



Sending Data to Data Modeling Desktop

You can start Data Modeling Desktop from within Quattro Pro or from the Windows Program Manager. To send data to Data Modeling Desktop from a Quattro Pro notebook, click the [Data Modeling Desktop button](#), or choose Data|Data Modeling Desktop.

Clicking the Data Modeling Desktop button opens the Send Data to Data Modeling Desktop dialog box.

Send Data to Data Modeling Desktop dialog box

Use the Send Data to Data Modeling Desktop dialog box to specify the notebook data you want to create a report with, indicate where to return the report, and establish [DDE](#) links.

The following are the [edit fields](#) on the Send Data to Data Modeling Desktop dialog box:

Cell Block to Send

In the Cell Block to Send edit field, specify the block of cells you want to send Data Modeling Desktop. For example, A1..H145.

Cell for Returned Data

In the Cell for Returned Data edit field, indicate where Data Modeling Desktop should return the report. For example, the default value is B:A1, where B is the notebook page and A1 is the cell.

Notebook Name

In the Notebook Name edit field, specify the notebook that sends the data to Data Modeling Desktop.

Data Exchange Method

If you want an active [DDE](#) link between your Data Modeling Desktop report and another application, set the Data Exchange Method to Hot; otherwise, leave the Data Exchange Method set to Cold.

Data Modeling Desktop opens a blank report, and the data from the notebook appears in the [Source window](#). The Source window's title bar displays the name of the notebook where the data is from.

See Also

[Creating a Top Label Bar](#)

[Creating a Side Label Bar](#)

[Data Requirements](#)

[Filling in the Report Data](#)

[Sending 3-D Notebook Data to Data Modeling Desktop](#)



Customizing a Data Modeling Desktop Report

To customize your Data Modeling Desktop report, you must know how to perform the following tasks:

[Creating Totals](#)

[Grouping Labels Within a Label Bar](#)

[Hiding Labels](#)

[Pivoting a Label Bar](#)

[Rearranging Labels](#)

[Removing Label Bars](#)

[Selecting Report Data](#)

[Using the Gadgets Menu](#)

[Using the Display Gadget](#)

[Using the Format Gadget](#)

[Using the Formula Gadget](#)

[Using the Limit Gadget](#)

[Using the Name Gadget](#)



Building a Data Modeling Desktop Report

Once you send notebook data to Data Modeling Desktop, you can begin creating a report.

To build a Data Modeling Desktop report, you must know how to perform the following tasks:

[Creating a Top Label Bar](#)

[Creating a Side Label Bar](#)

[Customizing a Report](#)

[Filling in the Report Data](#)

[Sending Data to Data Modeling Desktop](#)

[Sending 3-D Notebook Data To Data Modeling Desktop](#)



Creating a Top Label Bar

To create a top label bar,

1. Select a column in the Source window.
2. Click the Top Label Bar button.

Data Modeling Desktop creates the top label bar using the labels you selected in the Source window. Labels appear across the top of your report sorted in ascending order.

To add multiple top label bars at once, shift-click to select the columns in the Source window you want to add, then click the Top Label Bar button.

You can use each column in the Source window only once as a label bar. After you add a top label bar, you can pivot it to the side label, but you cannot create another label bar using the same data.

You can also create a top label bar by,

- Choosing Build|Make Top Label Bar
- Dragging a column from the Source window to the Top Label Bar area of the Data Modeling Desktop window

Note: As you drag data from the Source window, the Top Label Bar SpeedBar button will highlight when you are in the Top Label Bar area.

See Also

[Creating a Side Label Bar](#)

[Filling in the Report Data](#)

[Grouping Labels Within a Label Bar](#)

[Pivoting a Label Bar](#)

[Rearranging Labels](#)

[Removing Label Bars](#)



Creating a Side Label Bar

To create a side label bar for your report,

1. Select the a column in the [Source window](#).
2. Click the [Side Label Bar button](#).

Data Modeling Desktop creates the side label bar with the labels from the column in the Source window. Labels appear down the left side of your report sorted in ascending order.

To add multiple side label bars at once, shift-click to select the columns in the Source window you want to add, then click the Side Label Bar button.

You can use each column in the Source window only once as a label bar. After you add a side label bar, you can pivot it to the top, but you cannot create another label bar using the same data.

You can also create a side label bar by,

- Choosing [Build|Make Side Label Bar](#)
- Dragging a column from the Source window to the Side Label Bar area of the Data Modeling Desktop window

Note: As you drag data from the Source window, the Side Label Bar SpeedBar button will highlight when you are in the Side Label Bar area.

See Also

[Creating a Top Label Bar](#)

[Filling in the Report Data](#)

[Grouping Labels Within a Label Bar](#)

[Pivoting a Label Bar](#)

[Rearranging Labels](#)

[Removing Label Bars](#)



Filling in the Report Data

To place data in the report,

1. Select a column in the Source window.
2. Click the Report Data button.

Data Modeling Desktop adds the rows of data together according to the top and side label intersections of your report and places the result in the corresponding cell on the report.

The default formula sums the values, but you can change that using the Formula gadget.

Data Modeling Desktop places the Report Data labels on either the top or side label bar, depending on whether you have selected Top Data Label or Side Data Label in the Preferences menu.

You can use the same column from the Source window as report data more than once so you can view the same values computed differently. For example, a single report data element can be a sum, a percentage, and a count in the same report.

You can also add report data by,

- Choosing Build|Make Report Data
- Dragging a column from the Source window to the Report Data area of the Data Modeling Desktop window

Note: As you drag data from the Source window, the Report Data SpeedBar button will highlight when you are in the Report Data area.

See Also

Creating a Top Label Bar

Creating a Side Label Bar

Selecting Report Data

Using the Limit Gadget



Pivoting a Label Bar

You can make your top labels become side labels (and vice versa) by pivoting a label to the opposite axis. Pivoting a label bar reorganizes your report data and lets you view it from a different perspective.

To pivot a label bar,

1. Click the handle of label bar you want to pivot. The pointer becomes a hand when it is over a handle.
2. Drag (swing) the label bar up to the top or down to the side of your report. As you drag the label, notice that an outline of the selected label pivots. Use this outline as a guide for positioning the pivoted label.

See Also

[Creating a Top Label Bar](#)

[Creating a Side Label Bar](#)

[Filling in the Report Data](#)

[Rearranging Labels](#)

[Removing Label Bars](#)



Rearranging Labels

Changing the position of a label reorganizes the report data and lets you view it from a different perspective. It is also helpful when you do not want the labels to appear alphabetically.

- To reorder a single label select, a label and drag it to a new position on the label bar.
- To change the position of an entire label bar, select the label bar's handle and drag it above or below any of the other items on the label bar.

See Also

[Hiding Labels](#)

[Pivoting a Label Bar](#)

[Removing Label Bars](#)

■ **Removing Label Bars**

Use the [Remove button](#) to delete report objects, including label bars, report data, or totals.

To remove label bars,

1. Click the [handle](#) of the label bar item you want to remove.
2. Click the Remove button

See Also

[Creating a Top Label Bar](#)

[Creating a Side Label Bar](#)

[Hiding Labels](#)

[Rearranging Labels](#)

■ **Creating Totals**

You can create totals for any side or top label bar.

To create a total,

1. Click the handle of the label bar item you want to total.
2. Click the Total button to sum the values.

Data Modeling Desktop creates a total column in the report.

The total is in the same format as the report data. For example, if the report data is an average, then the total will also be an average. To change the format of a total, use the Format gadget.

You can also create a total by choosing Build|Add Total Element.

See Also

Creating a Top Label Bar

Creating a Side Label Bar

Rearranging Labels

Removing Label Bars

■ **Grouping Labels Within a Label Bar**

You can collect or group labels together within a label bar to create a new summary label and new summary cells that reflect the grouped labels. This eliminates distracting details, combines objects that are related, and creates a custom view of the data.

Data Modeling Desktop remembers the original values of the labels, so they can be ungrouped later.

To group label data,

1. Select a label.
2. Shift-click to select another label.
3. Click the Group button.

The labels and data from the selected columns are combined into one column.

The grouped labels are denoted with an asterisk. Use the Name Gadget to rename the grouped label.

You can also group items together by choosing Build|Group Elements.

Adding labels to an existing group

To add labels to an existing group, select the grouped label, shift-click to select the extra labels to add, then choose the Build|Group Elements command.

Ungrouping labels

To ungroup labels, select the grouped label and click the Group button (or choose Build|Ungroup Elements).

See Also

Creating a Top Label Bar

Creating a Side Label Bar

Hiding Labels

Rearranging Labels

Removing Label Bars

■ Using the Name Gadget

You can customize your report by using the Name gadget to rename a report label.

To change the name of a report label,

1. Select the label you want to change.
2. Choose Gadget|Name. The Name gadget window appears.

You can also right-click on a label to open the Name gadget

3. Highlight the label text area of the Name gadget.
4. Type in the new name.
5. Click the Apply button or press enter to accept the changes. (Pressing Enter will also close the Name Gadget window.)
6. Close the gadget by double-clicking its Control menu box or by selecting the next label to change.

See Also

Grouping Labels Within a Label Bar

■ Copying a Report to a Notebook

When you create a Data Modeling Desktop report, you can indicate how it is copied back to a notebook.

To perform an ordinary copy to a notebook and leave Data Modeling Desktop active,

1. Choose Preferences|Copy To Quattro Pro Options.

The Copy to Quattro Pro Options dialog box lets you control how to copy a report to a notebook and in what state to leave Data Modeling Desktop.

2. Make sure that the Always do ordinary copy and No change buttons are checked. Click OK.

The Always hot link option establishes a live DDE link between Data Modeling Desktop and a notebook.

3. Click the Copy To Quattro Pro button to send your sample report back to a notebook.

If Quattro Pro is not running when you click the Copy To Quattro Pro button, Data Modeling Desktop starts Quattro Pro and opens the destination notebook.

If you have not specified a cell in which to return the report data, Data Modeling Desktop displays the Missing Result Cell dialog box prompting you to enter page and cell coordinates.

The report is pasted into the destination notebook, and you can format it for printing or presentation, or use it in other calculations.

You can use the Fit button in the Quattro Pro for Windows SpeedBar to quickly adjust the column widths of the report to their widest cell entry.

See Also

[Sending Data To Data Modeling Desktop](#)

[Edit|Copy to Quattro Pro](#)

Sending 3D Notebook Data To Data Modeling Desktop

If the data you send to Data Modeling Desktop is a 3-D block, the page names in the 3-D block are sent with the data to identify where each row of data came from.

Data Modeling Desktop creates an additional column for these page names.

To send a 3-D block of data to Data Modeling Desktop from Quattro Pro for Windows,

1. Select Data|Data Modeling Desktop.
2. Enter a 3-D block in the Send Data to Data Modeling Desktop dialog box. For example, A..C:A2..D6.
(You can use a group name as part of the address if the 3-D block includes all pages in a group.)
Click OK to open the Send 3-D Data dialog box.
3. In the New Column edit field, on the Send 3-D Data dialog box, enter a name for the additional column in the Source window for each row's page identifier. Pages appears by default. Click OK.
You can change the page names being sent. If you do, be sure to separate the names with commas.

See Also

[Building a Data Modeling Desktop Report](#)

Hiding Labels

You can limit the data your report displays by hiding top or side labels.

To hide labels,

1. Select the labels you wish to hide.
2. Choose Build|Hide Labels.

To hide multiple labels, shift-click while you are selecting labels.

The report excludes all data for the labels you select.

See Also

Restoring Labels

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Restoring Labels

If you have hidden labels to limit your data, you can restore them by choosing [Build| Restore Labels](#). The report is updated with the data from all the hidden labels.

See Also

[Hiding Labels](#)

Using the Display Gadget

You can use the Display gadget to change the appearance of your report by adding or removing grid lines.

To change the display of grid lines,

1. Choose Gadget|Display.
2. Click on an area of the report displayed on the left of the gadget window.
3. Click a button to select the type of lines to display in the selected area.



horizontal



vertical



grid



none

4. Click the Apply button or press Enter to accept the changes. (Pressing Enter will also close the Display Gadget window.)

See Also

[Customizing a Data Modeling Desktop Report](#)

■ Using the Format Gadget

You can use the Format gadget to change the format of numbers and dates in your report.

Note: Format will not work on columns in the Source window.

To set formats,

1. Select the section of the report data you want to change,
2. Choose Gadget|Format. You can also open the Format gadget by right-clicking on a label or report data.
3. Select the format option you want, or type a new format into the edit field.
4. Click the Apply button or press Enter to accept the changes. (Pressing Enter will also close the Format Gadget window.)

Creating formats

You can create your own numerical formats by typing directly into the edit area below the list of formats.

You can type in an entirely new format, or you can select an existing format and edit it.

Deleting formats

To delete a format from the list, select the format you want to remove and click the Delete button.

See Also

[Customizing a Data Modeling Desktop Report](#)

[Selecting Report Data](#)

■ **Using the Formula Gadget**

You can use the Formula gadget to change the formula of report data.

To change a formula for data in the report,

1. Select the report data you want to change.
2. Choose Gadget|Formula. You can also open the Formula gadget by right-clicking on the report data.
3. Pick a formula from the list box.
4. Click the Apply button or Press Enter to accept the changes. (Pressing Enter will also close the Formula Gadget window.

See Also

Customizing a Data Modeling Desktop Report

Selecting Report Data

Selecting Report Data

When you use the Format or Formula gadget, you must select the report data you want to change.

- To select all of the report data,
 1. Click anywhere in the report to select it.
 2. If the Report Data labels are on the top label bar, move the arrow pointer in the Report Data area until it is pointing straight up.
If the Report Data labels are on the side label bar, move the arrow pointer in the Report Data area until it is pointing to the left.
 3. Click the mouse button.
- To select a row of the report data when the Report Data labels are on the top label bar,
 1. Click anywhere in the report to select it.
 2. Move the arrow pointer in the Report Data area until it is pointing horizontally along the row you want to select.
 3. Click the mouse button. All rows in the report associated with the same Source window column as you selected, are also selected.
Shift-click to select more than one row.

Note: If you are changing a format for a label on the top label bar, you must first pivot it to the side.

- To select a column of the report data when the Report Data labels are on the side label bar,
 1. Click anywhere in the report to select it.
 2. Move the arrow pointer in the Report Data area until it is pointing vertically along the column you want to select.
 3. Click the mouse button. All columns in the report associated with the same Source window column as you selected, are also selected.
Shift-click to select more than one row.

Note: If you are changing a format for a label on the side label bar, you must first pivot it to the top.

See Also

[Using the Format Gadget](#)


[Using the Formula Gadget](#)

Using the Limit Gadget

You can use the Limit gadget to filter source data.

This gadget is active only when the Source window is active.

To use the Limit gadget,

1. In the Source window, select the column containing the block of data you want to limit.
2. Choose Gadget|Limit. You can also open the Limit gadget by right-clicking on any column in the Source window.
3. Click either the default list button or the custom list button to set the limiting criteria.
 - Click the Transfer button to transfer values from the default list to the custom list.
 - Click Select All to select all criteria in the list.
4. Click the drop-down list box, , to get a list of operators.
5. Choose the operator to determine how to limit the data.
6. Click the Apply button or press Enter to accept the changes. (Pressing Enter will also close the Limit Gadget window.)

Note: After applying a limit, the columns and rows of the report will reflect the limiting factor.

See Also

Customizing a Data Modeling Desktop Report

Limit Operators

■ **Resizing Rows**

To resize a row,

1. Click the side label element in the row you want to resize.
Shift-click to select multiple Side Label elements.
2. Move the pointer over the bottom edge of the row border until the pointer turns into a double-arrow.
3. Drag the double-arrow until the row is the height you want.

See Also

[Preferences | Resize All Cells to Fit](#)

[Selecting Report Data](#)

■ Resizing Columns

There are two ways to resize a column.

To resize an individual column,

1. Click the label of the column you want to resize.
2. Move the pointer over the right edge of a column border until the pointer turns into a double-arrow.
3. Drag the double-arrow until the column is the width you want.

To resize all of the columns in the report,

1. Click in the Report Data area when the pointer becomes a horizontal arrow.
2. Move the pointer over a column border until the pointer turns into a double-arrow.
3. Drag the double-arrow until the column is the width you want.

See Also

[Preferences | Resize All Cells to Fit](#)

[Selecting Report Data](#)



Preferences Menu

Use the Preferences menu to choose how to display report data.

When you add data to a report, the name of the element (the column heading in the Source window) appears at either the top or side of the report, depending on which option you check in the Preferences menu.

Top Data Label

Places the report data labels in the top label bar

Side Data Label

Places the report data labels in the side label bar

Draft Report

Hides the Report Data area of the report and does not show associations between the inner and outer levels

Full Report

Displays the full working report and displays the correct associations between the inner and outer levels of label bars

Copy To Quattro Pro Options

Sets preferences for how to copy a report to the notebook and in what state to leave Data Modeling Desktop after copying a report

Always Clear Before Load

Clears the source data from memory before new source data is pasted into Data Modeling Desktop

Always Refresh To Quattro Pro

Is checked if a hot DDE link exists between Data Modeling Desktop and Quattro Pro

Always Refresh From Quattro Pro

Is checked if a hot DDE link exists between Quattro Pro and Data Modeling Desktop

Resize All Cells To Fit

Adjusts the width of each column in the report to its widest cell entry



Preferences | Top Data Label

Use the Preferences|Top Data Label command to place the report data labels on the top label bar.

If you want to put the report data labels on the side label bar, pivot the label or choose Preferences|Side Data Label.

If the report data labels are on the top, each column in the report contains data from only one Source window column, while a row contains a subset of the source data used for the report.

See Also

Filling in the Report Data

Pivoting a Label Bar

Preferences|Side Data Label



Preferences | Side Data Label

Use the Preferences|Side Data Label command to place the report data labels on the side label bar.

If you want to put the report data labels on the top label bar, pivot the label or choose Preferences|Top Data Label.

If the report data labels are on the side, each row in the report contains data from only one Source window column, while a column contains a subset of the source data used for the report.

See Also

Filling in the Report Data

Pivoting a Label Bar

Preferences|Top Data Label



Preferences | Draft Report

Use the Preferences|Draft Report command to hide the Report Data area of the report and to collapse the associations between the inner and outer labels.

When you add and rearrange labels and label bars in Draft Report mode, Data Modeling Desktop responds more quickly because it does not perform calculations on the report data.

See Also

[Preferences|Full Report](#)



Preferences | Full Report

Use the Preferences|Full Report command to display the full working report and the correct associations between the inner and outer levels of label bars.

See Also

Preferences|Draft Report



Preferences | Copy to Quattro Pro Options

Use the Preferences|Copy to Quattro Pro Options command to set how you copy a report to the notebook and in what state to leave Data Modeling Desktop after copying a report.

When you choose Preferences|Copy to Quattro Pro Options, Data Modeling Desktop displays the Copy to Quattro Pro Options dialog box.

Type Of Copy To Quattro Pro

Use the Type Of Copy To Quattro Pro options to select how Data Modeling Desktop will copy a report to Quattro Pro.

Always Do Ordinary Copy Copies report data to Quattro Pro only when you choose the Edit|Copy To Quattro Pro command

Always Hot Link Establishes a hot DDE link between Data Modeling Desktop and Quattro Pro

Ask Before Each Copy Prompts you to choose either a hot link copy or an ordinary copy each time you click the Copy To Quattro Pro button or select Edit|Copy To Quattro Pro

After Copy To Quattro Pro

After you copy a report to a notebook, you can minimize Data Modeling Desktop, close Data Modeling Desktop, or leave Data Modeling Desktop in its current state.

If you close Data Modeling Desktop after a hot link copy, you will have to do a hot link copy again the next time you start Data Modeling Desktop to re-establish the live link to a notebook.

See Also

[Copying a Report to a Notebook](#)

[Edit|Copy To Quattro Pro](#)



Preferences | Always Clear Before Load

Use the Preferences|Always Clear Before Load command to clear the source data from memory before new source data is pasted into Data Modeling Desktop.



Preferences | Always Refresh to Quattro Pro

Use the Preferences|Always Refresh To Quattro Pro command to activate a hot DDE link between Data Modeling Desktop and Quattro Pro.

To deactivate the DDE link, choose this option to uncheck it.

When unchecked, Quattro Pro updates only when you place the changes made to the Data Modeling Desktop report in the Clipboard using Edit|Refresh Data To Quattro Pro.

See Also

Edit|Refresh Data To Quattro Pro

■ **Preferences | Always Refresh from Quattro Pro**

Use the Preferences|Always Refresh From Quattro Pro command to activate a hot DDE link between Quattro Pro and Data Modeling Desktop.

To deactivate the DDE link, choose this option to uncheck it.

When unchecked, Data Modeling Desktop updates only when you place the changes made to the data from Quattro Pro in the Clipboard using Edit|Refresh Data From Quattro Pro.

See Also

Edit|Refresh Data From Quattro Pro

■

Preferences | Resize All Cells to Fit

Use the Preferences|Resize All Cells To Fit command to adjust the width of each column in the report to its widest cell entry.

You can also change a column's width or row's height by dragging its border.

See Also

[Resizing Columns](#)

[Resizing Rows](#)

Edit Menu

The Edit menu contains standard copy and paste commands and commands that let you create DDE links between Data Modeling Desktop and other applications.

Note The linking options described here are provided as an alternative to the automatic methods for setting DDE links with Quattro Pro. You can set a hot DDE link between Data Modeling Desktop and a notebook in the Send Data To Data Modeling Desktop dialog box when starting Data Modeling Desktop. Also, you can automatically set a hot DDE link when copying a report from Data Modeling Desktop to a notebook in the Copy to Quattro Pro Options dialog box.

<u>Copy</u>	Places the entire contents of either the Source window or the report in the Clipboard, depending on which is active at the time of the copy
<u>Paste</u>	Pastes the contents of the Clipboard to the Data Modeling Desktop Source window
<u>Clear</u>	Removes (deletes) selected objects in a report
<u>Paste Link</u>	Pastes the contents of the Clipboard to the Source window and establishes the hot link between a notebook or other application and Data Modeling Desktop
<u>Select All</u>	Selects the entire contents of either the report or the Source window, depending on which window is active
<u>Refresh Data to Quattro Pro</u>	Updates Quattro Pro when a hot DDE link is active
<u>Refresh Data from Quattro Pro</u>	Updates Data Modeling Desktop with changed data from Quattro Pro when a hot DDE link is active
<u>Copy to Quattro Pro</u>	Copies the open report to Quattro Pro

■

Edit | Copy

Use the Edit|Copy command to place a copy of the contents of the active window onto the Clipboard.

Edit|Copy performs the same function as the Copy button.

See Also

Edit|Paste

Edit | Paste

Use the Edit|Paste command to place the contents of the Clipboard into the Data Modeling Desktop Source window.

Pasting the Clipboard contents replaces the previous contents of the Source window.

Edit|Paste performs the same function as the Paste button.

See Also

Edit|Copy

Edit | Clear

Use the Edit|Clear command to remove (erase) selected objects in a report.

Clear removes data from the Source window only if its contents are selected using Edit|Select All.

Edit|Clear performs the same function as the Remove button.

See Also

Edit|Select All

Edit | Paste Link

Use the Edit|Paste Link command to establish a hot DDE link between a notebook, or other application, and Data Modeling Desktop.

Paste Link pastes the contents of the Clipboard to the Data Modeling Desktop Source window and establishes the hot link between the two applications.

The data source (the Quattro Pro notebook) is the server, and Data Modeling Desktop is the client.

After using Paste Link, the Always Refresh From Quattro Pro command in the Preferences menu is checked. This indicates that a hot link is active and changes made to Quattro Pro data are automatically reflected in Data Modeling Desktop.

See Also

Preferences|Always Refresh from Quattro Pro

■

Edit | Select All

Use the Edit|Select All command to select the entire contents of the currently active window.

This command performs the same function as clicking the shaded area in the upper left corner of the report.

Edit | Refresh Data to Quattro Pro

Use the Edit|Refresh Data To Quattro Pro command to place the current report in the Clipboard and to update Quattro Pro.

To use this command, you must establish a hot DDE link using Data Modeling Desktop as the server application. You also must uncheck Preferences|Always Refresh To Quattro Pro.

See Also

Preferences|Always Refresh to Quattro Pro

Edit | Refresh Data from Quattro Pro

Use the Edit|Refresh Data From Quattro Pro command to update Data Modeling Desktop with changed data from Quattro Pro.

To use this command, you must established a hot DDE link using Data Modeling Desktop as the client application. You also must uncheck Preferences|Always Refresh from Quattro Pro.

See Also

Preferences|Always Refresh from Quattro Pro

Edit | Copy to Quattro Pro

Use the Edit|Copy To Quattro Pro command to copy the open report to Quattro Pro. The report window must be active when choosing this command; otherwise, this command is unavailable.

This command performs the same function as the Copy To Quattro Pro button.

See Also

Preferences|Copy to Quattro Pro Options.

Copying a Report to a Notebook

■ **Build Menu**

Use the Build menu commands to create reports.

Many of the commands in the Build menu have corresponding SpeedBar buttons.

<u>Make Top Label Bar</u>	Adds a column from the Source window to a report as a new level of the top label bar
<u>Make Side Label Bar</u>	Adds a column from the Source window to a report as a new level of the side label bar
<u>Make Report Data</u>	Sums the values in a column from the Source window and places the results into the body of the report
<u>Add Total Element</u>	Places in the report a summary total of a selected top or side label data
<u>Group Elements</u>	Combines data from two or more labels from the same label bar into a single group
<u>Ungroup Elements</u>	Ungroups previously grouped items
<u>Focus on Labels</u>	Rebuilds the report showing only selected labels
<u>Hide Labels</u>	Limits data to contain only certain elements
<u>Restore Labels</u>	Shows hidden labels and the data associated with them
<u>Source Window</u>	Reveals the Source window

Build | Make Top Label Bar

Use the Build|Make Top Label Bar command to add data from the Source window to a report as a top label bar.

Labels appear across the top of the report sorted in ascending order (left to right).

This command performs the same function as the Top Label Bar button.

See Also

[Creating a Side Label Bar](#)

[Creating a Top Label Bar](#)

[Pivoting a Label Bar](#)

Build | Make Side Label Bar

Use the Build|Make Side Label Bar command to add data from the Source window to a report as a side label bar.

Labels appear down the side of the report sorted in ascending order (top to bottom).

This command performs the same function as the Side Label Bar button.

See Also

Creating a Side Label Bar

Creating a Top Label Bar

Pivoting a Label Bar

Build | Make Report Data

Use the Build|Make Report Data command to sum the values of a column in the Source window and to place the results in the Report Data area.

You can add a report data label to either the top or the side label bar using the Preferences menu.

This command performs the same function as the Report Data button.

See Also

Creating a Side Label Bar

Creating a Top Label Bar

Filling in Report Data

Preferences Menu

Build | Add Total Element

Use the Build|Add Total Element command to add a summary total for a top or side label bar to the report. You must select a top or side label bar before choosing the Add Total Element command.

You can convert report totals to other statistics (such as average or percentage of increase) by using the Formula gadget.

You can remove any total from the report using the Remove button.

This command performs the same function as the Total button.

See Also

Creating Totals

Build | Group Elements

Use the Build|Group Elements command to combine data from two or more labels from the same label bar into a single group.

This command performs the same function as the Group button.

See Also

Build|Ungroup Elements

Grouping Labels Within a Label Bar

■

Build | Ungroup Elements

Use the Build|Ungroup Elements command to ungroup previously grouped items.

This command performs the same function as the Group button when you select a group of labels.

See Also

Build|Group Elements

Grouping Labels Within a Label Bar

■

Build | Focus on Labels

Use the Build|Focus on Labels command to rebuild a report showing only the labels and including only data for those labels you selected.

To focus on labels, select the labels you wish to use. (Shift-click to choose multiple labels.) Then choose Build|Focus on Labels.

To filter the data displayed, use the Limit gadget.

■ **Build | Hide Labels**

Use the Build|Hide Labels command to limit the data your report displays by hiding entire columns or rows of data.

Hide Labels filters the data on the report by not displaying labels, while the Limit gadget directly filters the Source data before it gets to the report.

See Also

Hiding Labels

Restoring Labels

■

Build | Restore Labels

Use the Build|Restore Labels command to show hidden labels and the data associated with that level. It reverses the Hide Labels command.

See Also

[Hiding Labels](#)

[Restoring Labels](#)

■

Build | Source Window

Use the Build|Source Window command to reveal the Source window.

To close the Source window, double-click its Control menu box.

This command performs the same function as the Source Window button.

■ File Menu

<u>N</u> <u>e</u> <u>w</u>	Creates a blank, untitled Data Modeling Desktop report template with an empty source Window
<u>O</u> <u>p</u> <u>e</u> <u>n</u>	Loads an existing Data Modeling Desktop report
<u>S</u> <u>a</u> <u>v</u> <u>e</u>	Saves the current Data Modeling Desktop report using the name you last saved it with (with the .DMD extension)
<u>S</u> <u>a</u> <u>v</u> <u>e</u> <u>A</u> <u>s</u>	Saves the report under a new name you specify
<u>C</u> <u>l</u> <u>o</u> <u>s</u> <u>e</u>	Closes the current Data Modeling Desktop report
<u>E</u> <u>x</u> <u>i</u> <u>t</u>	Closes the open report and exits Data Modeling Desktop

File | New

Use the File|New command to create a new Data Modeling Desktop report.

A blank, untitled report template appears with an empty source Window. You can change the name when you save the file.

You can have only one report open at a time. If you try to create a new report while a report is already open, Data Modeling Desktop prompts you to save the changes made to your current report.

See Also

[Building a Data Modeling Desktop Report](#)

File | Open

Use the File|Open command to load an existing report into Data Modeling Desktop. If you try to open a report while another report is already open, Data Modeling Desktop prompts you to save the changes made to the current report.

Choosing File|Open opens the Open dialog box. Type the name of the report you want to work with in the File Name edit field, or select it from the list, then click OK.

Open dialog box

File Name edit field

Use the File Name edit field to enter either the name of the file to load or wildcards to use as a filter for the Files list.

Files list box

The Files list box lists the names of the files in the current directory that match either the wildcards in the File Name edit field or the file type in List Files of Type combo box.

List Files of Type combo box

The List Files of Type combo box shows the type of document you chose to open; the default extension is .DMD. All documents of that type in the current directory appear in the Files list box.

Directories list box

Use the Directories list box to select the directory whose contents you want to view. In the directory you choose, files that match either the wildcards in the File Name edit field or the file type in List Files of Type list box appear in the Files list box.

Drives combo box

The Drives combo box displays the current active drive.

See Also

[Customizing a Data Modeling Desktop Report](#)

■

File | Save

Use the File|Save command to save the current Data Modeling Desktop report with its present name (using the .DMD extension).

If you try to save a file that has not been saved yet, Data Modeling Desktop displays the Save As dialog box.

See Also

[File|Save As](#)

File | Save As

Use the File|Save As command to change a file name or to save the report in a different location.

If you enter a file name that already exists, Data Modeling Desktop asks if you want to replace the existing file.

After you save a report, use File|Save to store changes in the same file.

Save As dialog box

File Name edit field

Use the File Name edit field to enter the name of the file to save.

Files list box

The Files list box lists the names of the files in the current directory matching the file type in the List Files of Type combo box.

List Files of Type combo box

The List Files of Type combo box shows the default extension and file type for the file you are saving; the default extension is .DMD. All documents of that type in the current directory display in the Files list box.

Directories list box

The Directories list box displays the current working directory and allows you to change directories.

Drives combo box

The Drives combo box displays the current active drive.

See Also

File|Save

File | Close

Use the File|Close command to close the current Data Modeling Desktop report.

If a report has unsaved changes, Data Modeling Desktop prompts you to save your changes. If you choose Yes, the Save As dialog box appears. If you choose No, Data Modeling Desktop closes the file without saving it.

To close the current report and exit Data Modeling Desktop at the same time, choose File|Exit.

See Also

File|Exit

File|Save As

File | Exit

Use the File|Exit command to close a report and exit Data Modeling Desktop.

If a report has unsaved changes, Data Modeling Desktop prompts you to save your changes. If you choose Yes, the Save As dialog box appears. If you choose No, Data Modeling Desktop closes the file without saving it.

See Also

File|Save As

File|Close

■

Font Menu

Use the Font menu to change the font size of a label.

To display a list box of the available font sizes, choose the Font menu. The Font menu sizes work only on elements of a report you have selected.

You cannot change the font size of Source window data.

■ **Help Menu**

Contents	Lists available Data Modeling Desktop Help topics. You also can access this screen by clicking the Contents button in the Help window.
SpeedBar	Displays a picture of the Data Modeling Desktop Speedbar with <u>hotspots</u> you can click on for each SpeedBar button.
Search	Displays the Search dialog box which contains an index of the topics available in Data Modeling Desktop.
About...	Gives the product information for Data Modeling Desktop.

Gadget Menu

Use the gadgets in the Gadget menu to change the appearance and behavior of objects in the report and in the Source window.

Each gadget works only on the object you select. You will see the characteristics for the object you select in the object gadget window.

Choosing a gadget from the menu displays a gadget window that can be moved or closed like other windows.

To use a gadget,

1. Select the object to be manipulated.
2. Choose a Gadget menu command.
3. Make the changes you want.
4. Click the Apply button or pressing Enter to accept the changes. Pressing Enter will also close the gadget window.

Note: A Data Modeling Desktop report's formatting, such as column width, grid lines, and type styles, is not retained when copied to Quattro Pro. Copy the report to the destination notebook before formatting it.

<u>Display</u>	Adds or removes horizontal, vertical, and grid lines to your report or the Source window
<u>Format</u>	Changes the numeric format of numbers and dates in the report
<u>Formula</u>	Changes formulas in the Report Data area
<u>Limit</u>	Filters your source data to certain value ranges across one or more columns
<u>Name</u>	Lets you change the name of any label in your report or the Source window

■

Gadget | Display

Use the Display gadget to add or remove horizontal, vertical, and grid lines to your report or to the Source window.

See Also

[Customizing a Data Modeling Desktop Report](#)

[Using the Display Gadget](#)

■

Gadget | Format

Use the Format gadget to change the numeric format of numbers and dates in the report. It will not work on columns in the Source window.

You can open the Format gadget by right-clicking on a label or report data.

The predefined formatting options available are:

- whole numbers
- decimal points
- commas
- dollar signs
- +/- to show profit/loss
- percentages
- mm/dd/yy and other date combinations

See Also

[Customizing a Data Modeling Desktop Report](#)

[Using the Format Gadget](#)

Gadget | Formula

Use the Formula gadget to change how Data Modeling Desktop displays report data.

You can open the Formula gadget by right-clicking on report data.

The formulas in the Formula list box are:

Formula	What it does
Sum	Adds values in the selected element and groups them as specified by the intersection of top and side labels. This is the default function.
Average	Computes the average value in each cell based on the Source data the cell refers to. A cell's average is the sum of all the rows in the Source window column associated with the cell, divided by the number of rows.
Count	Counts the number of rows in the Source window associated with each cell.
% of Row	Computes each cell as a percent of the total of all the cells across its row.
% of Column	Computes each cell as a percent of the total of all the cells along its column in the report.
% of Grand	Computes each cell as a percent of the total of all the data in the report.
Increase	Computes the difference between two adjacent labels in a label bar by subtracting the first value (left to right, top to bottom) from the second value and displaying the result. To compute an increase between two labels in a label bar, you must first create a <u>total</u> for the two labels, and then change its formula to Increase. You cannot compute an increase for more than two labels in a label bar.
% Increase	Computes the percentage of difference between two labels in a label bar by subtracting the first value (left to right, top to bottom) from the second and dividing the difference by the first value. To compute a percentage of increase between two labels in a label bar, you must first create a total for the two labels, then change its formula to %Increase. You cannot compute a percentage of increase for more than two labels in a label bar. The result automatically appears as a percent; use the <u>Format gadget</u> to choose a different format.
String	Displays text in cells, rather than calculated numbers. If the rows in the Source window column that define a cell contain: <ul style="list-style-type: none">Only one unique text value or multiple occurrences of the same unique text value, String copies that value from the Source window to the corresponding cell in the data area of the report.

▪ Multiple occurrences of different text values (for example, some "Yes" and some "No"), String displays the message "Multiple Possibilities" in the corresponding cell in the data area of the report.

See Also

[Customizing a Data Modeling Desktop Report](#)

[Using the Formula Gadget](#)

Gadget | Limit

Use the Limit gadget to write expressions using limit operators to exclude unrelated or redundant information from your report. For example, you can select to unclude only a single year, product, division or city in your report.

See Also

[Customizing a Data Modeling Desktop Report](#)

[Limit operators](#)

[Using the Limit Gadget](#)

- **Limit Operators**

The Limit operators let you write expressions to include or exclude information in your report.

The operators available are:

- equal to
- not equal to
- less than
- less than or equal to
- greater than
- greater than or equal to
- begins with
- contains
- ends with
- like

See Also

[Using the Limit Gadget](#)

■

Gadget | Name

Use the Name gadget to change the name of any label in your report.

You can open the Name gadget by right-clicking on a label.

See Also

[Customizing a Data Modeling Desktop Report](#)

[Using the Name Gadget](#)

Glossary

3-D block

Custom List button

DDE (Dynamic Data Exchange)

Default List button

Destination notebook

Edit field

Hotspot

Label Bar handle

Source window

Unique identifier

Label Bar handle

The Label Bar handle is the white tab below a side label bar or to the right of a top label bar. When you move the mouse over the handle, the pointer becomes a hand.

**Default List button**

Click the Default List button to see the entire range of values from the column in the Source window.
Select the value you want.



Custom List button

The custom list lets you specify criteria for the Limit gadget in an edit field.

To use the custom list to specify criteria, click the custom list button and type your specifications in the text box.



Click to enter text into a custom list.



Click to undo typing.



Click the Remove button to delete criteria you no longer want.

Hotspot

This term is specific to Help. A hotspot is either green-colored text or a part of an illustration that, when clicked, takes you to a new topic or displays a popup window like this one.

DDE (Dynamic Data Exchange)

A method of exchanging data between Windows applications. You can set up dynamic links between applications so that changes made to the data in one application are reflected in the other.

Edit field

A dialog box field where you can enter data either by typing in a new value or by selecting from a pick list.

Source window

The Source window is a floating window that displays the columns of data sent to Data Modeling Desktop from Quattro Pro. Each column contains data that can be used as either a side or a top label.

To close the Source window, double-click its Control menu box.

If the Source window is not visible, you can display it by clicking the Source window button.

Unique identifier

The unique identifier can be of any data type and must be in the same cell above or to the left of the data on each page of the 3-D block. Data Modeling Desktop creates an extra column in the Source window and fills it with the page identifier for each row of data.

3-D block

A block with the same coordinates on multiple pages.

destination notebook

Data Modeling Desktop copies your report to the destination notebook in Quattro Pro. You specify the destination notebook in the Send Data To Data Modeling Desktop dialog box.

Unless you specify a different one, the destination notebook is the notebook that originally sent the data to Data Modeling Desktop.



Data Modeling Desktop Overview

Spreadsheets break down data, letting you analyze general trends. However, you can present your ideas more effectively if you transform data into easy-to-read reports.

Data Modeling Desktop lets you create reports complete with crosstabs and subtotals by clicking and dragging rows and columns. You can experiment with different label bar positions to create the specific type of report you want.

To update a Data Modeling Desktop report reopen it and add the new data. Data Modeling Desktop updates report data whenever you change the data in the spreadsheet.

Both Quattro Pro and Data Modeling Desktop support DDE links as either the client or the server.

See Also

[Building a Data Modeling Desktop Report](#)

[Customizing a Data Modeling Desktop Report](#)



Data Modeling Desktop Data Requirements

Data that Data Modeling Desktop reads from Quattro Pro, or any other Windows application, is subject to the following constraints:

- Data must always be in a tabular format.
- Each record must occupy one, and only one, row of data.
- Other than the column header, all values in a column must be of the same data type.
- Any empty rows in the data you send to Data Modeling Desktop are filled with null values. Null values are not evaluated in any calculations in Data Modeling Desktop.
- Data used for top or side labels can be of any data type but are typically text or dates. If you select a column of values to use as a label, each value is placed as a unique label in the top or side label bar.

See Also

[Building a Data Modeling Desktop Report](#)

[Data Modeling Desktop Overview](#)



The Data Modeling Desktop SpeedBar

Use the SpeedBar to design the layout of your report.

To use the SpeedBar buttons, select an object in the report or Source window, then click a button.

Click any of the SpeedBar buttons below for information about it.



The Copy and Paste buttons have equivalent commands in the Edit menu.

All other buttons have an equivalent command in the Build menu.

**Copy button**

The Copy button places the entire contents of the active window in the Clipboard, replacing anything currently in the Clipboard.

The menu equivalent is Edit|Copy.

**Paste button**

The Paste button places the contents of the Clipboard in the Data Modeling Desktop Source window. Since the contents of the Clipboard remain intact until you copy in something else, you can paste the text many times without having to recopy it.

The menu equivalent is Edit|Paste.

**Top Label Bar button**

The Top Label Bar button creates a top label bar from the column you selected in the Source window.

The menu equivalent is Build|Make Top Label Bar.

**Side Label Bar button**

The Side Label Bar button creates a side label bar from the column you selected in the Source window.

The menu equivalent is Build|Make Side Label Bar.

**Report Data button**

The Report Data button sums the values of a column in the Source window and places the results in the Report Data area.

Data Modeling Desktop sums values in the selected column according to the intersection of side and top labels and places the result in the Report Data area.

The menu equivalent is Build|Make Report Data.

**Total button**

The Total button inserts a total in the report for a top or side label bar. It logically totals the values for the item you selected.

You can move a total by dragging it to a new position.

The menu equivalent is Build|Add Total Elements.

**Group/Ungroup button**

The Group button combines data from selected labels together into one group. Shift-click to select multiple labels.

The Group button acts like a toggle switch. When you select a grouped label and click the Group button, the group expands into its original items (in other words, it is ungrouped).

To add labels to an existing group, select the group label, shift-click to select the extra labels, then click the Group button.

Grouped labels are marked with an asterisk. To change the label name, use the Name gadget.

The menu equivalent is Build|Group/Ungroup Elements.

**Remove button**

The Remove button removes selected items from the report; it does not affect the source data. You cannot remove columns from the Source window.

The menu equivalent is Edit|Clear.

**Source Window button**

The Source Window button reopens the Source window. You can close the Source window at any time by double-clicking its Control-menu box.

The menu equivalent is Build|Source Window.

**Copy to Quattro Pro button**

The Copy to Quattro Pro button copies the Data Modeling Desktop report to the notebook. You must select the report before clicking the Copy to Quattro Pro button.

The menu equivalent is Edit|Copy to Quattro Pro.

See Also

[Sending data to Data Modeling Desktop](#)

**Data Modeling Desktop button**

This button is on the Quattro Pro for Windows SpeedBar. The Data Modeling Desktop button starts the Data Modeling Desktop from Quattro Pro for Windows.

Clicking this button opens the Send Data to Data Modeling Desktop dialog box and starts Data Modeling Desktop.

Help Contents

Each of the following topics lead you to step-by-step directions and explanations of related commands and parts of the screen. Read **Essentials** first if you are new to Data Modeling Desktop.

- [Essentials](#) for getting up to speed with Data Modeling Desktop.
- [Tasks](#) for all standard Data Modeling Desktop features.
- [Menu Commands](#) for all Data Modeling Desktop menu commands.
- [SpeedBar](#) for descriptions of all Data Modeling Desktop's SpeedBar buttons.

Essentials

Data Modeling Desktop is an analysis tool that produces reports from your spreadsheet notebook data.

Before you attempt any tasks, read the following topics in this Help system or in your User's Guide to familiarize yourself with Data Modeling Desktop. If you have not worked with spreadsheets, you should do the Interactive Tutors in the Quattro Pro for Windows Help before proceeding.

To find out more about the following topics, click the highlighted text:

- [Data Modeling Desktop Overview](#)
- [Data Modeling Desktop Menu Commands](#)
- [Building a Data Modeling Desktop Report](#)
- [Customizing a Data Modeling Desktop Report](#)

■ **Tasks**

Building a Data Modeling Desktop Report

[Creating a Top Label Bar](#)

[Creating a Side Label Bar](#)

[Filling in the Report Data](#)

[Sending Data to Data Modeling Desktop](#)

[Data Requirements](#)

[Sending 3-D Notebook Data to Data Modeling Desktop](#)

[Copying a Report to a Notebook](#)

Customizing a Data Modeling Desktop Report

[Creating Totals](#)

[Grouping Labels Within a Label Bar](#)

[Hiding Labels](#)

[Pivoting a Label Bar](#)

[Rearranging Labels](#)

[Removing Label Bars](#)

[Restoring Labels](#)

[Using the Gadgets Menu](#)

[Using the Display Gadget](#)

[Using the Format Gadget](#)

[Using the Formula Gadget](#)

[Using the Limit Gadget](#)

[Using the Name Gadget](#)

■

Menu Commands

<u>File</u>	Open, save, and close reports
<u>Edit</u>	Clipboard and DDE link operations
<u>Build</u>	Create reports
<u>Gadget</u>	Customize how you present information
<u>Font</u>	Change font size
<u>Preferences</u>	Customize the look of the report
<u>Help</u>	Start Help or view version information

