

Welcome to Decision/pro. Decision/pro compares items against criteria and displays which is the best alternative. Items to be compared are displayed along the top of the window. Criteria display down the left side of the window. The total score for each item, on a 0 to 10 scale, display along the bottom.

## **Index**

[Decision/pro Commands](#)

[Using Decision/pro](#)

[Contacting Jorgansen/Bliss](#)

What you are comparing. For example, if you are deciding upon 3 restaurants, the ITEMS would be the names of the restaurants.

How you are comparing the items. For example, price, distance, and quality of food may be your criteria when comparing restaurants.

## Decision/pro Commands

### Command Index

#### *File Menu Commands*

New command

Open command

Save command

Save As command

Print Setup command

Print command

#### *Edit Menu Commands*

Cut command

Copy command

Paste command

Preferences command

#### *Items Menu Commands*

Add command

Edit Selected command

#### *Criteria Menu Commands*

Add command

Edit Selected command

Equalize Weights command

#### *Range Menu Commands*

Add command

Edit command

Delete command

#### *Windows Commands*

Tile command

Cascade command

Arrange Icons command

The Document List

## **The New command**

Clicking on the File menu then on New will open a blank worksheet. Items and Criteria may now be added or they may be copied in from another worksheet or other windows program.

## **The Open command**

Clicking on File then on Open will ask for the name of the worksheet to open. You may use the File,Open dialog box to change to other sub-directories if the worksheet is not stored in the same directory as the Decision/pro application. Click on the name of the file then click on the Open button or double-click on the name of the file and you won't have to click on the Open button.

## **The Save command**

Clicking on the File menu then on Save will save the worksheet information to the filename on the worksheet's title bar. If the title is Untitled, then a Save As dialog box will appear asking for a name for the new file.

## **The Save As command**

Clicking on the File menu then on Save As will prompt for a name for this worksheet file. Use this to name an Untitled worksheet or to save your current worksheet under a different name. This will leave your original worksheet unchanged.

## **The Print Setup command**

Print Setup, from the File menu, sets the printer options. You may use Print Setup to alter the quality of the printing (draft or letter-quality, for example), and any other settings supported by your currently selected printer.

If you wish to change your current printer, use the Printer Icon found in the Control Panel. "Main" is the name of the default Windows program group where the Control Panel is located.

## **The Print command**

From the File menu, select Print to print the worksheet to your selected printer. The print font is specified under the Edit menu, Preferences. The font and font size selected in the Preferences will be used for displaying to the screen and printing the worksheet.

## **The Cut command**

Selecting Cut from the Edit menu will place the selected rows or columns into the clipboard and delete them from the worksheet. Select rows or columns by clicking on the grey boxes that hold the item or criteria names. To select more than one row or column, first click on the first row or column you want to select. Then, hold the SHIFT key while clicking the last row or column in the group you want to select.

The information in the clipboard may then be pasted into another worksheet, into other rows or columns in the current worksheet or another application.

## **The Copy command**

Selecting Copy from the Edit menu will place the selected rows or columns into the clipboard. Unlike the Cut command, the selected rows or columns are not deleted from the worksheet. Select rows or columns by clicking on the grey boxes that hold the item or criteria names. To select more than one row or column, first click on the first row or column you want to select. Then, hold the SHIFT key while clicking the last row or column in the group you want to select.

The information in the clipboard may then be pasted into another worksheet, into other rows or columns in the current worksheet or another application.

## The Paste command

Selecting Paste from the Edit menu will take information from the Windows clipboard, and paste it into selected rows or columns. Pasted information will be inserted if the first selected row or column is before the last row or column. Select rows or columns by clicking on the grey boxes that hold the item or criteria names. To select more than one row or column, first click on the first row or column you want to select. Then, hold the SHIFT key while clicking the last row or column in the group you want to select.

If you are pasting information from another program, such as Microsoft Excel spreadsheet or Lotus Ami word processor, then the information you are copying (or cutting) should be in a standard format.

### *Pasting columns*

All information, up to a Carriage Return, will be pasted into a column from the clipboard. Each item to be pasted must be separated by a carriage return to prevent all items from being pasted into a single column.

### *Pasting rows*

All information, up to a Carriage Return, will be pasted into a row from the clipboard. Rows, representing your criteria, have three parts: the name of the criteria, the numeric weight of the criteria, and the name of the range of scoring values on how you are measuring this criteria. The 3 parts must be separated by a TAB character (or be in three different columns in a spreadsheet application).

For example: Criteria One<TAB>100<TAB>Yes or No<TAB>

If any information is not entered or understood when pasting, an edit dialog box will appear for you to fill in the missing information.

## *The Preferences command*

Preferences, on the Edit menu, allows changing the look of the worksheet. The options are:

### *Number of spaces to turn into a tab.*

The number of spaces to turn into one TAB character when pasting criteria information from another application such as a word processor. Decision/pro uses the TAB character to split information in the clipboard into the three parts of a criteria: the criteria name, the numeric weight, and the range name that the criteria uses for scoring.

### *Include totals on copy*

Check this box if you want to include the total item scores from the bottom of the worksheet when you copy information to another application.

### *Number of characters for Item names*

How long, in characters, for the Item names. This affects the width of the columns.

### *Number of characters for Criteria names*

How long, in characters, for the criteria names. This affects the width of the row buttons and the height of each row.

### *Font Type*

Selects the screen and print font. The font names are those that are supported by both the screen and the printer. The selected font will be used for the display as well as when printing.

### *Font Size*

Selects the screen and print font size in points. If the font is scalable (no fixed sizes) then the choices start at 8 points and increase by 2 points up to the maximum scalable size.

Ranges are used to score each criteria. If you wish to score a particular criteria on a Yes and No scale, you can create a range called "Yes or No" with 2 items in it: "No" and "Yes". When creating ranges, the lowest scoring item is always entered first, then progressing to the highest value.

## **The Add command**

Displays a dialog box for you to enter an Item name for the new item. If there are criteria, then the scoring values for the new item will default to the highest score.

## **The Edit Selected command**

Displays a dialog box for you to edit the item names of the selected columns. If no columns were selected, by clicking once on the Item name(s), an error message will let you know.

## **The Add command**

Displays a dialog box for you to add criteria. You must provide all three items: the name of the criteria, the numeric weight of the criteria (between 0 and 100), and the name of the range for how you wish to rate the criteria.

## **The Edit Selected command**

Displays a dialog box for you to edit the criteria for the selected rows. If no rows were selected, by clicking once on the Criteria name(s), an error message will let you know.

## **The Equalize Weights command**

Sets all of the criteria weights to an equal amount. If there is any remainder, it is added to the first weight.

## **The Add command**

Displays a dialog box for you to add a numeric or word range. Select Minimum/Maximum from the Add menu to add a numeric range or select Word to add a word range.

Numeric ranges have two numbers, the lowest scoring number and the highest scoring number. If you were rating a person on a 1 to 10 scale, with 1 as the lowest value, then the minimum number would be 1 and the maximum number would be 10. However, if you were rating cars in which Cost was one of the criteria, you would enter the highest cost as the minimum and lowest cost as the maximum.

Word ranges are all scored on a 0 to 10 scale, no matter how many word items are within the range. For example, the "No to Yes" range has two items, "No" and "Yes". Since "No" is the first item, it has the lowest score value and "Yes" has the highest score value. Remember to add word items in lowest to highest order.

## **The Edit command**

First displays a selection box to pick which range name you want to edit. Then displays the numeric range dialog box or the word range dialog box so you can change its name or values. Editing a range that is being used by a criteria will reset the rating values for that criteria to the highest value for the changed range.

## **The Delete command**

Displays a selection box for you to pick the range to delete. If your selected range is being used by a criteria, you will be notified and the range will not be deleted.

## **The Tile Windows command**

This command causes all open worksheet documents to be tiled, that is, placed one beside the other, so that all can be seen. No window will overlap the other. This only applies to windows that are not minimized to an icon.

## **The Cascade Windows command**

This command causes all open worksheet documents to be cascaded, that is they will overlap each other and each will be offset a little bit below the one in back and a little bit to the right of the one in back. This command does not apply to windows that are minimized to an icon.

## **The Arrange Icons command**

This command causes all windows that have been minimized to an icon to be arranged along the bottom of the main window in an orderly manner. They start from the bottom, left of the window and work to the right then go up a row (if you have that many windows open!).

## **The Window Document List**

The document list shows the names of all open worksheets. A check mark appears in front of the worksheet that is the currently active one. If you want to work on another open worksheet, you can click on its title bar or select it from this document list. The desired worksheet will now become the active window.

## **Using Decision/pro**

Following are topics designed to lead you through developing a new worksheet, making changes to it then exchanging information with other Windows programs.

[Starting a new worksheet](#)

[Changing a worksheet](#)

[Copying and Pasting to other applications](#)

[Pasting information into your worksheet](#)

## Starting a new worksheet

The following topics will lead through building a worksheet. You may, also, want to review some of the sample worksheets provided. Select Open from the File menu and pick a worksheet with a .DP extension.

[Adding new ranges](#)

[Adding items to the worksheet](#)

[Adding criteria to the worksheet](#)

[Rating the items](#)

[Adding notes to the worksheet](#)

[Saving the worksheet](#)

[Printing the worksheet](#)

## **Adding New Ranges to the worksheet**

You will need to add new rating ranges to the blank worksheet for criteria, as you will need the names when adding your criteria. Decision/pro has 4 default ranges: "No to Yes", "1 to 10", "1 to 5", and "Poor to Excellent".

Select Add from the Range menu then select either Minimum/Maximum (for numbers) or Word.

### **Minimum/Maximum Ranges**

Selecting Minimum/Maximum from the Range, Add menu displays the dialog box for adding a new numeric range. Minimum/Maximum ranges are used when you wish to rate a criteria according to a range of numbers such as cost. If you were comparing cars and one criteria was List Price, you would add a minimum/maximum range so that you could enter the price of the cars on the worksheet. The minimum value is always scored the lowest and the maximum value is always scored the highest. In the cars example, you will put the price of the highest cost car in the minimum value and the price of the lowest cost car in the maximum value. When you type in the price of the cars you are comparing, the lower the price, the higher will be the score value on the bottom of the worksheet.

### **Word Ranges**

Selecting Word from the Range, Add menu displays the dialog box for adding a new word range to your worksheet. Word ranges can be used for just about anything. You can also enter numbers as items in a word range. The word items get their value from how they are entered in the list, shown on the left side of the dialog box. The first item scores the lowest value and the last item scores the highest. Keep this in mind when entering in word items.

Example: You need to rate a criteria by 3 different values: "Unsatisfactory", "Average", and "Good". Type a name to be used when referring to this range in the Range Name field in the Add Word dialog box. Next, type "Unsatisfactory" in the Range Item field and click on the Add button to add the item to the list, shown on the left side of the dialog box. You need to add "Unsatisfactory" first, since it has the lowest scoring value. Now, add "Average" then "Good", which has the highest value. Click on the OK button and you are ready to use this range when adding or editing criteria.

## **Adding a new item to the worksheet**

Items are the things you will be comparing in the worksheet. If you were comparing 3 cars; a Dodge, a Ford, and a Honda, then the items would be the names of the 3 cars. Select Add from the Item menu to bring up the Add Item dialog box. Type in a name for your item then click on OK.

## Adding a new criteria to the worksheet

Criteria define how you are comparing items. For example, if you want to compare three cars and two considerations are the price of the car and the distance to the dealership for repairs, then you have 2 criteria; Cost and Distance to Dealership. Since these would be rated with numeric values (Cost in dollars and Distance in miles), you will need 2 new ranges; one for the minimum price of the cars and maximum price of the cars, and another range for the minimum distance to any of the dealerships and maximum distance to any of the dealerships.

Selecting Add from the Criteria menu will display the Criteria dialog box. Fill in the Criteria Name (such as "Cost"). The Criteria Weight is a numeric field between 0 and 100. Use this field to take the relative importance of each criteria into account. The default is zero. If you leave the weight as zero, the rating that you select will have no weight, and so no score at the bottom. You can leave this at zero and edit the criteria after you have added all the criteria that you will use. If you try to exceed 100%, an error box will tell you how much weight out of 100% is left. Finally, you must specify the Name of the Range that will be used when rating the criteria.

## **Changing the rating of a criteria for an item**

Double-clicking on a cell (where the item columns meet the criteria rows) with the left mouse button lets you change the rating. If the range is numeric, then an Edit dialog box will appear with the current rating value. Type in a new number and press ENTER or click OK. If the new number is not within the range specified for the criteria (the minimum or maximum value), an error box will tell you what the minimum and maximum values are. If the range is a word range, then a list of word values will appear. Click on the value you want then click OK. The list box will go away and the rating will be changed to the new value you selected.

The total for the item column, on the bottom of the window, will update to reflect the change you made to the rating of the criteria.

## **Adding notes to the worksheet**

You can add a note to each cell (where the item columns meet the criteria rows) in the worksheet. Double-click on the cell with the right mouse button to bring up the Note dialog box. Type in your note or make changes to a note previously added. Click OK to finish. A number will appear after the rating value in the cell to let you know that a note is appended for this cell.

Any notes that you have added will be printed along with the rest of the worksheet. Notes print sorted with the lowest number printing first then increasing down the page.

## **Saving the worksheet**

Selecting Save or Save As from the File menu will save the work you have done on the worksheet. If this is a new worksheet, then it has no filename. Selecting either Save or Save As will bring up the Save As dialog box for you to enter a filename. If you select a filename that already exists, you will be asked if you want to replace the file.

## **Printing the worksheet**

Print, from the File menu, prints the worksheet on your currently selected printer. You can select a new printer in the Printers selection of the Control Panel icon, usually found in the MAIN program group in Program Manager. The printer will use the font selected under the Edit, Preferences menu in Decision/pro, if your printer is capable of using the font and the font size.

Print Setup, under the File menu, lets you set different printing options that are supported by the selected printer. For example, if you want to print the worksheet in landscape mode (sideways on the page), you would use Print Setup to change your printer from Portrait to Landscape. If your printer does not support landscape printing, then the option will not be displayed under Print Setup.

## Changing an existing worksheet

The following items give help on making any changes you need to your worksheet.

[Editing and deleting Items](#)

[Editing and deleting Criteria](#)

[Editing and deleting Ranges](#)

[Deleting notes](#)

## Editing and deleting items

### *Editing Items*

Select the item or columns of items to edit by clicking on the grey box that holds the item name. Choose Edit Selected from the Items menu. The Edit Item dialog box will display for each of the selected columns. If you CANCEL the edit box, it cancels the rest of the editing.

### *Deleting Items*

Select the item or columns of items to delete by clicking on the grey box that holds the item or criteria name. Choose Cut from the Edit menu and the items will be cut from the worksheet.

## Editing and deleting criteria

### *Editing criteria*

Select the criteria or rows of criteria to edit. Choose Edit Selected from the Criteria menu. The Edit Criteria dialog box will display for each of the selected rows. If you CANCEL the edit box, it cancels the rest of the editing.

### *Deleting Criteria*

Select the criteria or rows of criteria to edit by clicking on the grey box that holds the criteria name. Choose Cut from the Edit menu and the criteria will be cut from the worksheet.

## **Editing and deleting ranges**

### *Editing ranges*

Select Edit from the Ranges menu. Click on the range you wish to edit in the selection box and click OK. If you edit a range that is being used by a criteria, the rating value for that criteria will be reset to the highest value for the changed range.

### *Deleting ranges*

Select Delete from the Ranges menu. Click on the range you wish to delete in the selection box and click OK. You cannot delete a range while it is being used by a criteria.

## **Deleting notes**

Double-click on the cell (where the column meets the row) of the rating value that has the note, using the right mouse button. When the dialog box appears with the note, select all of the note and delete it by pressing the backspace key. Click on OK and the note will have been deleted.

## Copying information from the worksheet

Select the rows or columns that you want to copy. Choose Copy from the Edit menu and the rows or columns you selected will be copied to the clipboard. You can paste these items elsewhere in Decision/pro or paste them into another Windows application.

If you are copying row (criteria) information to another program, besides the criteria name and rating information, the weighting value for the criteria and the rating range name for the criteria will also be copied. This is to maintain consistency when pasting this information into Decision/pro.

## Pasting information to the worksheet

Select a row or column to start pasting information into Decision/pro. Rows or columns will be inserted automatically, if more than one item or criteria is to be pasted.

### *Pasting Item names*

If you are pasting columns, all information up to a Carriage Return will be considered the item name. Any information after the first Carriage Return will be considered a new item name. Each item name must be separated by a Carriage Return. Since items get their value from existing criteria, the highest rating value for the criteria will be assigned to the items that have been pasted. You can then change the rating values as you require.

### *Pasting Criteria*

If you are pasting rows, a full row consists of a Criteria name, a Criteria weight number (from 0 to 100), a Rating range name and the rating values ended with a Carriage Return. Each piece of information is separated by at least 2 spaces or a tab. If you are pasting information created by a word processor, make sure that each piece of information for the row is separated by a tab or at least 2 spaces. If the first 3 pieces of data you are pasting are not understood as being a valid name, numeric weight and existing rating range name, you will be presented with an Edit Criteria dialog box so you can fill in the "missing pieces".

#### EXAMPLE:

This is the way the data would look in a word processor program. The names between the brackets "<>" are the keys that are used, like <TAB> means that the tab key was pressed. The example illustrates a criteria to be pasted into Decision/pro with a name of "Criteria Name", a weight of "100" and being assigned a rating range name that already exists in Decision/pro called "No to Yes". There are 2 columns in the Decision/pro worksheet that this data is to be pasted. This is why there are two rating values: "Yes" and "No". An <Enter> key was pressed after the line to tell Decision/pro that this is the end of the row to be pasted. In the second example, 2 spaces separate each piece of data.

Criteria Name <TAB> 100 <TAB> No to Yes <TAB> Yes <TAB> No <ENTER>

Criteria Name <SPACE> <SPACE> 100 <SPACE> <SPACE> No to Yes <SPACE> <SPACE> Yes  
<SPACE> <SPACE> No <ENTER>

Decision/pro will fill in the rating values that are pasted into the rows. If the rating values do not fill up the number of columns available then the highest rating value for that criteria will be used in the missing columns.

To select one row or column, click on the grey box that holds the item name (for columns) or criteria name (for rows).

To select more than one row or column, click on the first row or column that will begin the selection. Move to the last row or columns that you want to select and, while holding down the SHIFT key, click on it. All of the rows or columns between the first and last one will be selected.

Choosing Preferences from the Edit menu, brings up the Preferences dialog box. The first item is the number of spaces to convert to a tab when pasting rows into Decision/pro. The default is 2. This means that, when pasting criteria from another application, if 2 or more spaces are encountered, they will be replaced by a tab. This tab is used as a separator for the pieces of data to be pasted into a row. You can change this number if you want to leave more than 1 space between words when you paste into Decision/pro from other programs such as word processors.

## How to contact us

If you need help, have a question, or run into any problems, we have multiple ways to contact us. We'd love to hear any comments or suggestions for improvement.

Remember, this program is Shareware. If you like it and continue to use it beyond the initial evaluation period, you must register it. For \$39.95 U.S. (checks or money orders, please), you will receive the latest version and printed manual. Sorry, we cannot accept credit cards without significantly raising our prices, so out they go!

### *Send payment to:*

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