, you will automatically be placed in the text entry field, and pressing **L** will not be necessary).

Type in the new Label. Press **Enter** and *all occurrences of the Label text will change.*

Restrictions:

You can only change the Label text on the Definition (\*) of a Label of a Label associated with an **Equal**. You cannot change the Label text on a Label-in-Use (\_).



## CHANGING A LABEL'S VALUE

*Label Window: Edit Menu*

*Tape Window: Edit Menu*

For Labels which are *not* the result (=) of a calculation:

Select the Label whose value you wish to change from the Label window.  
Select CHANGE on the Label Window EDIT menu

OR

On the Tape, click on the Label Definition (\*) whose value you wish to change.  
Click on CHANGE on the TAPE Window EDIT menu

THEN

Key in the new number.

Press **Enter** and all occurrences of the Label's value will change.

Restrictions:

You can only change the value on the Definition (\*) of a Label. You cannot change the value on a Label-in-Use (\_).

You cannot change the value of a Label associated with an **Equal**. The value is a *result* and is derived by computation.

## REMOVING A LABEL

*Tape Window: Edit Menu*

To REMOVE LABEL TEXT from individual Tape entries, click on the Label that you wish to remove. Click on REMOVE LABEL TEXT on the TAPE Window's EDIT menu.

Removing the Label text from a Tape entry leaves the entry's value unchanged, whether it is a Label Definition or a Use. If Label text is Removed from a Label-in-Use, Fatty Calc will no longer update that value with changes made in the Label Definition.

This function can be used to clean up Label Definitions that were created but never used as Labels. An unused Label Definition can also be converted to a Note, using the Tape Edit/Change command (press **N** to convert the Label to a Note).

Restrictions:

You cannot REMOVE LABEL TEXT from a Label Definition if the Label is in Use elsewhere on the Tape. All Labels-in-Use must be deleted or their Label text removed before the Label text can be removed from a Definition.

## GENERAL FORMAT RESULT

### Calculator Window: Label Menu

You can override the rounding of a Currency Format result by pressing **F8** or by clicking on the GENERAL FORMAT RESULT command on the Label menu of the Calculator. This option is intended to provide greater flexibility when using the Currency Format. General Format Result rounds the result of a calculation to a maximum of four decimal places. It overrides the rounding to two decimal digits that occurs with the Currency Format.

For example, if you wanted to compute a currency exchange rate based on the actual relative values of two different currencies, you would undoubtedly want the result as precise as possible, especially if the dollar amount you are exchanging is going to be large!

This option can only be used on a *result*; that is, with a **Equal** operator.

Before pressing **Equal (=)**, press **F8**. You will see a **#** appear in the lower left part of the Display Window. Then press **Equal** to obtain the General Format result.

The override is in effect only for that particular result. The General Format Result sign (**#**) will appear in the Check Mark column of the result. This will not, however, have any effect on totals by Check Mark.

Although this command appears under the Label menu, it can be used on *any* result, labeled or non-labeled. Note that **F8** is the shortcut key for this, and is preferable under some circumstances involving Labels.

If you are EDITING a tape entry, you can press **F8** to toggle the General Format Result (**#**) option on and off, even if you are located in the Text field.

if you are editing Label Definitions associated with an **Equal**, Fatty Calc restricts you to modifying only the Label text during Tape Edit/Change, so you must use **F8** to toggle General Format Result on and off. Pressing **#** when editing the Label field would place a "**#**" in the Label text.

Widget Production Sheet	:				
:		1,200.50	+	Parts Cost / 1000	
:		1,523.20	+	Assembly Cost / 1000	
:		643.43	+	Packaging Cost / 1000	
*		3,367.13	=	Widget Cost Batch of 1000	
		0.00	C		
-		3,367.13	+	Widget Cost Batch of 1000	
		1,000	/		
*		3.3671	= #	Unit Cost of a Widget	GENERAL FORMAT RESULT
		0.00	C		
-		3.3671	+	Unit Cost of a Widget	
		500,000	X	Estimated Units to Build	
*		1,683,550.00	=	Cost to Build	

Note that the "Cost to Build" would have been 1,685,000.00 if we had **not** used GENERAL FORMAT RESULT on our "Unit Cost of a Widget". This gives us a better picture of our costs, especially important in the cut-throat Widget business, since *everybody* seems to be making them.

## NAVIGATING THE WINDOWS

### MOVING FROM CALCULATOR TO TAPE AND BACK AGAIN

To move from the Calculator to the Tape and back to the Calculator again do one of the following:

- Press **T**. This will toggle you back and forth between the Calculator and the Tape windows. This is the *fastest* way to switch back and forth between Calculator and Tape.
- OR
- Using the mouse, click on the menu bar of the window that you wish to go to.

### NAVIGATING THROUGH ALL THE WINDOWS

A quick way to get to any window is to take the following **CTRL** key shortcuts:

<b>You are on:</b>	<b>Calculator</b>	<b>Tape</b>	<b>Labels</b>
<b>CTRL+T</b> takes you to:	Tape	Calculator	Tape
<b>CTRL+L</b> takes you to:	Labels	Labels	Calculator

### ACTIVATING/DEACTIVATING THE TAPE

*Calculator Window: Tape Menu*

When the Fatty Calc Tape is ACTIVATED all numbers, operators, Labels, Headings and Notes that are entered in the Calculator Window, will be added to the Tape.

When the Fatty Calc Tape is DEACTIVATED, Calculator Window entries will not be added to the Tape. The Tape window remains open. The *result* of any calculation done while the Tape is Deactivated will be placed in the Calculator Window's MEMORY field for future RECALL.

To ACTIVATE/DEACTIVATE the Tape, click on TAPE on the Calculator Window's menu bar. Click on ACTIVATE to toggle activation on or off. The Tape is automatically Activated when you start Fatty Calc.

Certain menu functions will be disabled when the Tape is Deactivated. However, you can still scroll through the Tape and double click on entries to place values in your CURRENT ENTRY. While the Tape is Deactivated, Label information placed in the Calculator from the Tape has no effect. Only the values are used.

## **SHOWING/HIDING THE TAPE**

### *Calculator Window: Tape Menu*

When Fatty Calc starts, the Tape Window is automatically SHOWN. If you do not wish to see the Tape, you can HIDE it.

To SHOW/HIDE the Tape, click on TAPE on the Calculator Window's menu bar. Click on SHOW to toggle the Tape Window on (SHOW) or off (HIDE).

SHOW/HIDE does not affect whether Calculator entries are added to the Tape. If the Tape is ACTIVATED, all entries are added to the Tape whether it is shown or hidden. If the Tape is DEACTIVATED, no entries are added to the Tape whether it is shown or hidden.

## **ERASING THE TAPE**

### *Calculator Window: Tape Menu*

The Tape Window may be completely cleared or ERASED. ERASED values cannot be retrieved unless they have been previously saved. When you ERASE a Tape, the Display Area is also cleared.

To ERASE the Tape Window, click on TAPE on the Calculator Window's menu bar. Click on ERASE to clear the Tape.

## **CALCULATOR WINDOW**

The Calculator Window and the Tape Window are displayed after the copyright. The Calculator Window has focus at start up. The title bar is highlighted and the Calculator is ready to accept keystrokes. You can switch focus to the Tape by clicking on it, or by pressing **T** for a shortcut.

## **ALWAYS ON TOP**

*Calculator Window: View Menu*

When using Fatty Calc together with other applications, you may wish to have the Fatty Calc calculator "float" on top of other application windows.

To keep the Calculator Window ALWAYS ON TOP of other applications, click on VIEW on the Calculator menu bar. Click on ALWAYS ON TOP on the VIEW menu to toggle ALWAYS ON TOP on or off. The TAPE floats to the top with the Calculator when the Calculator has focus. The Calculator Window is NOT Always on Top by default.

The Calculator Window is normally displayed in half size (keyboard not showing) in order to conserve screen real estate. This will be especially appreciated when using the ALWAYS ON TOP feature.

## **THE CALCULATOR KEYBOARD**

### *Calculator Window: View Menu*

Showing the keyboard makes Calculator keys accessible to the mouse.

To display the Calculator keyboard, click on VIEW on the Calculator menu bar. Click on SHOW KEYBOARD on the VIEW menu to toggle the keyboard on or off. The keyboard is normally hidden.

All Calculator functions, Tape, and Label Window functions are equally supported by both the PC keyboard and the mouse.

You do NOT have to have the Calculator keys showing in order to use the PC keyboard instead of the mouse.

You can use the NUMERIC KEYPAD or MOUSE for entering numbers. Using the numeric keypad is the quickest and most convenient method for using the Calculator. Fatty Calc automatically turns the NUMLOCK on whenever you focus on the Calculator Window so that you can use your numeric keypad. Fatty Calc turns the NUMLOCK off whenever you leave the Calculator Window, for example, when you switch to the Fatty Calc Tape or to another application.



## ABOUT THE TAPE WINDOW

The Fatty Calc Tape gives you the ability to review, revise and save your calculations. It eliminates the need to completely redo calculations to check for accuracy. Simply check the values that appear on the Tape to verify your entries. You can save the Tape for future reference. You can print the Tape. You can transfer the Tape entries to the Windows Clipboard for use in a spreadsheet, word processor, or simple text editor. You can recall entries from the Tape to the Calculator.

When you start Fatty Calc, the TAPE WINDOW will automatically be ACTIVATED. It will appear to the right of the Calculator Window. It can be resized to display as much or as little of the Tape as you wish to see.

The name of the Tape File in use appears in the title bar of the Tape Window.

The Tape Window consists of five columns. From left to right they are:

- 1. Label/Note Indicator Column** contains an asterisk (\*) for Label Definitions, an underline (   ) for Labels-in-Use, a colon (:) for Notes. This column does not appear on printed tapes. It is not copied to the Windows Clipboard even if selected.

This column is the LEFTMOST column. It has a special meaning when the tape item is selected and you double click or press **Enter**.

If you double click on this column, or if you press **Enter** when the active cell is in this column, an EDIT/CHANGE command is initiated. For any other column, a double click or **Enter** causes the values to be placed in the Calculator for use in the CURRENT ENTRY.

The ACTIVE CELL is enclosed in an outline which is thicker than normal grid lines. The active cell is NOT highlighted even though the rest of the Tape line is highlighted.

- 2. Number Column** contains number entries and Headings.

Above the Number Column, the current **Line Number** appears when a single entry is selected.

When a block of lines is selected, the **Item Count** appears, reflecting the number of entries in the block. This can be useful when trying to determine the exact count of a long list of entries, such as the number of checks or credit card drafts being prepared for deposit by a business.

- 3. Operator Column** contains operators (+, -, **X**, /, =, %), **C** for Clear, or a colon (:) for Headings
- 4. Check Mark Column** contains Check Marks if they are in use
- 5. Label/Note Column** contains Label or Note text.

All columns may be WIDENED or NARROWED by clicking and dragging on the column boundary line in the top (gray) line of the Tape window.

The Tape Window itself can be resized by clicking and dragging the window's corners or borders.

Note: The default width of the Number column and the Label/Note column may not be wide enough to display the complete text of a Heading, Note or Label. To view the complete text, WIDEN the appropriate column.

## **CONTROLLING THE TAPE**

You SHOW/HIDE, ACTIVATE/DEACTIVATE, or ERASE the Tape from the Calculator Window's Tape menu. You SAVE or PRINT the Tape from the Calculator Window's File menu.

You EDIT, RECALCULATE, or control Tape OPTIONS from the Tape Window's menu bar.

The following Tape functions are located on the *Calculator Window* menu bar:

*File Menu*

**SAVING AND RETRIEVING TAPES**

**PRINTING TAPES**

*Tape Menu*

**ACTIVATING/DEACTIVATING THE TAPE**

**ERASING THE TAPE**

**SHOWING/HIDING THE TAPE**

The following Tape functions are located on the *Tape Window* menu bar:

*Edit Menu*

**CHANGE**

**COPY**

**DELETE/CUT**

**INSERT BEFORE**

**INSERT AFTER**

**PASTE BEFORE**

**PASTE AFTER**

**REMOVE LABEL TEXT**

**COPY TO WINDOWS CLIPBOARD**

**FIND**

**FIND NEXT**

**PASTE STATUS**

*Options Menu*

**USING CHECK MARKS**

**NUMBER FORMATS: CURRENCY AND GENERAL FORMAT**

*Tape Recalc*

**RECALC**

## EDITING THE TAPE

Tape entries can be relocated and modified by using the Edit commands available on the Tape Window's EDIT drop down menu.

When you go to the Tape, Fatty Calc locates and selects the last Tape position you were on. In other words, if you had selected a Label Definition for use, and then returned to the Calculator, the next time you go to the Tape, Fatty Calc will automatically position you on that same Label Definition line.

Whenever you return to the Calculator to continue regular entry, Fatty Calc positions you on the last line in the Tape, which is blank.

The CHANGE command allows you to modify a single line. The COPY, DELETE/CUT, and COPY TO WINDOWS CLIPBOARD commands operate on a single line or a BLOCK of lines. The INSERT BEFORE/AFTER commands allow you to enter one or more new lines on the Tape starting at the selected location.

Here are some tips on selecting lines and blocks in the Tape, using the mouse or the PC keyboard.

### Changing Location on the Tape

To go to the beginning of the Tape, press **CTRL+Home**.

To go to the end of the Tape, press **CTRL+End**.

You can use the **PgUp/PgDown** keys to page through a Tape.

You can use the **Up/Down** arrows or scroll bar to scroll through the Tape.

### Selecting a Single Line in the Tape

#### *Using a mouse*

Click once on any cell in the desired line. If the line you want is not visible, use the scroll bar on the Tape Window to find the general location of the line, and then click on the line. The tape line will then become highlighted, indicating that it is **selected**.

#### *Using the keyboard*

Press the **Up/Down** arrows until the desired line is highlighted.

Once you have **selected** (highlighted) the desired line on the Tape, you can:

CHANGE the item by

Pressing **CTRL+H**

OR

Using the **Left** arrow or **Home** key to position over the LEFTMOST cell and pressing **Enter**

OR

Double clicking on the LEFTMOST cell in the line

You can place it in the Calculator by double clicking on it or by pressing **Enter** on ANY CELL OTHER THAN the LEFTMOST CELL

OR

Execute a COPY, DELETE, or COPY TO WINDOWS CLIPBOARD command from the Tape Edit menu

OR

Execute an INSERT or PASTE command from the Tape Edit menu (using the **selected** Tape line as the before/after reference position for these commands)

OR

Execute a FIND command from the Tape Edit menu (using the **selected** Tape line as the relative starting location for the search)

### **Selecting a Block in the Tape**

#### *Using a mouse to select a block*

Position the mouse pointer over a cell in the first line you want included in the block. Typically this will be a cell in the Number Column. If you are going to use COPY or DELETE/CUT, the cell type is not important. If you are going to use COPY TO WINDOWS CLIPBOARD, the cell should be either the Number Column or the Label/Note Type Column (the narrow column to the left of the Number Column) or your numeric values will not get included!

Now, press the left mouse button and hold it down while you drag the mouse pointer to the last line you want in the block:. For COPY TO WINDOWS CLIPBOARD, locate your pointer over the Label/Note column, so that your block contains the Number, Operator, Check Mark, and Label/Note Columns. If you want only Numbers and Operators, locate your pointer over the Operator cell. For COPY and DELETE/CUT, the cell type is not important, since *all* columns are automatically included.

As you drag, the cells become highlighted, indicating they are selected.

If the last line is *outside of* the Tape Window, just drag the pointer slowly past the lower border of the Tape Window and the Tape will start scrolling downward. Position the pointer back inside the Tape Window board when you see the last line you want to include.

Now, release the mouse button. The block will remain highlighted.

#### *Using the keyboard to select a block*

Locate the first entry you want to include using the **Up/Down** arrow keys.

Press the **Home** key. This will position you over the first cell in the line, the Label/Note

Type. The rest of the line will be highlighted, including the Number, Operator, Check Mark, and Label/Note text columns.

Now, press **SHIFT** and while holding the **SHIFT** key down, press the **Down** arrow repeatedly. This will scroll you downward through the Tape. Stop on the last line you want included in the block.

Once you have **selected** (highlighted) a block, you can execute a COPY, DELETE, or COPY TO WINDOWS CLIPBOARD command from the Tape Edit menu.

### **Selecting the Entire Tape with the Keyboard**

Go to the Tape. Press **CTRL+Home**. This positions you at the beginning of the Tape.

Now, press **CTRL+SHIFT** and while holding these keys down press **End**. The entire Tape will be highlighted.

### **TAPE EDIT COMMANDS**

To EDIT a Tape entry, select (click on) the Tape line containing the value, operator, Label, Note or Heading that you wish to EDIT. Select the desired commands from the EDIT drop down menu by clicking on the command or pressing the associated letter (shown in underline). You can alternatively use the Short Cut Keys (usually a **CTRL**+letter combination).

## CHANGE (CTRL+H)

*Tape Window: Edit Menu*

The CHANGE command allows you to modify most numbers, operators, Notes, Labels, and Headings.

The CHANGE command copies the selected line to the Calculator Window for modification. You may change the line as follows:

First, select the tape item you wish to CHANGE

You can then press **CTRL+H**.

OR

You use the **Left** arrow key or **Home** key to position on LEFTMOST CELL in the tape item, and press **Enter**

OR

You can double click on the LEFTMOST cell in the tape item

Note that pressing **Enter** or double clicking on ANY CELL OTHER THAN the LEFTMOST cell will place the item in the Calculator for USE, not for editing.

### General editing rules:

If the line contains a HEADING, you can change only the Heading's text.

If the line contains a number entry and is not a RESULT (=), you can change the value or the operator. The first number key you press will clear the CURRENT ENTRY and start a new number. You can also press BACKSPACE to remove the last few digits of the number and type in the modifications.

If the line contains a RESULT (=), you cannot change the value, but you can change the equal sign to another operator. If the RESULT is associated with a LABEL, you will not be able to change anything but the Label text.

If the line contains a NOTE, you can change the Note's text, the number or the operator. To edit the Note text just press **N**. You can change the NOTE to a LABEL by pressing **L**, and then pressing **Enter**.

If the line contains a LABEL:

If the entry DEFINES the Label, you can change the Label's text. All occurrences of the Label text will change. You can change the value only if it does not represent the result of a calculation (the operator is not an =). All occurrences of the Label's value will change when the Tape is RECALCulated.

You can change the operator of a labeled entry only if it is *not* the **Equal** operator.

If the entry DEFINES the Label and the Label is not used anywhere else on the Tape, you can convert the Label to a Note by pressing **N** and then pressing **Enter**.

If the entry is a Use of the Label. You cannot change the Label's text or the value.

If the entry is an Orphan Label (Label-in-Use whose Label Definition has been deleted),

use the CHANGE command on the Orphan to redefine the Label. Select the first occurrence of the Label on the Tape. Use the CHANGE edit command to place the line in the Calculator window. Press **L** then press enter to register or define the Label. **DO NOT CHANGE** the Label's text. Subsequent occurrences of the Label will no longer be Orphans.

If the line contains a RESULT (=), you can turn the GENERAL FORMAT RESULT option on and off by pressing **F8**.

When you have completed all the changes on the line, press **Enter** and the Tape will be updated.

To cancel CHANGE, press **Esc**.



## **COPY (CTRL+C)**

*Tape Window: Edit Menu*

The COPY command copies the selected line to the Tape 'Clipboard' and leaves the selected line unchanged on the Tape. The line can be copied to another location on the Tape by using PASTE BEFORE/PASTE AFTER.

The line or BLOCK must be selected *before* you use this command.

To copy a block of lines, click on the first line in the block and drag to the last line in the block.

To select a block using the keyboard, locate the first item using the **Up/Down** arrows. Press **SHIFT** and while keeping **SHIFT** depressed, use the **Down** arrow to locate the last item in the block. Release **SHIFT**.

The entire block will be highlighted and copied to the Tape Clipboard. (The first cell may not be highlighted but may appear surrounded by a slightly darker box. It will, however, be included in the block.)

The Tape Clipboard retains only the most recent COPY or DELETE. Each COPY or DELETE overwrites whatever was previously copied or deleted. Selecting PASTE STATUS will display the first line and the count of the lines in the Tape Clipboard.

The Tape Clipboard is local to Fatty Calc and is not shared with the Windows Clipboard. To copy entries to the Windows Clipboard, see the COPY TO WINDOWS CLIPBOARD command under the Tape Edit menu.

## DELETE/CUT (DEL)

*Tape Window: Edit Menu*

The DELETE/CUT command can be used to delete a selected line or block from the Tape, or move it to another location on the Tape. The **Del** key can also be used.

DELETE/CUT saves the deleted selection in the Tape Clipboard. It can be MOVED to another location on the Tape by using PASTE BEFORE/PASTE AFTER.

The line or BLOCK must be selected *before* you use this command.

To select a block using the mouse, click on the first line in the block and drag to the last line in the block.

To select a block using the keyboard, locate the first item using the **Up/Down** arrows. Press **SHIFT** and while keeping **SHIFT** depressed, use the Down arrow to locate the last item in the block. Release **SHIFT**.

The selected line or block will be highlighted. (The first cell may not be highlighted but may appear surrounded by a slightly darker box. It will, however, be included in the block.)

Now, use the DELETE/CUT command from the Tape EDIT menu, or you can press the **Del** key on the numeric keypad.

The Tape Clipboard retains only the most recent COPY or DELETE. Each COPY or DELETE overwrites whatever was previously copied or deleted. Selecting PASTE STATUS will display the first line and the count of the lines in the Tape Clipboard.

Note:

If you delete a line that contains a Label Definition, all other occurrences of that definition become ORPHANS. Until you eliminate the Orphans, you will not be able to change their Label text or values. Fatty Calc will not be able to recalculate their values. To eliminate Orphans, you should PASTE the Label Definitions back.

If this is impossible (you unintentionally got something else in your Tape Clipboard), you can do the following: Select the first occurrence of the Label on the Tape. Use the CHANGE edit command to place the line in the Calculator window. Press **L**, then press **Enter** to Define the Label. **DO NOT CHANGE** the Label's text. Subsequent occurrences of the Label will no longer be orphans.

## **INSERT BEFORE (CTRL+I)**

*Tape Window: Edit Menu*

The INSERT BEFORE command allows you to insert lines before the selected line.

The INSERT BEFORE opens a blank line ABOVE the selected line and transfers you to the Calculator Window.

You can enter a new value, create a labeled entry, create an annotated entry or create a Heading. Press **Enter** and the new entry will be added to the Tape at the insert point. You may insert as many lines as you wish. When you have completed inserting lines, press **Esc**.

If you wish to display results at the insert point, press =. Fatty Calc will place a question mark on the Tape until RECALC is done to produce the new result.

## **INSERT AFTER (CTRL+J)**

*Tape Window: Edit Menu*

The INSERT AFTER command allows you to insert lines after the selected line.

This command opens a blank line BELOW the selected line and transfers you to the Calculator Window.

You can enter a new value, create a labeled entry, create an annotated entry or create a Heading. Press **Enter** and the new entry will be added to the Tape at the insert point. You may insert as many lines as you wish. When you have completed inserting lines, press **Esc**.

If you wish to display results at the insert point, press **=**. Fatty Calc will place a question mark on the Tape until RECALC is done to produce the new result.

## **PASTE BEFORE (CTRL+V)**

*Tape Window: Edit Menu*

The PASTE BEFORE command allows you to copy the contents of the Tape clipboard *before* the selected line.

This command opens a blank line ABOVE the selected line and transfers the contents of the Tape Clipboard to that location.

If you accidentally DELETE a line or a block by pressing the **Del** key, you can UNDELETE it by pasting it back with this command, provided you are on or you can locate the line you were on after the deletion occurred. Deletion positions you on the next line *below* the deleted line. So, PASTE BEFORE places it back where it came from! You could also use PASTE AFTER if you position *above* the deleted line/s.

PASTING does not affect the contents of the Tape Clipboard. You can Paste multiple times.

Select PASTE STATUS to see the first line in the Tape Clipboard.

## **PASTE AFTER (CTRL+W)**

*Tape Window: Edit Menu*

The PASTE AFTER command allows you to paste lines *after* the selected line.

This command opens a blank line BELOW the selected line and transfers the contents of the Tape Clipboard to that location.

Select PASTE STATUS to see the first line in the Tape Clipboard.

PASTING does not affect the contents of the Tape Clipboard. You can Paste multiple times.

See PASTE BEFORE for suggestions on UNDELETING accidentally deleted entries using the PASTE functions.

## **PASTE STATUS**

*Tape Window: Edit Menu*

The PASTE STATUS command displays the contents of the Tape Clipboard which can be Pasted into the Tape. The Tape Clipboard is updated with each Tape DELETE/CUT or COPY operation.

The PASTE STATUS command opens the Paste Status Field below the Tape Window. To close the Paste Status Field, click on PASTE STATUS again.

The Paste Status Field will display the number of lines the Clipboard contains and the contents of the first line in the Tape Clipboard. If the Tape Clipboard contains a block of lines, only the first line will be visible in the Paste Status Field.

## **REMOVE LABEL TEXT**

*Tape Window: Edit Menu*

The REMOVE LABEL TEXT command erases the Label text from the selected line. The value on that line will remain unchanged. If the entry was a Label-in-Use, it will no longer be logically connected with the Label Definition. Removing the Label text disables Fatty Calc's ability to recompute the value.

Note: You cannot remove the Label text from an entry that DEFINES the Label. To remove the Label text from an entry that defines a Label, you must first remove the Label text from all USES of the Label.



## COPY TO WINDOWS CLIPBOARD

*Tape Window: Edit Menu*

The COPY TO WINDOWS CLIPBOARD command *copies* a selected line or a block of lines from the Tape to the Windows Clipboard. Using the Windows Clipboard, entries may be pasted into another Windows application, such as a spreadsheet or a word processor. You may select a single number, a block of numbers, a number and its associated Note or Label, a block of numbers and labels, or an entire Tape.

### Spreadsheet

This function is specifically for spreadsheets. It can be used to transfer a *list* of entries to a spreadsheet. *Logical* relationships such as Labels, and operators such as X, /, =, etc, are transferred only for reference as *text*. This option gives you a convenient way to feed *lists* of values accumulated through Fatty Calc for final processing in a spreadsheet.

It transfers the *net value* of the Tape entry. In other words, if the value of the entry is -100.00, and the operator is **minus** (-), the value is transferred as -(-100.00), or 100.00.

The Number, Operator, Check Mark, Note or Label columns are transferred into *separate cells* of your spreadsheet. The Operator, Check Mark, and Note or Labels are treated as *text only*.

### Word Processor

This function is specifically for word processors. Word processors such as "Microsoft Word for Windows," "WordPerfect," and "Lotus Ami Pro" have table functions, which work very nicely with the Copy to Windows Clipboard function.

The Word Processor format converts "0.00C" and the "+" operator to blanks. This improves the overall appearance of the transferred text. Keep this in mind when doing a tape for a Word Processor. The **Clear** (0.00C) can be used to add spacing between headings.

For "Microsoft Word for Windows" or "WordPerfect for Windows," you can use the *Edit/Paste* command to capture the text from Fatty Calc, and then create a table from it. Switch to your word processor, and paste the text into your document; then, select the entire block of text you just pasted,

For "Microsoft Word," create a table from the selected text, using the *Convert Text to Table* command under the *Table* menu.

For "WordPerfect," create a table from the selected text using the *Table* command under the *Layout* menu command. Select *Create* and then select *Tabular Column*.

For "Ami Pro," you should first create a table of the appropriate number of columns and rows. The Fatty Calc *Copy to Windows Clipboard* command tells you how many columns and rows were transferred.

Select the first cell of the "Ami Pro" table, and *then* use the *Edit/Paste* command. The Fatty Calc text will fill the table if you have specified the correct number of columns/rows

"Ami Pro" allows you to format the column containing the numbers into whatever format you desire. Select the table column containing the numbers, then use the *Style* menu

command and either *Create* or *Modify* a Style. Select *Table Format* from the dialogue box, and you can choose a *General*, *Currency*, or *Fixed Decimal* number format.

Check your word processor documentation and/or help for topics on creating and formatting tables. You will have to adjust the size of your table columns and apply right justification format on the number column.

Note:

When using the Word Processor option, you will be asked if you wish to Preserve Number Formatting. If your word processor *does not have formatting* you should choose YES. "Ami Pro," for instance, automatically recognizes numbers, aligns and formats them. You should choose NO for "Ami Pro," because the presence of commas will cause "Ami Pro" to treat the numbers as text.

### **Plain Text**

This option can be used for simple text editors. Each tape line is padded with leading spaces so that the text can be pasted into the editor with *no further formatting required*. However, the editor you paste to should be set to use a *non-proportional font* (COURIER is recommended). Windows "Write" functions nicely for this purpose. You can save the file as a DOS text file for export to non-Windows applications. Under "Write," the Document menu, Page Layout command may have to be used to widen the page (just reduce the right margin) in order to prevent wrap-around.

In this format, TABS are **not** used. Fields are padded with spaces, where necessary, for proper alignment.

### **Clipboard Format**

Fatty Calc transfers columns *contiguously*. If you select a block containing the Number (value) column through the Label column, *all columns* are transferred. If you do not want the Check Mark column in you table, just delete that column *after* you have pasted it into your table.

Fields in each row are separated by TABS. The last cell is terminated with a RETURN (no TAB after last column).

"Word for Windows" is a registered trademark of Microsoft Corporation. "Ami Pro" is a registered trademark of Lotus Development Corporation. "WordPerfect" is a registered trademark of WordPerfect Corporation.

### **Selecting a Block**

Selecting a block for the Windows Clipboard is slightly different from selecting a block for other functions in Fatty Calc. The particular *cell* you start on, and the *cell* you stop on determines the range of column information that will be copied. For other block-oriented functions (COPY, DELETE/CUT), the particular *cell* type is not important.

*Using a mouse*

In the Tape Window, position the mouse pointer over the first cell of the first line you want in the block. Typcially this will be a cell in the Number Column. Now, press the left mouse

button and hold the button down. Drag the pointer to the last cell of the last line you want in the block. Typically this will be a cell in the Label/Note column, so that your block contains the Number, Operator, Check Mark, and Label/Note Columns.

As you drag, the cells become highlighted, indicating they are selected. The very first cell selected may not be highlight but instead will be surrounded with a slightly darker border. It will be included as part of the block regardless.

If the last line is *outside of* the Tape Window, just drag the pointer slowly past the lower border of the Tape Window and the Tape will start scrolling downward. Position the pointer back inside the Tape Window board when you see the last line you want to include.

Now, release the mouse button. The block will remain highlighted.

Click on EDIT in the Tape menu bar. Click on COPY TO WINDOWS CLIPBOARD. Then, click on your choice of clipboard format (SPREADSHEET, WORD PROCESSOR, or PLAIN TEXT).

### *Using the keyboard*

Locate the first entry you want to include using the **Up/Down** arrow keys.

Press the **Home** key. This will position you over the first cell in the line, the Label/Note type. The rest of the line will be highlighted, including the Number, Operator, Check Mark, and Label/Note text columns.

Now, press **SHIFT** and while holding the **SHIFT** key down, press and release the **Down** arrow repeatedly. This will scroll you downward through the Tape. Stop on the last line you want included in the block.

Release the **SHIFT** key. The block will remain highlighted.

Now, press **ALT+E** to open the EDIT menu. Press **W** for COPY TO WINDOWS CLIPBOARD.

Press the underlined letter of the Clipboard format you want (**S** for spreadsheet, **W** for Word Processor, or **T** for Plain Text).

## **FIND (CTRL+F)**

*Tape Window: Edit Menu*

The FIND command lets you find **numbers** or **text** in **any Column** on the Tape

The specified value may be a complete **number** or a **part of a number**. In a list of 150 checks, for example, you might want to locate that one for 15 dollars and -- was it 34 cents? This is the easy way to do it. It can also be **text** or **part of a text string**. Where are all the Labels containing the word "Joint" (as in "Joint Expenses," etc).

First, select the Tape line at which you want the search to begin.

Then, select the Column to search. Use the **Left/Right** arrows to select the desired Column (or using the mouse, click on a cell in the desired Column). Select only one Column. You can select *any* Column. Looking for a Check Mark for "R"? Select the Check Mark Column (to the right of the Operator Column).

The FIND command opens the FIND dialogue Window. Enter the number or text you wish to find, or a few digits the number contains. Fatty Calc will search the Tape from *your current position* (the highlighted Tape line) to the bottom of the Tape. If the value is found, Fatty Calc will highlight the line containing the search argument. If this was not the item you were looking for, use the FIND NEXT command (or press **F3**) to continue the search. If the value is not found after reaching the bottom of the Tape, remember:

Go to the **top** of the Tape (**CTRL+Home**) before beginning

Make sure the correct **Column** is selected!

Fatty Calc will retain the FIND argument that you entered until you enter a new one.

Note:

Fatty Calc searches from the highlighted line to the bottom of the Tape. It does not wrap around when it searches. Go to the top of the Tape by pressing **CTRL+Home** before beginning the FIND operation for each new search argument.

## **FIND NEXT (F3)**

*Tape Window: Edit Menu*

The FIND NEXT command lets you find recurrences of the value that you entered when you last used the FIND command.

After Fatty Calc locates the first occurrence of the FIND search argument, clicking on FIND NEXT or pressing **F3** will locate each subsequent occurrence until the bottom of the Tape is reached.

Note:

FIND NEXT searches the Tape from the highlighted line to the bottom of the Tape. It does not wrap around. If you need to find occurrences of a value preceding the highlighted line, you need to go to the top of the Tape (**CTRL+Home**) before beginning the FIND NEXT operation.

## USING CHECK MARKS

*Tape Window: Options Menu*

The CHECK MARK is a powerful feature that allows you to *check off* items on your Tape as you would a check list, or to CLASSIFY or CATEGORIZE entries for separate totaling.

You don't have to manually group items you wish to total. Fatty Calc will do it for you!

Fatty Calc will total all items marked with the same Check Mark even though they are placed at random on the Tape. Fatty Calc can then provide totals for each Check Mark group. Only entries containing a + or - operator can be used with Check Marks.

To CHECK MARK items on the Tape, type a single character of your choice in the CHECK MARK CELL, the cell to the immediate right of the operator. You will automatically advance to the next line, until you reach an entry which does not have a + or - operator, such as MULTIPLY (X), DIVIDE (/), PERCENT (%), **Equal (=)**, and **Clear (C)**.

You may use as many different single character Check Marks on a Tape as you wish. The character # cannot be used as a Check Mark, since it is reserved for General Format Result. An entry with the General Format Result appears with # in the Check Mark Column.

To clear CHECK MARKs, simply type a space in the Check Mark cell.

To select the Check Mark cell, click on it with the mouse or use the **Left/Right** arrow keys to locate it.

## TOTAL BY CHECK MARK

TOTAL BY CHECK MARK is *on* by default and will cause Fatty Calc to create a separate total of all Tape entries marked with the *same* Check Mark when the Tape is recalculated. Clicking on this command toggles the option on and off. When the option is disabled, Check Marks are not totaled but are treated as tick marks.

Totals for *each unique Check Mark* are placed in the Label Window and labeled with a system-generated Label. Fatty Calc treats these group totals as a special Label Definition. Their values will be updated whenever the Total's Check Mark character is added to or deleted from a Tape entry. The Label text cannot be changed. You can, however, link the Check Mark Label to a more descriptive Label as described in the next section, "TOTAL BY CHECK MARK LABELS".

You can use the group total and its Label on the Tape by selecting it (double clicking on it) in the Label Window. It will appear in the Calculator Window. Press an operator (+, -) and it will appear on the Tape. Fatty Calc considers this to be a Use of the labeled item.

## TOTAL BY CHECK MARK LABELS

CHECK MARK Labels are automatically generated by Fatty Calc when the TOTAL BY CHECK MARK option is turned on. These system-generated labels are of the form " TOTAL BY X" where X is the Check Mark character. These labels are always preceded by a space. They appear in the sorted Label List in the Label Window in front of all other Labels due to the leading space.

A single character Check Mark is not tremendously descriptive, but there is an easy way to elaborate on the meaning of the Check Mark:

You can Use a Check Mark Label and link it with a new, more descriptive Label by means of the **Equal**. First, press **Clear** to start a new total. Then, go to the Label Window and double-click or press **Enter** over a selected " Total By" Label. This places the Label and value in the Calculator Window.

Then press **+** to update the Tape with the new entry. For the next entry define a new Label by pressing **L**. Add descriptive text such as "Tax Deductible," and press **Enter**. Then press **Equal (=)**. This links your more descriptive Label with the total for that Check Mark. Now press **Clear** to separate this result from your next entry. Repeat this for each Check Mark you want.

For example, assume that the first part of this Tape fragment contains a list of checks with the Check Marks "D" and "N," standing for Deductible and Non-Deductible expenses. You can create descriptive new Labels that can be used later in the Tape with improved readability.

```
...
          0.00 C
_         2,696.14 +
*        2,696.14 =   Total by D      CHECK MARK LABEL-IN-USE
                               Tax Deductible  NEW LABEL DEFINITION
          0.00 C
_         3,125.87 +
*        3,125.87 =   Total by N      CHECK MARK LABEL-IN-USE
                               Non-Deductible  NEW LABEL DEFINITION
          0.00 C
```

When Check Marks are cleared, the " Total By" Label Definitions are removed from the Label Window list. You should *use* Check Mark Labels only if you intend to retain the Check Marks. Orphaned " Total By" Labels will keep their value, but will take on a new value the next time you use the same Check Mark character anywhere!

Check Mark Label text cannot be modified by using the Label Window's Edit commands.

## **NUMBER FORMATS: CURRENCY AND GENERAL FORMAT**

*Tape Window: Options Menu*

The CURRENCY option is active by default when you start up Fatty Calc. A small check appears next to the option when it is active.

When the Currency option is in effect, values are shown with 2 decimal positions at a minimum. So, the number 0 appears as 0.00.

If you wish to display values in GENERAL format, click on the Currency option, and the check disappears. Values will then be displayed with decimal positions *only if* they contain decimal information. So, the value 100 appears as 100, and 100.2 appears as 100.2, not as 100.20 as in Currency format.

Saving a Tape preserves the number format option in effect. Therefore, the entire Tape file will be formatted according to the option in effect when you Open the file at a later time. The number format can be changed when desired.

As a general rule, individual items cannot have different formats. However, GENERAL FORMAT RESULT can be used for extending precision for Result (=) entries when Currency Format is in use.

### **EXTENDING PRECISION UNDER CURRENCY FORMAT: GENERAL FORMAT RESULT**



## **RECALC**

### *Tape Window: Recalc Menu*

Fatty Calc will recompute or RECALCulate Tape values whenever changes are made to an existing Tape. Fatty Calc will recalculate all occurrences of labeled items whose values change. Fatty Calc will recompute results of calculations if any of the values that participated in the calculation change.

Fatty Calc will notify you that a recalculation will be done by setting the RECALC PENDING INDICATOR on. The recalculations will be done automatically when you switch from the Tape Window to the Calculator Window or when you click on RECALC on the Tape Window's menu bar.

## **DEFERRED RECALCULATIONS**

Fatty Calc defers recalculations to enhance performance. Some changes to Tape entries may not appear until after RECALC is done. For example:

If you change, add or delete a value participating in a calculation, the final result of the calculation will not change until RECALC is done.

If you change the value of a Label by using the Edit CHANGE command, the new value will only appear on the Label Definition until RECALC is done. After RECALC, all occurrences of the Label will show the new value.

If you INSERT an equal to display a new result, Fatty Calc will temporarily place a question mark on the Tape. The question mark will be replaced with the new result then RECALC is done.

## **ABOUT THE LABEL WINDOW**

The Fatty Calc Label Window gives you a *sorted* list of all Labels you have defined. This provides a convenient way to LOCATE a Label you may want to CHANGE, DELETE/CUT, or USE. The CHANGE and DELETE/CUT functions are the same as those available through the Tape Window. The USE function is essentially the same as DOUBLE CLICKING on the same Label on the Tape in order to Use it.

To LOCATE a Label, you can either scroll through the Label Window with the scroll bar, or you can locate it alphabetically. To do this, click on any Label in the Label Window, then type the FIRST CHARACTER of the Label you wish to locate. If, for instance, your Label is "Credits," press "C" and the first Label beginning with "C" will be selected. If more than one Label begins with "C" and the desired Label does not appear, you can press "C" again and so on until it is located.

Remember that **Check Mark Labels** (" Total by ...") begin with a SPACE. So press the Space Bar to locate your first Check Mark Label.

The value associated with any Label can be viewed by selecting (click or use **Up/Down** arrows) a Label. The Label and value appear in the boxes at the bottom of the Label Window.

## **CHANGE (CTRL+H)**

*Label Window: Edit Menu*

The Label Window CHANGE command is the same as the Change command on the Tape Edit menu. It initiates a Change of the Label Definition selected in the Label Window.

### **CHANGE**

### **CHANGING A LABEL'S TEXT**

### **CHANGING A LABEL'S VALUE**

## **DELETE/CUT (DEL)**

*Label Window: Edit Menu*

The Label Window DELETE/CUT command is similar to the Delete/Cut command on the Tape Edit menu, except that it the Label Definition selected in the Label Window is automatically located on the Tape and deleted.

### **DELETE/CUT**

## **USE (CTRL+U)**

*Label Window: Edit Menu*

This places the selected Label and its value in the Calculator. The value goes into the CURRENT ENTRY field of the Calculator Window, and the Label text goes into the text field. Press an operator to complete the entry.

You can also DOUBLE CLICK on the selected Label in the Label Window, or DOUBLE CLICK on the Label Definition or any use of the Label in the Tape Window to place the Label and its value in the Calculator. When using the Tape Window, double click on any cell but the LEFTMOST cell. Double clicking on the leftmost cell initiates an EDIT/CHANGE command.

## **USING DEFINED LABELS**

