

Settings

COLLABORATORS

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Chapter 1

Settings

1.1 TurboCalc by Michael Friedrich

TurboCalc 4.0 - User Manual

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Main TurboCalc Table of Contents.

Full Index (of all Files).

Settings

TurboCalc provides a large number of settings so that you can readily configure it to your requirements, optimising it for your work environment..

Settings, like the rest of TurboCalc are arranged hierarchically:

Global Settings Settings which apply globally; to all folders, sheets and views. This is where you set the screen type, fonts, Toolbar, etc.

Folder Settings Settings which apply to the current folder and all associated windows.

Sheet Settings These settings apply only to the current spreadsheet, set using <Sheet-Settings> menu item.

Cells Sets formatting for every sheet. This can be done by use of the Format menu.

View Settings Settings which apply to a particular view of a sheet (i.e. a sheet window). A sheet may have an arbitrary number of different views, each with its own settings. This lets you have different windows showing the same data, but differing in titles, zoom, etc.

1.2 Global Settings

Global Settings

These are configured with <Sheet-Global Settings>. A window with a selection list of all possible settings is opened.

A mouse click on one of the options in the list opens a window to configure the various settings, details of this are in the description of the various settings.

The required settings can also be selected using cursor keys and Return.

Save Config is used to store the current settings. This corresponds to <Sheet-Config-Save .

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1.3 Screen

Screen

This determines where TurboCalc will open its windows.

on WorkBench: TurboCalc opens its windows on the WorkBench screen.

WB-Clone: TurboCalc opens its own screen which has the same size and number of colours as the WorkBench.

Screen: Sets the custom screen on which TurboCalc is to open its windows. A window allowing you to set the screen type, size and number of colours opens if you have OS2.0 or later (actually V38 or higher of asl.library). This is similar to the setting in Prefs -- see your Workbench Manual.

A text entry requester appears so that you can enter the width, height and depth (comma-separated) of the required screen, if you don't have the appropriate asl.library. (See the Appendix on Screen Mode).

Example: 640,256,2 for a (standard) screen which is 640 pixels wide, 256 pixels high and has a depth of 2 (i.e. $2^2 = 4$ colours).

Smart Refresh: Opens a window for setting screen refresh. See the next settings option.

Fonts: Opens the window for configuring Fonts. Details of this later.

1.4 SmartRefresh

Smart Refresh

Opens a window for setting "SmartRefresh" on or off.

When active, the contents of windows is stored as it is concealed (backing store) so that it doesn't have to be redrawn as often. It therefore speeds up the display process! The disadvantage is that it requires memory for backing store.

Sheet SmartRefresh: Selects SmartRefresh for all sheet windows.

Note: If you have sufficient memory, then you should select this option - but if you only have limited memory, say 1 MByte - then you should avoid "SmartRefresh"!

Chart SmartRefresh: Sets SmartRefresh for all chart windows. This does not require as much memory as that of sheet windows. As chart windows refresh very slowly otherwise, it's recommended that you enable this option, even if you don't have lots of spare memory.

Warning: The next two settings are intended for advanced users: Both options are usually set and should remain so for faster screen drawing! (If both are de-activated, then this corresponds to TurboCalc 2.0/3.0 display rendering.) These settings are intended for users of graphics cards so that TurboCalc can be "tuned" to the card (although the default settings often provide optimum performance).

Fast Drawing: If set, this option provides faster screen drawing at the expense of part of "clipping". In practice, this means that if the font height is selected so that its height is greater than the cell height, then the text will overwrite the cell(s) above or below. (Conversely, selecting the slower (old) method results in correct "clipping" to the cell's dimensions).

Note: This setting applies only to screen display - it has no effect on printing!

Note: <View-Redraw Sheet> can be used to correct an erroneous diaply.

redraw damaged areas only: If set, this causes TurboCalc to redraw only those area which were destroyed (e.g. by being concealed by a window). If "Fast Drawing" is also selected, this results in significantly faster screen refreshes, otherwise it may actually slow down the system. (If "Sheet-SmartRefresh" is set, then this setting has no effect.)

1.5 Fonts

Fonts

Determines fonts for various sections of TurboCalc:

Font

Default Font to use for everything which doesn't fit any of the categories below. This means things such as requesters.

Sheets Global font setting for all sheets; used when the sheet settings don't specify a default font.

Try not to use a proportional font; a fixed-width font is preferable.

Menu Font to use for all TurboCalc menus.

Contextmenu Font for context menus

Sheet Select Font for the gadget at the lower left of the window, used for selecting the current sheet.

1.6 Toolbar

Toolbar

Allows you to customise your Toolbar, the symbols used and their size:

The list on the left in the window shows all available symbols.

The list on the right shows all the selected symbols in the desired order.

A symbols is inserted into the list on the right by pressing the >> gadget.

<< removes the current symbol from the right.

Upwards shifts the current symbol up by one position.

Downwards shifts the selected symbols down by one position.

Default restores the list on the right to "factory" defaults.

Size (%) (X and Y) is used to set the scaling of the symbols for display. (100 corresponds to the original size.)

Adding a Symbol

To add a symbol to the Toolbar, proceed as follows:

* Select the required symbol in the list on the left.

* Select the symbol after the required position in the list on the right. (If it's to be added to the end, click on the empty field at the end.)

* Click on >>.

Note: The next symbol is automatically selected in the list on the left so that successive symbols can be transferred to the right by successive clicking on >>.

Removing a Symbol

To remove a symbol from the Toolbar:

* Select the symbol to be removed in the list on the right.

* Click on <<.

Multi-line Toolbar

If you want to add more symbols than will fit on a single line, then the symbols can be arranged onto two or more lines.

Simply insert the "***Newline***" symbol at the location where you want to start the new line.

Adding Custom Symbols

TurboCalc can also use custom symbols, in addition to the numerous pre-defined ones. These must exist as icons:

Icon in the "Toolbar" sub-directory will be added to the list of available symbols by TurboCalc. These can, just like all the others, be incorporated into the Toolbar.

Attributes of the symbols are determined by the ToolTypes of the icons.

ToolType Description

NAME= Defines the name to show next to the symbol in a list. If omitted, the name of the icon file (without the .info extension) will be used.

CMD= Defines the command to execute when the symbol is selected. Any macro command may be specified. This Tooltype is mandatory -- if undefined, then the symbol won't be added!

DESC= Description to display in the status line when the mouse pointer is moved to the symbol. If omitted, the name of the symbols is shown.

SHIFTCMD= Similar to CMD, but corresponds to the selection of the symbol when the shift key is pressed. This allows you to attach a second function to the symbol. If omitted, then CMD will be executed, regardless of the shift key status.

SHIFTDESC= Similar to DESC; but corresponds to the text to be displayed in the status line when the shift key is pressed. If undefined, then DESC will be shown.

Notes:

* Each of the above ToolTypes can be prefixed by an E for English, D for German (Deutsch), I for Italian, or F for French (e.g. ECMD). Depending on language setting, the corresponding entry will then be used. If not set, then the global setting (as above) will be used. This allows you to provide multi-lingual symbols.

* CMD is the only mandatory (i.e. required) ToolType.

* TurboCalc does not currently support symbols of different heights (widths are variable). The Toolbar height is determined by the tallest symbol.

* Thus all symbols should have the same height (internal symbols are 13 pixels high).

* See the sample icons in the TurboCalc directory.

1.7 Misc

Misc

Show StausLine: Determines if the status line is to be shown on the TurboCalc screen. If TurboCalc is running on the WorkBench screen, the status line cannot be displayed.

Note: If the status line has just been enabled or disabled, existing windows will not be resized automatically. This can be achieved by selecting <View-Arrange Windows-Standard>. Windows opened subsequently will have their size adjusted accordingly.

Drag&Drop: This allows configuration of the Drag&Drop function, including the appearance of a safety-requester to avoid unwanted operations. (Drag&Drop function can of course be undone.)

Use Contextmenu: Activating this setting will allow a context-sensitive menu, with the most-frequently-used functions to appear when you press the right mouse button over a sheet window. The "normal" pulldown menus will then only be available if you first move the mouse pointer to the title bar. De-activate this setting if you wish to use popup menus - via a separate program. Further details about context menus can be found in the section of that name.

use Contextmenu for charts: Similar to "Use Contextmenu", but applies to context menus for chart windows.

Open windows near mouse pointer: When activated, causes all requester and notification windows to be opened near the mouse pointer, instead of the screen centre.

Use ASL-Fontrequester: When set, the operating system's (asl.library) requester will be used instead of TurboCalc's in-built requester.

Note: The ASL-Requester doesn't provide a "DEFAULT CHARACTERSET" option (such as with Format-Font). The default font is then only possible by using the Shift-Font-Symbol of the (default) Toolbar.

Load Pictures using `Datatypes`: When active, uses the operating system's "datatypes.library" (as of OS 3.0) to load picture objects. This allows you to load any pictures for which you have a datatype. Datatypes are described in your Amiga user manuals.

Save list of last recently used sheets: When selected, this causes TurboCalc to save a list of recently-used sheets so that it is available for use by

SmartOpen. See Project-SmartOpen for details

1.8 Saving

Saving

These settings determine what happens when folders are saved, including the "Autosave" feature which offers some protection against data loss. A window for configuration of the options appears:

Save Cursorposition: When set, this options causes TurboCalc to also save the current cursor position (or the current marked block), and restores that cursor position when the sheet is loaded. This allows you to easily continue work from where you left off.

Create Icons: When active, causes TurboCalc to add an icon as the spreadsheet is saved. This has the advantage of making your spreadsheet visible on the WorkBench, but required more space on your disk. If you always start TurboCalc and open files using <Project-Open>, then you should disable this feature.

Keep previous version of file (.BAK): Renames any existing version of the spreadsheet to Name.BAK before saving the current version, when enabled. (If a Name.BAK already exists, then that will be deleted.)

Thus, the previous version is always available, should the current version have problems (e.g. if changes were made which you don't wish to undo, or if problem occurred while saving the current version). This option can double storage requirements and the number of files!

Note: Should the situation arise, where you actually need to access the previous version, then you can do so in the usual way (via Project-Open). Make sure that you change the pattern from "#?.TCD" to "#?.BAK", or erase it completely, allowing you to find the backup file.

Warn before writing to already existing files.: If this option is set and a file of the save name already exists, then a requester will appear asking you confirm the action. It also lets you cancel the action, protecting against accidental data loss by accidental overwriting. (If you use Project-Save> then no requester will appear as its expected that you wish to overwrite the current file.)

Autosave: The following determine the behaviour of the AutoSave feature which provides for automatic saving of data at regular intervals. Thus, if the save interval is 10 minutes, then at most 10 minutes of work would be lost in the event of power failure or system crash (not necessarily caused by TurboCalc as multi-tasking allows another program to crash the system!).

Ok, interval (min): Used to enable the feature and to set the interval.

The next two settings determine where temporary files are to be stored. write to the same directory (.TMP) will save the sheet in the same directory with a .TMP filename extension, alternatively it will be written in the specified directory using the same name.

Warning: Don't use "T:" as the save directory as this would normally reside in RAM:. The files are not safe there! It's recommended that you create a new directory such as TCBAK on your (hard) disk for this purpose.

The first variant has the advantage of allowing you to easily find "lost" files by looking in the same directory as the spreadsheet, and it doesn't require a separate directory,

As TurboCalc terminates normally, the temporary files will be deleted. If a system crash or reset happens while TurboCalc is running, then the files will be left behind. These files should be loaded immediately when Tc is next started.

Note: AutoSave will only occur while a TurboCalc window is active (timing continues, however). This avoids TurboCalc saving static information every 10 minutes while you are working with another program.

1.9 Paths

Paths

Default Path defines the directory to use as default for all TurboCalc requesters (such as when opening a file).

The gadget below allows you to select from the following options:

use last used path: The default path will only be used when TurboCalc starts. Subsequent default directories will be the last selected. This is the default setting.

Always use this default path: Always presents the specified directory as default, regardless of the previously-selected directory.

Path to the help files allows you to specify the location of the (AmigaGuide) help files. If not specified, or if the help files cannot be found, then the "Help" subdirectory (in the TurboCalc directory) and "TurboCalcHELP@:{ub}" will also be checked.

AutoOpen-Directory: When selected, causes TurboCalc to open all the files in the specified directory upon startup. This is most useful for automatically binding macro sheets and/or to immediately open required sheets. See the section of the same name under "Project".

1.10 Print Preview

Print Preview

use special Preview Screen: Determines if a custom screen is to be used for print previews. This is useful if a larger screen (possibly interlaced) and with fewer colours (4 is recommended) is to be used.

The preview screen can be configured using the >Screen< gadget. (Enabling the feature only requires setting the check-mark.) An ASL-Screen Requester will appear (requires asl.library V38 or higher).

As the preview feature is only possible for users of OS2.0 or later, OS1.3 users will not have this option.

1.11 Undo

Undo

Undo: Lets you set the maximum undo depth (i.e. how many of the last commands can be undone). 0 disables undo, higher values enable extensive undo functionality. Please don't specify excessive undo depths as this requires unnecessary storage.

1.12 AutoCorrect

AutoCorrect

When enabled, TurboCalc monitors all cell input and if necessary, automatically corrects input. A detailed description of this can be found in the "AutoCorrect" section of the manual.

COrrECT TWo CApital LEtters at the BEginning of a WOrd: A frequent typographical error is caused by the shif-key being released too late, resulting in the first two letters of a word appearing in capitals, instead of just the first. TurboCalc can automatically correct this sort of error, given that double-capitals seldom occur in our language.

Replace these words: When activated, replaces input words (terminated by spaces or punctuation) with those specified. (e.g. to correct typographical errors or to provide abbreviations)

List Window: Current AutoCorrection pairs are listed here; and may be modified or expanded by using both text fields as well as the Add and Delete gadgets:

Creating an AutoCorrect Entry:

- * click on >Add< or on "New Entry" in the list window.
- * both text fields below the list window are erased and you can enter the AutoCorrect replacement pairs. The left text field contains the text to be replaced, the righ, the replacement.
- * click on >Add< to add the entry.

Edit an AutoCorrect Entry:

- * click on the entry in the list window.
- * both text fields are filled with the corresponding replacement pair. You can edit these fields as required.
- * click on >Add< to modify the AutoCorrect entry. (If you've modified the left text field, the text to be replaced, then a new entry is created.)

Deleting an AutoCorrect Entry:

- * click on the entry in the list window.
- * click on >Delete< to remove the AutoCorrect entry.

1.13 AutoFill

AutoFill

This allows you to specify text series for TurboCalc to use for AutoFill operations. Details of AutoFill can be found in the manual section on "AutoFill".

The top part of the window contains a list showing all text series, the text field below is for entry and editing of text series, as are the >Add< and >Delete< gadgets.

Adding Text Series

- * click on the first entry in the list ("New List"), or if you prfer on >Add<.
- * the text field is cleared and you can enter the comma-separated text series (e.g. Mon,Tue,Wed,Thu,Fri,Sat,Sun)
- * click on >Add< and the series is added.

Editing Text Series

- * click on the entry in the list.
- * the text field now contains the text series, where you can modify it are requierd.
- * click on >Add< to update the list.

Delete Text Series

- * click on the entry in the list.
- * click on >Delete<.

1.14 Postscript

Postscript

This is where you set options for Postscript output:

Postscript Fonts Path: Enter the directory containing the Postscript fonts for downloading to the printer on output.

Print Postscript to: Determines where Postscript output is to be sent:

PAR: (parallel port) will send Postscript output to the parallel port.

File is used to specify an arbitrary file to receive Postscript output. This is useful if you don't have a Postscript printer connected directly to your machine. (If you have a Postscript printer connected to your serial port, then you can specify SER: here.)

Clicking on Postscript Fonts allows you to set the Postscript fonts to use. See the next option "PS Fonts" for details.

1.15 PS Fonts

PS Fonts

This window allows you to specify the mapping of Amiga to Postscript fonts on Postscript output.

The upper section of the window contains a list window with the current font mapping, below that the three gadgets used to change the list.

Note: The first entry ("DEFAULT") cannot be deleted as this corresponds to all Amiga Fonts not otherwise mapped.

Add New Mapping

* click on >New<

* Define the required mapping in the window which appears:

* Enter the name of the Amiga font (>Font< will present a list of all available fonts). A .font filename extension and size specification such as /12 will be ignored.

* Select the Postscript font for mapping to that Amiga font from the list window below. (The list may be changed using the >New<, >Edit< and >Delete< gadgets; see below.)

* Click on >Ok< to add the new mapping.

Editing the List of available Postscript Fonts

As expected, you can use the three (>New<, >Edit< and >Delete<) gadgets to modify the list of available fonts. Selection of either of the first two gadgets presents the following window in which you can define Postscript fonts:

The four text entry fields allow setting of the desired postscript fonts depending on the text styles of Normal, Bold, Italic and Bold-Italic.

(Postscript, in order to optimise print quality, typically has a font for each type-style; where the font names usually define the type style with "-Bold", "-Italic" (or "-Oblique") as well as "-BoldItalic" being appended to the base font name.)

Download font to printer determines if the font is to be downloaded to the printer (or inserted in the output file). The Adobe-Postscript font must be available on the Amiga for this function. Otherwise, the printer must have the font built in. See also the section on "Postscript" in the "Output" chapter.

1.16 Clipboard

Clipboard

This allows you to define the format for <Edit-Clipboard-Copy> and <Edit-Clipboard-Paste> operations. The following window appears:

Clipboard Unit: Here you can set the unit (0-255) which will be used for the clipboard instructions. This unit corresponds to a kind of pigeon hole in which different data can be stored. 0 constitutes the "default pigeon hole" and is normally used. Other numbers can be used to store a block (over several copy/paste procedures) or to transfer the block to special programs which need a different number.

Separators: This menu item determines which character is to separate the inputs of a cell (tab, comma, semicolon, one or more blanks).

Quotation marks: Here it can be set whether the individual inputs will be put in quotation marks (never, if necessary, always). In case of "if necessary" being selected, the quotation marks will only be used if the input does not contain the separator (or quotation).

Note: Depending on the reason for copying or pasting, different settings can be useful:

* The best setting for the normal exchange will be "tab, never". Then the cell contents will be separated by tabs.

* If you want to separate the block as pure text (without tabs), the setting "more blanks, never" will be interesting: The inputs will be separated (for copying) by as many blanks as necessary to create columns-aligned data.

Note: These clipboard instructions should only be used for data exchange with other programs as no cell formats will be saved. For copying within TurboCalc use the "normal" instructions Cut, Copy, Paste.

1.17 Folder Settings

Folder Settings

TurboCalc provides no configurable settings for folders. Instead, every sheet of the folder has its own settings (see the next section "Sheet Settings").

The following mechanisms exist by which the same settings are applied to all sheets, as is usually the case:

* The settings of the first sheet of the folder are copied when a new sheet is inserted.

* <Sheet-Settings> provides an option with which to copy the settings of the current sheet to all others of the same folder.

1.18 Sheet Settings

Sheet Settings

These are configured using <Sheet-Settings>. A window with a selection list of all possible settings is opened.

A mouse click on one of the options in the list opens a window to configure the various settings, details of this are in the description of the various settings.

The required settings can also be selected using cursor keys and Return.

<Copy Settings...> allows you to copy the settings of the current sheet to all others within the folder.

Sheet

Calculation

Protection

Print Range

Print Layout

Paper Format

Colours

Locale

Names

Default Character

1.19 Sheet

Sheet

This menu item is for setting general sheet parameters:

max. Sheetsize: Set the maximum sheet size. Although the size of TurboCalc is theoretically unlimited, upper bounds must be set.

This has been done mainly for your own protection, because very large sheets could need a lot of storage capacity (This can be the case if large ranges have been formatted by mistake).

Therefore it is advisable not to select an unnecessarily large sheet at the beginning. If the sheet is (or becomes) too small for your needs, you may increase this value later (even in a pre-existing sheet.)

Width: Determines the width of the sheet between 20 and 18278 (This is the highest value you can express with three letters, column ZZZ). Default is 400.

Height: Indicates the height of the sheet (between 40 and 9999999, that means nearly unlimited. Even if you like to use only one cell in every row, you will need more than 200 MB of memory!!!). Here, the default is 4000.

<Return>: Move Cursor: Determines, whether (and in which direction) the cursor should be moved when you press <Return>. Default is "Down".

1.20 Calculation

Calculation

Calculation: manual: Turns off automatical calculation. This is advisable for larger sheets or many inputs. When all inputs are complete, the calculation can be started manually with <Command-Recalculate> or simply with <F1>.

Calculation: Defines the how TurboCalc is to compute formulas:

* **Column by Column:** TurboCalc calculates formulas of each row starting at cell A1, before moving onto the next row.

@ **Row by Row:** TurboCalc calculates formulas of each column, starting at cell A1, before moving onto the next column.

* **Automatically:** TurboCalc calculates row by row; if there's a references to an as-yet uncalculated cell, then this will be evaluated beforehand.

Iterations: Determines how often the sheet is to be recalculated after each change. The default is "1"; i.e. a single calculation.

1.21 Protection

Protection

You can protect the whole sheet -or only parts of it- from write or read access:

Protect "protected" Cells: If selected, cells which have been protected with <Format-Protection> (usually all cells) can no longer be overwritten. Further, formulas can be protected against displaying with <Format-Protection>.

If it is not activated, <Format-Protection> is not enabled and the cells may be edited without restrictions (For further details see <Format-Protection>).

Need Password to open this file: Here you can enter two passwords, which will be required when opening the file. The file will be loaded only when the password entered is identical with one of these two.

If the password matches that of >read only<, read-only access is granted by TurboCalc. Nothing can be changed or edited. "Protection" under <Sheet-Settings> and <Project-Save> cannot be used.

(If the read password was left empty, no "read access" is possible. In this case, only "read/write"-access with the appropriate password will be possible).

If the password entered matches the one for >read/write<, the user will have complete (normal) access privileges. (If both passwords are left out, the options will be treated as "not selected", even though a tick is visible).

Warning: If a >read only< but no >read/write< password exists, there will be no means to change this file after saving. (Useful, in case you want to pass on the file.) If you still need the original you absolutely must save the file under a different name.

When saving encrypt with: This is a second and more secure kind of password protection. If this option is activated, the sheet will be encrypted with the appropriate password when you save it. Then only the correct password will allow you to open the sheet again.

You will find more details and differences between "Need password to open the file" and "Encrypting" in the paragraph about "Encrypting Sheets" of the chapter "Projects".

Password for future changes of these options:

You can enter a password here which you have to re-enter to use <Format-Protection>. This window will only be opened if the passwords match. This is useful if you have protected the file (>Enable Protection of protected Cells<) and you do not want to use this purely as a means of preventing over-writing.

IMPORTANT: Passwords are case-sensitive, i.e. capitalization is important. "test" is not the same as "Test". For this reason, you should be careful with devising passwords and remember them well. Without a password it is not possible to access the desired files. Be careful!

Note: >Need Password to open this file< is very useful in the following situation: At work you manage a certain project and administrate its data. From time to time other colleagues will need these data. To protect yourself from careless data loss, proceed as follows:

Give a simple >read only< password to the sheet, e.g. "user" and inform your colleagues. Enter your personal >read/write< password and keep it secret.

Now your colleagues have access to the required data (even when you are absent), but cannot change anything. You only have to enter the appropriate password when loading the file to work without restrictions. The password protection is preserved when saving data.

(Moreover you can remove the >read only< password for some private or secret data and thus protect it from prying eyes.)

1.22 Print Range

Print Range

These two menu items set the print range, i.e. the part of the sheet which should be printed by <Project-Print>:

If no block is marked when you start the printing, this range will be printed. Otherwise you can select whether the current block or print range is to be printed. If your sheet contains data which is not to be printed, you can define the desired print range and you will not have to select it before every print operation. (Naturally, the last setting will be maintained by saving and re-loading.)

Automatically (all): The entire sheet is marked as the print range. Printing starts at cell A1 and continues up to the last lower left cell which contains data. (<Ctrl>-<Down> followed by <Ctrl>-<Right> will position the cursor there.)

this range: The block identified by the text field contents becomes the print range. Only this range will then be printed.

Note: If a block is marked when the menu item is selected, then that range will be placed into the text field, and "this range: is activated. Simply clicking on <OK> will then set the current range as the print range. If no block is marked, then the current setting is indicated.

1.23 Print Layout

Print Layout

Define your print settings here:

Margins: Enter the respective margins in the four numeric fields (in centimeters or inches, depending on the setting in "Locale" under Sheet-Settings). This allows a precise positioning within the printout-page (The paper format must be set with <Paper-Format>).

Note: If you are used to specifying margins in numbers of characters and lines, then the following (approximate) formula can be of assistance: Pica font and 6lpi has about 4 characters per centimetre, and 5 lines is about 2.12 cm.

Output: Determines type of output (text, graphic or Postscript). If "text" is selected, the sheet will be printed with the character set of the printer. This leads to a quick and clear picture and is available on all printers. Text and colours will be printed correctly. If you have selected more than one character set or different frames, this cannot be taken into account. Please use the >Graphic< mode, the sheet will then be printed as a graphic image. This process will take more time (at least in case of dot-matrix printers), but allows an output of different fonts, objects and all formatting. You will find further information about text or graphic in the chapter "Printing". (See also the section on Postscript output in the manual section on printing.

Paper Format... displays the window for configuring paper format settings.

Header/Footer: Determines if a header or footer line is to be printed and specifies the text of these lines. You can use the following "control characters" in the specification:

%P prints out the appropriate page number instead of these two letters

%D will be replaced by the current date

%N results in the name of the file, which will be printed.

%% results in a percent character (if you should need one for your text).

Example:

* File %N, printed on %D

* Page %P of Document %N

* %S

Titles: Determines if the corresponding column titles (A,B,...) are to be printed on the first line of each page and if line numbers (1,2,3...) are to be printed on the left.

Use the the "Grid" gadget to select from the following 3 (with repeated clicks):

* no Grid: Prints the normal sheet (without grid).

* Grid (Line): The sheet is printed with a grid. As vertical separator a special character is inserted ("|"). The whole line is horizontally underlined. Underlined text will thus not be visible as underlined.

* Grid (underlined): This also adds a grid, but the horizontal line will be produced as a line of minus characters "-". The advantage of this is that underlines are visible in this case (but it needs twice as many lines and therefore pages for the printout). The printout often becomes illegible.

Note: The line mode often produces a better grid, but it does not work with all printers. Some of them only print the underline when text is printed at the same time (They do not print underlined blanks). In this case, you may change the printer setting directly at the printer.

Note: The last two grid settings concern text printout. For graphic printout, they perform the same function: They will print the graphic with a grid.

1.24 Paper Format

Paper Format

Here you can determine the paper-format as well as the printer settings. The following window will open:

Paper Size: This field provides for the setting of the paper size:

The first 3 items contain the most important standard formats, the fourth allows a custom setting:

You can determine the appropriate sheet size in the >Width< and >Height< fields.

Note: The maximum size of the sheet is shown here. Use "Print Layout" (Sheet-Settings) to set the margins.

Note: In case you use a dot matrix printer with (semi)automatic paper feeder, you should note that most of these printers need one (or a half) inch for sheet feeding. You have either the option to correct this manually after feeding or you change the paper length and the top margin accordingly: Reduce both values by one inch (or 1/2 inch). Most of these printers are not able to print to the bottom of the page (at least when feeding single-sheet): Raise the bottom margin appropriately.

Wait for new Page: This option is provided printers with single-sheet feeder (not fully automatic): If it is selected, there will be a pause after every page until you click on >OK< in the popup window. This gives you enough time to insert the next sheet.

use Formfeed: Determine whether TurboCalc is to finish the sheet with a formfeed (code 12). You will find details in the paragraph "Tricks to Improve your Printouts" at the end of the "Printing" chapter. This option should normally be activated.

Style: Set the printer's font for text output, this is ignored for graphic output.

* Pica (10 characters per inch)

* Elite (12 characters per inch) and

* Condensed (15 characters per inch).

LinesPerInch: Determines the line spacing for text output. You can choose between 6 and 8 lines per inch (also called lpi). 6 is the standard, 8 is suitable for some sheets to get more lines on one page. This setting is ignored for graphic output.

Density: Determines the print density, i.e. the resolution the printer uses for the printing. 1 is the lowest and 7 the highest resolution (e.g. 1: 90*90 dpi, 7: 360*360 dpi). Not every printer supports 7 settings; in this case it is possible that some are identical. Basically, the higher the density the more time is needed, but the print quality increases. This density has no influence on text output.

Scale: Determine the output size for graphic output (in percent, horizontally and vertically). "1.0" is normal. If you enter "2.0", the corresponding direction will appear twice as big. "0.5" halves the size. This setting will be ignored for text output.

Vertical: This selects vertical printing of graphic output. Instead of placing the table horizontally on the page, it will be turned by 90 degrees and printed vertically. That way, more columns (and also wider columns) can be printed on one page (but naturally also fewer rows).

Gfx-Prefs: This gadget lets TurboCalc search for the file "SYS:Prefs/PrinterGfx" and starts it, if available. This process (normally) opens the graphic settings of preferences and allows their setting.

1.25 Colours

Colours

Configures the colours of the current sheet (and if TurboCalc is running on the WorkBench screen, then those colours too).

Simply click on the colours to change and move the sliders for red, green and blue to the desired setting.

Change colours on own screen only: When set, prevents the WorkBench colours being changed if TurboCalc is running on that screen. Colours can be changed when TurboCalc runs on its own screen.

Notes:

* Since TurboCalc 3.5, WorkBench colours are only changed when the flag above is set. Thus, WorkBench colours remain unchanged, which may be significant for users of graphics cards. Colours can still be altered, but the changes won't be visible until either changes to the WorkBench colours is explicitly allowed, or until TurboCalc opens its own screen.

* If WorkBench colours are changed by TurboCalc, then they will be restored to their previous settings when TurboCalc exits.

1.26 Locale

Locale

These options allow the adaptation of TurboCalc to different countries:

Numeric format: Defines the characters to be used for the decimal point or -comma and the separator for the thousands. These options should be sufficiently obvious in the requester.

Separator: Determines one of three different date formats. (Data entry allows all three.)

Order: Select the order in which the date parts should be presented. The first is used throughout most of Europe. The second is used almost exclusively in North America. The third specifies a year-month-day order.

Note: This only controls data output (for now). Dates are always entered as day-month-year.

Currency: Determines the currency symbol that appears for numbers which are formatted as a currency value. You can choose among the standard currencies or define your own format with a click on >Prefix<:

Prefix determines the part, which should be in front of the number and suffix the part after it (One of them or perhaps both can be empty).

Example: Prefix is "Wr" and Suffix is "#". This results (for 12) in "Wr12#"

Measure: With this gadget you can choose if dimensions (e.g. in Paper Format) are to be in centimetres or inches.

1.27 Names

Names

This is used for setting names for cells, blocks and/or constants. The same window is also used to change or delete names!

Names are especially useful as they allow the specification of frequently-used cells, block, etc within formulas; which makes them much clearer to read and to enter! (e.g. TotalDistance for C10, and C12 contains =0.5*TotalDistance.

The window which appears contains a list of existing names on the left. To the right of that are two text fields; Name: holds the name and Cont.: below that, the associated contents.

A Type field allows selection of the type of object to be named.

Clicking on >OK< preserves the mapping of Name to Contents. (If the name is already defined, then the previous definition is over-written.)

If you click on >Add< instead, the same thing happens, but the window remains open for further entries.

>Delete< removes the current name from the list.

By clicking on an entry, the Name and Contents are transferred to the corresponding text fields for editing.

Note: When the window is opened, >Cont.< is filled with the current cell/range selection as a formula (e.g. "=A1:C3") and Name contains the text of the current cell (or above or to the left, otherwise it'll be empty!)

More information about names and variables can be found in the Names chapter.

Note: Database operations activate both DataBase and Criteria type options.

1.28 Default Character

Default Character

Determines the default font for the current sheet. It will be used in all cells that have not been explicitly set to a font or the "DEFAULT CHARACTERSET".

Note: If you have not selected a standard font with this menu item up to this time, TurboCalc chooses the font defined under <Global Settings-Font>.

This menu item was introduced to allow different default fonts (for every sheet) and to make the standard font independent of message windows.

1.29 View Settings

View Settings

Display

Freeze

Zoom

1.30 Display

Display

This instruction opens a window to determine the display-options for the current view-window.

Note: These options can and must be set separately for every window. So, in case of a modification only the current window will be changed. Please read the notes below.

Show Titles: Determines if the row- or column titles (A, B, C, 1,1,3,...) are to be displayed. Normally set to "on".

Show Grid: If selected, the cells will be bordered by lines. This facilitates the identification of specific cells, but can be confusing in some sheets. Furthermore it reduces the screen drawing speed.

Show Toolbar: Switches the display of the Toolbar on or off.

Show Cursor as a frame: This option is normally selected and TurboCalc shows the cursor as a frame. If you find that this is not conspicuous enough, you can deselect this option. The cursor will then appear as coloured rectangular (like a block of one cell).

Show Formula instead of Values: If selected, TurboCalc displays the formula instead of the values in all cells containing such an expression. This can be very useful for input or editing of formulas.

If macros are entered, these will be shown (and not the result as most macros do not return one). If this option is activated, the values (mostly Booleans) will be shown here (e.g. the result of LOAD; REQUEST...).

Show Zero: Determine if zero values should be displayed (0 or 0.00), or if the cells should stay empty. They are shown by default.

Note: The command <View-New View> a new (second, third...) split-view can be opened for one sheet, where the settings can be adjusted separately. So you can create several windows with different display options, which all base on the same sheet (view definition). This can, amongst other things, be useful for the following cases:

If you have a range (e.g. column title) which should always be visible even if the rest of the sheet is scrolled, a second window can be opened where you switch off >Show Title< and >Show Toolbar<. Thus, the second window gets smaller and does not need so much space on the screen any longer.

If the values, as well as formula/macros are needed for macro-programming or formula input, a second window can be opened and >show Formula instead of Values< can be activated there.

Objects: (normal display, do not show, frame only) This setting allows you to hide objects on the screen or only show them as a frame. If you use many objects and/or if you have a slow computer, this setting can enormously accelerate the display speed.

1.31 Freeze

Freeze

With this command you can define rows and/or columns that shall be frozen, i.e. these lines/columns will be displayed on top/left of the window even if the range (below) is scrolled. Thus it is a kind of "Title".

Freeze Rows: To specify one or more rows as a title, select this option and enter the number of rows. 1 corresponds to rows 1, 5 corresponds to rows 1 to 5.

Freeze Columns: To specify one or more columns as a title, select this option and specify the number of columns. 1 corresponds to column A, 5 corresponds to columns A to E.

Note: To specify a title which doesn't start at row 1 or column A, hide the rows/columns which are not to be in the title. (also see the second example.)

Examples:

Rows 1 and 2 are to be frozen: Activate Freeze Rows and enter 2. De-activate Freeze Columns.

Rows 3 to 5 are to be frozen: Hide rows 1 and 2, then activate Freeze Rows and enter 5.

UnFreeze: De-activate both options.

1.32 Zoom

Zoom

This is used to configure the display size of the current view.

Select one of the pre-defined percentages or click on User defined: and enter the desired size in the text field.

Note: When first selected after starting TurboCalc, all corresponding fonts of the correspondingly-scaled sizes must be loaded or computed. This requires some memory as well as several seconds of compute time if there are many CG-Fonts.

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