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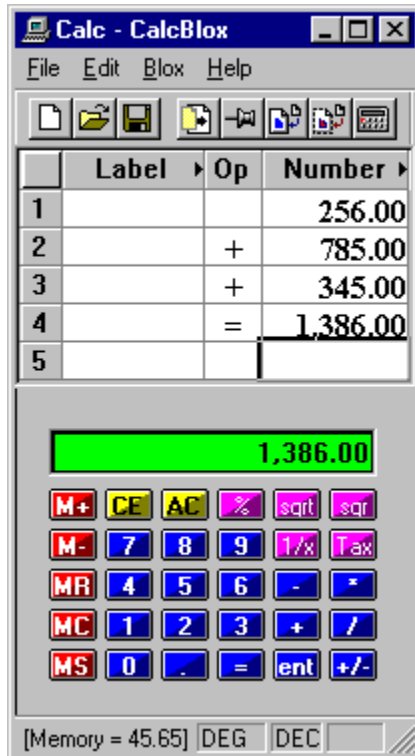
Microsoft Office Compatibility

[Microsoft Office Compatible](#)



CalcBlox: the Basics

For a description of any component of the CalcBlox window, click on that component in the picture below (a tool button or menu, for example).





About CalcBlox

CalcBlox –

CalcBlox is a multi-purpose, multi-function calculator that you can use for all your everyday calculation activities. With full OLE (Object Linking and Embedding) functionality, you can integrate CalcBlox directly into your Windows 95 work environment. It incorporates the calc-sheet found on some desktop and handheld calculators, and has many of the characteristics of a spreadsheet—with the advantage that it provides instant answers, using a familiar style.

You can attach a CalcBlox directly to a document at the precise location where you need it—this could be a word processor document, a spreadsheet or any document requiring calculated input. Alternatively, you can place a CalcBlox directly on the Windows 95 desktop so that it is readily available at all times.

[CalcBlox Features](#)

[CalcBlox Window](#)



CalcBlox Features

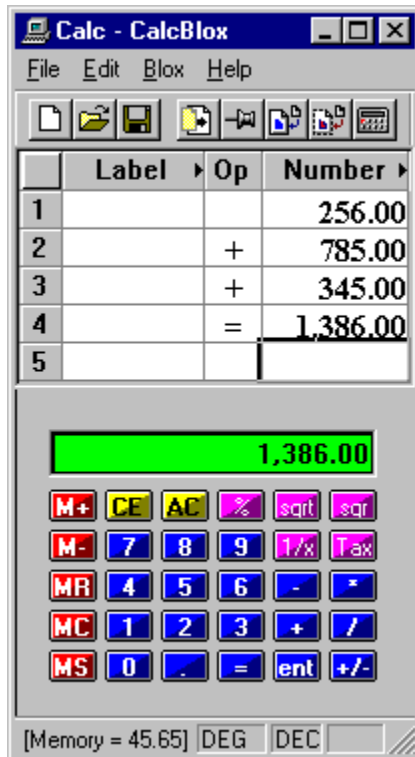
First and foremost CalcBlox is a multi-purpose, multi-function calculator that is quick and easy to use, and that can take care of most of your calculation needs. It is also, however, a versatile and powerful tool with a range of advanced features:

- **CalcSheet:** CalcBlox incorporates a CalcSheet that enables you to keep track of all the stages in a calculation, even one with many steps and different operators. So, if you make an error at one step, you can correct it without having to retype the entire calculation. This makes calculations reusable and auditable, and you can label the entries for clarity.
 - **Choice of KeyBlox:** Apart from the standard KeyBlox (or keypads), CalcBlox contains a number of other KeyBlox catering to particular specialized areas, and you can switch between these as you need to
 - these include scientific, computer, and a range of financial calculation KeyBlox.
 - **Linking and Embedding:** CalcBlox calculations have full OLE functionality. You can embed or link them into documents or other objects simply by dragging the CalcBlox icon from ToolBlox and dropping it in place
 - you have the choice of displaying the CalcBlox as icons or as the displayed calculation, and of editing embedded CalcBlox either in place or in separate windows. You can also place CalcBlox directly on the desktop for ease of access.
- CalcBlox can also act as containers for other objects
- for example, spreadsheets, NoteBlox notes (which you can use to annotate calculations), and ListBlox lists (e.g. for price lists). Again, simply drag the object from ToolBlox and drop it into place.
 - **Templates:** CalcBlox has a template feature that you can use to predefine templates for calculations that you perform frequently. This means that you can retain the structure and format (including the row labels) and change only the data with each new calculation.
 - **Display Formatting:** When you embed a CalcBlox in a container document, you can display it in its entirety, as a result only, or as an icon. You can also apply different font, style, size, and color attributes to selected data in CalcBlox cells.
 - **Security Features:** You can lock and hide CalcBlox cells and you can use password protection to control access to cells.



CalcBlox Window

For a description of any component, click on that component in the sample window below (a tool button or menu, for example). Note that you can use the Blox | View command to specify which components of the CalcBlox window are displayed at any time.



New

Creates a new CalcBlox in the CalcBlox window. If you already have a CalcBlox open, you are prompted to save it as a file.

Open

Opens a CalcBlox that you have previously saved as a file. You specify the filename and the folder where it is located, and the CalcBlox is then displayed in the CalcBlox window.

Save

Saves a CalcBlox to its current filename and folder.

Template

Use to create a CalcBlox with a particular template in place. The Template dialog box presents all existing CalcBlox templates and you select the one you want by double-clicking on it or by clicking on it and choosing OK.

Always on Top

Click this button if you want CalcBlox always to appear on top of other windows on your desktop.

Drag Embed

To embed the current CalcBlox into another application or object, click this button and drag to the desired location.

Drag-Link

To create a link to the current CalcBlox in another application or object, click this button and drag to the desired location. The button is available only for CalcBlox that have been saved as files.

Set Keyblox

CalcBlox is supplied with a range of KeyBlox, standard, scientific and financial—use this option to change the current KeyBlox.

CalcSheet

Contains details of calculations.

KeyBlox

Use this to enter calculation details.

Display

Entries and results are displayed here.

Status Bar

The status bar is displayed at the bottom of the CalcBlox window. The left part of the status bar displays a description of the function of menu items and toolbar buttons as you move the mouse pointer over them.

The right part of the status bar indicates whether the following keys are currently on or off: CAP (Caps Lock key is on), NUM (Num Lock key is on), SCRL (Scroll Lock key is on).

Caption Bar

This displays the name of the current CalcBlox. The Minimize, Maximize, and Close buttons are included at its right-hand side, the control menu button at its left-hand side.

To move the CalcBlox window, drag the caption bar.

Scroll Bar

If the CalcBlox window is not large enough to display your entire text, use the scroll bar to scroll to the parts not currently displayed. You can scroll by dragging the scroll box, by clicking the scroll arrows, or by pressing the PgUp, PgDn, or Arrow keys on your keyboard.



About OLE

OLE is a mechanism that allows applications to integrate seamlessly. Documents can contain objects of many different types, created by different applications, and the objects have associated with them not only the data necessary to display them but also the information needed to edit them. The host document is the container; the application that created the object is the server.

Linking and Embedding

Using OLE you can choose to *embed* or *link* an object into a container.

Embedded objects are stored in your document, and can be edited using the tools and controls of their applications. You simply double-click on an object to activate and edit it. When you send an embedded object to other people, they too can view and edit it.

With linked objects, only the display data is included in the container, together with a pointer to the original data. When the original object is updated, so is the linked object. And when you double-click on the linked object, the original document is immediately launched ready for editing.

In-place (or Visual) Editing

You can edit an embedded object either in place or in a separate window. Simply double-click on the object to activate it. With in-place editing, you edit the object without leaving the container document. The necessary menus and tools temporarily replace or supplement those of the container application. Click back on the container and its menus and tools reappear.

Drag-and-Drop

Drag-and-drop is a fast and intuitive method of moving objects within and across applications. Point to the object, press and hold down the left mouse button while dragging the object into place, then release the button. To move data, first select it and then follow the same steps.

Move an object or selected data	Drag-and-drop
Create a copy of the object or data	CTRL+Drag-and-drop
Create an OLE link to the original object or data	CTRL+SHIFT+Drag-and-drop

Icon or Content Display

You can display OLE objects either with their content visible or as icons. To switch modes, right-click on the inactive object; then choose Display Content or Display as Icon from the pop-up menu. When creating an object directly from ToolBlox, you can create it in either mode. Objects displayed as icons are automatically edited in separate windows; objects with content displayed are automatically edited in place.



About ToolBlox

ToolBlox is your point of access for creating CalcBlox. It is a powerful, customizable toolbar that provides fast access to AlphaBlox objects and to other frequently-used applications such as Microsoft Word or Excel. A distinguishing feature is that not only can you use it to launch applications but you can also create objects directly from it with a single action.



To launch CalcBlox or any other application included on ToolBlox, simply click on its icon.



To launch CalcBlox with a particular template in place, click the Template icon on ToolBlox. A tabbed dialog box is then displayed, with a separate tab for each of the AlphaBlox objects you have installed. Select the appropriate tab, and then select one of the templates on that tab by double-clicking on it or by clicking on it and choosing OK.



To create an object directly in a container document or on the desktop, drag the object's icon from ToolBlox to the desired position. You can then activate and work with the object by double-clicking on it. You can drag the object as an icon or as an in-place object. The default is set in the ToolBlox preferences, but there are also keyboard shortcuts. To create an in-place object, press CTRL while dragging the object into position; to create an iconized object, press SHIFT instead.



To add an application to ToolBlox, use Explorer to locate the executable file (WINWORD.EXE for example), and drag it into position on ToolBlox. AlphaBlox objects are automatically added to ToolBlox when you install them.



To change ToolBlox preferences, click on the ToolBlox Configure icon. Then use the Preferences options to change attributes such as the size and layout of icons and whether objects are embedded by default as icons or as in-place objects.

When ToolBlox is the active task, you can switch between its normal size and a captionized version by pressing ESC.



About AlphaBlox

CalcBlox is part of a suite of components from AlphaBlox Corporation which give you quick and easy access to frequently-used items such as notes, calculations, and lists. Many other components are currently planned or under development.

Making full use of OLE functionality, all components integrate seamlessly with each other, with the



desktop, and with other OLE-compliant applications. they can be combined in whatever way suits your needs, and are available wherever and whenever required.

All AlphaBlox tools are designed to be simple, quick, easy, adaptable, compact and affordable. A consistent interface style across the components, and the use of common tools for common tasks, contributes to more intuitive interaction with the tools.



Launching CalcBlox from ToolBlox



To launch CalcBlox from ToolBlox, click on the CalcBlox icon.



To launch CalcBlox with a particular template in place, click the Template icon on ToolBlox, and then double-click on the template you want.



To embed a CalcBlox object directly from ToolBlox, drag the CalcBlox icon into position on the desktop or in a container document.



Creating a CalcBlox on the Desktop

There are a number of ways in which you can start CalcBlox:



You can start it on the Desktop by dragging CalcBlox onto the Desktop from ToolBlox. Drag CalcBlox from ToolBlox onto the desktop. It is displayed there as a Scrap icon. Double-click on the Scrap icon to activate CalcBlox.



You can start a new CalcBlox by clicking on CalcBlox in the ToolBlox



you can subsequently save the CalcBlox with a filename.



Embed CalcBlox within a container application



drag CalcBlox from ToolBlox into the container.



Right-click on the Windows 95 Desktop, then choose New from the menu, and choose AlphaBlox CalcBlox Document.

Entering the Calculation Details

- 1 Enter your calculation details. Click on the right arrow in the Label field to view the Formula field. Click on the right arrow in the Number field to view the Interim field.
- 2 When you have finished creating the CalcBlox, click the Close button to close it.
- 3 You can now double-click on the Scrap icon at any time to review or modify the calculation.
- 4 You can give the Scrap icon a more meaningful name simply by clicking on the current name and then typing the new one.

See Also:

[Using Formulas](#)



Using Formulas

As well as entering values into CalcBlox cells, you can also enter formulas. Typically, these are formulas that draw on variables already contained within the CalcBlox.

To enter a formula into a CalcBlox cell, double click on the cell, click on = (the KeyBlox) and enter the formula details.

The operands in a formula can be either constants or variables. Variables are referenced either by their row number in the CalcSheet or by their row label.

To include the value from a particular row in a formula, click on either the row number or on the row label.

Here are some examples of CalcBlox formulas:

=R1*R2	Multiplies the values of Row 1 and Row 2
=Selling Price- Commission	Subtracts the value in the Commission row from that in the Selling Price row.

Interim Field

The interim field contains a *running total* account of the progress of a calculation.

Operator Field

The Operator field displays the operator used on the value in the previous Number to arrive at the current interim value. The operator displayed here can be any one of the operators available with any of the KeyBlox. Double-click on the Operator field to display a drop-down list of available operators.

Formula Field

Displays the value which is operated on by the operator in its contiguous Operator field.



Using Templates

A CalcBlox template is a *master* CalcBlox that you can use again and again, changing only the data. For example, a template could have predefined labels on a set of rows.

To create a CalcBlox using a particular template, click the Template tool on the CalcBlox toolbar. This displays the Template dialog box which lists all available CalcBlox templates. Simply double-click on the template you want, or select it and click OK.

You can also access the Template dialog box using the Apply Template command on the File menu. To launch CalcBlox from ToolBlox with a particular template in place, click the Template icon on ToolBlox, and then double-click on the template you want.

Three buttons are included for changing the way the templates are displayed in the Template dialog box



the three views are: Icons, List, and Details. When you choose the Details option, full details of each template are displayed (name, size, type, and date and time last modified).



Creating Your Own Templates

- 1 Create a new CalcBlox.
- 2 Enter the labels you want for the rows.
- 3 Choose the Save As Template command from the File Menu.
- 4 In the Save As dialog box, enter a name for the template and choose the Save button. This saves any text or values in the CalcBlox as a template for future CalcBlox.
- 5 You can now use the Template button on the toolbar to open your template and use it as the basis for a new CalcBlox.



Embedding a CalcBlox in a Document

- 1 Open the document in which you want to place the calculation.
- 2 From ToolBlox, drag CalcBlox into position in the document.
- 3 Double-click on the CalcBlox to activate it.

If the CalcBlox is displayed as an icon, it opens in a separate window and you perform the calculation there. Click the Close button when finished.

If the CalcBlox is displayed as content, the calculation is performed in place. For example, when you activate a CalcBlox that is included in Microsoft Word, the Word menus and tools are replaced or supplemented with those you need to modify your CalcBlox. When you are finished, click back on the Word document and the Word menus and tools reappear.
- 4 To switch between displaying the CalcBlox as an icon or as a displayed calculation, right-click on the object and choose Display as Icon or Display Content from the pop-up menu. Alternatively, use the Object | Convert command on the container application's Edit menu.



Embedding or Linking an Existing CalcBlox

Embedding

To embed an existing CalcBlox into a document or object, click on the Drag Embed button on the CalcBlox toolbar and drag to the document or object in which you want the calculation. You can then double-click on the CalcBlox to activate and modify it.

Linking

To create a link in another document or object to an existing CalcBlox, click on the Drag Link button and drag into place. Note that you must save the CalcBlox as a file before you can do this. Whenever the original CalcBlox is updated, the linked CalcBlox is updated also. And you can make changes to the original CalcBlox by double-clicking on the linked CalcBlox.



Embedding an Object in a CalcBlox

For example, to embed a Microsoft Word document in a CalcBlox:

- 1 Create or open the CalcBlox.
- 2 From ToolBlox, drag Word into the CalcBlox. Or use the Insert New Object command on the CalcBlox Edit menu.
- 3 Double-click on the document to activate it.
If the document is embedded as an icon, or if it is embedded in a CalcBlox that itself is embedded in another document, Word is launched in a separate window. Otherwise it is edited in place.
- 4 Perform the calculation.
- 5 If editing in a Word window, click the Close button when finished. If editing in place, click back on the CalcBlox to continue.
- 6 To switch between displaying the Word document as an icon or as content, right-click on the object and choose Display as Icon or Display Content from the pop-up menu. Alternatively, use the Object | Convert command on the CalcBlox Edit menu.



Switching Between Icon and Content Display

You can display OLE objects either as icons or with their content displayed. To switch modes, right-click on the inactive object; then choose Display Content or Display as Icon from the pop-up menu. Alternatively, use the Object | Convert command on the container application's Edit menu.

When creating an object directly from ToolBox, you can create it in either mode.

Objects displayed as icons are automatically edited in separate windows; objects with content displayed are automatically edited in place.



Tracking CalcBlox

If you have a CalcBlox embedded in a document or other object, you can create a shortcut to it anywhere on your system and use it for quick access to the CalcBlox and its container.

To create a shortcut on the desktop, follow these steps:

- 1 Right-click on the CalcBlox and choose Copy from the shortcut menu.
- 2 Right-click on the desktop and choose Paste Shortcut from the shortcut menu. A shortcut icon is created with a link to the CalcBlox.
- 3 Close the container document.
- 4 You can now double-click on the shortcut icon whenever you wish to view the CalcBlox again. The container document is immediately opened at the point where the CalcBlox is located.



Printing CalcBlox

Use the File | Print command to print the current CalcBlox. You can choose to print it to the default printer, to any other printer set up on your system, or to a file. You can also specify which pages to print and the number of copies required.

Use the File | Print Preview command to see how the CalcBlox will look when printed.

Use the File | Print Setup command to change certain print options such as paper size and orientation, the printer to use, and the properties of that printer.



Mailing CalcBlox

Use the File | Send command to mail a CalcBlox to other people via the electronic mail component of Windows 95. The CalcBlox and any embedded objects are sent to the specified receivers.



Saving CalcBlox as Files



When you create a CalcBlox that is not embedded on the Desktop or attached to another document or object, you can save it as a file for future access. Use the File | Save As command.

When you subsequently edit the file, you can save your changes using the File | Save command or the Save button on the toolbar.



When you want to save an embedded or linked CalcBlox to a file, use the File | Save Copy As command. This saves a copy of the CalcBlox to a specified file.



To open a CalcBlox you have previously saved to file, use the File | Open command or the Open button on the toolbar.





File Menu

New	Creates a new CalcBlox in the CalcBlox window. You are prompted to save the current CalcBlox if you have made changes to it that you have not already saved.
Open	Opens an existing CalcBlox file. In the Open dialog, you specify the name of the file and its location. Then click OK to open it.
Save	Saves the current CalcBlox to its current filename and folder.
Save As	Saves the current CalcBlox under a specified name. In the Save As dialog box, you specify a name for the file and a location. Then click Save to save it.
Apply Template	Creates a new CalcBlox with a particular template in place. When the Template dialog box appears, select a template and then click OK to display it in the CalcBlox window.
Save As Template	Saves the current CalcBlox as a template for future reuse. In the Save As dialog box, enter a name for the template and then click the Save button.
Set Keybox	Specifies the particular KeyBlox you want to use.
Print	Prints the current CalcBlox. You can choose to print it to the default printer, to any other printer set up on your system, or to a file. You can also specify which pages to print and the number of copies required.
Print Preview	Displays the CalcBlox as it will appear when printed.
Print Setup	Use to change certain print options such as paper size and orientation, the printer to use, and the properties of that printer.
Send	Sends a CalcBlox to other people via the electronic mail component of Windows 95.
1, 2, 3, 4	Reopens the most-recently closed CalcBlox files.
Exit	Exits CalcBlox.






Edit Menu

Undo	Cancels the last entry you made.
Insert Row	Inserts a new row in the CalcSheet.
Delete Rows	Deletes the selected row from the CalcSheet.
Clear	<div></div> Clears the value from the selected row. In most applications, this involves setting it to 0.00.
Cut	Deletes selected data, placing it on the clipboard.
Copy	Copies selected data to the clipboard.
Paste	Inserts the clipboard contents into your CalcBlox.
Paste Link	Inserts the clipboard contents into your CalcBlox, and creates a link between the data in the CalcBlox and the source data.
Insert New Object	Inserts a new or existing object into a CalcBlox. You can insert the object as an icon or with its content displayed. You can also choose either to embed the object or to create a link to an existing file. See the Insert Object Dialog Box
Links	Lists any links included in the current CalcBlox and enables you to edit them.
Object	<div></div> This command becomes available when you click on an object in a CalcBlox. The name of the command differs depending on the type of object selected. For example, Microsoft Excel Worksheet object, ListBlox object or NoteBlox object.
Object Open	Choosing the command displays the Object submenu. Opens the selected object in a separate window, ready for editing.
Object Edit	Activates a selected object ready for in-place editing. The menus and tools required are added to the CalcBlox menubar and toolbar.
Object Convert	Enables you to convert a selected object to a different object type (where relevant), and also to switch between displaying the object as an icon or as content.



Blox Menu

- View** Displays a submenu from which you can choose which components of the CalcBlox window are displayed
-  Toolbar, Status bar, Menu Bar, Caption Bar, and CalcSheet. You can also specify that you want the CalcSheet to be always displayed on top of other applications.
- Options** Allows you to set a range of options that determine the general appearance of CalcBlox. There are four subtabs covering General, Columns, CalcSheet and KeyBlox options.
- Font** Allows you to specify the font, style and size of entries in the CalcSheet. You can also set other display attributes such as strike-out text, and underlining.
- Lock Cells**  Locks the current cell or cells. Data in a locked cell cannot be altered. A key symbol in the corner of the cell indicates that it is locked.
- Unlock Cells**  Unlocks the current cell or cells. The key symbol disappears.
- Hide Cells** Hides the data in current cell or cells.
- Show Cells** Use this to show or 'unhide' data in a cell or cells that was previously hidden.
- Protect Document** Use this option to password-protect a CalcBlox. You are prompted to enter the password. If you subsequently try to access this CalcBlox, you are prompted to enter the password.
- Remove Protection** Removes password protection from a CalcBlox. You are prompted to enter the password you used when you first protected it.



Help Menu

**CalcBlox
Help Topics**

Opens the CalcBlox online help window.

**About
CalcBlox**

Displays CalcBlox version and copyright details.



Template Dialog Box

The Template dialog box lists all available CalcBlox templates and enables you to create a new CalcBlox with a selected Template in place.

Simply double-click on the template you want, or select it and click OK.

Three buttons are included for changing the way the templates are displayed in the dialog box. The three available views are: Icons, List, and Details. When you choose the Details option, full details of each template are displayed (name, size, type, and date and time last modified).



Save As Template Dialog Box

Use the File | Save As Template command to save a CalcBlox as a template for future CalcBlox. The Save As Template dialog box presents the following options:

Save In

Identifies the current folder. The templates currently in that folder are listed in the box below.

To view how the current folder fits in the hierarchy of folders on your computer, click the down arrow. To



open one of those folders, simply click on it. Its contents are then shown in the list below.

Double-clicking on an existing file name in the list saves the template to that file, overwriting the current contents of the file.

File Name

Use to specify a name for the template you want to save. You can specify a full path for the file if you wish. If you have selected a file in the list above, its name is automatically entered here.

Save as Type

Specifies the type of file you are saving. CalcBlox Template (*.ctx) is the default option.

Toolbar

The following tool buttons appear at the top of the Open dialog box:

Up One Level: Opens the folder one level higher than the current one.

Create New Folder: Creates a new folder in the current one.

List: Lists files and folders with their icons and names only.

Details: Lists files and folders with their icons, names, file size, file type, and date last modified.

Save button

Click to save the template to the specified filename and location. If you specify the name of an existing file, the current contents of that file will be overwritten.

Cancel button

Click to close the dialog box without saving the template.



Options Dialog Box

Use the Blox | Options command to change CalcBlox attributes. The Options dialog box is divided into four tabs:

General Options

Columns Options

CalcSheet Options

KeyBlox Options



General Options Dialog Box

Decimal Places

Sets the number of decimal places to be used in CalcBlox. This can be fixed or variable, depending on your requirements.

Check the Format thousands check box if you want thousands to be marked off.

Embedded Display

When a CalcBlox is embedded in a container document, it can be displayed as a CalcSheet, as a



result only, or as a result and icon select your preferred option here.

Always on top

Check this if you want CalcBlox always to appear on top of other windows on your desktop

Autosize to KeyBlox width

Check this to automatically size the CalcBlox window to the width of the selected KeyBlox.

Reverse Polish Notation

Check this to use reverse Polish notation (postfix notation).

Prompt for summary information

When you save a CalcBlox you are prompted to



enter summary information on it this includes details of its title, author and comments.

Tax rate

Enter the general tax rate that applies.

Set default

Check this to set the current options as the default.



Columns Options Dialog Box

Heading

Enter the heading to appear over each column in the CalcSheet.

Width Proportion

Specify the relative width of each column in the CalcSheet.

Set default

Check this to set the current options as the default.



CalcSheet Options Dialog Box


Formulas

Choose whether you want to display formulas or their derived values in the Formula column..

Printout

You can expand the width and depth of the CalcBlox printouts to fit the physical size of the page. Check the appropriate check boxes..

Headings

You can display row and column headings  check the appropriate check boxes. You can also access the Font dialog box for the headings from here.

Number of lines at Startup

Specify the number of lines to be displayed.

Grid

Access the Font dialog box for the body of the CalcSheet from here.

Set default

Check this to set the current options as the default.



KeyBlox Options Dialog Box

These options allow you to set the font and color of the Total bar. See [Font dialog box](#) and [Color Dialog Box](#).

You can also specify the default directory for the KeyBlox.



Control Menu

- | | |
|-----------------|---|
| Restore | Returns the CalcBlox window to its size and position before you chose the Maximize or Minimize command. |
| Move | Enables you to move the CalcBlox window using the arrow keys. Choosing the command displays a four-headed arrow, and you simply press the arrow keys on your keyboard to move the window around the screen. Press ENTER when finished. |
| Size | Enables you to size the CalcBlox window using the arrow keys. Choosing the command displays a four-headed arrow. First press the arrow key (up, down, left, or right) that corresponds to the border you want to move; then press the appropriate arrow keys to move that border in the desired direction. Press ENTER when finished. |
| Maximize | Enlarges the CalcBlox window to fill the entire screen. |
| Minimize | Reduces the CalcBlox window to an icon on the taskbar. |
| Close | Exits CalcBlox. |



Open Dialog Box

Use the File | Open command to open an existing CalcBlox. The Open dialog box presents the following options:

Look In

Identifies the current folder. To view how the current folder fits in the hierarchy of folders on your computer, click the down arrow.



To open one of those folders, simply click on it. Its contents are then shown in the list below the Look In box.

To open one of the files or folders listed in the Open dialog box, double-click on it.

File Name

Use to specify the name of the file you want to open. You can include * as a wildcard, and you can also specify the full path for the file. If you have selected a file in the list above, its name is automatically entered here.

File of Type

Specifies the type of file to be listed in the Open dialog box. CalcBlox Document (*.cbx) indicates CalcBlox files and is the default option.

Toolbar

The following tool buttons appear at the top of the Open dialog box:

Up One Level: Opens the folder one level higher than the current one.

Create New Folder: Creates a new folder in the current one.

List: Lists files and folders with their icons and names only.

Details: Lists files and folders with their icons, names, file size, file type, and date last modified.

Open button

Click to open the file specified in the File Name box.

Cancel button

Click to close the dialog box without opening a file.



Save As Dialog Box

Use the File | Save As command to save a CalcBlox to a specified filename and location. The Save As dialog box presents the following options:

Save In

Identifies the current folder. The contents of that folder are listed in the box below.

To view how the current folder fits in the hierarchy of folders on your computer, click the down arrow. To



open one of those folders, simply click on it. Its contents are then shown in the list below the Look In box.

Double-clicking on an existing file name in the list saves your CalcBlox to that file, overwriting the current contents of the file.

File Name

Use to specify a name for the file you want to save. You can specify a full path for the file if you wish. If you have selected a file in the list above, its name is automatically entered here.

Save as Type

Specifies the type of file you are saving. The list includes all file types that CalcBlox supports. CalcBlox Document (*.cbx) is the default option.

Toolbar

The following tool buttons appear at the top of the Open dialog box:

Up One Level: Opens the folder one level higher than the current one.

Create New Folder: Creates a new folder in the current one.

List: Lists files and folders with their icons and names only.

Details: Lists files and folders with their icons, names, file size, file type, and date last modified.

Save button

Click to save your CalcBlox to the specified filename and location. If you specify the name of an existing file, the current contents of that file will be overwritten.

Cancel button

Click to close the dialog box without saving the file.



Print Dialog Box

Use the File | Print command to print the current CalcBlox. The following options allow you to specify how the document should be printed:

Printer

This section provides information about the currently selected printer.

Name: Identifies the currently selected printer. To use a different printer, click on the down arrow and select a printer from the list displayed.

Properties: Use this to change the options for the currently selected printer. The options available depend on the type of printer it is.

Print to File: Prints the CalcBlox to a file instead of to the printer. You are prompted for the filename and location.

Print Range

Use to specify whether you wish to print the entire CalcBlox, a particular range of pages only, or the currently selected text only.

Copies

Number of Copies: Specify here the number of copies you want to print.

Collate: If you are printing more than one copy, use this option to specify whether or not you want the copies to be collated.

OK button

Click to print the CalcBlox.

Cancel button

Click to abandon the print job.



Print Preview Dialog Box

Use the File | Print Preview command to display the current CalcBlox as it would appear when printed. When you choose this command, the main CalcBlox window is replaced with a print preview window in which one or two pages are displayed in their printed format. The print preview toolbar offers the following options:

Note: Maximize the window to see all the options.

Print	Displays the Print dialog box so that you can send the CalcBlox to print.
Next Page	Preview the next page.
Prev Page	Preview the previous page.
One Page/ Two Page	Preview one or two pages at a time.
Zoom In	Zoom in to take a closer look at the page.
Zoom Out	Zoom out to view the entire page(s).
Close	Return from print preview to the main CalcBlox window.



Print Setup Dialog Box

Use the File | Print Setup command change print settings.

Printer

This section provides information about the currently selected printer.

To use a different printer, click the down arrow beside the Name box and select a printer from the list displayed.

To change the properties of the currently selected printer, click the Properties button. The options available depend on the type of printer it is.

Paper

Use to specify the paper size and source.

Orientation

Use to specify the paper orientation: Portrait or Landscape.

OK button

Click to implement any changed settings.

Cancel button

Click to abandon any changes you made.



Insert Object Dialog Box

Use the Edit | Insert New Object command to insert a new or existing object into a CalcBlox. The object can be inserted as an icon or with its content displayed, and can be either linked or embedded. To activate and edit the object, simply double-click on it.

The Insert Object dialog box presents the following options:

Create New

Embeds a new object of the specified type into the current CalcBlox. You specify the object type by selecting the appropriate option in the Object Type list.

Create from File

Embeds or links an existing file into the current CalcBlox. You specify the file you want by typing its name in the File box. Alternatively, you can use the Browse button to browse through the files and folders on



your computer until you find the file you want then double-click on it to enter its name automatically in the File box.

Select the Link option to specify that you want to link the file instead of embedding it. If you link the file, the copy of the file in your CalcBlox is linked to the original source file and is updated whenever the source file is updated. If you embed the file, a separate copy is inserted in your CalcBlox with no links to the source file.

Display as Icon / Change Icon

Select Display as Icon to display the object in your CalcBlox as an icon instead of with its content displayed. When you select this option, the default icon is displayed and also a Change Icon button which allows you to choose a different icon.

Result

Describes the result of using the current settings when you insert an object.

OK button

Click OK to insert the specified object or file into your CalcBlox using the currently selected settings.

Cancel button

Click Cancel to close the dialog box without inserting an object.



Convert Dialog Box

Use the Edit | Object | Convert command to convert a selected object to a different file type, to activate it using an application other than its original application, or to switch between displaying the object as an icon or content. The Convert dialog box presents the following options:

Current Type

Indicates the current file type.

Object Type

Lists the file types to which the object can be converted, or which it can be activated as.

Convert to

Click this to convert the object to the file type selected in the Object Type list.

Activate as

Click this if you want to edit the object using an application other than its original application. Select the



required application in the Object Type list. The selected application must support the particular object type.

Result

Describes the result of implementing the current settings.

Display as Icon / Change Icon

Select Display as Icon to display the object in your CalcBlox as an icon instead of with its content displayed. When you select this option, the default icon is displayed and also a Change Icon button which allows you to choose a different icon.

OK button

Click OK to implement your selections.

Cancel button

Click Cancel instead to close the dialog box without implementing your selections.



Links Dialog Box

Use the Edit | Links command to list and edit any OLE links included in your CalcBlox. The Links dialog box presents the following options:

Links

Lists the links included in your CalcBlox, together with their type and update status.

Source / Type

Indicates the source and file type of the currently selected link.

Update

Use to specify whether you want links to be updated automatically or only on request.

Update Now

Click this to update the currently selected link.

Open Source

Click this to open the source file for the currently selected link.

Change Source

Click this to specify a different source file for the currently selected link.

Break Link

Click here to disconnect the currently selected link. This is useful if you no longer want changes in the source file to be reflected in your CalcBlox.



Font Dialog Box

Use the Font option in the Options dialog box to change the font attributes of CalcBlox text.

Font

Lists all available fonts and indicates the currently selected one. To change to a different font, select the new font from the list.

Font Style and Size

Lists the available font styles and sizes for the currently selected font, and indicates the currently selected options. To change to a different style or size, select the desired options from the relevant list.

Effects

Use to specify whether the text should be struck out and/or underlined, and the color in which it should be displayed.

Sample

Displays sample text using the settings currently selected in the Font dialog box.

Script

Lists the available language scripts for the currently selected font, and enables you to select the one you want to use.

OK button

Click OK to implement any changes you have made.

Cancel button

Click Cancel instead to close the dialog box without implementing the changes.



Color Dialog Box

Use the Color option in the Options dialog box, or click on the Color tool in the CalcBlox toolbar to change the background color for the CalcBlox. The Color dialog box presents the following options;

Basic Colors

Presents the basic colors available. To select a particular color, simply click on it.

Custom Colors

Displays any custom colors you have previously defined. To edit a custom color, click on it, click on the Define Custom Colors button, make your changes, and then click the Add to Custom Colors button.

Define Custom Colors

Click here to define or edit custom colors. To define a custom color, click on the required color in the color matrix and then use the slider at the right side of the matrix to adjust the color's attributes. Alternatively, specify precise settings for the color using the Hue/Saturation/Luminosity or Red/Green/Blue options.

Add to Custom Colors

When you have defined a custom color, click here to display it in the Custom Color palette on the left of the dialog box.

OK button

Click OK to implement the changes you have made.

Cancel button

Click Cancel instead to abandon your changes.



Set KeyBlox Dialog Box

Use Set KeyBlox command to change the current KeyBlox.

- 1 Choose Set KeyBlox from the File Menu.
- 2 Choose the particular KeyBlox you want to use.

Your chosen KeyBlox remains current until you change it.



Insert Rows Dialog Box

Use the Insert Rows command to insert additional rows into the current CalcSheet.

- 1 Choose Insert Rows from the Edit Menu.
- 2 Indicate the row number where you want the insertion to start.
- 3 Indicate how many rows you want to insert.
- 4 Choose OK to confirm.



Inserting and Deleting Rows

Inserting Rows

To insert a row at the bottom of the CalcSheet, press Enter. To insert rows at an intermediate position in the CalcSheet, choose Insert Rows from the Edit menu. You are then prompted to specify how many rows you want to insert and where you want to insert them. See [Insert Rows Dialog Box](#).

Deleting Rows

Click on the row number to select the row you want to delete. To select a number of contiguous rows, hold down the mouse button and drag over the rows you want. To select non-contiguous rows, hold down CTRL and click each row.



Protecting a CalcBlox Dialog Box

Use the Protect Document option to password-protect a CalcBlox.

Enter the password you want to use. And then re-enter the password.

When you come to re-access a protected CalcBlox you are prompted to enter the password.

See also

[Removing Password Protection](#)



Removing Password Protection

To remove the protection from a CalcBlox you must enter the password that was used to protect it.



Security Features

CalcBlox incorporates a range of security features that ensure the integrity of your data.



You can hide cells



their data is not displayed in the CalcSheet. You can subsequently show the data (unhide it). Use the Hide Cells and Show Cells options respectively



these are available on the Blox menu.



You can lock cells. A locked cell is one whose data cannot be changed



either intentionally or by mistake. You can subsequently unlock cells. Use Lock Cells and Unlock Cells respectively



these are available from the Blox menu. A key symbol inside a cell indicates that it is locked.



You can password protect a CalcBlox



if you attempt to unlock or unhide cells in a protected CalcBlox, you are prompted to enter the password. Use the option Protect Document to password-protect a CalcBlox; use the option Remove Protection to remove the password-protection. Both options are available on the Blox menu.



Changing Views

CalcBlox offers you a range of viewing options. Choose View from the Blox menu and make your



selections. You can select or deselect any of the following if you deselect them, they are not displayed on the CalcBlox:

- Toolbar
- Status Bar
- Menu Bar
- Caption Bar
- CalcSheet

Select Always on top if you want the CalcBlox to be displayed on top of other applications on your Desktop.



Click on Toolbar Properties to specify details about the toolbar for example, whether you want large buttons, color buttons, and whether or not you want Tooltips to be displayed.

Microsoft Office Compatible

CalcBlox is a Microsoft Office compatible product, which means that its toolbars, menus, and accelerator keys are similar to those used by Microsoft Office. If you are already using Microsoft Office, which includes Microsoft Excel, Word, Microsoft Access and Powerpoint, then many of the tasks you have learned to complete in Office can be completed in a similar manner in CalcBlox. AlphaBlox and Microsoft hope these similarities will make it easier for you to use our products together and with other Microsoft Office Compatible products.

Look for the Microsoft Office Compatible logo when purchasing software. For more information about the Microsoft Office Compatible program, and for a complete listing of Microsoft Office Compatible products, in the United States, call Microsoft Customer Service at 1-800-426-9400. Customers outside the United States should contact their local Microsoft office.

CalcBlox and the Office Compatible Features

The skills that you have acquired while using Microsoft Office are applicable to CalcBlox. You will find in CalcBlox a menu and toolbar arrangement that is very similar to those of Office and the techniques you use for navigating around the application are the same.

For example, to open a CalcBlox, click on the Open button on the toolbar, and to save a CalcBlox, click on the Save button. Of course, you can also use the Open and Save options on the File menu to achieve the same results. To discover the function of each button on the CalcBlox toolbar, just position the mouse pointer over the button and the tooltip for that button is displayed.

OLE Enhancements

The CalcBlox toolbar includes two buttons (Drag Calc and Drag Link) that offer enhanced OLE functionality.



Use the Drag Calc button to embed the current CalcBlox in a container document.



Use the Drag Link button to link the current CalcBlox into a container document.

Toolbar Button Differences

CalcBlox is a compact product, and it has been designed to fit into and complement your Office and other applications. An important element in the design is the convenient, small-sized window. Because of this, not all the Office functions can be placed on the CalcBlox toolbar. They are, however, available in the normal way from menus and shortcut keys.

In particular, you can access Cut, Copy and Paste from the Edit menu or by using the standard accelerator keys: Ctrl+X for Cut, Ctrl+C for Copy and Ctrl+V for Paste.

Using CalcBlox with Microsoft Office

CalcBlox incorporates full OLE functionality, and you can integrate it directly with Microsoft Office. For example, you might want to embed detailed costings into a quotation in a Word document.

There are a number of ways in which you can integrate Office applications with CalcBlox (and indeed other OfficeBlox applications). Some of the tasks that you can perform are described below.

Embedding a CalcBlox in a Word Document

You can embed both new and existing CalcBlox into a Word document.



To embed a new CalcBlox in a Word document, open the document within which you want to place the CalcBlox and from ToolBlox, drag CalcBlox into position in the document.



To embed a previously created CalcBlox, open it and then use the Drag Calc tool to drag it into position in the document. Once the CalcBlox is in position in the document, double-click on it to activate it.

Linking a CalcBlox to an Excel Spreadsheet

To link a CalcBlox, open it and then use the Drag Link tool to drag it into position in the target document. For example, you could link detailed sales figures from a CalcBlox into an Excel spreadsheet.

Note: OLE works only with saved files, so you must save a CalcBlox as a file before you can link it to an Office application.



CalcBlox Function Reference

In normal mode, the calculator works just as a hand held calculator would work - that is you type in various values using standard operators (+, -, /, *) and a result is build up. However, the CalcBlox has many more operators available to you from which you can build up more complex equations.

See also

[CalcSheet Operator Functionality](#)

[CalcBlox Functions](#)



CalcSheet Operator Functionality

Standard operator selection

You may have noticed on the CalcSheet that there is an OP column (short for operator) which you can use exactly for this. For example, type in:

4+3 =

and you should get **7**.

Now, to change the + operator to a ^ operator (power function) simply double click on the + sign and drop down the list of operators. The operator above + is the power sign.

Now you should see your result change to **64**.

Inputting equations

The CalcBlox CalcSheet also has another facet which allows the input of equations directly into cells. This gives it a “spreadsheet” type capability for building far more complex and concise calculations.

Basic Input

To get an equation into a cell, simply double click on the cell. This will give you an edit field into which you can type the equation.

For example:

Double click on a cell in the number column and type in:

=(4*20)+(3^4)

You should now see **161** after you have either:

- i) pressed enter on your computer keyboard
- ii) pressed the red ENT key on your KeyBlox
- iii) clicked on another cell that does not contain a label.

Note: you must start your equation off with the = sign.

Referencing

It is possible to include other rows in your equation. Suppose you have a CalcSheet that has two rows, Profit and Loss that looks something like:

2			
4			
3			
3	Loss		-3'000'00
1	Profit		2'200'00
	Label	0	Number

You may want to add a final line, Revenue that sums Profit and Loss. This can be done in three ways:

Double click on the number column at the third row and enter either:

- i) **=R1+R2**
- ii) **=SUM(R1:R2)**

iii) =Profit+Loss

And either way, you will see:



Hint:

While you are entering your equation, you can use both the computer keyboard and the buttons on the KeyBlox. Also note that you can click on the Label, e.g. Profit to put the word profit in the equation. You can also click on the row number to enter R followed by the row number.

Note: the best way to enter equations is to use labels because if you move the row you will not need to adjust any equations - which you would have to do if you used the Rx nomenclature.



CalcBlox Functions

!Factorial

^ (Power)

<,>, <> (Comparison Operators)

ABS

ALOG

ASIN

AVG

COS

FLOOR

IF

LOG

NLOG

OR

ROUND

SIGN

SINH

SQRT

TAN

TRUNC

() Parentheses

1/X (Inverse or Reciprocal)

<<,>>Bitwise Shift

ACOS

AND

ATAN

CEILING

COSH

FRAC

INT

MOD

NOT

RAND

SDV (Standard Deviation)

SIN

SQR

SUM

TANH

XOR (Exclusive OR)

! (Factorial)

Returns the factorial of a number. **4!** evaluates to $4*3*2*1 = 24$.

note:

0! =1 and **0.5!=1**

^ (Power)

Raises the number to the left of the operator to the power of the number to the right of the operator, e.g.:

$=3^2$

yields 9.

1/X (Inverse or Reciprocal)

This function inverts the value entered. For example:

1/X (4) yields 0.25

<, >, <> (*Comparison Operators*)

See [If Operator](#).

<<, >> (Bitwise shift)

These operators shift binary bits to the left or right.

For example

`<< 1001`

yields

`10010`

ACOS

Returns the ARC-Cosine of a number. The value is the cosine of the angle you want and must be from -1 to 1.

ACOS(-0.5)= 2.094395

ABS

Returns the absolute value of a number (the value without its sign).

ABS(-4) yields 4

ALOG

Returns the anti-logarithm of a number in base 10:

$$\text{ALOG}(1.4) = 25$$

AND

Logically ANDs two values to produce a third. For example:

1001 AND 1111

=1001

Note:

0 AND 1 = 0

1 AND 0 = 0

1 AND 1 = 1

0 AND 0 = 0

ASIN

Returns the ARCSINE of a number. This is the angle whose sine is the number.

$\text{ASIN}(0.5) = 30$

ATAN

Returns the ARCTANGENT of a number. This is the angle whose tangent is the number.

ATAN(1)=45

AVG

This returns the average of a list of numbers.

AVG(1,2,3) = 2

Note: you can also reference rows in the format:

=AVG(r1:r3) to average rows one, two and three.

CEILING

Returns the number rounded up away from 0.

`CEILING(2.5) = 3`

COS

Returns the COSINE of the given angle.

$\text{COS}(60)=0.5$

() Parentheses

Used to bracket a section of a calculation which means the expression inside the brackets is evaluated as one result.

e.g.

$$=4/(2+2)$$

would yield 1 as the 4 is divided by the result of the bracketed expression (4).

COSH

Returns the HYPERBOLIC COSINE of a number.

$(\text{COSH}(x) = (e^x + e^{-x}) / 2)$

$\text{COSH}(4) = 27.30823$ radians

FLOOR

Returns the number rounded down towards 0.

FLOOR(2.5)=2

FRAC

Returns the fractional part of the number.

`FRAC(4.3)=0.3`

IF

Syntax:

IF (expression,value1,value2)

IF is used to evaluate conditional expressions. You can use comparison operators with IF, such as <,> and <> and the AND and OR operators.

For example:

IF (1=1,4,2) yields 4

IF (Profit>0 AND Year=1994,Sales,Sales / 2)

INT

Returns the integer (whole) part of a number.

$\text{INT}(4.3) = 4$

LOG

Returns the logarithm of a number to base 10.

LOG (10)=1

MOD

Returns the remainder of a division.

9 MOD 5=4

NLOG

Returns the natural logarithm of a number. The number must be positive.

$\text{NLOG}(86)=4.454347$

NOT

Used with binary values. Inverts the number (i.e. changes 1's to 0's and 0's to 1's).

NOT 110

=001

OR

Logically OR's two values to product a third.

$110 \text{ OR } 111 = 111$

Note:

$1 \text{ OR } 0 = 1$

$0 \text{ OR } 1 = 1$

$1 \text{ OR } 1 = 1$

$0 \text{ OR } 0 = 0$

RAND

Returns a random number. The value in the brackets is irrelevant.

ROUND

Rounds the number UP or DOWN to the nearest integer.

$\text{ROUND}(4.6)=5$

$\text{ROUND}(4.2)=4$

SDV (Standard Deviation)

This function measures how widely values are dispersed from the average value (the mean).

Syntax: SDV(number 1,number 2,number 3,number x)

SIGN

Returns 1 for a positive number and -1 for a negative number and 0 for 0.

SIN

Returns the SINE of the given angle.

$\text{SIN}(30)=0.5$

SINH

Returns the HYPERBOLIC SINE of the given number.

$\text{SINH}(1)=1.18$

SQR

Returns the SQUARE of a number - that is the number multiplied by itself.

$\text{SQR}(4)=16$

$\text{SQR}(12+4)=256$

SQRT

Returns the square root of the given number,

$\text{SQRT}(16)=4$

$\text{SQRT}(250+6)=16$

SUM

This function summates a group of numbers. You can also use row references in here.

`SUM(1,2,3)=6`

note: you could use `SUM(r1:r5)` to summate rows one through to five.

TAN

Returns the TANGENT of the given angle.

TAN(45)=1

TANH

Returns the HYPERBOLIC tangent of a number.

TANH(-2)=-0.96403

TRUNC

Removes the decimal part of a number.

`TRUNC(4.3)=4`

XOR (Exclusive OR)

Logically XOR's two values to product a third.

111 XOR 101 = 010

1 XOR 1 = 0

1 XOR 0 = 1

0 XOR 1 = 1

0 XOR 0 = 0

