Contents for O'Ledger Help

Introduction

O'Ledger is a simple credit and debit journal editor that can be used to keep a running total of entries.   With it, you can do everything from maintaining your checkbook register to taking sales orders to figuring out your monthly budget.   The theory is, if a spreadsheet or financial application is too much and scratch paper is not enough, then O'Ledger is just right.

Topics

Using O'Ledger
Reference Information
Technical Support
License Agreement

Using O'Ledger

Editing Entries

Clipboard Operations

Formatting

File Management

Printing

Adding a New Entry

To Add a New Entry

> From the **EDIT** menu, select **ADD ENTRY**
> or
> Press the **INSERT** key

> Edit the new entry

> Select **OK**

The new entry will appear in the ledger.

See Also

Editing an Existing Entry

Editing an Existing Entry

To Edit an Existing Entry

Select the entry you want to edit

From the **EDIT** menu, select **EDIT ENTRY**
or
Press the **ENTER** key
or
Double-click the entry

Select **OK**

The entry will appear in the ledger showing the changes made.   If the date field changed, the entry will reposition itself in the ledger.

Fields

Code   Simple text.   User-defined.

Date   Entry date.   The entire ledger sorts entries by the Date field.

Memo   Simple text.   User-defined.

Amount   Entry currency value.   Credits add to the overall total, Debits subtract from it.

Deleting an Entry

Deleting an entry will remove the entry from the ledger and place it into an undelete buffer.

To Delete an Entry

Select the entry you want to delete

From the **EDIT** menu, select **DELETE ENTRY**
or
Press the **DELETE** key

The entry will no longer appear in the ledger.

See Also

Undeleting an Entry

Undeleting an Entry

The undelete buffer contains entries that have been deleted.   You can restore previously deleted entries in reverse-order up to the first entry deleted since the file was first opened for editing.

The buffer is in RAM and is lost when O'Ledger or the current ledger is closed.

To Undelete an Entry

From the **EDIT** menu, select **UNDELETE**
or
Press **CTRL-Z**

The most recently deleted entry will be restored in the ledger.

Cutting an Entry from the Ledger to the Clipboard

Cutting an entry from the ledger will delete the entry and place it on the Windows Clipboard, as well as in the undelete buffer.

To Cut an Entry from the Ledger

> Select the entry you want to cut
>
> From the **EDIT** menu, select **CUT**
> or
> Press **CTRL-X** (for backwards compatibility, the **SHIFT-DELETE** key sequence is still supported)

The entry will no longer appear in the ledger and a copy of it is on the Windows Clipboard ready to paste.

See Also

Copying an Entry to the Clipboard

Copying an Entry to the Clipboard

Copying an entry will place a copy of the entry to the Windows Clipboard. You may then paste the entry into another ledger, create a second entry by pasting it into the ledger it came from or paste a textual representation of the entry into another Windows application that accepts text from the Clipboard.

To Copy an Entry

> Select the entry you want to copy

> From the **EDIT** menu, select **COPY**
> or
> Press **CTRL-C** (for backwards compatibility, the **CTRL-INSERT** key sequence is still supported)

A copy of the entry is on the Windows Clipboard ready to paste.

Pasting an Entry into the Ledger from the Clipboard

To Paste an Entry from the Clipboard

> From the **EDIT** menu, select **PASTE**
> or
> Press **CTRL-V** (for backwards compatibility, the **SHIFT-INSERT** key sequence is still supported)

If there was an entry on the Windows Clipboard, it will now appear in the ledger.

Date and Currency Formats

Dates and currencies displayed in the ledger are formatted according to the International Date and Currency Formats maintained by Windows.   You can change these settings by launching the International icon in the Control Panel.

Special Note

Once an entry is entered into the ledger, it will retain its currency symbol ($, £, DM) even if the International settings in Windows are changed.   If you wish to convert a monetary value to another currency, calculate the new value based on current exchange rates to the current International currency and create a new entry.

Color Options

For clarity, you can have the ledger display its entries with alternating background colors.

The two colors used are the Window Background color and Application Workspace color, maintained by Windows.   You can set these colors through the Control Panel.   Some people with monochromatic monitors may not want to use alternating colors as the entries may become difficult to read.

To Toggle Color Usage

From the **OPTIONS** menu, select **SPLIT COLOR**

The colors will toggle on and off.

Creating a New File

By default, a new ledger is created every time you open O'Ledger.

To Create a New Ledger File

> From the **FILE** menu, select **NEW**
> or
> Press **CTRL-N**

A new, empty ledger will appear.   If you had a ledger already open, it will close and you may be prompted to save it.

See Also

Saving a File

Opening a File

To Open a Ledger File

> From the **FILE** menu, select **OPEN**
> or
> Press **CTRL-O**

> Select a file from the dialog box and press **OK**

or

> From the **FILE** menu, select one of the most recently opened ledgers.   You may use the mouse to select one or press the number to the left of the ledger you want to open.

The ledger you selected will appear.   If you had a ledger already open, it will close and you may be prompted to save it.

See Also

Saving a File

Saving a File

To Save a Ledger File

From the **Fɪʟᴇ** menu, select **Sᴀᴠᴇ**
or
Press **Cᴛʀʟ-S**

Your ledger file is now saved to disk.   If the ledger has not yet been named, you will be prompted to save the file with a name.

See Also

Renaming a File

Renaming a File

To Rename a Ledger File

From the **FILE** menu, select **SAVE AS**

Enter a file name in the dialog box or select an existing file name to overwrite

Press **OK**

Your ledger file is now saved under the new file name.

Setting up the Printer

You can setup up the printer from either the O'Ledger menu, or from the print dialog box. Changing the print settings will affect all print operations while O'Ledger is open, but will not affect the default print settings for other applications or after O'Ledger is closed.

To Setup the Printer

From the **FILE** menu, select **PRINT SETUP**

Change the print settings to suit your needs

Press **OK**

The print settings for the current instance of O'Ledger are changed.   Subsequent printing will use the new settings.

Printing Entries

To Print All Entries

From the **FILE** menu, select **PRINT**

In the dialog box, select the **ALL** radio button

Press **OK**

All entries in the ledger will print.

See Also

Setting up the Printer

Printing a Single Entry

To Print a Single Entry

>Select the entry you want to print

>From the **FILE** menu, select **PRINT**

>In the dialog box, select the **SELECTION** radio button

>Press **OK**

The currently selected entry will print.

See Also

Setting up the Printer

Printing a Range of Entry Dates

To Print a Range of Dates

> From the **FILE** menu, select **PRINT**
>
> In the dialog box, select the **DATES** radio button
>
> In the **FROM** and **TO** text boxes, enter in the date range you want to print
>
> Press **OK**

Entries within the range of dates given will print.

See Also

Setting up the Printer

Reference Information

General

Keyboard Shortcuts
Menu Commands

Answers and Tips

Common Questions and Answers

Keyboard Shortcuts

ENTER	Edit current entry. <u>Editing an Existing Entry</u>
DELETE	Delete current entry. <u>Deleting an Entry</u>
INSERT	Add new entry. <u>Adding a New Entry</u>
F1	Help.
CTRL-C	Copy current entry. <u>Copying an Entry to the Clipboard</u>
CTRL-N	Create new ledger. <u>Creating a New File</u>
CTRL-O	Open existing ledger. <u>Opening a File</u>
CTRL-P	Print entry(s). <u>Printing Entries</u>
CTRL-S	Save current ledger. <u>Saving a File</u>
CTRL-V	Paste entry. <u>Pasting an Entry into the Ledger from the Clipboard</u>
CTRL-X	Cut current entry. <u>Cutting an Entry from the Ledger to the Clipboard</u>
CTRL-Z	Undelete last deleted entry. <u>Undeleting an Entry</u>

Menu Commands

<u>File Menu Commands</u>
<u>Edit Menu Commands</u>
<u>Options Menu Commands</u>

File Menu Commands

New

Creating a New File

Open...

Opening a File

Save

Saving a File

Save As...

Renaming a File

Print...

Printing Entries
Printing a Single Entry
Printing a Range of Entry Dates

Print Setup...

Setting up the Printer

Edit Menu Commands

Undelete

Undeleting an Entry

Cut

Cutting an Entry from the Ledger to the Clipboard

Copy

Copying an Entry to the Clipboard

Paste

Pasting an Entry into the Ledger from the Clipboard

Edit Entry...

Editing an Existing Entry

Add Entry...

Adding a New Entry

Delete Entry

Deleting an Entry

Options Menu Commands

Split Color

[Color Options](#)

Technical Support

Getting Answers to Specific Questions

Questions you may have about O'Ledger may be directed to **seano@netcom.com** on Internet via e-mail.

Internet e-mail is available through most major on-line services like America On-Line, CompuServe, Dow Jones/MCI, GEnie, and Prodigy.   Contact the technical support account of your on-line service to find out how to send and receive e-mail through Internet.

Many Bulletin Board Systems (BBS) offer Internet e-mail access.   See your BBS System Operator for details.

Common Questions and Answers

I changed the currency symbol through the Windows Control Panel, but my entries still show the old symbol.   *Answer: Entries keep the currency symbol they were created with.*   <u>Date and Currency Formats</u>

The background color of the ledger makes the entries too hard to see.   *Answer: Turn off the split color option.*   <u>Color Options</u>

After I edited an entry, it seemed to disappear from the ledger.   *Answer: You may have changed the date which caused the entry to reposition itself.*   <u>Editing an Existing Entry</u>

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About Aardvark Software

Aardvark Software is a small software developing company based in Torrance, CA dedicated to bringing the highest possible quality Windows software to home or small-office IBM-PC users.

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