

FATTY CALC OVERVIEW

This is based on the Overview in Fatty Calc Help. It is recommended that you print the Overview, either from this file or from the Help topic, and read it before using Fatty Calc.

Adjust your page margins in "Write", if necessary, for proper viewing or printing. Click on Document on the menu bar, then click on Page Layout. Then, enter 0.5 for the Left Margin and 0.5 for the Right Margin.

FATTY CALC

GENERAL INFORMATION

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** entries 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**, 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 then press **Enter**.

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Fatty Calc functions can be invoked using the mouse or the keyboard. In many cases, the keyboard is faster for an experienced user.

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 or Tape by double clicking on the desired Label. Or, while in the Tape Window, 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.

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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.

You can **Search** through the Tape for number values or text.

NUMBER FORMAT

Fatty Calc uses the **Currency Format** by default. Currency Format appends trailing zeros (2 = 2.00) and

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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 this 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 Plain Text Format option. We pasted it into "Write" and converted the font to Courier. Then we added an extra column at the right to indicate which Fatty Calc feature is being used.

SAMPLE.TAP

| | | | |
|----------------------|-----------|--------------|------|
| Monthly Expenses | | HEADING | |
| ----- | | CLEAR | |
| 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 |

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| | | | |
|-------|-----------------------------|----------------------------|--|
| : | 45.00+ | Garbage | NOTE |
| : | 50.00+ | Gardening | NOTE |
| * | 1,795.00= | Joint Residential Expenses | LABEL DEF- INITIATION CLEAR HEADING |
| | 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 Expense | LABEL DEF- INITIATION CLEAR HEADING |
| | 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 DEF- INITIATION CLEAR HEADING |
| ----- | | | HEADING |
| | Monthly Individual Expenses | | HEADING |
| ----- | | | HEADING |
| | This Month's VISA Bill | | HEADING |
| : | 20.00+L | CROWN Books | NOTE |
| : | 50.00+R | COMP USA Software | NOTE |
| : | 20.00+L | Tower Records | NOTE |
| : | 40.00+R | Microsoft Press | NOTE |
| : | 125.00+J | Home Depot | NOTE |
| : | 75.00+J | Santa Fe Bar and Grill | NOTE |
| : | 95.00+R | Mc Allister Water Gardens | NOTE |
| : | 65.00+R | The COBB Group | NOTE |
| : | 490.00= | VISA Total | NOTE CLEAR HEADING |
| ----- | | | 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 LA- BEL-IN-USE |
| : | 3,220.00= | Total Joint Expenses | NOTE |
| | 2/ | | DIVIDE JOINT EXPENSES |
| * | 1,610.00= | Half of Joint Expenses | LABEL DEF- |

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| | | | |
|----------------|-----------|------------------------|--|
| Robert's Share | | | |
| Lynn's Share | | | |
| Robert's Share | 250.00+ | Total by R | |
| Lynn's Share | 40.00+ | Total by L | |
| Robert's Share | 1,610.00+ | Half of Joint Expenses | |
| Lynn's Share | 1,610.00+ | Half of Joint Expenses | |
| Robert's Share | 1,860.00= | Total Owed by Robert | |
| Lynn's Share | 1,650.00= | Total Owed by Lynn | |

INITIATION
 CLEAR
 HEADING
 HEADING
 HEADING
 CHECK MARK LABEL-IN-USE
 LABEL-IN-USE
 LABEL DEF-INITIATION
 CLEAR
 HEADING
 HEADING
 HEADING
 CHECK MARK LABEL-IN-USE
 LABEL-IN-USE
 LABEL DEF-INITIATION
 CLEAR
 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. Also notice that the colon (:) operator on Headings were blanked out. This gives a neater appearance.