Lotus 1-2-3 Release 3.1

Wysiwyg Publishing and Presentation

Contents

How to Use *Wysiwyg Publishing and Presentation*

Wysiwyg Publishing and Presentation is a comprehensive handbook that teaches users with varying levels of experience how to use Wysiwyg (what-you-see-is-what-you-get) with 1-2-3® Release 3.1. *Wysiwyg Publishing and Presentation* is divided into four chapters and one appendix:

- Chapter 1 introduces Wysiwyg, describes how Wysiwyg works with 1-2-3, and explains how to use the Wysiwyg Help system.
- Chapter 2 explains basic spreadsheet publishing concepts and describes general procedures for using Wysiwyg.
- Chapter 3 contains detailed information about the Wysiwyg commands, listed in alphabetical order. Chapter 3 is divided into eight major sections — one for each command on the Wysiwyg main menu. The sections, listed in alphabetical order in this chapter, include Display, Format, Graph, Named-Style, Print, Special, Text, and Worksheet.
- Chapter 4, through several step-by-step procedures, teaches spreadsheet publishing skills. Chapter 4 uses a sample worksheet file, which the 1-2-3 Install program transfers to your 1-2-3 Release 3.1 program directory if you install Wysiwyg. To retrieve this file, follow the instructions in Chapter 4.
- The Glossary defines terms specific to Wysiwyg.
- Appendix 1 lists all the characters and symbols Wysiwyg is capable of displaying and printing.

Conventions

The instructions in this manual use a : (colon) to identify Wysiwyg commands and a / (slash) to identify 1-2-3 commands. For example, :Worksheet Column indicates a command from the Wysiwyg menu while /Worksheet Column indicates a command from the 1-2-3 menu.

Chapter 1
Before You Begin

The Wysiwyg commands provide a new way to work with 1-2-3. With the Wysiwyg commands you can customize screen colors and worksheet fonts, and add formatting (such as bold and italics) to data and lines and shading to worksheets. The Wysiwyg commands also give you a great deal of control over printing, so you can produce high-quality printed reports and documents. You can use the Wysiwyg commands to

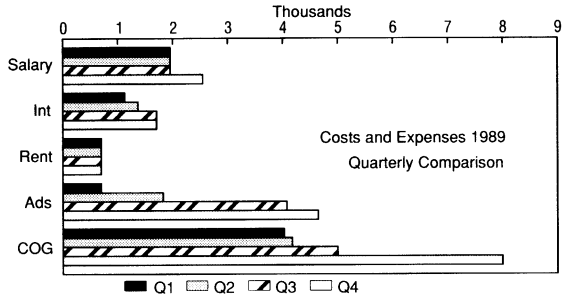
- Make worksheets look better and communicate their contents more effectively.
- Prepare professional-looking reports that include numeric data, paragraphs of text, and graphs on the same page.
- Produce business forms such as invoices or weekly expense sheets.
- Print a large amount of data on one sheet of paper using a small font.

If you have a mouse, mouse software, a graphics display monitor and graphics display card that support the use of a mouse, and Wysiwyg is in memory, you can use the mouse to complete any 1-2-3 task. For example, you can use the mouse to move the cell pointer, specify ranges, specify files, view Help screens, and select commands from both the Wysiwyg and 1-2-3 menus.

INCOME STATEMENT 1989: Sloane Camera and Video

	Q1	Q2	Q3	Q4	YEAR
Net Sales	$12,000.00	$19,000.00	$16,000.00	$22,000.00	$69,000.00
Costs and Expenses:					
Salary	2,000.00	2,000.00	2,000.00	2,500.00	8,500.00
Int	1,200.00	1,400.00	1,600.00	1,600.00	5,800.00
Rent	600.00	600.00	600.00	600.00	2,400.00
Ads	900.00	2,000.00	4,000.00	4,500.00	11,400.00
COG	4,000.00	4,200.00	5,000.00	8,000.00	21,200.00
Op Exp	8,700.00	10,200.00	13,200.00	17,200.00	49,300.00
Op Income	$3,300.00	$8,800.00	$2,800.00	$4,800.00	$19,700.00

The above income statement was prepared 15 January 1990 by PDQ Accounting for Sloane Camera and Video.



Sloane Camera and Video 15 January 1990 Page 1

Figure 1-1 A printed 1-2-3 worksheet formatted with Wysiwyg commands

How to Use this Chapter

The information in this chapter is divided into three sections:

- "Enhancing Worksheets with Wysiwyg" gives an overview of each group of Wysiwyg main menu commands and briefly describes the kinds of work you can do with the commands.
- "Using 1-2-3 with Wysiwyg" describes how 1-2-3 works when Wysiwyg is in memory and describes 1-2-3 commands that affect Wysiwyg formatting.
- "Using the Help System" explains how to use the Wysiwyg Help screens that come with 1-2-3.

Enhancing Worksheets with Wysiwyg

You can use the following Wysiwyg commands to enhance what 1-2-3 displays and prints.

- The Display commands let you customize your screen display by selecting colors for the worksheet background and data, the cell pointer, and worksheet frame. The Display commands also let you add grid lines to the worksheet, change or eliminate the display of the worksheet frame, and shrink or expand the size of displayed cells so you can see more of the worksheet.
- The Format commands let you format worksheet data in any of eight fonts and colors; add bold, italics, and underlining; and add horizontal and vertical lines, outlines, and drop shadows to the worksheet.

  The Format commands affect the appearance of printed documents. If you use 1-2-3 with a graphics display card, such as VGA or High-Resolution CGA, you can see your formatted worksheet displayed on the screen as it will look when you print it.
- The Graph commands let you place 1-2-3 graphs anywhere in the worksheet and then enhance them with colors, text, arrows, and geometric shapes. You can also add graph files saved in .PIC format, external graphics saved in .CGM format, or create your own freehand drawings and worksheet annotations.
- The Named-Style commands assign names to groups of formats so you can easily and consistently format ranges with a number of formats at once.
- The Print commands give you a great deal of control over page layout and printing. The Print commands let you print your worksheet as you formatted it on the screen. With the print preview feature, you can see how your printed worksheet will look before you print it.
- The Special commands copy and move formats from one range to another, import formats and graphs you place in the worksheet from other worksheet files, and export formats and graphs you place in the worksheet from the current worksheet file to worksheet files on disk.
- The Text commands let you work with labels as if you are using a word processor in the worksheet. You can enter and edit data directly in a range instead of in the control panel, with full word wrap, and font and formatting control. The Text commands also align labels within ranges instead of within cells.
- The Worksheet commands let you control row height and column width and add both vertical and horizontal page breaks anywhere in your worksheets.

Using 1-2-3 with Wysiwyg

Wysiwyg enhances the appearance of 1-2-3 worksheets. When Wysiwyg is in memory, you have access to both the Wysiwyg commands and the 1-2-3 commands because you can switch between the Wysiwyg main menu and the 1-2-3 main menu. You press : (colon) to display the Wysiwyg main menu, just as you press / (slash) to display the 1-2-3 main menu.

1-2-3 saves the formats you set with the Wysiwyg commands in a **format file** — a file with the same name as your worksheet file, but with an .FM3 extension. For example, if Wysiwyg is in memory and you use /File Save to save a worksheet file named BUDGET.WK3, 1-2-3 automatically saves your formatting information in a format file called BUDGET.FM3.

The following information is saved in the Wysiwyg format file:

- All Wysiwyg formats set with the Format, Graph, Named-Style, and Text commands
- The font set for the corresponding worksheet file
- The eight named styles for the corresponding worksheet file
- The Wysiwyg print range (set with :Print Range Set)
- The Print Layout settings and the settings for printing the workshet frame and grid (set with :Print Settings Frame and :Print Settings Grid)
- The colors for negative values, lines, and drop shadows (set with :Display Colors Neg, :Display Colors Lines, and :Display Colors Shadow)
- Row heights (set with :Worksheet Row)
- Page breaks (set with :Worksheet Page)

NOTE Format files created with Allways™ have an .ALL extension and format files created with Impress™ have an .FMT extension.

Wysiwyg and 1-2-3 Commands

This section describes the 1-2-3 commands that affect Wysiwyg formatting. For information about the following 1-2-3 commands, see Chapter 2 of *Reference*.

/Copy

When you copy a range of data with /Copy, 1-2-3 also copies all Wysiwyg formats set with the Format, Named-Style, and Text commands, except lines and drop shadows added with :Format Lines. /Copy does not copy named style definitions and, therefore, 1-2-3 will not update any Wysiwyg formats in the TO range if you update or redefine the named style. Use :Special Copy to copy named styles.

/Data Parse

When Wysiwyg is in graphics display mode, selecting /Data Parse puts Wysiwyg in text display mode. Selecting Quit from the /Data Parse menu returns Wysiwyg to graphics display mode.

/Data Sort

When you use /Data Sort Go, all formats set with the Format, Named-Style, and Text commands, except lines and drop shadows, move with the data as 1-2-3 sorts it.

/File Combine

When you incorporate data from a worksheet file on disk into the current file with /File Combine, 1-2-3 does not read the formatting information into memory from any corresponding format file.

/File Erase Worksheet

When you erase a worksheet file from disk with /File Erase Worksheet, 1-2-3 erases the corresponding Wysiwyg format file (.FM3), Impress format file (.FMT), or Allways format file (.ALL), if one exists.

/File New

When you create a new file in memory with /File New, the file has the default font set, named styles, :Print Configuration settings (except Printer and Interface), :Print Layout settings, and :Print Settings settings. /File New does not affect :Display settings for the current Wysiwyg session.

/File Open and /File Retrieve

When you read a worksheet file into memory, the :Print Configuration settings (except Printer and Interface) and the :Print Settings settings (except Frame and Grid) return to the defaults. The :Display settings (except for colors for negative values, lines, and drop shadows) remain unchanged.

When you read a .WK3 file into memory, 1-2-3 reads the formatting information into memory from the Wysiwyg format file (.FM3) by the same name, if one exists. When you read a .WK1 file into memory, 1-2-3 reads the formatting information into memory from either an Impress format file (.FMT) or Allways format file (.ALL), if one exists.

The following rules determine which format file 1-2-3 retrieves with .WK1 files:

- If an Impress format file (.FMT) with the same name as the .WK1 file exists, 1-2-3 retrieves the .FMT file, even if there is an Allways format file (.ALL) with the same name as the .WK1 file.
- If an Allways format file (.ALL) with the same name as the .WK1 file exists and there is no Impress format file (.FMT), 1-2-3 retrieves the .ALL file.

When 1-2-3 retrieves an Allways format file, it maps Allways' Compugraphic® fonts to Bitstream® fonts. Times becomes Dutch, Triumverate becomes Swiss, and Pica becomes Courier. In addition, cells that were formatted in Allways with an italicized font are formatted with :Format Italics.

NOTE Wysiwyg does not display long, centered labels that overflow the left cell edge. To have long, centered labels overflow the left cell edge, use the label prefix ^^ (double caret). Wysiwyg also does not display long, right-aligned labels that overflow the left cell edge. To have long, right-aligned labels overflow the left cell edge, use the label prefix " " (double quotation mark).

/File Save

When you save a .WK3 file with /File Save, 1-2-3 saves the formatting information in a Wysiwyg format file with the same name as the .WK3 file but with an .FM3 extension. If you save a file as a .WK1 file, 1-2-3 saves the formatting information in a file with the same name as the .WK1 file but with an .FMT extension. To save formatting information for a .WK1 file in an Allways format file (.ALL), use :Special Export.

/File Xtract

When you extract a range of data from an active file and save it in a worksheet file on disk with /File Xtract, 1-2-3 does not create a format file for the new worksheet file.

/Move

When you move a range of data with /Move, 1-2-3 also moves all formats set with the Format, Named-Style, and Text commands. /Move also moves a graphic added to the worksheet with :Graph Add if the FROM range includes the entire graphic.

/Worksheet Erase

When you remove all active files from memory with /Worksheet Erase, the following Wysiwyg formatting changes occur:

- The default font set becomes the current font set. (See "Font Sets" in Chapter 2 for information about default and current font sets.)
- All :Named-Style settings return to the default (undefined).
- All layout settings (set with the Print Layout commands) return to the defaults.
- All print settings (set with the Print Settings commands) return to the defaults.

/Worksheet Global Group Enable

When you turn GROUP mode on with /Worksheet Global Group Enable, 1-2-3 applies the following from the current worksheet to all worksheets in the current file:

- All formats set with the Format, Named-Style, and Text commands
- All page breaks set with :Worksheet Page

- All column widths set with :Worksheet Column and row heights set with :Worksheet Row

/Worksheet Insert [Column, Row]

When you insert columns or rows in a worksheet with /Worksheet Insert Column or /Worksheet Insert Row, 1-2-3 formats the new columns or rows with the Wysiwyg formats common to the columns or rows directly on either side of them. For example, if you add a column between columns B and C, and column B is formatted as bold italics and column C is formatted as italics, the new column would be formatted as italics.

/Worksheet Window Map Enable

When Wysiwyg is in graphics display mode, selecting /Worksheet Window Map Enable puts Wysiwyg in text display mode. Turning map view off by pressing ESC, ENTER, or CTRL-BREAK returns Wysiwyg to graphics display mode.

Wysiwyg and Undo

When the undo feature is on, you can use UNDO (ALT-F4) to reverse the effects of the most recent Wysiwyg command or series of commands.

1-2-3 treats as a single operation any series of Wysiwyg commands that you perform after you press : (colon) and before you return 1-2-3 to READY mode. When you press UNDO (ALT-F4) immediately after completing the commands, 1-2-3 undoes the entire series of Wysiwyg commands. For example, if you select :Graph, complete a series of Graph commands without leaving the :Graph menu, and then return 1-2-3 to READY mode and press UNDO (ALT-F4), 1-2-3 undoes the entire series of commands.

If you need to free up memory, you might want to turn off the undo feature before using Wysiwyg. The undo feature can use a lot of your computer's available memory; how much depends on the tasks you perform. To turn off undo, use /Worksheet Global Default Other Undo Disable. For more information about undo, see Appendix 8 of *Reference*.

Wysiwyg and Macros

You can create keystroke macros to automate Wysiwyg tasks. In addition, you can use 1-2-3 Release 3 and 3.1 macros without modification while working with Wysiwyg.

When you use RECORD (ALT-F2) to create a macro, 1-2-3 records all keystrokes, including those that perform Wysiwyg commands, and all mouse clicks and mouse movements, and plays them back when you run the macro. For more information about the record feature, see "Using the Record Feature for Macros" in Chapter 4 of *Reference*.

NOTE The advanced macro command {PANELOFF clear} clears the Wysiwyg icons from the icon panel. {PANELON} redisplays the Wysiwyg icons.

NOTE The advanced macro commands {FRAMEON} and {FRAMEOFF} work with Wysiwyg only in text display mode.

Using the Help System

Wysiwyg includes a series of Help screens that provide information about Wysiwyg commands and formatting. You can view these screens by pressing **HELP (F1)** whenever any Wysiwyg menu is displayed or when you are using a Wysiwyg command. The Help system is context-sensitive, which means that when you press **HELP (F1)**, the screen Wysiwyg displays directly relates to what you are currently doing with Wysiwyg. For example, if you are in the middle of a Wysiwyg command and press **HELP (F1)**, Wysiwyg displays the Help screen for that command.

NOTE You can also view Wysiwyg Help screens by clicking the ? (question mark) to the right of the worksheet with the left mouse button.

Most Help screens include cross-references to additional Help topics. To view the Help screen for a cross-referenced topic, use the pointer-movement keys to highlight the topic and press **ENTER** or click the topic with the left mouse button. You can view any number of Help screens while you are in the Help system. When you finish using Help, press **ESC** or click the right mouse button to return to the current worksheet at the same place you left it.

The following table lists the keys you use to navigate through Help topics.

Key	Effect
↑ or ↓	Moves the highlight up or down one topic in the current Help screen.
← or →	Moves the highlight left or right one topic in the current Help screen.
BACKSPACE	Displays the previous Help screen.
END	Moves the highlight to the last topic in the current Help screen.
ENTER	Displays the Help screen for the highlighted topic.
HELP (F1)	Displays the first Help screen you saw when you pressed **HELP (F1)**.
HOME	Moves the highlight to the first topic in the current Help screen.

Chapter 2
Basic Concepts and Procedures

This chapter explains the basic concepts that you need to understand to work with Wysiwyg and describes general procedures for using Wysiwyg commands. For detailed information about specific Wysiwyg commands, see Chapter 3.

See Chapter 3 of *Setting Up 1-2-3* if you have not yet installed Wysiwyg.

How to Use this Chapter

The information in this chapter is divided into three sections:

- "The Wysiwyg Screen" describes how the worksheet area, control panel, status line, and icon panel appear when Wysiwyg is in memory. The section explains the difference between graphics display mode and text display mode.

  If you are a first-time 1-2-3 user, begin with the 1-2-3 *Tutorial* or read Chapter 1 of *Reference*, then continue with this chapter.

- "Spreadsheet Publishing and Wysiwyg" introduces type styles and font sets, and explains how Wysiwyg commands affect cell formats, column width, and row height.

  Even if you are familiar with spreadsheet publishing, read this section to see how spreadsheet publishing concepts apply to 1-2-3 Release 3.1.

- "Basic Procedures for Using Wysiwyg" explains how to start Wysiwyg, move the cell pointer, create windows, select commands from Wysiwyg menus, specify ranges and files with a mouse, preselect ranges, save your work, and end Wysiwyg.

The Wysiwyg Screen

The Wysiwyg screen is divided into four areas: the worksheet area, the control panel, the status line, and the icon panel. The following sections describe each of these areas.

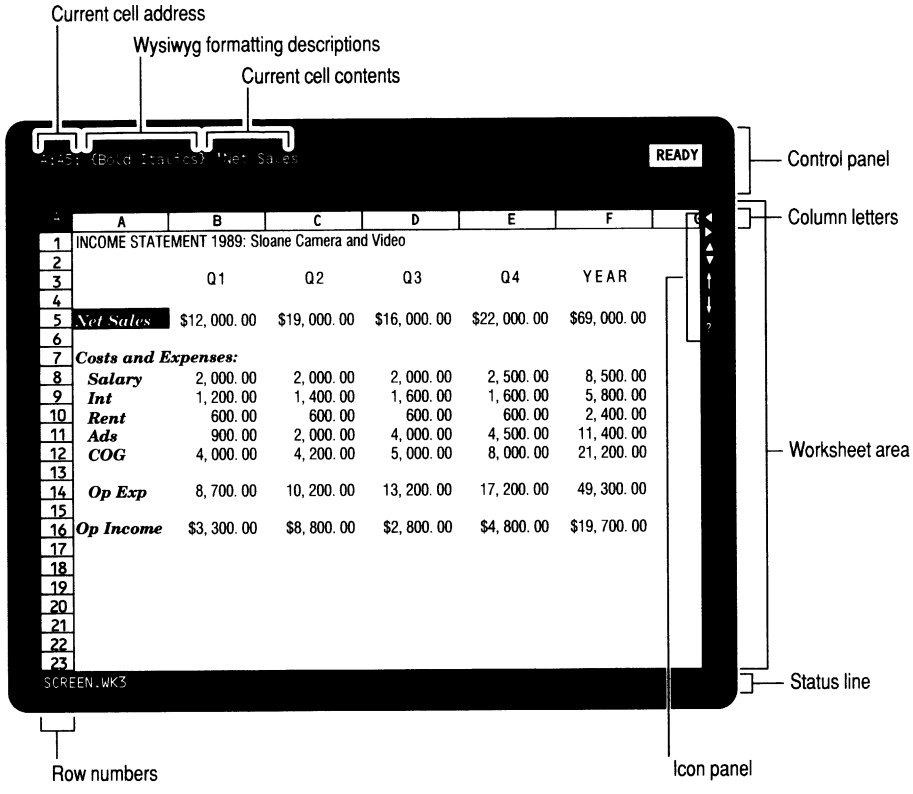


Figure 2-1 The Wysiwyg screen

Worksheet Area

The **worksheet area**, which takes up most of the screen, displays your worksheet and the formatting changes you make to it. In Figure 2-1, the worksheet area shows part of a formatted worksheet. In the worksheet frame you see row numbers at the left of the worksheet and column letters at the top. The cell pointer identifies the current cell.

The Control Panel

The **control panel,** located at the top of the screen, displays information about what 1-2-3 is doing and about your work. It contains three lines of information.

The first line of the control panel displays the current cell address, an abbreviated description of formatting you have applied to the cell, and current cell contents. Wysiwyg formatting descriptions, such as font or row height, are enclosed in braces. Other formatting descriptions, such as column width or formats applied with /Range Format, are enclosed in brackets. The following table shows the formatting descriptions 1-2-3 displays in the control panel for Wysiwyg commands.

NOTE The instructions in this manual use a : (colon) to distinguish Wysiwyg commands from 1-2-3 commands. For example, in the table below, :Format Bold indicates a Wysiwyg command.

Command	Formatting description
:Format Bold	{Bold}
:Format Color Background	/ Background color, for example {/ Green}
:Format Color Text	Text color, for example {Red}
:Format Font	Typeface abbreviation and point size, for example {SWISS12} for Swiss 12 point
:Format Italics	{Italics}
:Format Lines Left, Right, Top, and Bottom	{L}, {R}, {T}, and {B}, and any combination, for example {TB}
:Format Shade Light, Dark, or Solid	{S1}, {S2}, or {S3}
:Format Underline Single, Double, or Wide	{U1}, {U2}, or {U3}
:Graph Add	Name of graphic added to the worksheet, for example {Graph YEARBAR}
:Text	{Text} for a text range
:Worksheet Page	{MPage} for a manual page break {Page} for an automatic page break
:Worksheet Row	Height in points, for example {H23}

At the right end of the first line of the control panel, 1-2-3 displays the **mode indicator**. See Chapter 1 of *Reference* for information about mode indicators.

The second line of the control panel shows the contents of a cell when you enter or edit data. However, if you press : (colon), the Wysiwyg main menu appears in the second line. When you select a command that prompts for information, the second line displays the prompt.

The third line of the control panel displays information about the highlighted command, such as a submenu for the highlighted command or a description of the command.

The Status Line

The **status line** is the bottom line of the screen. 1-2-3 uses the status line to display the file-and-clock indicator and status indicators that appear when you use certain keys. See "The Status Line" in Chapter 1 of *Reference* for information about status indicators.

The Icon Panel

1-2-3 displays small pictures called **icons** in the **icon panel,** located to the right of the worksheet area, if you have a mouse and mouse software and if you are using a monitor and display card that support the use of graphics (see "Wysiwyg Screen Display Modes" below for information on screen display capability). You can select icons with a mouse. The icon panel contains the following icons:

Icon	Task
◀ or ▶	Moves the cell pointer left or right in the current worksheet
▼ or ▲	Moves the cell pointer up or down in the current worksheet
↑ or ↓	Moves the cell pointer forward or backward through worksheets
?	Displays Help

Wysiwyg Screen Display Modes

When Wysiwyg is in memory you can change the screen display. You use the Display Mode commands to select graphics display mode, text display mode, color display, or black and white display. (You can switch between color and black and white in graphics display mode only.)

NOTE Your monitor and screen display card determine the screen display capability of your computer system.

- In **graphics display mode**, the screen display looks like your final printed output. When you make a formatting change, you can see its effect on the screen. Graphics display mode is the default display mode when you are using Wysiwyg.

  If you have a graphics display monitor and one of the following graphics display cards, you can use Wysiwyg in either graphics display mode or text display mode: High–Resolution CGA, EGA, Hercules® Graphics Card (90x43), Hercules InColor® Card (90x43), or VGA.

- In **text display mode**, the screen display appears as it does when you first read 1-2-3 into memory. You can apply Wysiwyg formats, but you do not see the changes you make on the screen. However, the first line of the control panel indicates the format of the current cell, and your final printed output reflects formatting changes made with Wysiwyg.

  If you have one of the following display cards, you can use Wysiwyg in text display mode only: Monochrome Display Adapter, CGA, Hercules Graphics Card (80x25), or Hercules InColor Card (80x25).

  NOTE Switch to text display mode to use macros that Wysiwyg formatting changes would affect. For example, a macro that calculates a specific number of rows per screen or page might not run properly if you use it with a worksheet in which the row heights vary.

- If you have a graphics display monitor and graphics display card that support graphics and color, the Wysiwyg screen appears in color. Use :Display Colors to change the color of the worksheet background, data, unprotected ranges, the cell pointer, the optional worksheet grid, the worksheet frame, negative numbers, lines, and drop shadows.
- In graphics display mode, you can switch the screen display from color to black and white (B&W). This is useful if you do not have a color printer and want to see how your work will appear when printed. For example, you might want to see how the colors in a graph will appear when printed in shades of gray.

Spreadsheet Publishing and Wysiwyg

1-2-3 Release 3.1 lets you enhance the appearance of a worksheet so that it has a professional, typeset look. This section introduces some basic spreadsheet publishing concepts and explains how Wysiwyg commands let you apply these concepts.

Type Styles

You can use Wysiwyg to format your data in a variety of type styles. The following paragraphs define common typographic terms used in spreadsheet publishing.

A **typeface** is the overall design of the printed or displayed characters. Each typeface has a distinct appearance, and all the characters within the typeface share common design characteristics. For example, Dutch and Swiss are two typefaces. 1-2-3 Release 3.1 provides four typefaces: Swiss, Dutch, Courier, and Xsymbol. Your printer may provide additional typefaces, such as Palatino, Pica, or Letter Gothic.

Figure 2-2 shows three sample typefaces.

Figure 2-2 Sample typefaces

A **point** is a unit of measurement, approximately 1/72 of an inch, that determines the height of a character. A **font** is a typeface of a certain size. Thus, Dutch 12 point is a font whose characters are about 1/6 of an inch high, and Dutch 24 point is a font that is twice as high, with characters about 1/3 of an inch high.

Figure 2-3 shows four point sizes in Swiss. Each point size is considered a separate font.

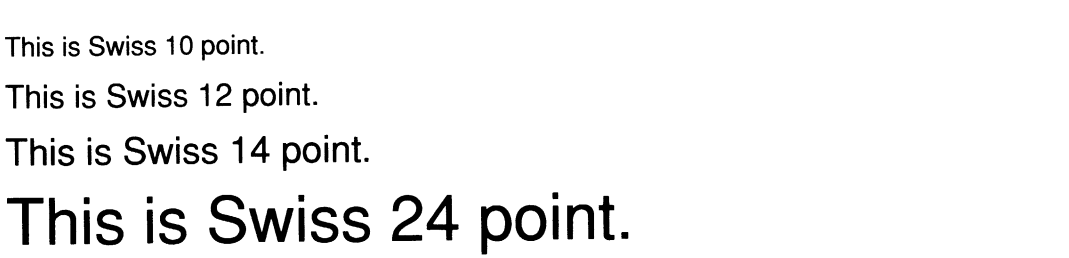


Figure 2-3 Swiss in various point sizes

1-2-3 does not treat bold or italics as part of a font.

The spacing of a font is either **fixed** (monospaced) or **proportional**. With fixed spacing, each character takes up the same amount of space regardless of the size of the actual character. For example, the letter I takes up as much space as the letter W — even though the W is wider than the I. With proportional spacing, however, characters take up different amounts of space depending on their size. For example, the letter I takes up less space than the letter W. Numerals in a font, however, always take up the same amount of space.

As a general rule, use a 10- or 12-point font for normal text and numbers, between 14- and 24-point font for headings, and between 5- and 8-point font for fine print.

Font Sets

With the Wysiwyg commands, you can use up to eight fonts in a worksheet file. The set of eight fonts that is currently available is called the **font set**. When you use 1-2-3 Release 3.1 for the first time, the font set includes Swiss typeface in 12, 14, and 24 point; Dutch typeface in 6, 8, 10, and 12 point; and Xsymbol typeface in 12 point.

You can change a font in the font set. For example, you might want to change the second font in the font set, Font 2, from Swiss 14 point to Courier 12 point. You use :Format Font Replace to select the typeface and point size from the four fonts that 1-2-3 supplies, other fonts your printer supports, or fonts you add to your system. For example, you might purchase Bitstream **soft fonts** (fonts on diskettes that you transfer to your printer from your computer's disk drive), or font cartridges that you install in your printer.

NOTE 1-2-3 uses screen fonts to display characters on the screen and printer fonts to print characters with a printer. If you use :Format Font and select a font for which no screen font exists, 1-2-3 uses the available screen font that most closely resembles the selected font. If you use :Format Font and select a font not available on the current printer, 1-2-3 uses the printer font that most closely resembles the selected font. However, you can save the file to use later with a screen display or printer that does provide the selected font.

The **default font** is the font that 1-2-3 applies throughout the worksheet file, except in cells that you explicitly format with one of the other fonts. The first font in the font set, Font 1, is always the default font. You should change Font 1 to a font that you want to use for most of the text and numbers in the worksheet.

The font set makes it easy to change the overall appearance of a worksheet. For example, suppose you formatted a number of cells with a certain font. If you decide later you want to change all the cells in that font to another font, you do not have to reformat each cell. Use :Format Font Replace to change the font to the one you want. For example, you might format all titles in a worksheet in Font 3, Swiss 24 point. If you decide to change all titles to Swiss 20 point, you replace Font 3 with Swiss 20 point. All cells formatted with Font 3 change from 24 to 20 point automatically.

The **current font set** is the font set that you are using at a given time. When you save a worksheet file, you save it with the current font set. Different worksheet files can have different font sets.

The **default font set** is the group of eight fonts that is initially available when you read Wysiwyg into memory with a new file. When you use Wysiwyg initially, the default font set includes the eight fonts mentioned above. However, you can change the set of eight fonts that make up the default font set. For example, you might want your default font set to include only Dutch fonts. You use :Format Font Replace to set each of the eight fonts to the font you want. Then you use :Format Font Default Update to save the current font set as the default font set.

You can also save a current font set in a file on disk, called a **font library**. You can then retrieve the font set from the font library at a later time to use with a new worksheet. To learn more about Format Font commands, see :Format Font in Chapter 3.

Cell Formats

You use Wysiwyg Format commands to apply formats to cells. Wysiwyg cell formats include

- Font
- Bold
- Italics
- Single, double, or wide underlining
- Colors for data, negative numbers, and cell background

- Single, double, or wide lines along the top, bottom, left, and/or right edges of cells in a range
- Single, double, or wide outlines around all cells in a range and/or around the entire range
- Drop shadow below and to the right of a range or graph
- Light, dark, or solid shading

You can apply these formats to individual cells in a range by selecting a Format command and specifying the range to format. You can also specify a range before selecting a command. See "Highlighting a Range Before Selecting a Command" later in this chapter for more information.

You can also apply formats to individual characters by using formatting sequences. A **formatting sequence** is a combination of keystrokes you use to format text that you cannot otherwise format through the Wysiwyg menu commands, such as headers and footers, text you add to a graphic, and specific characters within cells. See "Format Commands" in Chapter 3 for information on how to use formatting sequences.

Column Width

As you format a worksheet with the Wysiwyg commands, you may need to make some columns wider or narrower. Using larger fonts can cause labels in columns to be truncated or values to appear as asterisks.

Use /Worksheet Column or :Worksheet Column to increase the column width to allow for complete display of entries. You can specify the new column width with the mouse or keyboard. See "Worksheet Commands" in Chapter 3 for more information.

1-2-3 measures the column width by the number of monospaced characters that fit in a column; a single column can be up to 240 characters wide. Because you can have many fonts in a worksheet and the width of characters varies when you use different fonts, 1-2-3 uses a standard measure for the width of a character: One character width equals 1/10".

Row Height

In an unformatted worksheet, all rows are the same height. As you change fonts, however, the rows heights will no longer be the same. 1-2-3 automatically adjusts the height of a row to accommodate the largest font in the row. (If you format a range in a font smaller than the default font, row height will accommodate the height of the default font. The row height will become shorter only if you format the entire row in a smaller font.)

1-2-3 measures row height in points. Typically, the automatic row height is one or two points larger than the font height. Thus, a 10-point font might result in a row height of 11 points.

You can use :Worksheet Row to manually specify the row height with the mouse or keyboard. (See "Worksheet Commands" in Chapter 3 for for more information.) However, when you have data in a row, you can use the automatic setting (:Worksheet Row Auto) to make sure that the row will be high enough to display full characters. If you manually set a row to a point size smaller than the size of a font in the row, the tops of the displayed characters will be cut off.

Basic Procedures for Using Wysiwyg

Before you can use Wysiwyg commands, you must read Wysiwyg into memory.

Starting Wysiwyg

When you read Wysiwyg into memory, you can assign it to a function key. If you do, you can display the Wysiwyg main menu by pressing that key. However, because you can use either the : (colon) or a mouse to display the Wysiwyg main menu once Wysiwyg is in memory, you do not have to assign a function key.

1. Press **ADDIN (ALT-F10)**.
2. Select Load.

   1-2-3 displays a list of files with the .PLC extension that are in the ADDINS subdirectory of the Release 3.1 program directory.
3. Specify WYSIWYG.PLC as the add-in to read into memory.
4. Select No-Key or assign a function key.

   Select No-Key if you plan to use the : (colon) or a mouse to display the Wysiwyg main menu.

   Select 1, 2, or 3 to assign Wysiwyg to **APP1 (ALT-F7)**, **APP2 (ALT-F8)**, or **APP3 (ALT-F9)**, respectively.
5. Select Quit to return 1-2-3 to READY mode.

Wysiwyg is now in memory.

NOTE You can also use **ADDIN (ALT-F10)** Settings System Set to tell 1-2-3 to read Wysiwyg into memory automatically whenever you start 1-2-3.

If you are using a graphics display monitor and graphics display card that support graphics display mode, the Wysiwyg screen initially appears in graphics display mode. If you have a mouse and mouse software, a mouse pointer appears on your screen in the shape of an arrow.

If you are using a display monitor and screen display card that do not support mixed text and graphics capabilities, the Wysiwyg screen appears in text display mode. (For more detailed information, see "Wysiwyg Screen Display Modes" earlier in this chapter.)

Moving the Cell Pointer with a Mouse

If you have a mouse, mouse software, and a graphics display monitor and graphics display card that support the use of a mouse, you can move the cell pointer with a mouse as well as with the pointer-movement keys when Wysiwyg is in memory. (For a description of the pointer-movement keys, see "The 1-2-3 Screen" in Chapter 1 of *Reference*.)

Before you can use a mouse with 1-2-3 Release 3.1 and Wysiwyg, you must install your mouse driver. See the documentation that came with your mouse or contact your technical resource person.

NOTE The instructions in this manual assume right-handed use of the mouse (the left mouse button selects items). If you specified left-handed use (the right mouse button selects items) when you installed 1-2-3, then substitute "right mouse button" for "left mouse button" throughout the handbook. For information on specifying your mouse orientation, see "Wysiwyg Options" in Chapter 5 of *Setting Up 1-2-3*.

To move the cell pointer to a cell with the mouse, click that cell with the left mouse button. For example, to move the cell pointer to cell A1, click cell A1 with the left mouse button.

To move the cell pointer around the worksheet, position the mouse pointer on top of the cell pointer, press and hold the left mouse button, and move, or **drag**, the cell pointer to another location in the worksheet. You can drag the cell pointer off the worksheet to move to sections of the worksheet that are not currently on screen. Release the button to stop scrolling.

You can also move the cell pointer by clicking the triangle and arrow icons that appear in the icon panel. Click the triangles with the left mouse button to move the cell pointer in the direction a triangle points within a worksheet. Click the arrow icons with the left button to move forward and back through multiple worksheets. If you click an icon once, the cell pointer moves to the next row, column, or worksheet. Press and hold the left button to scroll continuously. Release the button to stop scrolling.

Creating Windows with a Mouse

You can use the mouse to create horizontal or vertical windows whenever 1-2-3 is in READY mode. Move the mouse pointer to the worksheet letter. Press and hold the left mouse button.

- To create a horizontal window, drag the mouse pointer down until the window is the size you want and release the button.
- To create a vertical window, drag the mouse pointer to the right until the window is the size you want and release the button.

To clear windows, move the mouse pointer to the worksheet letter of one of the windows. Press and hold the left mouse button. Drag the mouse pointer to the top or bottom edge of the screen for horizontal windows, or to the left or right edge of the screen for vertical windows. For information about horizontal and vertical windows, see "Worksheet Commands" in Chapter 2 of *Reference*.

Selecting Commands from Wysiwyg Menus

To format worksheets, you select a series of commands from the Wysiwyg menus using the pointer-movement keys or a mouse if you have a mouse, mouse software, and a graphics display monitor and graphics display card that support the use of a mouse.

Figure 2-4 shows the Wysiwyg main menu.

Figure 2-4 The Wysiwyg main menu

Using the Keyboard

1. Press : (colon) or a function key, if you assigned Wysiwyg a function key with **ADDIN (ALT-F10)** Load.

   The Wysiwyg main menu appears.

2. Select a command from a menu. For information on selecting commands, see "Using 1-2-3 Menus" in Chapter 1 of *Reference*.

   To move to the previous menu, press **ESC**. To return 1-2-3 to READY mode from the Wysiwyg main menu, press **ESC**. To return 1-2-3 to READY mode from other menus, press **CTRL-BREAK**.

Using the Mouse

1. Move the mouse pointer to the control panel.

   When you move the mouse pointer to the control panel, either the 1-2-3 main menu or the Wysiwyg main menu, whichever you last used, appears. Click the right mouse button to toggle between the 1-2-3 and Wysiwyg main menus.

2. To select a command, click the command with the left mouse button.

   When the mouse pointer is in the control panel, you can press and hold the left mouse button to scan menu items. The mouse pointer highlights each menu item it touches, and a description of or submenu for that item appears in the third line of the control panel. You select the highlighted item when you release the left button.

To move to the previous menu, click the right mouse button. To return 1-2-3 to READY mode from the main menu, move the mouse pointer to the worksheet area.

Specifying Ranges with a Mouse

Many commands require you to specify a range. When Wysiwyg is in memory you can specify a range using the pointer-movement keys or a mouse if you have a mouse, mouse software, and a graphics display monitor and graphics display card that support the use of a mouse. (For an explanation of specifying ranges using the keyboard, see "Working with Ranges" in Chapter 1 of *Reference*. See "Highlighting a Range Before Selecting a Command," which follows, to learn how to preselect a range.)

Specifying a Single-Sheet Range

To specify a single-sheet range, do the following:

1. Move the mouse pointer to a corner cell (for example, upper left) of the range you want to specify.
2. Press and hold the left mouse button.

   This anchors the cell pointer.
3. Drag the mouse pointer to the corner diagonally opposite (for example, lower right) and release the button.

   The range is highlighted, but not yet specified.
4. Click the left mouse button to specify the range. To cancel the highlighted range, click the right mouse button.

   The mouse pointer does not have to be inside the range to specify or cancel the range.

Specifying a Three-Dimensional Range

To specify a three-dimensional range, do the following:

1. Highlight a single-sheet range, following steps 1 through 3 in the preceding procedure.
2. Click the up arrow icon in the icon panel to move forward through worksheets, or the down arrow icon to move backward through worksheets. Click the icon once with the left mouse button for each worksheet you want to add to the three-dimensional range.
3. Click the left mouse button to specify the three-dimensional range. To cancel the highlighted range, click the right mouse button.

   The mouse pointer does not have to be inside the range to specify or cancel the range.

Highlighting a Range Before Selecting a Command

When Wysiwyg is in memory you can highlight a range before you select a command. This is particularly useful if you want to apply a variety of formatting to a range without having to specify the range for each command. For example, you could highlight a range, shade it with :Format Shade, outline it with :Format Lines Outline, and then enter a text range with :Text Edit. Highlighting a range first makes it easy to experiment with different formatting effects: You can try different commands until the range looks the way you want.

To highlight a range before selecting a command, do the following:

1. Position the cell pointer in one corner of the range you want to format.
2. To anchor the cell pointer, press F4 or press CTRL and click the left mouse button.

   1-2-3 displays POINT as the mode indicator.
3. Highlight the range using the pointer-movement keys or the mouse. Release the button. (Do not press ENTER when you are done.)
4. Select a command (such as :Format Bold Set).

   If you highlight a range and select a command from a menu, 1-2-3 does not display the range address in the control panel. It carries out the command immediately and formats the worksheet. The specified range remains highlighted after you complete each command until you move the cell pointer, press ESC, or click the left mouse button.
5. Select other commands, if you want.
6. Press ESC, move the cell pointer, or click the left mouse button when you no longer want to work with the range.

   The range is no longer highlighted.

Specifying Files with a Mouse

When Wysiwyg is in memory you can specify a file using a mouse or the keyboard. (For an explanation of specifying files using the keyboard, see "Working with Files" in Chapter 1 of *Reference.)*

When you select a command that automatically lists files, such as /File Retrieve, Wysiwyg displays menu items in the first line of the control panel. When you select a command that does not automatically list files, such as /File Save, press ESC to display the menu items in the first line of the control panel.

Click any of the following menu items with the left mouse button:

- List — displays a full-screen list of subdirectories and files in the current directory on the current drive.
- .. (ellipsis) — lists in the control panel subdirectories and files in the root directory (or the subdirectory above the current directory) on the current drive.

- Triangle — moves the menu pointer left, right, up, or down through the displayed list of subdirectories and files.
- Drive letter — replaces the drive letter in the path displayed in the control panel with the drive letter you select, and lists subdirectories and files located on that drive.

To specify a file, click the file name with the left mouse button.

Saving Your Work

As long as Wysiwyg is in memory, when you save a worksheet file with /File Save, 1-2-3 automatically saves Wysiwyg formats. Likewise, when you read a worksheet file into memory with /File Retrieve or /File Open, if Wysiwyg is in memory, 1-2-3 retrieves Wysiwyg formats.

The formatting changes you make with Wysiwyg commands do not become permanent until you save the worksheet file. If you end 1-2-3 without saving the worksheet file, any changes you made with Wysiwyg commands (as well as changes you made to the worksheet itself) will be lost. Remember to save your work whenever you make formatting changes that you want to preserve, even if you did not change the data in the worksheet.

When you use /File Save to save a worksheet in a .WK3 file, the Wysiwyg formats for the worksheet are saved in a separate file, called a **format file**, with the same name as your worksheet file but with the extension .FM3. If you save your worksheet in a .WK1 file, the corresponding format file has the extension .FMT.

CAUTION Do not use Wysiwyg with files that have the same name but different extensions, for example, BUDGET.83 and BUDGET.84, or you will lose formatting information. If, for example, you format a worksheet file named BUDGET.83 with Wysiwyg in memory and save your work, 1-2-3 creates a format file named BUDGET.FM3. If you then format BUDGET.84 with Wysiwyg in memory, 1-2-3 saves the formatting information in BUDGET.FM3 again, thus writing over the formatting information for BUDGET.83.

Removing Wysiwyg from Memory

Use /File Save before removing Wysiwyg from memory or you will lose Wysiwyg formatting. Wysiwyg remains in memory until you press **ADDIN (ALT-F10)** and select Remove, or until you end the 1-2-3 session.

If you are printing with Wysiwyg Print commands, wait until 1-2-3 stops printing before you try to remove Wysiwyg from memory. You cannot remove Wysiwyg from memory while printing. If you need to remove Wysiwyg from memory, cancel active print jobs first.

CAUTION Do not remove Wysiwyg from memory if you want to move or copy Wysiwyg formatting along with data: Wysiwyg must be in memory if you want to move or copy Wysiwyg formatting, or insert or delete rows or columns in a worksheet

formatted with Wysiwyg commands. When you insert rows or columns, 1-2-3 moves data and formatting to new rows and columns. You can remove Wysiwyg to free up memory to perform tasks that do not involve moving and copying data, such as recalculation.

Chapter 3
Wysiwyg Commands

You use Wysiwyg commands to format and print data, change the way 1-2-3 displays worksheets on the screen, save formatting information in files, and edit graphs and data in worksheets.

How to Use this Chapter

Chapter 3 is divided into eight major sections — one for each command on the Wysiwyg main menu. The sections, listed in alphabetical order in this chapter, include Display, Format, Graph, Named-Style, Print, Special, Text, and Worksheet.

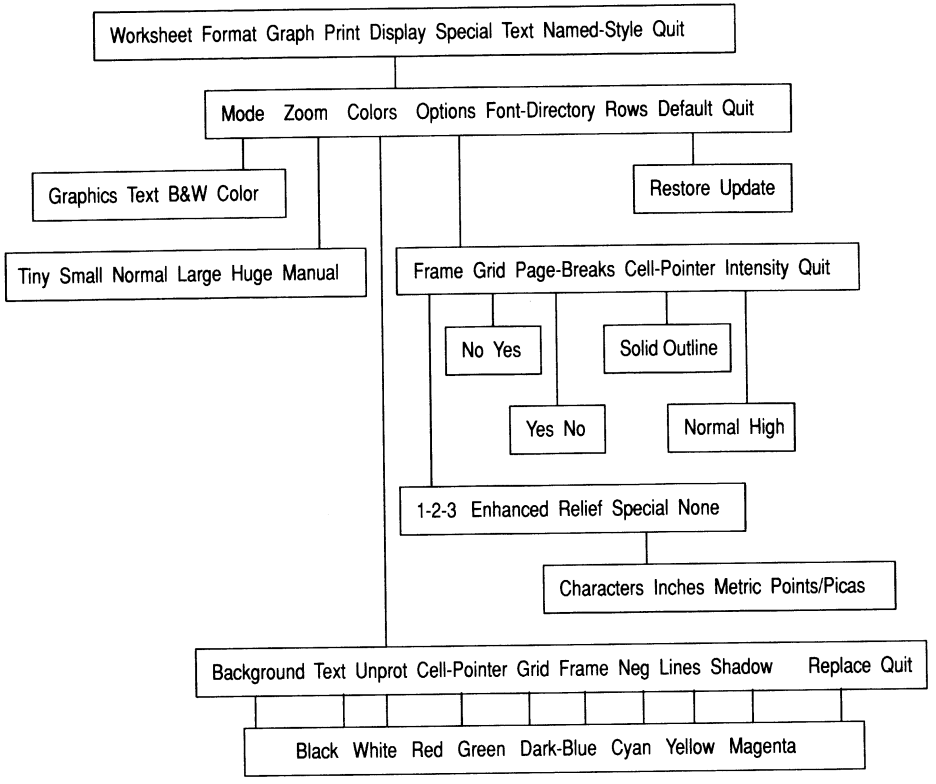
Each major section in Chapter 3 describes one of these Wysiwyg main menu commands and includes the following information:

- A menu tree showing the command and its subcommands.
- An introduction that describes the tasks that the command and its subcommands perform. Most sections also contain a list of common uses for the command, a suggested reading path, terms you need to know, and general information about using the command.
- An alphabetical listing of each subcommand with descriptions, procedures, and examples.

Chapters 1 and 2 contain information that is important for using Wysiwyg commands. Before you use Chapter 3, you should be familiar with Chapter 1 and "Spreadsheet Publishing and Wysiwyg" and "Basic Procedures for Using Wysiwyg" in Chapter 2.

NOTE For most Wysiwyg commands that require you to specify a range, the specified range must be in an active file. You should assume that a range must be in an active file unless the command description in this chapter explicitly says that a range can also be in a file on disk.

Display Commands



The Display commands control the way 1-2-3 displays worksheets on the screen when Wysiwyg is in memory. The Display commands affect the display of all worksheets in a file and all files in memory. Except for :Display Colors (if you have a color printer), the Display commands do not affect worksheets or graphics you print.

The Display commands perform the following tasks:

Command	Task
:Display Colors	Specifies the colors for the worksheet background and data, cell pointer, grid, worksheet frame, lines, drop shadows, negative values and data in unprotected ranges; and modifies the hue of the eight colors 1-2-3 uses with Wysiwyg.
:Display Default	Creates a new set of default display settings or replaces the current display settings with the default display settings.
:Display Font-Directory	Specifies the directory in which 1-2-3 looks for fonts.

(Continued)

Command	Task
:Display Mode	Switches the screen display between graphics display mode and text display mode, and displays the worksheet in black and white or in color.
:Display Options	Determines whether 1-2-3 displays page breaks and grid lines, how 1-2-3 displays the worksheet frame and cell pointer, and specifies screen-display brightness.
:Display Quit	Returns 1-2-3 to READY mode.
:Display Rows	Specifies the number of rows to display.
:Display Zoom	Enlarges or reduces displayed cells.

Common Uses for Display Commands

The Display commands let you customize your screen display. You can use the Display commands to do any of the following:

- Change the colors of your worksheet display (:Display Colors).
- Get an overview of the worksheet by reducing the size of cells or get a better look at very small fonts by enlarging the size of cells (:Display Zoom).
- Display the worksheet frame as a ruler so you can tell how large your worksheet will be when printed (:Display Options Frame Special).

Reading Path

- Before you begin working with the Display commands, read "Working with Ranges" and "Working with Files" in Chapter 1 of *Reference*.
- To learn basic concepts and general procedures for using Wysiwyg, read "The Wysiwyg Screen" and "Spreadsheet Publishing and Wysiwyg" in Chapter 2 of this handbook.

Also, remember that you can press **HELP (F1)** when you are using any Display command to get information about the command.

Display Command Descriptions

The following sections describe each of the Display commands in alphabetical order.

:Display Colors

Display Colors specifies the colors 1-2-3 uses to display items on your screen when Wysiwyg is in memory.

NOTE Colors selected with :Display Colors Neg, :Display Colors Lines, and :Display Colors Shadow will print (if your printer is capable of printing in color).

Procedure

1. Select :Display Colors.
2. Select Background, Text, Unprot, Cell-Pointer, Grid, Frame, Neg, Lines, Shadow, Replace, or Quit.

Background	Specifies one of eight colors for the worksheet background.
Cell-Pointer	Specifies one of eight colors for the cell pointer.
Frame	Specifies one of eight colors for the worksheet frame.
Grid	Specifies one of eight colors for the grid lines you set with :Display Options Grid Yes.
Lines	Specifies one of eight colors for the lines you add to the worksheet with :Format Lines.
Neg	Specifies one of eight colors for negative values in the worksheet.
Quit	Returns you to the :Display menu.
Replace	Modifies the eight colors 1-2-3 uses with Wysiwyg. Changes made with :Display Colors Replace do not affect printing.
Shadow	Specifies one of eight colors for drop shadows you add to the worksheet with :Format Lines Shadow Set.
Text	Specifies one of eight colors for worksheet data.
Unprot	Specifies one of eight colors for data in ranges you remove global protection from with /Range Unprot.

3. Select Black, White, Red, Green, Dark-Blue, Cyan, Yellow, or Magenta.

   If you selected Replace, specify a color value either by entering a number from 0 to 63 or by using ← or → to increase or decrease the displayed color value and then pressing ENTER.

4. To update the Wysiwyg configuration file (WYSIWYG3.CNF) so 1-2-3 uses the new Colors setting in future Wysiwyg sessions, select :Display Default Update.

:Display Default

:Display Default creates a new set of default display settings or replaces the current display settings with the default display settings. The **default display settings** are the settings stored in the Wysiwyg configuration file (WYSIWYG3.CNF) that 1-2-3 uses automatically whenever you read Wysiwyg into memory.

Procedure

1. Select :Display Default.

2. Select Restore to replace the current display settings with the default display settings or select Update to save the current display settings as the default display settings.

   If you selected Restore, 1-2-3 resets the display settings immediately.

:Display Font-Directory

:Display Font-Directory specifies the **font directory**, the directory in which 1-2-3 looks for fonts it uses for both displaying and printing worksheets and graphics. The default font directory is the WYSIWYG subdirectory in the 1-2-3 Release 3.1 program directory.

Procedure

1. Select :Display Font-Directory.
2. Specify the new font directory.

   If you specify a directory that contains no font files, 1-2-3 replaces all display and print fonts with the **system font**, which is the font 1-2-3 uses when Wysiwyg is not in memory.
3. To update the Wysiwyg configuration file (WYSIWYG3.CNF) so 1-2-3 uses the new Font-Directory setting in future Wysiwyg sessions, select :Display Default Update.

:Display Mode

:Display Mode lets you work with 1-2-3 in either graphics display mode or text display mode, and sets worksheet display to black and white (monochrome) or color.

- In **graphics display mode**, the screen display looks like your final printed output. When you make a formatting change, such as changing a font, you can see its effect on the screen. Graphics display mode is the default display mode when you are using Wysiwyg.
- In **text display mode**, the screen display appears as it does when you first read 1-2-3 into memory. You can apply Wysiwyg formats, but you do not see the changes you make on the screen. However, the first line of the control panel indicates the format of the current cell, and your final printed output reflects formatting changes made with Wysiwyg.

See "Wysiwyg Screen Display Modes" in Chapter 2 of this handbook for more information on graphics display mode and text display mode.

Procedure

1. Select :Display Mode.
2. Select Graphics, Text, B&W, or Color.

B&W	Sets worksheet display to black and white (monochrome) if you are in graphics display mode.
Color	Sets worksheet display to color if you are in graphics display mode.
Graphics	Sets worksheet display so it looks like the final printed output.
Text	Sets worksheet display so it looks like a worksheet does in 1-2-3 when Wysiwyg is not in memory.

3. To update the Wysiwyg configuration file (WYSIWYG3.CNF) so 1-2-3 uses the new Mode settings in future Wysiwyg sessions, select :Display Default Update.

:Display Options

The Display Options commands determine the display of grid lines and page breaks, change the display of the worksheet frame and cell pointer, and specify the degree of brightness for the screen display.

The Display Options commands perform the following tasks:

Command	Task
Cell-Pointer	Specifies whether the cell pointer is displayed as a solid rectangle or an outline.
Frame	Specifies the way the worksheet frame is displayed and hides the worksheet frame.
Grid	Displays or hides grid lines in the worksheet.
Intensity	Specifies the degree of brightness for the screen display.
Page-Breaks	Displays or hides the dashed lines that represent page breaks in the worksheet.
Quit	Returns you to the :Display menu.

:Display Options Cell-Pointer

:Display Options Cell-Pointer specifies whether 1-2-3 displays the cell pointer as a solid rectangle or as an outline of a rectangle.

Procedure

1. Select :Display Options Cell-Pointer.
2. Select Solid (default) to display the cell pointer as a solid rectangle or select Outline to display the cell pointer as an outline.

3. To update the Wysiwyg configuration file (WYSIWYG3.CNF) so 1-2-3 uses the new Cell-Pointer setting in future Wysiwyg sessions, select :Display Default Update.

NOTE When you specify a range with the outline cell pointer, the cell pointer does not highlight the range as the default solid cell pointer does; instead, an outline appears around the specified range.

:Display Options Frame

:Display Options Frame hides or changes the appearance of the 1-2-3 worksheet frame.

Procedure

1. Select :Display Options Frame.
2. Select 1-2-3, Enhanced, Relief, Special, or None.

Enhanced	Displays a worksheet frame in which each of the column letters and row numbers appears in the center of a rectangle. For row numbers, the height of the rectangle matches the height of the row; for column letters, the width of the rectangle matches the width of the column. This is the default worksheet frame for Wysiwyg.
None	Suppresses the display of the worksheet frame.
1-2-3	Displays the standard 1-2-3 worksheet frame.
Relief	Displays a sculpted worksheet frame, replaces the color cyan with gray, and switches the display intensity (brightness) to high.
Special	Displays a worksheet frame in which the column letters and row numbers are replaced by rulers in centimeters, inches, 10-point characters, or points and picas.

3. If you selected Special, select Characters, Inches, Metric, or Points/Picas.

Characters	Displays the worksheet frame as horizontal and vertical rulers in 10-point characters with 6 lines per inch.
Inches	Displays the worksheet frame as horizontal and vertical rulers in inches.
Metric	Displays the worksheet frame as horizontal and vertical rulers in centimeters.
Points/Picas	Displays the worksheet frame as horizontal and vertical rulers in points and picas.

4. To update the Wysiwyg configuration file (WYSIWYG3.CNF) so 1-2-3 uses the new Frame setting in future Wysiwyg sessions, select :Display Default Update.

:Display Options Grid

:Display Options Grid displays or hides a grid that shows the outline of each cell in the worksheet.

Procedure

1. Select :Display Options Grid.
2. Select No (default) to suppress the display of the worksheet grid or select Yes to display the worksheet grid.
3. To update the Wysiwyg configuration file (WYSIWYG3.CNF) so 1-2-3 uses the new Grid setting in future Wysiwyg sessions, select :Display Default Update.

:Display Options Intensity

:Display Options Intensity displays the 1-2-3 screen at a normal level of brightness or a high level of brightness.

Procedure

1. Select :Display Options Intensity.
2. Select Normal (default) to display the 1-2-3 screen at a normal level of brightness or select High to display the 1-2-3 screen at a high level of brightness.
3. To update the Wysiwyg configuration file (WYSIWYG3.CNF) so 1-2-3 uses the new Intensity setting in future Wysiwyg sessions, select :Display Default Update.

:Display Options Page-Breaks

:Display Options Page-Breaks displays or hides page breaks 1-2-3 inserts when you specify a print range with :Print Range Set and page breaks you insert with :Worksheet Page. 1-2-3 displays a page break as a dashed line along the left of the column or top of the row in which it appears.

Procedure

1. Select :Display Options Page-Breaks.
2. Select Yes (default) to display page breaks or select No to suppress the display of page breaks.
3. To update the Wysiwyg configuration file (WYSIWYG3.CNF) so 1-2-3 uses the new Page-Breaks setting in future Wysiwyg sessions, select :Display Default Update.

:Display Quit

:Display Quit returns 1-2-3 to READY mode.

Procedure

1. Select :Display Quit.

:Display Rows

:Display Rows specifies the number of worksheet rows 1-2-3 displays on the screen in graphics display mode.

You can choose to display from 16 to 60 rows. The default number of rows 1-2-3 displays depends on the screen display mode you selected in the Install program.

Procedure

1. Select :Display Rows.
2. Specify the number of rows to display by entering a number from 16 to 60.
3. To update the Wysiwyg configuration file (WYSIWYG3.CNF) so 1-2-3 uses the new Rows setting in future Wysiwyg sessions, select :Display Default Update.

NOTE Depending on such factors as your graphics display card and the size of your default font, 1-2-3 may display more or fewer rows than you specify.

:Display Zoom

:Display Zoom lets you select from several worksheet display sizes. You can enlarge cells, decreasing the number of rows and columns displayed on the screen, or reduce cells, increasing the number of rows and columns displayed on the screen.

Figure 3-1 shows a the same worksheet displayed in two different sizes.

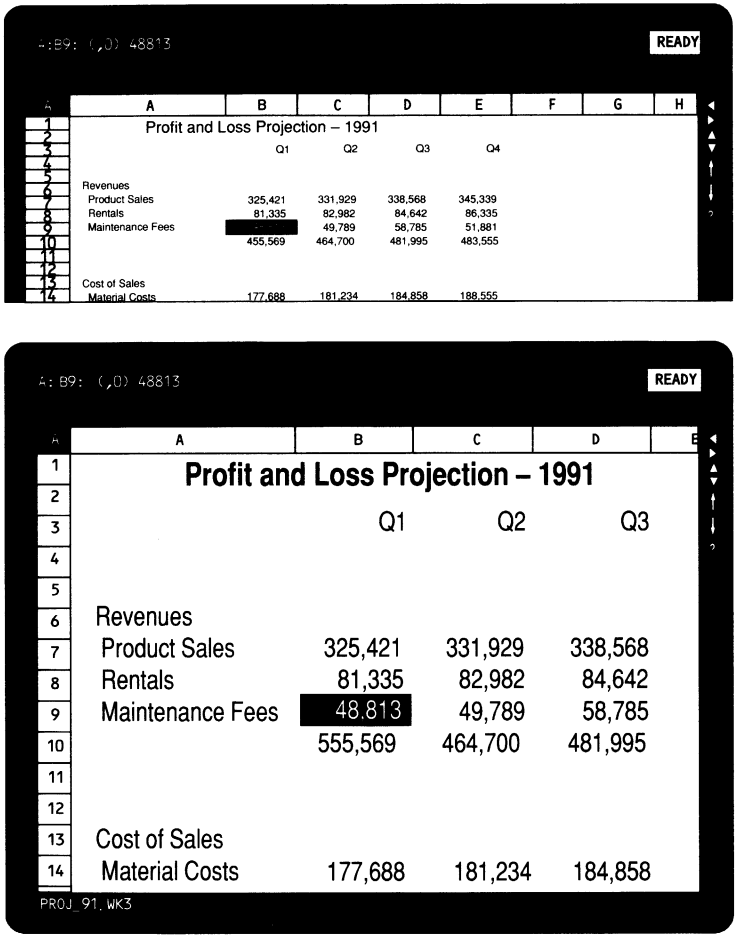


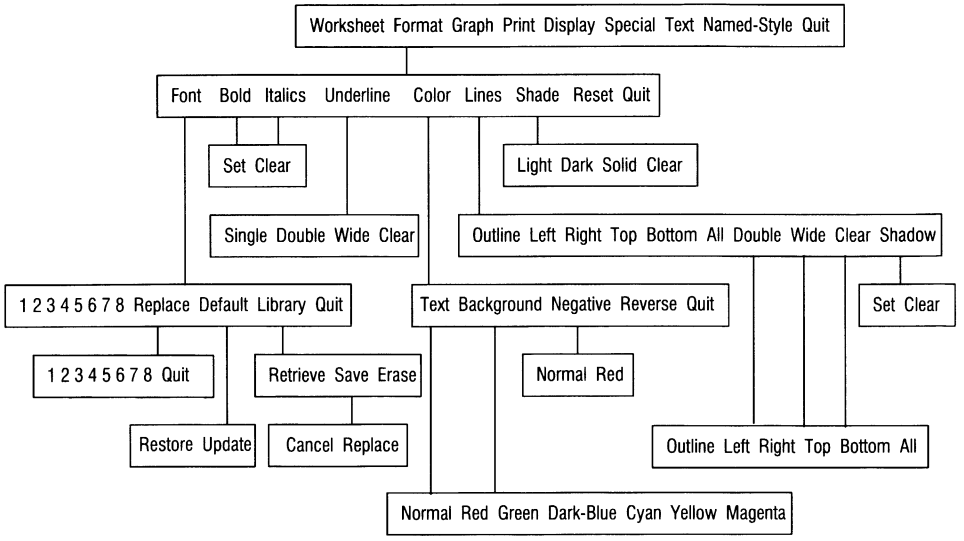
Figure 3–1 The same cells reduced and enlarged

Procedure

1. Select :Display Zoom.
2. Select Tiny, Small, Normal, Large, Huge, or Manual.

Huge	Enlarges cells to 150% of their normal size.
Large	Enlarges cells to 125% of their normal size.
Manual	Reduces or enlarges cells to a size you specify, from 25% to 400% of their normal size.
Normal	Displays cells at their normal size (100%). This is the default.
Small	Reduces cells to 87% of their normal size.
Tiny	Reduces cells to 63% of their normal size.

3. If you selected Manual, specify a display size by entering a number from 25 to 400.
4. To update the Wysiwyg configuration file (WYSIWYG3.CNF) so 1-2-3 uses the new Zoom setting in future Wysiwyg sessions, select :Display Default Update.



The Format commands give you control over the appearance of your worksheets, both on the screen and when printed.

The Format commands format ranges and can operate on more than one range at the same time. See "Specifying Multiple Ranges" in Chapter 1 of *Reference* to learn how to specify multiple ranges for the Format commands.

The Format commands perform the following tasks:

Command	Task
:Format Bold	Adds or removes bold from a range.
:Format Color	Specifies colors for the background, text, and negative values in a range.
:Format Font	Specifies fonts for ranges and the default font for a file, replaces fonts in the current font set, updates and restores the default font set, and saves font libraries in files on disk.
:Format Italics	Adds or removes italics from a range.
:Format Lines	Adds or removes horizontal and vertical lines, outlines, and drop shadows from ranges.

(Continued)

Command	Task
:Format Quit	Returns 1-2-3 to READY mode.
:Format Reset	Resets all formats for a range to the defaults.
:Format Shade	Adds or removes light, dark, or solid shading from a range.
:Format Underline	Adds or removes single, double, or thick underlining from a range.

Common Uses for Format Commands

The Format commands let you change the appearance of the worksheet. You can use the Format commands to do any of the following:

- Create lines to separate headings in a table from data under them (:Format Lines).
- Emphasize headings in the worksheet with larger fonts (:Format Font).
- Emphasize a negative value (:Format Color).
- Create contrast and backdrops with drop shadows (:Format Lines Shadow).

Reading Path

- Before you begin working with the Format commands, read "Working with Ranges" and "Working with Files" in Chapter 1 of *Reference*.
- To learn how to use the mouse with Wysiwyg commands, read "Specifying Ranges with a Mouse" in Chapter 2 of this handbook.

Also, remember that you can press HELP (F1) when you are using any Format command to get information about the command.

Terms You Need to Know

- The **typeface** is the overall design of the printed or displayed characters. Common typefaces include Courier and Swiss.
- A **point** is a unit of measurement that specifies the height of a character. A point is approximately 1/72 of an inch.
- A **font** is a typeface in a particular point size, for example, Swiss 12 point.
- A **font set** is a group of eight fonts available for use with a 1-2-3 file. Because each file has its own font set, you can have a different font set in memory for each active file. 1-2-3 saves the current font set for a 1-2-3 file in that file's corresponding Wysiwyg format file (.FM3).
- The **default font** (Font 1) is the font 1-2-3 uses throughout a file except in cells you specifically format with another font. 1-2-3 does not display a formatting description for the default font in the control panel. (See Chapter 2 of this handbook for information about formatting descriptions.)

- A **font library** is a file in which you save the current font set so you can retrieve it and use it with other 1-2-3 files. 1-2-3 automatically adds the extension .AF3 to font libraries.

Using Formatting Sequences

In addition to the Format commands, you can also use **formatting sequences**, which are codes you use to format text that you cannot otherwise format through the Wysiwyg menu commands, such as headers and footers, text you add to a graphic with :Graph Edit Add, and specific characters within cells. You can also use formatting sequences to format data with formats not available through Wysiwyg menu commands. For example, you can use formatting sequences to format data as subscript or superscript.

CAUTION Do not use /Range Name Labels to create range names from labels that contain formatting sequences, as unexpected results may occur.

Procedure

1. Make sure the cursor is in front of the first character you want to format.
2. Press CTRL-a (▲ appears).
3. Type one of the codes from the table below.

   The codes are case-sensitive, so be sure to type uppercase or lowercase letters as they appear in the table.
4. Repeat steps 2 and 3 for each code you want to use. For example, to format text as bold italics, press CTRL-a and then type b; press CTRL-a and then type i.

   There is no limit to the number of codes you can use, as long as the total number of bytes in the cell does not exceed 512. (▲ and ▼ are each two bytes.)
5. If you are entering data, type the data you want to format. If you are editing data, move the cursor to the end of the data you want to format.
6. To stop using a particular code, press CTRL-e (▲ 0 appears) and then type the code you want to stop using. For example, if you are formatting text as bold italics and want to stop using bold but continue using italics, press CTRL-e and then type b.

   To stop using all codes and mark the end of the formatting sequence, press CTRL-n (▼ appears).
7. To remove formatting sequences, move the cell pointer to the cell that contains the formatting sequence, press EDIT (F2) to move the cell contents to the control panel, and use DEL or BACKSPACE to remove the formatting-sequence characters.

Code	Formats data as
b	Bold
d	Subscript
i	Italics
u	Superscript
x	Data flipped on its x-axis (backwards)
y	Data flipped on its y-axis (upside down)
1_	Single underlining
2_	Double underlining
3_	Wide underlining
4_	Outline around characters
5_	Strike-through characters
1c	Default color set with :Display Colors Text
2c	Red
3c	Green
4c	Dark blue
5c	Cyan
6c	Yellow
7c	Magenta
8c	Reversed colors for data and background
1F	Font 1 from the current font set
2F	Font 2 from the current font set
3F	Font 3 from the current font set
4F	Font 4 from the current font set
5F	Font 5 from the current font set
6F	Font 6 from the current font set
7F	Font 7 from the current font set
8F	Font 8 from the current font set
1o to 255o	Outline of characters

NOTE When a cell containing formatting sequences is current, the formatting-sequence characters appear in the control panel. When Wysiwyg is in text display mode, the formatting-sequence characters appear with the data in the worksheet.

Format Command Descriptions

The following sections describe each of the Format commands in alphabetical order.

:Format Bold

:Format Bold adds bold to data in a range or removes bold from data in a range.

Procedure

1. Select :Format Bold.
2. Select Set to add bold to a range or select Clear to remove bold from a range.
3. Specify the range to which you want to add or remove bold.

:Format Color

:Format Color displays (on color monitors) and prints (on color printers) ranges in seven colors.

Procedure

1. Select :Format Color.
2. Select Text, Background, Negative, Reverse, or Quit.

Background	Specifies colors for the background of a range. The background color does not extend beyond the edges of the range, even if the rightmost cells in the range contain long labels.
Negative	Specifies a color for negative values in a range.
Quit	Returns 1-2-3 to READY mode.
Reverse	Switches the background and text colors of a range.
Text	Specifies a color for the data in a range. The text color will extend beyond the edges of the range if the rightmost cells in the range contain long labels.

3. If you selected Background or Text, select Normal, Red, Green, Dark-Blue, Cyan, Yellow, or Magenta.

   If you selected Negative, select Normal or Red.

   Selecting Normal returns the range to the color set with :Display Colors.
4. Specify the range you want to appear in the selected color.

Tips

- If a range you format with :Format Color Text contains underlining (set with :Format Underline), 1-2-3 uses the specified color for the underlining as well as for the data in the range.
- Use :Display Colors Neg to display negative values in a color other than red.

:Format Font

:Format Font specifies fonts for ranges and the default font for a file, replaces fonts in the current font set, updates and restores the default font set, and saves font libraries in files on disk.

You can use up to eight fonts in any file. The set of eight fonts that is currently available for use is called the **current font set**. When you select :Format Font, the current font set appears on the screen.

NOTE Your printer's memory may limit the number of fonts you can use in a print job.

The Format Font commands perform the following tasks:

Command	Task
Default	Creates a new default font set or replaces the current font set with the default font set.
Library	Retrieves, saves, and erases font libraries on disk.
1 – 8	Applies one of the eight fonts in the current font set to a range.
Quit	Returns 1-2-3 to READY mode.
Replace	Replaces one of the eight fonts in the current font set with another font.

:Format Font Default

:Format Font Default creates a new default font set or replaces the current font set with the default font set. The **default font set** is the group of eight fonts that is initially available when you read Wysiwyg into memory with a new file. 1-2-3 saves the default font set in the WYSIWYG subdirectory, in a file named FONTSET3.CNF.

The default font set that comes with 1-2-3 consists of Swiss typeface in 12, 14, and 24 point; Dutch typeface in 6, 8, 10, and 12 point; and Xsymbol typeface in 12 point.

Procedure

1. Select :Format Font Default.
2. Select Restore to replace the current font set with the default font set or select Update to save the current font set as the default font set.

   If you selected Restore, 1-2-3 resets the current font set displayed on the screen and reformats data in the current file with those fonts.

:Format Font Library

:Format Font Library creates, retrieves, and deletes font libraries. A **font library** is a file in which you save the current font set so you can retrieve it and use it with other 1-2-3 files.

The Format Font Library commands perform the following tasks:

Command	Task
Erase	Deletes one font library from disk.
Retrieve	Makes current the font set saved in the font library you specify.
Save	Saves the current font set in a font library on disk.

:Format Font Library Erase deletes one font library from disk.

Procedure

1. Select :Format Font Library Erase.
2. Specify the font library you want to delete.

:Format Font Library Retrieve makes current the font set saved in the font library you specify.

Procedure

1. Select :Format Font Library Retrieve.
2. Specify the font library you want to use.

   1-2-3 updates the current font set displayed on the screen and reformats data in the current file with those fonts.

:Format Font Library Save saves the current font set in a font library on disk. Use this command to create a new font library or to change the fonts saved in an existing font library.

Procedure

1. Use :Format Font Replace to create a font set.
2. Select :Format Font Library Save.
3. Specify a file name for the font library.

   1-2-3 automatically adds the extension .AF3 to font libraries unless you type a different extension.
4. If you are updating an existing font library, select Cancel to return 1-2-3 to READY mode without saving the current font library or select Replace to write over the font library on disk with the current font library.

:Format Font 1 – 8

:Format Font 1 – 8 applies one of the eight fonts in the current font set to a range.

Procedure

1. Select :Format Font.

   The current font set appears on the screen, partially covering the worksheet.

2. Select 1, 2, 3, 4, 5, 6, 7, or 8.

3. Specify the range you want to format with the selected font.

:Format Font Quit

:Format Font Quit returns 1-2-3 to READY mode.

Procedure

1. Select :Format Font Quit.

:Format Font Replace

:Format Font Replace replaces one of the eight fonts in the current font set with one of the fonts supported by your printer or generated or added with the Install program.

Procedure

1. Select :Format Font Replace.

   The current font set appears on the screen when you select :Format Font, partially covering the worksheet.

2. Select 1, 2, 3, 4, 5, 6, 7, or 8.

3. Select Swiss, Dutch, Courier, Xsymbol, or Other.

   If you selected Other, select one of the typefaces 1-2-3 displays.

   NOTE The Install program does not generate fonts for the Apple® LaserWriter® or Apple LaserWriter Plus. To select fonts for Wysiwyg printing on an Apple LaserWriter or Apple LaserWriter Plus, you must select one of the PostScript® fonts from the :Format Font Replace 1– 8 Other screen.

4. Specify a point size for the typeface you selected by typing a number from 3 to 72 or by pressing ← or → to change the displayed point size, and then press ENTER.

   If you select a point size you have not installed for the typeface you selected, 1-2-3 uses the closest installed size.

   1-2-3 updates the current font set displayed on the screen and any formatting in the current file.

:Format Italics

:Format Italics adds italics to a range or removes italics from a range.

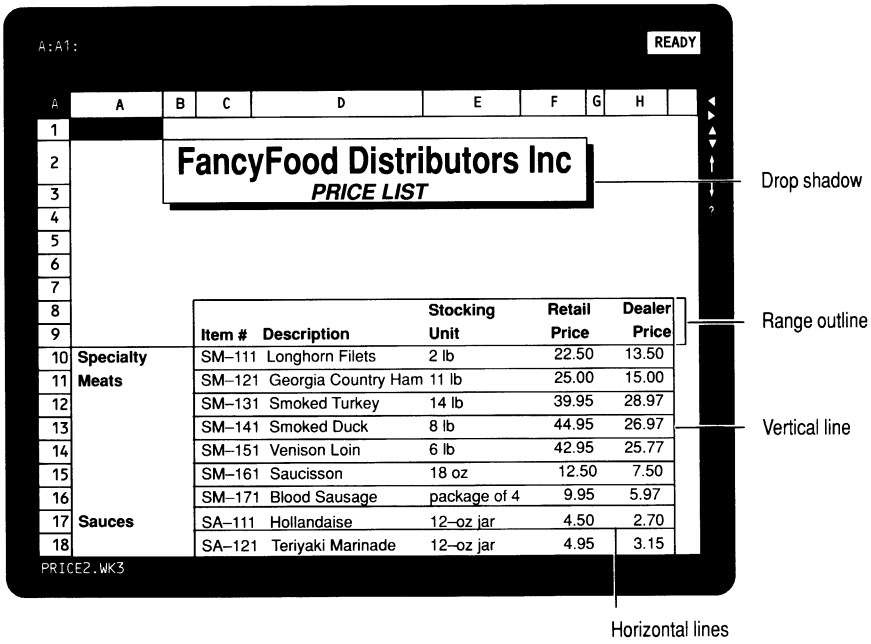
Procedure

1. Select :Format Italics.
2. Select Set to add italics to a range or select Clear to remove italics from a range.
3. Specify the range to which you want to add or remove italics.

:Format Lines

:Format Lines draws horizontal and vertical lines along the edges of cells, outlines around cells and ranges, and drop shadows around ranges.

Figure 3-2 shows examples of the line patterns you can create.



	Item #	Description	Stocking Unit	Retail Price	Dealer Price
Specialty	SM–111	Longhorn Filets	2 lb	22.50	13.50
Meats	SM–121	Georgia Country Ham	11 lb	25.00	15.00
	SM–131	Smoked Turkey	14 lb	39.95	28.97
	SM–141	Smoked Duck	8 lb	44.95	26.97
	SM–151	Venison Loin	6 lb	42.95	25.77
	SM–161	Saucisson	18 oz	12.50	7.50
	SM–171	Blood Sausage	package of 4	9.95	5.97
Sauces	SA–111	Hollandaise	12–oz jar	4.50	2.70
	SA–121	Teriyaki Marinade	12–oz jar	4.95	3.15

Figure 3–2 Lines, outlines, and a drop shadow

Procedure

1. Select :Format Lines.
2. Select Outline, Left, Right, Top, Bottom, All, Double, Wide, Clear, or Shadow.

All	Draws a single-line outline around each cell in a range.
Bottom	Draws a horizontal line along the bottom edge of each cell in a range.
Clear	Removes some or all lines from a range.
Double	Draws double horizontal and vertical lines along the edges of cells, and double-line outlines around cells and ranges.
Left	Draws a vertical line along the left edge of each cell in a range.
Outline	Draws a single-line outline around a range.
Right	Draws a vertical line along the right edge of each cell in a range.
Shadow	Draws a drop shadow below and to the right of a range.
Top	Draws a horizontal line along the top edge of each cell in a range.
Wide	Draws wide horizontal and vertical lines along the edges of cells, and wide outlines around cells and ranges.

3. If you selected Outline, Left, Right, Top, Bottom, or All, specify a range to draw the lines in.

   If you selected Shadow, select Set to add a drop shadow or Clear to remove a drop shadow. Then specify a range to which you want to add or remove a drop shadow.

   If you selected Clear, Double, or Wide, select Outline, Left, Right, Top, Bottom, or All. Then specify a range to draw the lines in or remove the lines from.

All	Draws or removes an outline around each cell in a range.
Bottom	Draws or removes a horizontal line along the bottom edge of each cell in a range.
Left	Draws or removes a vertical line along the left edge of each cell in a range.
Outline	Draws or removes an outline around a range.
Right	Draws or removes a vertical line along the right edge of each cell in a range.
Top	Draws or removes a horizontal line along the top edge of each cell in a range.

Tips

- To further emphasize a range to which you added a drop shadow, add an outline to the range with :Format Lines Outline.

:Format Quit

:Format Quit returns 1-2-3 to READY mode.

Procedure

1. Select :Format Quit.

:Format Reset

:Format Reset removes all formatting applied to a range with the Format commands or Named-Style commands, returning font and color settings to the defaults set with the Display commands.

NOTE :Format Reset does not reset any formats set with /Range Format, /Worksheet Global Format, or the Wysiwyg formatting sequences.

Procedure

1. Select :Format Reset.
2. Specify a range whose formats you want to reset.

:Format Shade

:Format Shade adds light, dark, or solid shading to a range and removes shading from a range. The shading is the same color as the global color for data set with :Display Colors Text.

NOTE Solid shading always prints in black, even if you have a color printer.

Figure 3-3 shows an example of the three types of shading.

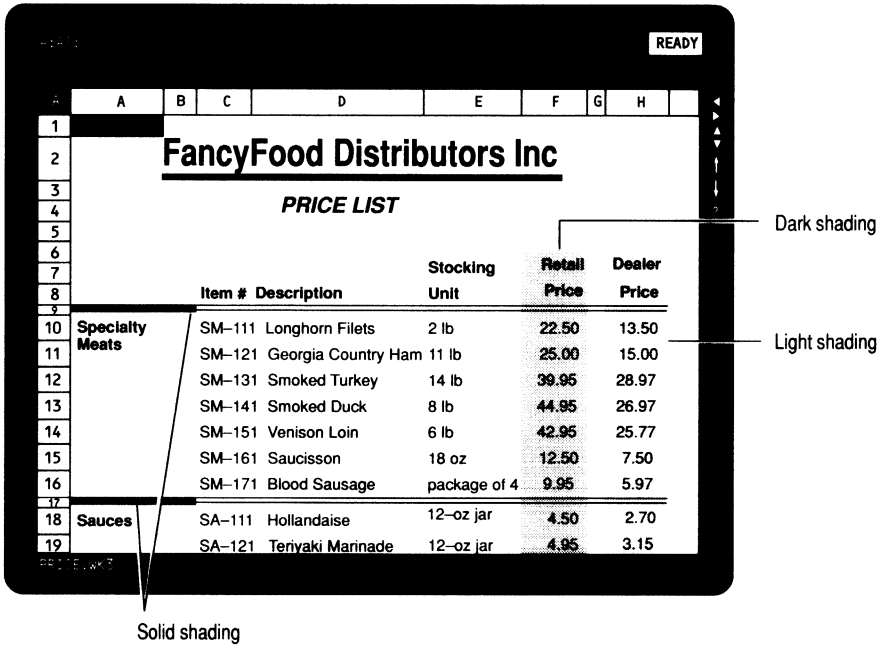


Figure 3–3 Light, dark, and solid shading

Procedure

1. Select :Format Shade.
2. Select Light, Dark, Solid, or Clear.

Clear	Removes shading from a range.
Dark	Adds dark shading to a range.
Light	Adds light shading to a range.
Solid	Adds solid shading to a range.

3. Specify a range to which you want to add or remove shading.

Tips

- The shading you specify with :Format Shade Solid hides the data in a range unless you use :Format Color Text to select a color for the data; then the data appears in the selected color on top of the solid shading.

:Format Underline

:Format Underline adds single, double, and wide underlining to a range and removes underlining from a range.

Underlining appears only under the data in a cell and does not appear in blank cells. For example, if a cell is 15 characters wide and contains the label Q1, underlining would appear only under the label Q1 and not in the rest of the cell.

Figure 3-4 shows examples of single and double underlining.

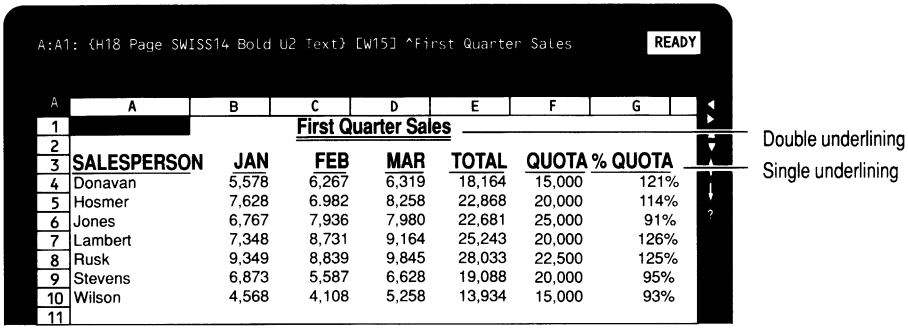


Figure 3–4 Single and double underlining

Procedure

1. Select :Format Underline.
2. Select Single, Double, Wide, or Clear.

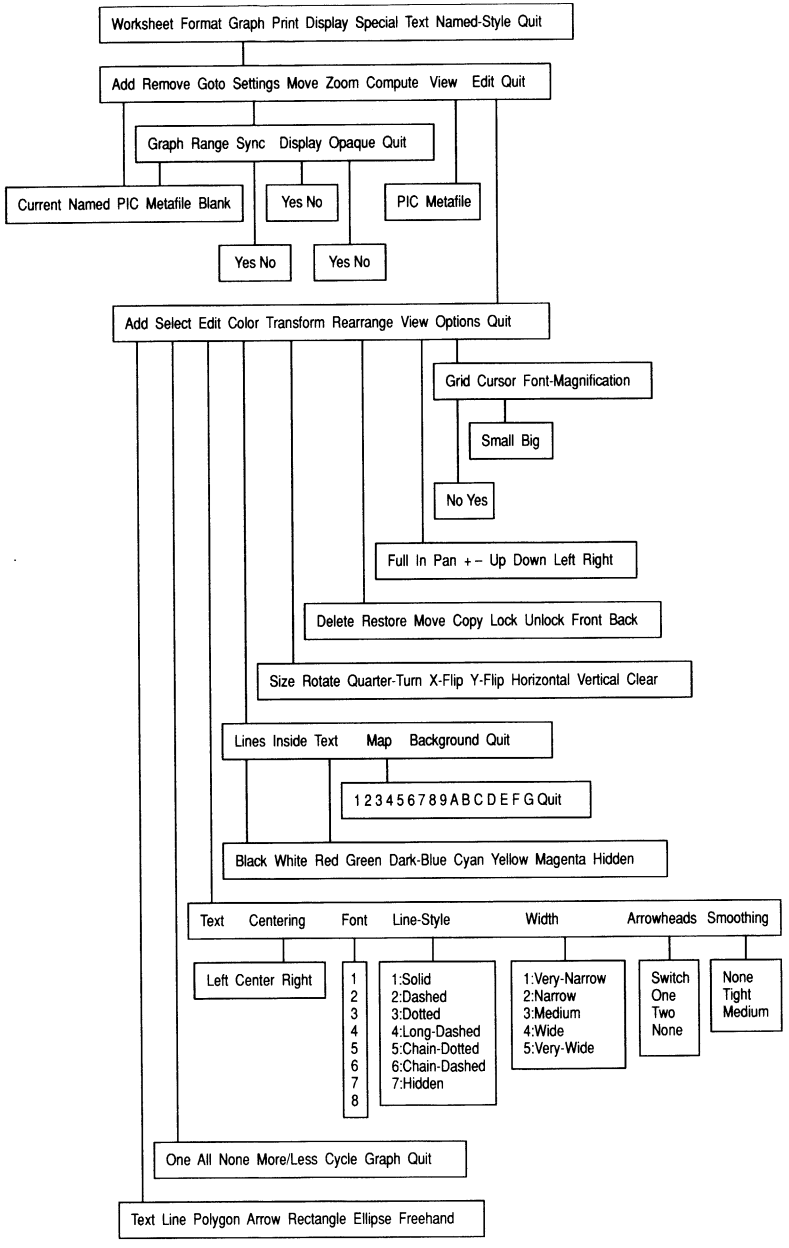
Clear	Removes all underlining from a range.
Double	Adds double underlining to the data in a range.
Single	Adds single underlining to the data in a range.
Wide	Adds wide underlining to the data in a range.

3. Specify a range to which you want to add or remove underlining.

Tips

- If you use :Format Color Text to select a color for data in a range, 1-2-3 uses that color for underlining in the range.
- If you want to underline blank cells, use :Format Lines.

Graph Commands



The Graph commands let you include **graphics** — that is, current or named 1-2-3 graphs, 1-2-3 graphs saved in .PIC files, graphic metafiles saved in .CGM files, or blank placeholders — in a worksheet. The Graph commands also let you place graphics in a graphics editing window where you can edit and enhance them.

The Graph commands perform the following tasks:

Command	Task
:Graph Add	Adds a graphic to the worksheet.
:Graph Compute	Recalculates and redraws the graphics in all active files.
:Graph Edit	Adds objects and other enhancements to graphics.
:Graph Goto	Moves the cell pointer to a graphic in the worksheet.
:Graph Move	Moves a graphic to another range in the worksheet.
:Graph Quit	Returns 1-2-3 to READY mode.
:Graph Remove	Removes a graphic from the worksheet.
:Graph Settings	Replaces a graphic in the worksheet with another graphic, resizes or moves a graphic in the worksheet, turns the display of graphics on or off, makes graphics backgrounds transparent or opaque, and determines whether 1-2-3 updates current and named graphs in the worksheet automatically when data they are based on changes.
:Graph View	Displays a full-screen view of a graphic saved in a .PIC or .CGM file.
:Graph Zoom	Displays a full-screen view of a graphic in the worksheet.

Common Uses for Graph Commands

The Graph commands let you include 1-2-3 graphs and any graphics saved in .CGM or .PIC files in the worksheet, and add extensive enhancements, such as text, colors, fonts, and geometric shapes to these graphics. For example, you can use the Graph commands to do any of the following:

- Display the current graph in the worksheet next to the data on which it is based; when you change the data, 1-2-3 automatically updates the graph displayed in the worksheet (:Graph Add Current).
- Add explanatory text in up to eight fonts to a graph displayed in a worksheet (:Graph Edit Add Text and :Graph Edit Edit Font).
- Annotate a particular point on a line graph by drawing a circle around it and adding explanatory text and an arrow (:Graph Edit Add).
- Display a map, saved in a .CGM file, in a worksheet and add regional sales figures to the map (:Graph Add Metafile and :Graph Edit Add Text).

Reading Path

- To learn how to create graphs, read "Graph Commands" in Chapter 2 of *Reference*.
- Before you begin working with the Graph commands, read "Working with Ranges" and "Working with Files" in Chapter 1 of *Reference*.
- To learn how to use the mouse with Wysiwyg commands, read "Specifying Ranges with a Mouse" in Chapter 2 of this handbook.

Also, remember that you can press **HELP (F1)** when you are using any Graph command to get information about the command.

Graph Command Descriptions

The following sections describe each of the Graph commands in alphabetical order.

:Graph Add

:Graph Add includes a graphic in the worksheet.

Procedure

1. Select :Graph Add.
2. Select Current, Named, PIC, Metafile, or Blank.

Blank	Adds a blank placeholder for a graphic to the worksheet.
Current	Adds the current graph to the worksheet.
Metafile	Adds a graphic saved in a .CGM file to the worksheet.
Named	Adds a named graph from the current file to the worksheet.
PIC	Adds a 1-2-3 graph saved in a .PIC file to the worksheet.

3. If you selected Blank or Current, specify the single-sheet range in which you want the graphic to appear.

   If you selected Metafile, specify a file with a .CGM extension, then specify the single-sheet range in which you want the graphic to appear.

   If you selected Named, specify a named graph from the current file, then specify the single-sheet range in which you want the graph to appear.

   If you selected PIC, specify a graph file with a .PIC extension, then specify the single-sheet range in which you want the graph to appear.

   1-2-3 automatically sizes the graphic to fit in the specified range.

NOTE If you specify a three-dimensional range for a Graph Add command, 1-2-3 places the graphic in the first worksheet of the range.

Tips

- When you change the size of the range a graphic occupies with /Worksheet Delete Column, /Worksheet Delete Row, /Worksheet Insert Column, or /Worksheet Insert Row, 1-2-3 automatically resizes the graphic.
- If you are designing a worksheet and know where you want to add a graphic but do not yet have the 1-2-3 graph or graphic metafile, use :Graph Add Blank to add a blank placeholder the size of the graphic you will eventually add. Later, you can use :Graph Settings Graph to replace the blank placeholder with the actual graphic.

:Graph Compute

:Graph Compute updates all graphics in all active files as follows:

- 1-2-3 updates current and named 1-2-3 graphs added to the worksheet based on the current status of the worksheet as of the last worksheet recalculation. See "Recalculating Your Formulas" in Chapter 1 of *Reference* for information about worksheet recalculation.
- 1-2-3 updates named 1-2-3 graphs added to the worksheet if you update or delete named graphs. For example, if you add a named graph to the worksheet and then update the named graph settings with /Graph Name Create, when you select :Graph Compute, 1-2-3 displays the updated graph; if you delete the named graph with /Graph Name Delete, when you select :Graph Compute, 1-2-3 displays a blank rectangle in the space previously occupied by the graph.
- 1-2-3 updates graphics saved in .PIC and .CGM files added to the worksheet if you update or delete those files. For example, if you add a 1-2-3 graph saved in a .PIC file to the worksheet and then save a different 1-2-3 graph with the same name, when you select :Graph Compute, 1-2-3 displays the new graph; if you delete the .PIC file from disk, when you select :Graph Compute, 1-2-3 displays a blank rectangle in the space previously occupied by the graph.

Procedure

1. Select :Graph Compute.

Tips

- 1-2-3 updates current and named 1-2-3 graphs and blank placeholders with every worksheet recalculation unless you changed the default setting for a graph by selecting :Graph Settings Sync No.

:Graph Edit

:Graph Edit moves graphics you add to the worksheet with :Graph Add to the **graphics editing window**, a full-screen display in which you edit and enhance a graphic with the Graph Edit commands. Figure 3–5 shows the graphics editing window.

NOTE You must be in graphics display mode to use the Graph Edit commands. See "Wysiwyg Screen Display Modes" in Chapter 2 of this handbook for more information on graphics display mode and text display mode.

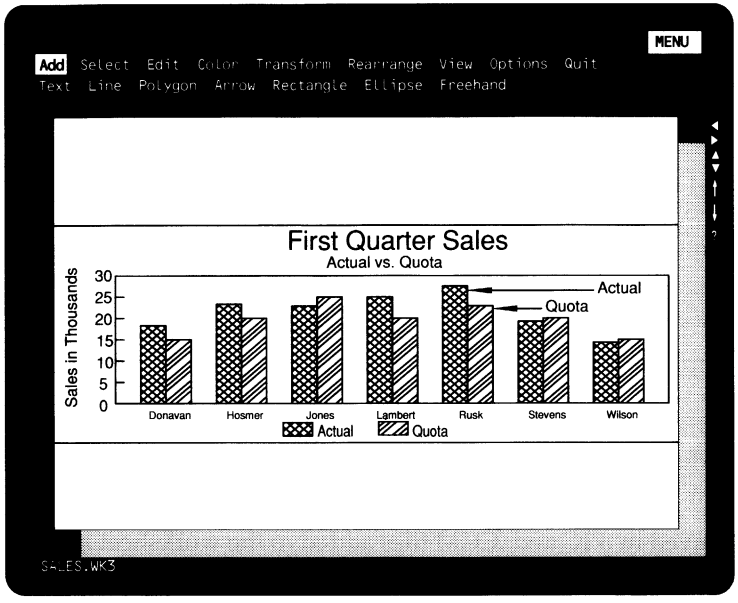


Figure 3–5 The graphics editing window

Terms You Need to Know

- An **object** is a line of text, a geometric shape, or a freehand drawing that you add to a graphic with the Graph Edit commands.
- A **bounding box** is a rectangle 1-2-3 creates and uses to outline each object you add to a graphic. The bounding box does not print and is visible only when you move an object, or change the size or shape of an object.
- You must **select**, or identify, objects and underlying graphics in the graphics editing window in order to edit, move, rearrange, or transform them with the Graph Edit commands. You select objects with the Graph Edit Select commands or with the mouse.

- When an object or graphic is selected, small filled squares, or **selection indicators**, appear on its outer edges or its bounding box, as shown in Figure 3–6. See :Graph Edit Select for more information on selecting objects and graphics in the graphics editing window.

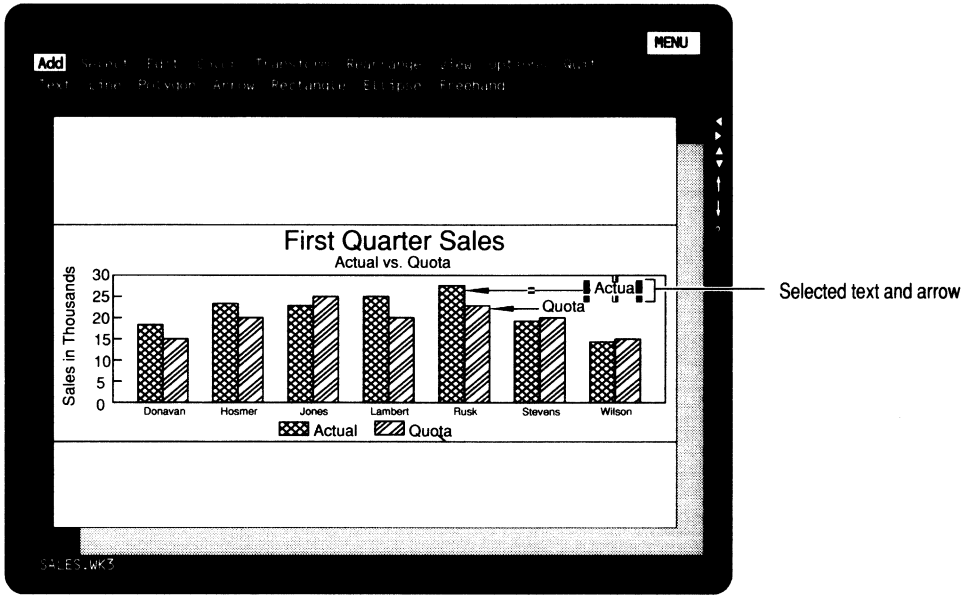


Figure 3–6 A selected arrow and selected text

Moving Graphics to the Graphics Editing Window

You must move a graphic to the graphics editing window before you can use any of the Graph Edit commands.

Procedure

1. Select :Graph Edit.
2. Specify the graphic to edit by specifying a cell in the range the graphic occupies, or by pressing NAME (F3) and selecting the graphic from the list 1-2-3 displays.

NOTE You can also move a graphic to the graphics editing window any time 1-2-3 is in READY mode by double-clicking the graphic with the left mouse button.

The Graph Edit commands perform the following tasks:

Command	Task
Add	Adds objects such as text, geometric shapes, and freehand drawings to a graphic.
Color	Specifies colors for a graphic and objects added to a graphic.
Edit	Changes the appearance of objects added to a graphic.
Options	Displays or hides grid lines in the graphics editing window, changes the size of the cursor in the graphics editing window, and changes the size of text in a graphic.
Quit	Returns 1-2-3 to READY mode.
Rearrange	Copies, moves, deletes and restores, locks and unlocks, and determines the placement of objects added to a graphic.
Select	Identifies for editing a single object, a group of objects, or a graphic in the graphics editing window.
Transform	Changes the orientation or size of a graphic and objects added to a graphic.
View	Enlarges or reduces the display of the graphics editing window.

:Graph Edit Add

The Graph Edit Add commands add objects such as text, lines, polygons, and freehand drawings to a graphic.

Procedure

1. Select :Graph Edit Add.
2. Select Text, Line, Polygon, Arrow, Rectangle, Ellipse, or Freehand.

Arrow	Adds a line segment or connected line segments with a filled arrowhead at one end to a graphic.
Ellipse	Adds an ellipse or a circle to a graphic.
Freehand	Adds a freehand drawing to a graphic.
Line	Adds a single straight line or connected line segments to a graphic.
Polygon	Adds a multisided object to a graphic.
Rectangle	Adds a rectangle to a graphic.
Text	Adds letters, numbers, and special characters to a graphic.

3. If you selected Text, type the text you want to add and press ENTER. Then use the mouse or pointer-movement keys to position the line of text in the graphics editing window and then press ENTER or click the left mouse button. You can use the Wysiwyg formatting sequences to format text you add to a graphic, as long as the total number of bytes in the line of text does not exceed 512. See "Format Commands" earlier in this chapter for more information on formatting sequences.

If you selected Line or Arrow, use the mouse or pointer-movement keys to move the cursor to the location where you want to begin drawing the object. Click the left mouse button or press the space bar to anchor the first point. Then use the mouse or pointer-movement keys to draw a line segment. Click the left mouse button or press the space bar to anchor the next point. If you want to add connected segments to the line, continue drawing line segments and anchoring points. Then double-click the left mouse button or press **ENTER** to complete the arrow.

If you selected Polygon, use the mouse or pointer-movement keys to move the cursor to the location where you want to begin drawing the polygon. Click the left mouse button or press the space bar to anchor the first point. Use the mouse or pointer-movement keys to draw the first side of the polygon. Click the left mouse button or press the space bar to anchor the next point of the polygon. Continue drawing sides of the polygon and anchoring points. You must draw at least two sides of the polygon. Wysiwyg will draw the last side of the polygon for you. Double-click the left mouse button or press **ENTER** to complete the polygon.

If you selected Rectangle or Ellipse, use the mouse or pointer-movement keys to move the cursor to the location that will be the first corner of the object's bounding box. Press and hold the left mouse button or press the space bar to anchor the first corner of the bounding box. Drag the mouse or use the pointer-movement keys to stretch the bounding box to the size of the object. Release the left mouse button or press **ENTER** to complete the object.

If you selected Freehand, use the mouse or pointer-movement keys to move the cursor to the location where the freehand drawing will begin. Press and hold the left mouse button to anchor the first point. While holding down the left mouse button, begin drawing with the mouse. To end the freehand drawing, release the left mouse button.

Tips

- Pressing **SHIFT** as you anchor a point or complete an object turns the ellipse into a circle, a rectangle into a square, and makes a line segment align with the nearest 45-degree increment.
- To add the contents of a cell in an active file to a graphic with :Graph Edit Add Text, type \ (backslash) followed by the name or address of the cell and press **ENTER**. If you enter a range name or address, Wysiwyg adds the contents of the first cell in the range.

- You can position an object you want to add to a graphic by using x coordinates and y coordinates as anchor points. Instead of using the mouse or pointer-movement keys to move the cursor to a location, type *x,y* or *x;y* where *x* is an x coordinate from 0 to 4095 and *y* is a y coordinate from 0 to 4095. Then, if you are adding a line of text or anchoring the first point of a line, polygon, rectangle, ellipse, or freehand drawing, click the left mouse button or press the space bar. If you are completing a line, polygon, rectangle, ellipse, or freehand drawing, double-click the left mouse button or press ENTER.

:Graph Edit Color

:Graph Edit Color specifies the colors for a graphic and objects you add to it.

NOTE Although the following procedure tells you first to select a command and then to select one or more objects for the command to operate on, you can also select the objects before selecting the command. See :Graph Edit Select for information about selecting objects in the graphics editing window.

Procedure

1. Select :Graph Edit Color.
2. Select Lines, Inside, Text, Map, Background, or Quit.

Background	Specifies a color for the background of the range the graphic occupies.
Inside	Specifies a color for the inside of a selected object.
Lines	Specifies a color for a selected line or arrow, or the outline of a selected rectangle, polygon, ellipse, or freehand drawing.
Map	Changes up to 16 colors in the underlying graphic.
Quit	Returns you to the :Graph Edit menu.
Text	Specifies a color for text added to a graphic with :Graph Edit Add.

3. If you selected Background, select a color from the color palette that appears on the screen.

   If you selected Inside, select a color from the color palette that appears on the screen and then select one or more objects.

   NOTE If you select Inside and then select a line of text, the inside of the text's bounding box, not the text itself, changes color.

If you selected Lines or Text, select Black, White, Red, Green, Dark-Blue, Cyan, Yellow, Magenta, or Hidden and then select one or more objects.

4. If you selected Map, select Quit to return to the :Graph Edit menu or select 1, 2, 3, 4, 5, 6, 7, 8, 9, A, B, C, D, E, F, or G and then select a color from the color palette that appears on the screen. (Note that the color that currently corresponds to the number or letter you selected is outlined in white when the color palette appears.)

:Graph Edit Edit

The Graph Edit Edit commands add and remove arrowheads; edit, align, and change the font for text; change the width and style of lines; and change the angles in objects to curves.

The Graph Edit Edit commands work only on objects you add to a graphic with :Graph Edit Add; they do not work on the underlying graphic. For example, if the graphic in the graphics editing window is a 1-2-3 graph, you can use :Graph Edit Edit Text only to edit text you add to it with :Graph Edit Add Text; you cannot use :Graph Edit Edit Text to edit text, such as a y-axis label, that was not added in the graphics editing window.

NOTE Although the following procedures tell you first to select a command and then to select one or more objects for the command to operate on, you can also select the objects before selecting the command. See :Graph Edit Select for information about selecting objects in the graphics editing window.

The Graph Edit Edit commands perform the following tasks:

Command	Task
Arrowheads	Adds arrowheads to lines and removes arrowheads from arrows.
Centering	Left-aligns, centers, or right-aligns text added to a graphic with :Graph Edit Add.
Font	Specifies a font for text added to a graphic with :Graph Edit Add.
Line-Style	Changes the appearance of lines or the outlines of rectangles, polygons, ellipses, or freehand drawings.
Smoothing	Replaces the angles of rectangles, polygons, freehand drawings, or connected line segments with curves.
Text	Edits text added to a graphic with :Graph Edit Add.
Width	Changes the thickness of lines or the outlines of rectangles, polygons, ellipses, or freehand drawings.

:Graph Edit Edit Arrowheads changes the placement and number of arrowheads on arrows and converts lines to arrows or arrows to lines.

Procedure

1. Select :Graph Edit Edit Arrowheads.
2. Select Switch, One, Two, or None.

None	Removes arrowheads from an arrow.
One	Adds one arrowhead at the end of a line.
Switch	Moves the arrowhead to the other end of an arrow.
Two	Adds arrowheads at both ends of lines or arrows.

3. Select a line or arrow.

:Graph Edit Edit Centering left-aligns, centers, or right-aligns text added to a graphic relative to what the center point of the line of text was when it was added.

Procedure

1. Select :Graph Edit Edit Centering.
2. Select Left, Center, or Right.
3. Select the line(s) of text to align.

:Graph Edit Edit Font selects a font from the current font set for text added to a graphic.

Procedure

1. Select :Graph Edit Edit Font.
2. Select one of the eight fonts from the displayed list.
3. Select the text whose font you want to change.

:Graph Edit Edit Line-Style changes the appearance of lines or the outlines of rectangles, polygons, ellipses, or freehand drawings.

Procedure

1. Select :Graph Edit Edit Line-Style.
2. Select 1:Solid, 2:Dashed, 3:Dotted, 4:Long-Dashed, 5:Chain-Dotted, 6:Chain-Dashed, or 7:Hidden.
3. Select the lines or objects whose line styles you want to change.

Figure 3–7 shows examples of the available line styles.

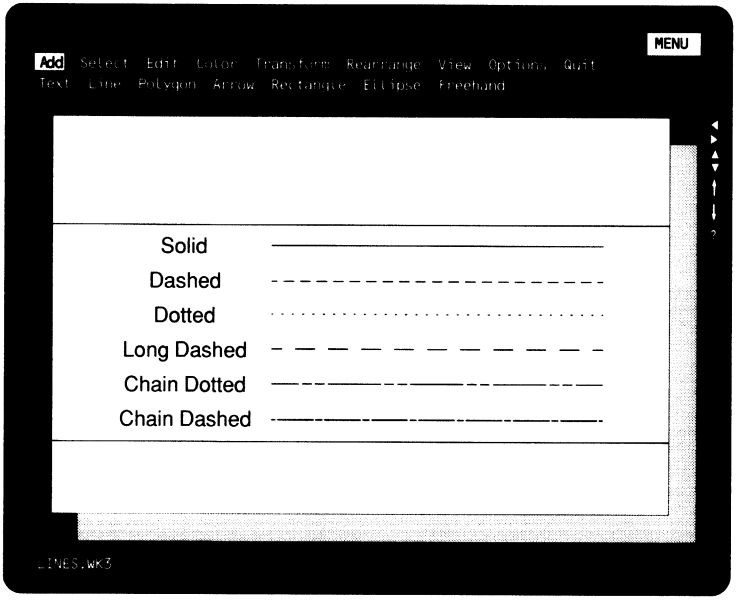


Figure 3–7 Available line styles

:Graph Edit Edit Smoothing replaces the corners of rectangles, polygons, freehand drawings, and connected line segments with curves.

Procedure

1. Select :Graph Edit Edit Smoothing.
2. Select None, Tight, or Medium.

Medium	Draws an object with maximum smoothing (turns a rectangle into an ellipse, for example).
None	Removes smoothing from an object (turns an ellipse into a rectangle, for example).
Tight	Draws a smooth outline that approximates the original outline of an object.

3. Select the objects whose angles you want to smooth.

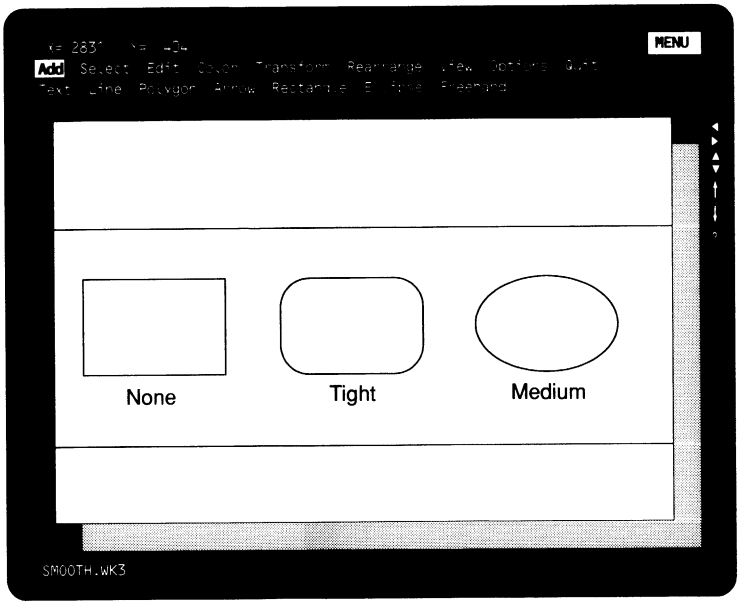


Figure 3–8 A rectangle with different degrees of smoothing

:Graph Edit Edit Text places text added to a graphic with :Graph Edit Add Text in the control panel so you can change it.

Procedure

1. Select :Graph Edit Edit Text.
2. Specify the line of text to edit.

   You can specify only one line of text to edit at a time.
3. Use the editing keys described in the following table to change the text. Then press ENTER to enter the edited text in the graphics editing window.

Key	Effect
← or →	Moves the cursor one character to the left or right in the line of text.
BACKSPACE	Erases the character to the left of the cursor.
CTRL–← or CTRL–→	Moves the cursor five characters to the left or right in the line of text.
DEL	Erases the character above the cursor.
END	Moves the cursor to the last character in the line of text.
ENTER	Completes editing.

(Continued)

Key	Effect
ESC	Erases all characters in the line of text.
HOME	Moves the cursor to the first character in the line of text.
INS	Switches between insert mode (where Wysiwyg inserts characters to the left of the cursor) and overstrike mode (where Wysiwyg writes over the character above the cursor) for editing.

Tips

- You can also press EDIT (F2) to move a selected line of text to the control panel.
- You can use the Wysiwyg formatting sequences to format a line of text while you edit it. See "Format Commands" earlier in this chapter for more information on formatting sequences.

:Graph Edit Edit Width changes the thickness of lines and arrows, and the outlines of rectangles, polygons, ellipses, or freehand drawings.

Procedure

1. Select :Graph Edit Edit Width.
2. Select 1:Very-Narrow, 2:Narrow, 3:Medium, 4:Wide, or 5:Very-Wide.
3. Select the objects whose line widths you want to change.

:Graph Edit Options

:Graph Edit Options adds or removes grid lines in the graphics editing window, changes the size of the cursor, and changes the size of all text in a graphic.

The Graph Edit Options commands perform the following tasks:

Command	Task
Cursor	Changes the size of the cursor in the graphics editing window.
Font-Magnification	Changes the size of all text in a graphic, including text you add to a graph with 1-2-3, such as data labels and graph titles.
Grid	Adds or removes grid lines in the graphics editing window.

:Graph Edit Options Cursor changes the size of the cursor in the graphics editing window. The cursor remains the size you select until you change it again or remove Wysiwyg from memory.

Procedure

1. Select :Graph Edit Options Cursor.
2. Select Small (default) to display the cursor as a small cross, or select Big to display the cursor as a large cross whose x-axis and y-axis traverse the length and height of the graphics editing window.

:Graph Edit Options Font-Magnification changes the size of all text in a graphic, including the text you add with :Graph Edit Add Text; the text you add with the 1-2-3 Graph commands, such as data labels; and the text 1-2-3 adds to a graph automatically, such as the numbers along the x-axis and y-axis.

Procedure

1. Select :Graph Edit Options Font-Magnification.
2. Enter a number from 1 to 1000 to indicate the percentage by which to enlarge or decrease the size of the text. For example, enter 150 to enlarge all text in the graph to 150% of its default size.

   NOTE When you add a graphic to the worksheet, 1-2-3 automatically scales the graphic, including any text, to fit in the specified range. Enter 0 to display text at its unscaled point size instead of at a scaled size.

:Graph Edit Options Grid displays or hides a grid that shows the outline of each cell in the range the graphic occupies. The grid lines are not part of the graphic and do not appear with the graphic when you return to the worksheet. The grid lines remain displayed or hidden until you change the selection or remove Wysiwyg from memory.

Procedure

1. Select :Graph Edit Options Grid.
2. Select No (default) to hide the grid lines or select Yes to display grid lines.

Tips

- You can also press F4 to display and hide grid lines in the graphics editing window.

:Graph Edit Quit

:Graph Edit Quit returns 1-2-3 to READY mode from the graphics editing window. When 1-2-3 returns to READY mode, the graphic you moved to the graphics editing window reflects any changes you made with the Graph Edit commands.

Procedure

1. Select :Graph Edit Quit.

NOTE You can also press CTRL-BREAK (or, in a macro, use the macro keyword {BREAK}) to return 1-2-3 to READY mode from the graphics editing window.

:Graph Edit Rearrange

:Graph Edit Rearrange copies, deletes, restores, locks, and unlocks objects; it also places objects in back of or in front of all other objects.

NOTE Although the following procedure tells you first to select a command and then to select one or more objects for the command to operate on, you can also select the objects before selecting the command. See :Graph Edit Select for information about selecting objects in the graphics editing window.

Procedure

1. Select :Graph Edit Rearrange.
2. Select Delete, Restore, Move, Copy, Lock, Unlock, Front, or Back.

Back	Places selected objects in back of all other objects in the graphics editing window. Objects in back may be hidden by objects in front of them.
Copy	Makes one copy of selected objects.
Delete	Removes selected objects from the graphics editing window.
Front	Places selected objects in front of all other objects in the graphics editing window. Objects in front may hide objects in back of them.
Lock	Protects selected objects from unwanted changes. When you lock objects, their selection indicators change from squares to diamonds.
Move	Moves selected objects within the graphics editing window.
Restore	Restores the most recently deleted objects to the graphics editing window.
Unlock	Removes the lock that protects selected objects from changes.

3. Select the object or objects you want to rearrange.

   If you selected Move, use the mouse or pointer-movement keys to move the object, and then press ENTER.

Tips

- You can press DEL to delete selected objects from the graphics editing window instead of using :Graph Edit Rearrange Delete.
- You can press INS to make a copy of selected objects instead of using :Graph Edit Rearrange Copy.

- You can also press INS to restore the most recently deleted objects instead of using :Graph Edit Rearrange Restore. To restore deleted objects, you must press INS when no objects are selected. If objects are selected, pressing INS makes a copy of those objects.
- You can use the mouse to move a selected object without using :Graph Edit Rearrange Move. Move the cursor to the selected object, press and hold the left mouse button, and drag the object to wherever you want to move it within the graphics editing window. Release the left mouse button when the object is placed where you want it.

:Graph Edit Select

:Graph Edit Select identifies one or more objects in the graphics editing window, or the underlying graphic to which they are added, for editing, moving, rearranging, or transforming with the Graph Edit commands.

Procedure

1. Select :Graph Edit Select.
2. Select One, All, None, More/Less, Cycle, Graph, or Quit.

All	Selects all objects in the graphics editing window, but not the underlying graphic.
Cycle	Selects or deselects objects and the underlying graphic by cycling through them one at a time.
Graph	Selects the underlying graphic.
More/Less	Selects or deselects objects or the underlying graphic without affecting other selected objects.
None	Deselects all selected objects and the underlying graphic.
One	Selects a single object or the underlying graphic and deselects all other selected objects.
Quit	Returns you to the :Graph Edit menu.

3. If you selected Cycle, press any of the pointer-movement keys to successively select objects. To select one object, press ENTER when selection indicators appear on that object. To select more than one object, press the space bar after selection indicators appear on each object you want, and then press ENTER when all the objects you want to select display selection indicators.

   If you selected More/Less, move the cursor to the object you want to select or deselect. To select or deselect one object, press the space bar and then ENTER when the cursor is on that object. To select or deselect more than one object, press the space bar after you move the cursor to each object you want to select or deselect, and then press ENTER when all the objects you want to select display selection indicators.

If you selected One, move the cursor to the object you want to select or deselect and press ENTER. When you select an object with :Graph Edit Select One, all other selected objects are deselected.

Tips

- You can select or deselect a single object in the graphics editing window by moving the cursor to the object and clicking the left mouse button once.
- You can select several objects in the graphics editing window by holding down the left mouse button and dragging the mouse to identify the objects you want to select.
- You can select or deselect an object without affecting other selected objects in the graphics editing window by moving the cursor to the object and holding down SHIFT while clicking once with the left mouse button.

:Graph Edit Transform

:Graph Edit Transform changes the size and orientation of objects and the underlying graphic.

NOTE Although the following procedure tells you first to select a command and then to select one or more objects for the command to operate on, you can also select the objects before selecting the command. See :Graph Edit Select for information about selecting objects in the graphics editing window.

Procedure

1. Select :Graph Edit Transform.
2. Select Size, Rotate, Quarter-Turn, X-Flip, Y-Flip, Horizontal, Vertical, or Clear.

Clear	Cancels all Graph Edit Transform commands and returns the selected objects to their original states.
Horizontal	Horizontally adjusts the skew — that is, the slant — and size of selected objects.
Quarter-Turn	Rotates the underlying graphic or selected objects around their axes at 90–degree increments.
Rotate	Rotates the underlying graphic or selected objects around their axes at any angle.
Size	Changes the size of selected objects.
Vertical	Vertically adjusts the skew — that is, the slant — and size of selected objects.
X-Flip	Flips selected objects or the underlying graphic vertically (backwards).
Y-Flip	Flips selected objects or the underlying graphic horizontally (upside down).

3. Select the graphic, object, or objects to transform.
4. If you selected Horizontal, Rotate, Size, or Vertical, use the mouse or pointer-movement keys to adjust the selected objects and press ENTER.

   NOTE Depending on your printer, when you print a graphic that contains text rotated with :Graph Edit Transform Rotate, the text may appear rotated only at 90-degree increments. PostScript® printers can print text rotated at any angle.

:Graph Edit View

:Graph Edit View enlarges and reduces areas of the graphics editing window. The Graph Edit View commands change only the appearance of the graphics editing window on your screen and do not affect the way the graphic appears in the worksheet or when it is printed.

Procedure

1. Select :Graph Edit View.
2. Select Full, In, Pan, +, –, Up, Down, Left, or Right.

Down	Moves the display down one-half screen in the graphics editing window.
Full	Redisplays the contents of the graphics editing window at normal size.
In	Enlarges an area of the graphics editing window so that it fills the screen.
Left	Moves the display left one-half screen in the graphics editing window.
–	Reduces the size of the contents of the graphics editing window. You can select – up to five consecutive times.
Pan	Lets you use + and – to enlarge and reduce the contents of the graphics editing window, and the pointer-movement keys to move the display left, right, up, or down one-half screen in the graphics editing window.
+	Enlarges the contents of the graphics editing window. You can select + up to five consecutive times.
Right	Moves the display right one-half screen in the graphics editing window.
Up	Moves the display up one-half screen in the graphics editing window.

3. If you selected Pan, use the pointer-movement keys to move left, right, up, or down in the graphics editing window and then press ENTER.

   If you selected In, use the mouse or pointer-movement keys to move the cursor to the location that will be the first corner of the area you want to enlarge. Press and

hold the left mouse button or press the space bar to anchor the first point. Drag the mouse or use the pointer-movement keys to identify the area you want to enlarge. Release the left mouse button or press ENTER.

Tips

- You can press + or – to enlarge or reduce the contents of the graphics editing window instead of using :Graph Edit View + or :Graph Edit View –.
- You can press ↑ or ↓ to move the display up or down one-half screen instead of using :Graph Edit View Up or :Graph Edit View Down.
- You can use the mouse to enlarge an area of the graphics editing window instead of using :Graph Edit View In. Move the cursor to the location that will be the first corner of the area you want to enlarge. While holding down CTRL, press and hold the left mouse button. Drag the mouse to stretch the area you want to enlarge and then release the left mouse button. To redisplay the contents of the graphics editing window at normal size, hold down CTRL and click the left mouse button.

:Graph Goto

:Graph Goto moves the cell pointer to a specific graphic in the worksheet.

Procedure

1. Select :Graph Goto.

   1-2-3 displays a list of all graphics in the worksheet.

2. Specify the graphic to which you want to move the cell pointer by pressing NAME (F3) to display a full-screen list and selecting the graphic from the list, or by entering a reference for a cell in the range the graphic occupies.

:Graph Move

:Graph Move moves a graphic to another range in the worksheet. :Graph Move does not change the number of rows and columns in the range the graphic occupies; however, if you move the graphic to a range with different row heights or column widths, 1-2-3 automatically resizes the graphic to fit in the new range. :Graph Move does not affect any data that may be underneath the graphic you move to another range.

Procedure

1. Select :Graph Move.
2. Specify the graphic to move by specifying a cell in the range the graphic occupies, or by pressing NAME (F3) and selecting the graphic from the list 1-2-3 displays.
3. Specify a range to which to move the graphic. You need to specify only the first cell of the range.

Tips

- To move a graphic to a larger or smaller range, use :Graph Settings Range.

:Graph Quit

:Graph Quit returns 1-2-3 to READY mode.

Procedure

1. Select :Graph Quit.

:Graph Remove

:Graph Remove deletes a graphic from the worksheet. :Graph Remove does not delete the actual named graph, graph file, graphic metafile, or current graph settings from memory or from disk. :Graph Remove does not affect any data that may be underneath the graphic you delete from the worksheet.

NOTE If you delete a graphic from the worksheet with :Graph Remove, any enhancements you made to the graphic with the Graph Edit commands are lost.

Procedure

1. Select :Graph Remove.
2. Specify the graphic to remove by specifying a cell in the range the graphic occupies, or by pressing NAME (F3) and selecting the graphic from the list 1-2-3 displays.

   To specify more than one graphic to remove, specify a range that contains more than one graphic.

:Graph Settings

The Graph Settings commands move and replace graphics in the worksheet, turn the display of graphics in the worksheet on or off, make graphics in the worksheet transparent or opaque, and make 1-2-3 graphs in the worksheet update automatically when the data the graphs are based on changes.

The Graph Settings commands perform the following tasks:

Command	Task
Display	Turns the display of a graphic in the worksheet on or off.
Graph	Replaces a graphic in the worksheet with another graphic.
Opaque	Makes a graphic in the worksheet transparent or opaque.
Quit	Returns 1-2-3 to READY mode.
Range	Resizes or moves a graphic in the worksheet.
Sync	Makes a named or current graph in the worksheet update automatically to reflect changes in the data on which it is based.

:Graph Settings Display

:Graph Settings Display turns the display of a graphic in the worksheet on or off. When the display of a graphic is turned off, 1-2-3 displays the graphic as a shaded rectangle in the worksheet.

Even if you turn the display of a graphic in the worksheet off, Wysiwyg still prints the actual graphic, not the shaded rectangle.

Displaying a shaded rectangle instead of an actual graphic may improve speed because 1-2-3 does not have to redraw the graphic every time it recalculates or you move around the worksheet.

Procedure

1. Select :Graph Settings Display.
2. Select Yes (default) to display a graphic in the worksheet or select No to display a shaded rectangle instead of the actual graphic.
3. Specify the graphic to display or hide by specifying a cell in the range the graphic occupies, or by pressing NAME (F3) and selecting the graphic from the list 1-2-3 displays.

   To specify more than one graphic to display or hide, specify a range that contains more than one graphic.

   NOTE If you used :Graph Edit Color Background to make the color of the range the graphic occupies transparent, 1-2-3 does not display anything in the worksheet when you select :Graph Settings Display No.
4. Select Quit to return to the :Graph menu.

:Graph Settings Graph

:Graph Settings Graph replaces a graphic in the worksheet with another graphic.

NOTE :Graph Settings Graph does not remove any enhancements made with the Graph Edit commands. To replace a graphic and its enhancements, use :Graph Remove to remove the graphic and enhancements from the worksheet, then use :Graph Add to add a different graphic.

Procedure

1. Select :Graph Settings Graph.
2. Specify the graphic to replace by specifying a cell in the range the graphic occupies, or by pressing NAME (F3) and selecting the graphic from the list 1-2-3 displays.
3. Select Current, Named, PIC, Metafile, or Blank.

Blank	Replaces the specified graphic with a blank placeholder.
Current	Replaces the specified graphic with the current graph.
Metafile	Replaces the specified graphic with a graphic saved in a .CGM file.
Named	Replaces the specified graphic with a named graph.
PIC	Replaces the specified graphic with a 1-2-3 graph saved in a .PIC file.

4. If you selected Metafile, specify a file with a .CGM extension.

   If you selected Named, specify a named graph.

   If you selected PIC, specify a file with a .PIC extension.

:Graph Settings Opaque

:Graph Settings Opaque makes graphics in the worksheet transparent or opaque.

Opaque graphics hide worksheet data under them; transparent graphics let worksheet data under them show through.

Procedure

1. Select :Graph Settings Opaque.
2. Select Yes (default) to make a graphic opaque or select No to make a graphic transparent.
3. Specify the graphic to make opaque or transparent by specifying a cell in the range the graphic occupies, or by pressing NAME (F3) and selecting the graphic from the list 1-2-3 displays.

   To specify more than one graphic to make opaque or transparent, specify a range that contains more than one graphic.

:Graph Settings Quit

:Graph Settings Quit returns 1-2-3 to READY mode.

Procedure

1. Select :Graph Settings Quit.

:Graph Settings Range

:Graph Settings Range resizes the range a graphic occupies or moves a graphic in the worksheet to a different range.

Procedure

1. Select :Graph Settings Range.
2. Specify the graphic to move or resize by specifying a cell in the range the graphic occupies, or by pressing NAME (F3) and selecting the graphic from the list 1-2-3 displays.

   To move the graphic, specify a range to which you want to move the graphic.

   To resize the graphic, use the mouse or pointer-movement keys to adjust the size of the range and press ENTER.

Tips

- To move a graphic to a range of the same size, use :Graph Move.

:Graph Settings Sync

:Graph Settings Sync turns automatic recalculation of graphs in the worksheet on or off. When automatic recalculation of graphs is on, 1-2-3 automatically updates current and named graphs in the worksheet when the data the graphs are based on changes. When automatic recalculation of graphs is off, you must use :Graph Compute to update current and named graphs in the worksheet.

Procedure

1. Select :Graph Settings Sync.
2. Select Yes (default for all current and named 1-2-3 graphs) to update a graph with every worksheet calculation or select No to update a graph only when you use :Graph Compute.
3. Specify the graphic to sync or unsync by specifying a cell in the range the graphic occupies, or by pressing NAME (F3) and selecting the graphic from the list 1-2-3 displays.

   To specify more than one graphic to sync or unsync, specify a range that contains more than one graphic.

:Graph View

:Graph View temporarily removes the worksheet from the screen and displays a graphic saved in a .PIC file or .CGM file on the full screen.

Procedure

1. Select :Graph View.
2. Select PIC to display a list of 1-2-3 graphs saved in .PIC files or select Metafile to display a list of graphics saved in .CGM files.
3. Specify the graphic to display.
4. When you have finished viewing the graphic, press any key to remove it and redisplay the worksheet.

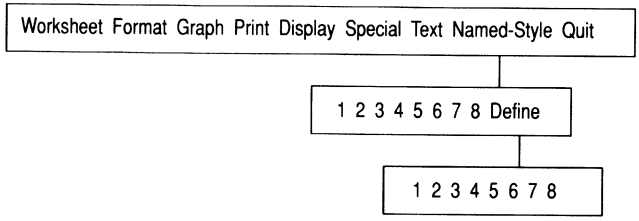
:Graph Zoom

:Graph Zoom temporarily removes the worksheet from the screen and displays a specified graphic in the worksheet on the full screen.

Procedure

1. Select :Graph Zoom.
2. Specify the graphic to display on the full screen by specifying a cell in the range the graphic occupies, or by pressing **NAME (F3)** and selecting the graphic from the list 1-2-3 displays.
3. When you finish viewing the graphic, press any key to redisplay the worksheet.

Named-Style Commands



The Named-Style commands define a **named style**, which is a collection of Wysiwyg formats taken from a single cell, and then apply the named style to one or more ranges in the current file. Each file can contain up to eight named styles.

The Named-Style commands perform the following tasks:

Command	Task
:Named-Style Define	Defines the format of a cell as a named style.
:Named-Style 1 – 8	Assigns one of eight named styles to a range.

Common Uses for Named-Style Commands

The Named-Style commands are useful for Wysiwyg formats that you use repeatedly or formats that you may want to change globally. You can use the Named-Style commands to do any of the following:

- Assign a name to a collection of formats you consistently use for monthly reports (:Named-Style Define).
- Automatically format table headings with the same collection of Wysiwyg formats throughout a worksheet (:Named-Style 1 – 8).

Reading Path

- Before you begin working with the Named-Style commands, read "Working with Ranges" in Chapter 1 of *Reference*.
- To learn how to use the mouse with Wysiwyg commands, read "Specifying Ranges with a Mouse" in Chapter 2 of this handbook.
- For information about formatting cells with Wysiwyg, read "Format Commands" earlier in this chapter.

Also, remember that you can press **HELP (F1)** when you are using any Named-Style command to get information about the command.

Named-Style Command Descriptions

The following sections describe each of the Named-Style commands in alphabetical order.

:Named-Style Define

:Named-Style Define creates a named style for the Wysiwyg formats in a specified cell.

Procedure

1. Select :Named-Style Define.
2. Select 1, 2, 3, 4, 5, 6, 7, or 8 as the number for the named style you want to define.
3. Specify the cell whose Wysiwyg formats you want to define as a named style.

   If you specify a range, 1-2-3 uses only the first cell of the range.
4. Type a name of up to 6 characters for the named style and press ENTER.

   The name will appear in the menu after its corresponding named-style number (1, 2, 3, 4, 5, 6, 7, or 8) the next time you select :Named-Style.
5. Type a description of up to 37 characters for the named style and press ENTER.

   The description will appear in the third line of the control panel the next time the menu pointer is on the corresponding named-style number (1, 2, 3, 4, 5, 6, 7, or 8).

Tips

- If you redefine a named style, 1-2-3 automatically reformats any ranges you formatted with that named style.
- If you use :Format Font Replace to change a font in the current font set, 1-2-3 automatically reformats any ranges you formatted with named styles that contain that font.

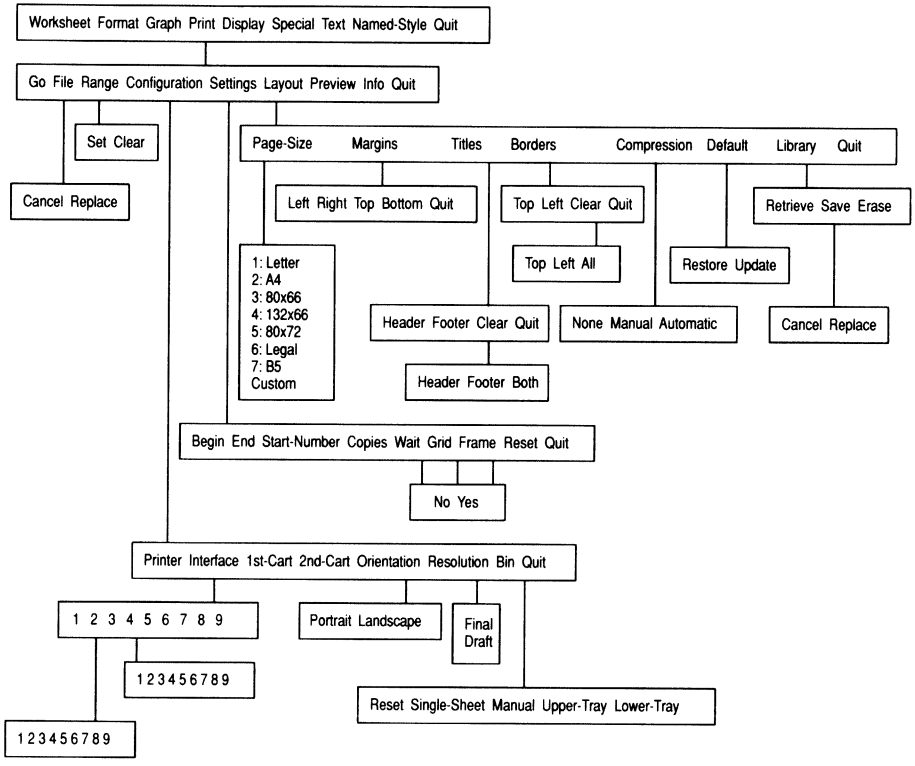
:Named-Style 1 – 8

:Named-Style 1 – 8 formats one or more ranges with one of the named styles you defined with :Named-Style Define. See "Specifying Multiple Ranges" in Chapter 1 of *Reference* to learn how to specify multiple ranges.

Procedure

1. Select :Named-Style.
2. Select 1, 2, 3, 4, 5, 6, 7, or 8 as the number of the named style you want to use.
3. Specify the range to format with the named style.

Print Commands



The Print commands create printed copies of your work that include all formatting done with the Wysiwyg commands. You can print data and graphics on a printer or to an encoded file.

The Print commands perform the following tasks:

Command	Task
:Print Configuration	Specifies the printer, printer interface, font cartridges, orientation, resolution, and paper-feed method.
:Print File	Prints your data to an encoded file.
:Print Go	Sends your data to a printer.
:Print Info	Removes or redisplays the Wysiwyg print status screen.
:Print Layout	Specifies the page size, margins, headers and footers, border columns and rows, and print compression; updates and restores the default page layout; and saves page layouts in files on disk.

(Continued)

Command	Task
:Print Preview	Displays on the screen how printed pages will look.
:Print Quit	Returns 1-2-3 to READY mode.
:Print Range	Specifies the print range.
:Print Settings	Specifies which pages to print, page numbering in headers and footers, the number of copies to print, whether to print the worksheet frame, whether to print grid lines, and whether to pause for manual paper feed before each page.

Common Uses for Print Commands

The Print commands let you print worksheets you formatted with Wysiwyg. You can use the Print commands to do any of the following:

- Specify final or draft print quality for your printed documents (:Print Configuration Resolution).
- Print only specified pages of the print range (:Print Settings).
- See on your screen how the document will look when printed so you can make adjustments before printing (:Print Preview).

Reading Path

- Before you begin working with the Print commands, read "Working with Ranges" and "Working with Files" in Chapter 1 of *Reference*.
- To learn how to use a mouse when you work with the Print commands, read "Specifying Ranges with a Mouse" in Chapter 2 of this handbook.
- To learn about the method Wysiwyg uses to print and to display print error messages, read "Background Printing" below.
- To learn the basic steps for printing your work using Wysiwyg, read "Basic Procedures for Printing with Wysiwyg," which follows.

Also, remember that you can press **HELP (F1)** when you are using any Print command to get information about the command.

Terms You Need to Know

- A **print job** consists of ranges of data and graphics that Wysiwyg sends to a printer or an encoded file. The print job begins when you use :Print Go or :Print File to start printing.
- An **encoded file** can contain 1-2-3 data, graphics, and printer codes for all Wysiwyg options, such as fonts, colors, line spacing, and print compression. You can create an encoded file to print a print job on a different printer from the one attached to your computer, such as a printer you share with other members of your department.
- The **default printer** is the printer 1-2-3 automatically uses for printing when you start 1-2-3. The default printer is the same for 1-2-3 printing and Wysiwyg printing. Initially, the default printer is the first printer you selected in the Install program.
- The **current printer** is the most recent printer you selected with either /Print [E,P] Options Advanced Device Name or :Print Configuration Printer. Wysiwyg prints on the current printer when you use :Print Go and generates printer codes for the current printer when you use :Print File. If you did not select a printer with either /Print [E,P] Options Advanced Device Name or :Print Configuration Printer, then the current printer is the same as the default printer.
- **Background printing** is the ability of Wysiwyg to print data on a printer while you continue to work in the worksheet. For more information, see "Background Printing," which follows.

Background Printing

When you print on a printer, Wysiwyg stores the print job in temporary files so you can continue to work in the worksheet or create additional print jobs without waiting for your print job to finish printing. This is called background printing. Wysiwyg prints print jobs in the order in which you create them.

1-2-3 displays the PRT indicator at the bottom of the screen when it prints on a printer or to a file. The PRT indicator appears when you select :Print Go or :Print File and remains on the screen until Wysiwyg finishes printing or you select /Print Cancel.

Wysiwyg stores the print job in temporary files in the directory that contains the 1-2-3 program files (unless you select /Worksheet Global Default Temp and specify a different directory for the temporary files). Wysiwyg erases the temporary files when it is finished printing, when you remove Wysiwyg from memory, or when you end 1-2-3. If you turn off your computer or restart it with CTRL-ALT-DEL before Wysiwyg finishes printing, the temporary files are not erased. If this happens, you can use the operating system ERASE command to erase the files, the names of which begin with the letters FILE and end with the extension .TMP.

Tips

- For the most part, the ability of Wysiwyg to print in the background will not affect the speed at which it prints your data. In a few instances, however, Wysiwyg may print slowly, for example, when you read a large file into memory while printing a large range on a printer that does not have a large print buffer. If you find that background printing in Wysiwyg takes longer than printing usually takes, you may want to stop working in the worksheet while Wysiwyg prints.

Background Print Error Messages

If the printer develops a problem while it is printing, 1-2-3 displays an error message. Because Wysiwyg is printing in the background, however, the error is a background error; 1-2-3 does not go into ERROR mode. You can continue working in the worksheet.

When you want to resume printing, correct the printer problem and then select /Print Resume. If you want to stop printing, select /Print Cancel.

NOTE 1-2-3 does not remove the background error message from the screen until you select /Print Resume or /Print Cancel. Pressing ESC does not remove a background error message from the screen.

Basic Procedures for Printing with Wysiwyg

This section explains how to create and print encoded files and how to print ranges, including graphics in the worksheet, on a printer.

Before you print, be sure to do the following:

- Make sure you used the Install program to install a printer for use with 1-2-3 and Wysiwyg. If you are not sure if you installed a printer, select :Print and see if Wysiwyg displays a printer name on the print status screen. If Wysiwyg does not display a printer name, refer to Chapter 4 of *Setting Up 1-2-3* for information on installing your printer.
- Prepare the device on which you want to print. For instance, if you want to print on a printer, be sure the printer and the correct interface are current, the printer is turned on, and that the paper is aligned at the top of a page. If you want to print to a file on a diskette, be sure the diskette is in the disk drive and the drive door is closed.

Printing on a Printer

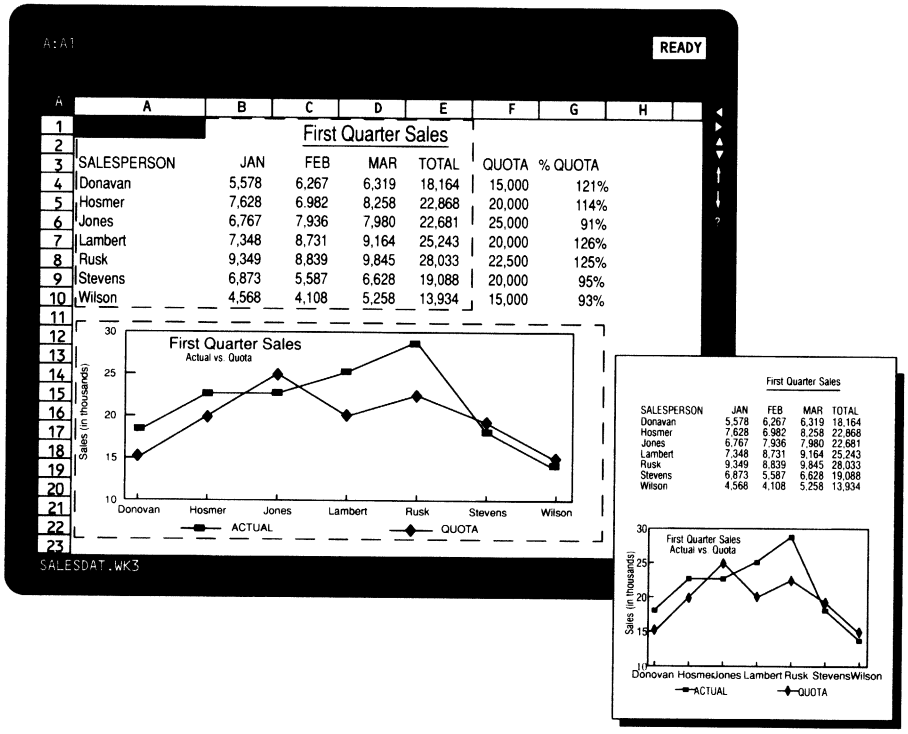


Figure 3–9 A print range on screen and on paper

Follow these steps to print a range on a printer:

1. Make sure the printer you want to print on and the correct interface are current, and the printer is on-line and the paper is at the top of a page.

   To make a printer current, use :Print Configuration Printer. To make a printer interface current, use :Print Configuration Interface. After selecting the printer and interface you want to use, select Quit to return to the :Print menu.

2. Select Range and then select Set.

3. Specify the range or ranges you want to print. The ranges must be in the current file, and can include graphics you added to the worksheet. See :Print Range for information on specifying ranges to print.

4. (Optional) Select Configuration, Layout, or Settings to specify options for your printer and printed range. See :Print Configuration, :Print Layout, and :Print Settings for a description of available options.

5. Select Go to print the range.

If you do not change the margins or page length, Wysiwyg uses the following default settings when it prints a range:

Option	Setting
Beginning page	1
Bottom margin	.55″
Compression	None
Copies	1
Ending page	9999
Left margin	.50″
Page size	Letter (8 1/2″ x 11″)
Right margin	.50″
Start number	1
Top margin	.50″

Creating an Encoded File

Follow these steps to create an encoded file:

1. Make sure the printer on which you will print the file is current.

   Wysiwyg places printer codes in the file to tell the printer about the print options you selected. The printer codes work only with the printer that is current when you create the file. To make a printer current, use :Print Configuration Printer.

2. Select Range and then select Set.

3. Specify the range or ranges you want to print. The ranges can be in any active file. See :Print Range for information on specifying ranges to print.

4. (Optional) Select Layout or Settings to specify options for your printed range. See :Print Layout and :Print Settings for a description of available options.

5. Select File.

6. Specify a file name. Wysiwyg automatically uses the extension .ENC for encoded files, unless you specify a different extension.

7. If you are updating an existing encoded file, select Cancel to return 1-2-3 to READY mode without saving an encoded file or select Replace to write over the encoded file on disk with the current file.

   As soon as you have specified a file name, Wysiwyg creates the encoded file.

Tips

- To print an encoded file on a printer, use the operating system COPY command, following these directions:

  At the operating system prompt, enter

  copy [*path*]*filename* /b *device*

  (No path is necessary if the file is in the current directory.)

  For example, enter copy c:\123r3\budget.enc/b lpt1 to print the file BUDGET.ENC in the C:\123R3 directory on device LPT1.

  Be sure to include the extension .ENC when you type the file name. Follow the extension with /b so the operating system correctly interprets the information in the encoded file.

  For more details about the operating system COPY command, consult your operating system manual or technical resource person.

Print Command Descriptions

The following sections describe each of the Print commands in alphabetical order.

:Print Configuration

The Print Configuration commands perform the following tasks:

Command	Task
Bin	Specifies the paper-feed option to use when the current printer offers more than one paper-feed opiton.
1st-Cart	Changes the first font cartridge when the current printer supports font cartridges or font cards.
Interface	Changes the current printer interface.
Orientation	Determines whether Wysiwyg prints in portrait mode or landscape mode, if landscape mode is available on your printer.
Printer	Changes the current printer.
Quit	Returns you to the :Print menu.
Resolution	Specifies draft or final print quality.
2nd-Cart	Changes the second font cartridge when the current printer supports font cartridges or font cards.

:Print Configuration Bin

:Print Configuration Bin specifies which paper-feed option to use with printers that offer more than one. For example, your printer may have more than one paper tray, or both manual and automatic paper-feed options.

Procedure

1. Select :Print Configuration Bin.
2. Select Reset, Single-Sheet, Manual, Upper-Tray, or Lower-Tray.

Lower-Tray	Uses a printer's bottom paper tray.
Manual	Uses a printer's manual paper-feed option.
Reset	Clears the current bin setting.
Single-Sheet	Uses a printer's single-sheet feeder.
Upper-Tray	Uses a printer's top paper tray.

If your printer does not have more than one paper tray, selecting Lower-Tray or Upper-Tray has no effect.

If you printer does not have a single-sheet feeder, selecting Single-Sheet makes Wysiwyg issue a form feed at the end of each page, which may result in paper misalignment.

:Print Configuration 1st-Cart

:Print Configuration 1st-Cart controls printers that support font cartridges or font cards by specifying a font cartridge or font card for your printer to use.

NOTE If your printer does not support font cartridges or font cards, selecting :Print Configuration 1st-Cart has no effect.

Procedure

1. Select :Print Configuration 1st-Cart.

   Wysiwyg displays a list of font-cartridge files or font-card files with a .CAR extension.

2. Select a font-cartridge file or font-card file to use with the current printer.

   NOTE If your printer's font cartridge does not match the font-cartridge file you selected, unexpected results may occur.

Tips

- If your printer supports two font cartridges, you can use :Print Configuration 2nd-Cart to specify a second font cartridge without changing the font cartridge you specified with :Print Configuration 1st-Cart.

:Print Configuration Interface

:Print Configuration Interface specifies the interface, or port, by which your computer is connected to the printer, and selects the baud rate (speed of transmission) for serial ports.

Procedure

1. Select :Print Configuration Interface.
2. Specify the correct port for your printer and, if you selected a serial port, specify the correct baud rate for your printer.

   If you want to print on a networked printer, select 5 (LPT1), 6 (LPT2), 7 (LPT3), 8 (COM1), or 9 (COM2). If you are not sure which is the correct printer port for your network printer, ask your network administrator.

   If you selected Interface 8 or 9 (COM1 or COM2), you must use the operating system MODE command to set the baud rate and other communications settings for the serial port. See your operating system manual for details.

   NOTE If you specify a printer interface with /Print [E,P] Options Advanced Device Interface, that interface becomes the current interface for Wysiwyg.

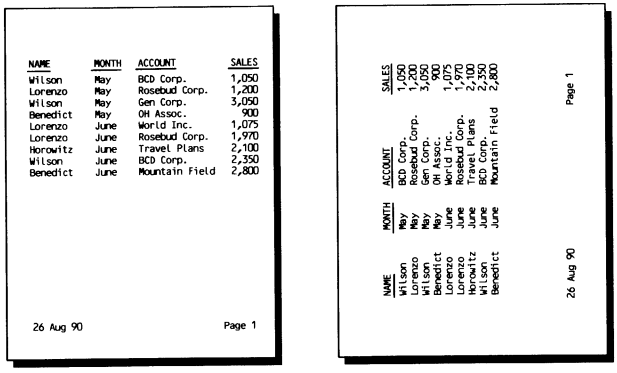
Tips

- When you use :Print Configuration Interface to select a port or baud rate, 1-2-3 saves your selection with the worksheet file. When you use the same worksheet file again, whether on the same computer or a different computer, this selection determines the current port and baud rate.

  If you plan to use this file on a different computer that uses a different port or baud rate, select /Print [E,F,P] Clear Device to clear the port and baud rate before you save the file.

:Print Configuration Orientation

:Print Configuration Orientation specifies whether Wysiwyg prints in **portrait mode** (across the width of the paper) or **landscape mode** (across the length of the paper), if landscape mode is available on your printer.



NAME	MONTH	ACCOUNT	SALES
Wilson	May	BCD Corp.	1,050
Lorenzo	May	Rosebud Corp.	1,200
Wilson	May	Gen Corp.	3,050
Benedict	May	OH Assoc.	900
Lorenzo	June	World Inc.	1,075
Lorenzo	June	Rosebud Corp.	1,970
Horowitz	June	Travel Plans	2,100
Wilson	June	BCD Corp.	2,350
Benedict	June	Mountain Field	2,800

Figure 3–10 A print range in portrait mode and landscape mode

NOTE Most laser printers and all PostScript printers can print in landscape mode. If your printer cannot print in landscape mode, 1-2-3 displays an error message when you select :Print Go. To find out if your printer can print in landscape mode, consult your printer manual or technical resource person.

Procedure

1. Select :Print Configuration Orientation.
2. Select Portrait (default) or Landscape.

:Print Configuration Printer

:Print Configuration Printer selects the printer on which to print from a list of printers you selected during the 1-2-3 Install program.

Procedure

1. Select :Print Configuration Printer.

   Wysiwyg displays a list of numbers (or numbers and letters if you installed more than nine printers), each corresponding to one of the printers you selected during the Install program.

2. Select the number or letter of the printer you want to use.

   NOTE If you specify a printer with /Print [E,P] Options Advanced Device Name, that printer becomes the current printer for Wysiwyg.

Tips

- When you use :Print Configuration Printer to select a printer number (or letter), 1-2-3 saves your selection with the worksheet file. When you use the same worksheet file again, whether on the same computer or a different computer, this selection determines the current printer number (or letter).

If you plan to use this file on a different computer that uses a different printer number (or letter), select /Print [E,F,P] Clear Device to clear the printer number (or letter) before you save the file.

:Print Configuration Quit

:Print Configuration Quit returns you to the :Print menu.

Procedure

1. Select :Print Configuration Quit.

:Print Configuration Resolution

:Print Configuration Resolution specifies the density, or dots per inch, of your printed document. With higher resolution, printed characters and graphics appear more precise and better defined, but printing is slower.

Procedure

1. Select :Print Configuration Resolution.
2. Select Final (default) to print with higher resolution or select Draft to print with lower resolution.

:Print Configuration 2nd-Cart

:Print Configuration 2nd-Cart controls printers that support font cartridges or font cards by specifying a font cartridge or font card for your printer to use.

NOTE If your printer does not support font cartridges or font cards, :Print Configuration 2nd-Cart has no effect.

Procedure

1. Select :Print Configuration 2nd-Cart.

   Wysiwyg displays a list of font-cartridge or font-card files with a .CAR extension.

2. Select a font-cartridge or font-card file to use with the current printer.

   NOTE If your printer's font cartridge does not match the font-cartridge file you selected, unexpected results may occur.

:Print File

:Print File prints your data to an encoded file. The file can include 1-2-3 data, graphics, and printer codes for all Wysiwyg options, such as fonts, colors, line spacing, and print compression. The printer codes Wysiwyg uses are specific to your current printer. Because printers vary in the way they interpret codes, you probably will not be able to print the encoded file on a printer other than the one that was current when you created the encoded file. You also cannot read an encoded file back into 1-2-3.

For steps to create and print an encoded file, see "Creating an Encoded File" in "Basic Procedures for Printing in Wysiwyg" earlier in the Print commands.

Procedure

1. Make sure you specified a print range with :Print Range.
2. Select :Print File.
3. Specify a name for the encoded file.

   Wysiwyg automatically adds the extension .ENC to encoded files unless you specify a different extension.
4. If you are updating an existing encoded file, select Cancel to return 1-2-3 to READY mode without saving an encoded file or select Replace to write over the encoded file on disk with the current file.

Tips

- To create a **text file**, which contains data but no formatting or graphics, use /Print File. See "Print Commands" in Chapter 2 of *Reference* for more information about creating a text file.

:Print Go

:Print Go sends your data to a printer.

Procedure

1. Make sure you specified a print range with :Print Range.
2. Make sure the printer is on–line and the paper is at the top of a page.
3. Select :Print Go.

   To stop printing and cancel any other Wysiwyg and 1-2-3 print jobs that are waiting to print, use /Print Cancel.

   To temporarily stop printing if you need to perform a printer task, such as changing the paper, use /Print Suspend. When you want to continue printing, use /Print Resume.

:Print Info

:Print Info removes or redisplays the Wysiwyg print status screen that overlays the worksheet when you select :Print. Figure 3–11 shows the Wysiwyg print status screen with sample information.

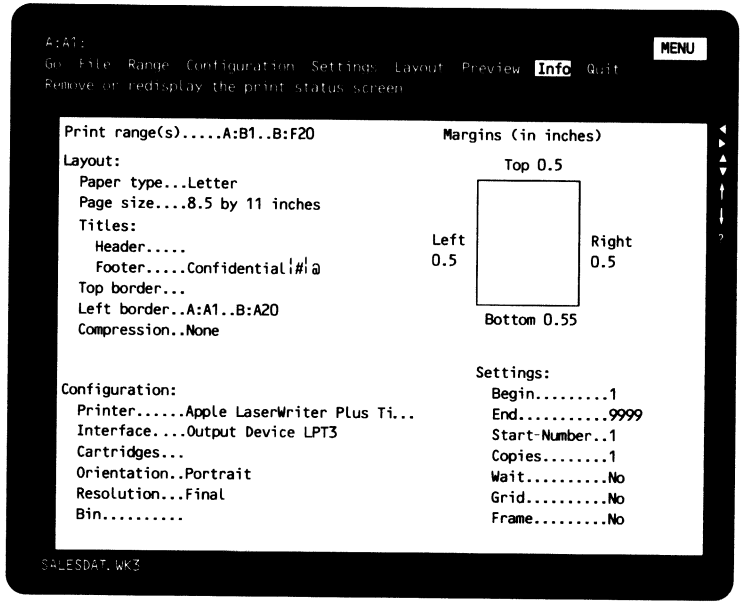


Figure 3–11 A sample print status screen

Procedure

1. Select :Print Info.

   1-2-3 removes the Wysiwyg print status screen if it is displayed, or displays the screen if it is not displayed.

Tips

- You can also press **WINDOW (F6)** to remove or display the Wysiwyg print status screen when you are using the :Print menu.

:Print Layout

:Print Layout controls the **page layout**, or the overall positioning and appearance of the page. 1-2-3 saves page layout settings for a worksheet file in that file's corresponding format file.

The Print Layout commands perform the following tasks:

Command	Task
Borders	Specifies one or more columns to print on the left of every page and every print range and/or one or more rows to print at the top of every page and above every print range, and clears print border settings.
Compression	Compresses a print range (so printed data is smaller and more data fits on a printed page) or expands a print range (so printed data is larger and less data fits on a printed page).
Default	Creates new default page layout settings or replaces the current page layout settings with the default page layout settings.
Library	Retrieves, saves, or erases page layout libraries on disk.
Margins	Specifies margins for the printed page.
Page-Size	Specifies the length and width of the page.
Quit	Returns you to the :Print menu.
Titles	Creates or clears page headers and footers.

:Print Layout Borders

:Print Layout Borders specifies one or more columns to print at the left of every page and print range and/or one or more rows to print at the top of every page and above every print range.

Procedure

1. Select :Print Layout Borders.

Clear	Removes border columns, border rows, or both.
Left	Specifies columns you want to print as vertical headings on the left side of each printed page and every print range.
Quit	Returns you to the :Print Layout menu.
Top	Specifies rows you want to print as horizontal headings at the top of each printed page and above every print range.

2. If you selected Left or Top, specify a range that includes the rows or columns you want to use as a border. The range needs to include only one cell from each of the rows or columns you want as a border.

   NOTE Do not include in your print range the rows and columns you specified as borders, or Wysiwyg will print those rows and columns twice.

If you selected Clear, select Top, Left, or All.

All	Removes border columns and rows.
Left	Removes border columns.
Top	Removes border rows.

Wysiwyg prints borders that correspond only to the rows and columns in your print range. For instance, if you specify D3..D15 as your print range and column A as your border, Wysiwyg prints the contents of cells A3 through A15 as the border.

Wysiwyg takes the border columns and rows from the worksheets that contain the print range. For instance, if you specify A:D3..C:D15 as your print range and column A as your border, Wysiwyg prints A:A3..A:A15 as the border for the range A:D3..A:D15, B:A3..B:A15 as the border for the range B:D3..B:D15, and C:A3..C:A15 as the border for the range C:D3..C:D15.

Examples

Figure 3–12 shows a range printed with no borders and with two different border settings.

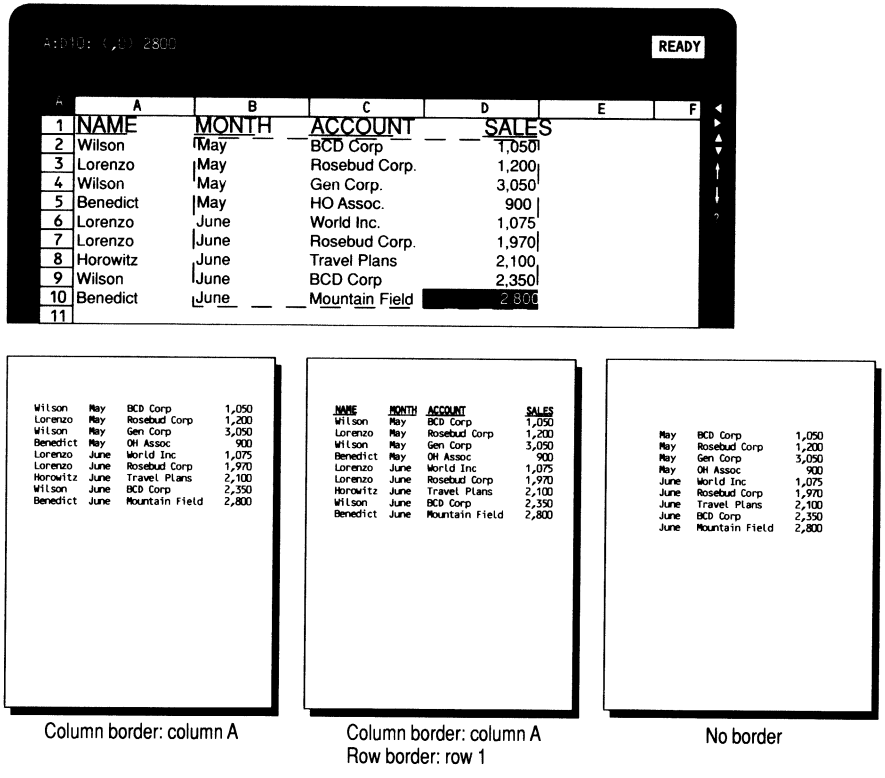


Figure 3–12 Using a column border, column and row borders, and no border

:Print Layout Compression

:Print Layout Compression compresses a print range (so printed data is smaller and more data fits on a printed page) or expands a print range (so printed data is larger and less data fits on a printed page).

Procedure

1. Select :Print Layout Compression.
2. Select None (default), Automatic, or Manual.

Automatic	Automatically compresses a print range, by up to a factor of seven, with the goal of fitting the range on one printed page whenever possible. :Print Layout Compression Automatic does not ignore page breaks inserted with either /Worksheet Page or :Worksheet Page.
Manual	Compresses or expands the print range, depending on the percentage you specify.
None	Removes compression or expansion settings from a print range.

3. If you selected Manual, you must specify a percentage from 15 to 1000. To compress the print range, specify a percentage less than 100. To expand the print range, specify a percentage greater than 100. For example, to compress the print range to 75% of its normal size, enter 75.

Tips

- Wysiwyg uses the closest installed type size for expanded and compressed printing. If you want to print expanded characters in type sizes that are larger than you installed, your printer may print distorted-looking characters.

:Print Layout Default

:Print Layout Default creates a new default page layout or replaces the current page layout with the default page layout. The **default page layout** is the collection of :Print Layout settings that is initially available when you read Wysiwyg into memory with a new file. Wysiwyg saves the default page layout in a file named LAYOUT3.CNF

The initial default page layout has a page size of 8 1/2" x 11", left, right, and top margins of .50", a bottom margin of .55", and no compression. The other page layout settings are blank.

Procedure

1. Select :Print Layout Default.
2. Select Restore to replace the current page layout with the default page layout or select Update to save the current page layout as the default page layout.

:Print Layout Library

:Print Layout Library creates, retrieves, and deletes page layout libraries. A **page layout library** is a file in which you save the current :Print Layout settings so you can reuse the same settings without having to respecify them. For example, you could create a page layout library for a report you print on a regular basis.

The Print Layout Library commands perform the following tasks:

Command	Task
Erase	Deletes one page layout library from disk.
Retrieve	Makes current the :Print Layout settings saved in the page layout library you specify.
Save	Saves the current :Print Layout settings in a page layout library on disk.

:Print Layout Library Erase deletes one page layout library from disk.

Procedure

1. Select :Print Layout Library Erase.
2. Specify the page layout library you want to delete.

:Print Layout Library Retrieve makes current the :Print Layout settings saved in the page layout library you specify.

Procedure

1. Select :Print Layout Library Retrieve.
2. Specify the page layout library you want to use.

:Print Layout Library Save saves the current :Print Layout settings in a page layout library on disk. Use this command to create a new page layout library or to change the settings saved in an existing page layout library.

Procedure

1. Use the Print Layout commands to create the page layout settings. For example, if you want Wysiwyg to compress the print range so it fits on one page, use :Print Layout Compression.
2. Select :Print Layout Library Save.

3. Specify a file name for the page layout library.

   Wysiwyg automatically adds the extension .AL3 to a page layout library unless you enter a different extension.

4. If you are updating an existing layout library, select Cancel to return 1-2-3 to READY mode without saving the current layout library or select Replace to write over the layout library on disk with the current layout library.

:Print Layout Margins

:Print Layout Margins sets left, right, top, and bottom margins.

Use :Print Layout Margins only if you want to set margins that are different from the default margin settings, which are .50" for left, right, and top, and .55" for bottom (unless you changed them with :Print Layout Default).

Procedure

1. Select :Print Layout Margins.
2. Select Left, Right, Top, Bottom, or Quit.

   Wysiwyg displays the current margin setting, unless you selected Quit. Selecting Quit returns you to the :Print Layout menu.

3. Enter a margin setting.

   To specify a margin in inches, type in after you type a margin setting.

   To specify a margin in millimeters, type mm after you type a margin setting. You can also type cm to denote a margin setting in centimeters; Wysiwyg automatically converts the setting to millimeters.

   The last unit of measurement you enter, inches or millimeters, becomes the default for all margins, page width, and page length.

   NOTE Combined Left and Right margin settings cannot be greater than the width of the paper. Combined Top and Bottom margin settings cannot be greater than the length of the paper.

:Print Layout Page-Size

:Print Layout Page-Size specifies the length and width of the paper you are printing on, in either inches or millimeters.

Procedure

1. Select :Print Layout Page-Size.
2. Select 1:Letter, 2:A4, 3:80x66, 4:132x66, 5:80x72, 6:Legal, 7:B5, or Custom.

1:Letter	8 1/2" x 11" (216mm x 279mm)
2:A4	8.268" x 11.693" (210mm x 297mm)
3:80x66	8 1/2" x 11" fanfold (216mm x 279mm)

4:132x66	14" x 11" fanfold (256mm x 279mm)
5:80x72	8 1/2" x 12" fanfold (216mm x 305mm)
6:Legal	8 1/2" x 14" (216mm x 356mm)
7:B5	6.929" x 9.843" (176mm x 250mm)
Custom	Specifies page length and width

3. If you selected Custom, enter the page width and length in inches or millimeters.

   - Enter the page width in inches by typing a number from 1.5 to 32 followed by in and pressing ENTER. Then enter the page length in inches by typing a number from 1.5 to 32 followed by in and pressing ENTER.
   - Enter the page width in millimeters by typing a number from 38 to 812 followed by mm and pressing ENTER. Then enter the page length in millimeters by typing a number from 38 to 812 followed by mm and pressing ENTER. You can also type cm to denote a setting in centimeters; Wysiwyg automatically converts the setting to millimeters.

   The last unit of measurement you enter, inches or millimeters, becomes the default for all margins, page width, and page length.

:Print Layout Quit

:Print Layout Quit returns you to the :Print menu.

Procedure

1. Select :Print Layout Quit.

:Print Layout Titles

:Print Layout Titles creates and deletes headers and footers. A **header** is a line of text just below the top margin of every page. A **footer** is a line of text just above the bottom margin of every page.

Wysiwyg prints the header on the line below the top margin and the footer on the line above the bottom margin. Wysiwyg always leaves two blank lines, measured in the default font, between printed data and the header or footer.

You can enter up to 512 bytes (most characters and symbols are one byte) for a header or footer, but Wysiwyg will not print any characters that extend beyond the right margin. Wysiwyg uses four symbols to format headers and footers: # (pound sign), @ (at sign), | (vertical bar), and \ (backslash).

- Use # (pound sign) to include a page number on every printed page. Wysiwyg numbers the pages in your print range consecutively, starting with the number you set with :Print Settings Start-Number.
- Use @ (at sign) to include the current date on every printed page. Wysiwyg uses the date supplied by your computer's internal clock. The format of the date is controlled by /Worksheet Global Default Other International Date.

- Use ¦ (vertical bar) to left-align, center, and right-align segments of a header or footer. Wysiwyg left-aligns header or footer text you enter before one vertical bar, centers header or footer text you enter after one vertical bar, and right-aligns header or footer text you enter after a second vertical bar. If you do not type any vertical bars, 1-2-3 left-aligns the entire header or footer.
- Use \ (backslash) followed by a cell address or range name to copy to a header or footer the contents of a cell that the address or range name refers to. For example, \C:B1 would fill the header or footer with the contents of cell C:B1.

  NOTE If you specify a range as the address of your header or footer, Wysiwyg uses the contents of only the first cell of the range.

Figure 3–13 shows three different footers for page 7 of a personal budget printed on August 12, 1990.

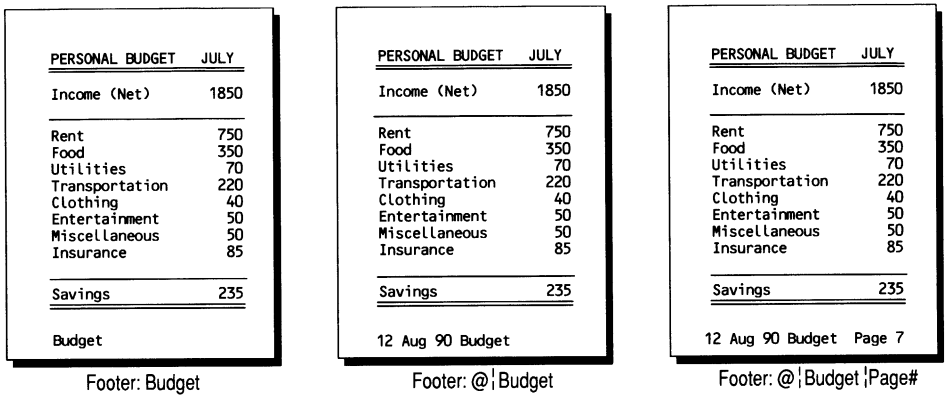


Figure 3–13 Left-aligned, centered, and right-aligned footer text.

Procedure

1. Select :Print Layout Titles.
2. Select Header, Footer, Clear, or Quit.

Clear	Deletes the header and/or footer.
Footer	Specifies the footer.
Header	Specifies the header.
Quit	Returns you to the :Print Layout menu.

3. If you selected Header or Footer, specify the header or footer text.

   If you selected Clear, select Header, Footer, or Both.

Both	Deletes the header and footer.
Footer	Deletes the footer.
Header	Deletes the header.

Tips

- You can use the Wysiwyg formatting sequences to format header and footer text. See "Using Formatting Sequences" in "Format Commands" earlier in this chapter for more information on formatting sequences.

:Print Preview

:Print Preview temporarily removes the worksheet from the screen and displays the print range as Wysiwyg will format it for printing, page by page.

Procedure

1. Select :Print Preview.

   Wysiwyg displays the first page of the print range.

2. Press any key except ESC to cycle through the pages, or press ESC to redisplay the worksheet.

:Print Quit

:Print Quit returns 1-2-3 to READY mode.

Procedure

1. Select :Print Quit.

:Print Range

:Print Range specifies or cancels the print range, which is the data Wysiwyg prints when you select :Print Go or :Print File. The print range can include graphics you add to the worksheet with :Graph Add.

Procedure

1. Select :Print Range.
2. Select Set to specify the print range or select Clear to clear the settings for the current print range.

3. If you selected Set, specify the print range to set.

   The print range can include any number of ranges in the current file.

   - To set a single range as the print range, specify the range.

     If the print range includes a long label, include in the print range the cells the long label overlaps as well as the cell in which you entered the long label. For example, to print a long label entered in A1 that overlaps B1 and C1, be sure you include cells A1, B1, and C1 in the print range.

   - To set multiple ranges as the print range, place an argument separator, such as a comma or semicolon, after each range to separate it from the next range.

     For example, specify D:D1..F12;SUMMARY;A:A1..C:B5 to print the range D1..F12 from worksheet D, then the range named SUMMARY from the current worksheet, and then the range A1..B5 from worksheets A through C.

     If you specify multiple ranges, 1-2-3 prints them below one another in the order you specified them.

Tips

- When a print range includes hidden columns, Wysiwyg does not print the hidden columns.
- 1-2-3 saves the print range as part of the format file.
- In graphics display mode, the boundaries of the print range appear as dashed lines along the edges of the print range. The dashed lines remain on the screen until you clear the print range with :Print Range Clear.

:Print Settings

The Print Settings commands specify which pages of a print range and the number of copies to print, control page numbering, specify whether to print the worksheet frame and grid lines, and tell the printer whether to pause for manual paper feed.

The Wysiwyg print settings are separate from the 1-2-3 print settings (set with /Print [E,F,P] Options) and, except for the Frame and Grid settings, affect only the current Wysiwyg session. Only the Frame and Grid settings are saved with the format file; the remaining print settings return to the defaults when you end 1-2-3, remove Wysiwyg from memory, or use /Worksheet Erase Yes or /File New.

The Print Settings commands perform the following tasks:

Command	Task
Begin	Specifies the number of the page at which to begin printing.
Copies	Specifies the number of copies to print.
End	Specifies the last page to print.
Frame	Specifies whether to print the worksheet frame with the print range.
Grid	Specifies whether to print the worksheet grid with the print range.
Quit	Returns you to the :Print menu.
Reset	Returns the Wysiwyg print settings to the defaults.
Start-Number	Specifies the page number for the first page in the print range.
Wait	Suspends printing after each page.

:Print Settings Begin

:Print Settings Begin specifies the number of the page at which to begin printing.

The beginning page number depends on the page numbering you specify with :Print Settings Start-Number. For example, if you set the first page to 5 with :Print Settings Start-Number and then set the beginning page to 6 with :Print Settings Begin, Wysiwyg begins printing the document at the second page of the print range — the page numbered 6.

Procedure

1. Select :Print Settings Begin.
2. Specify the beginning page by entering a number from 1 (default) to 9999.

:Print Settings Copies

:Print Settings Copies specifies the number of copies of a document to print at one time.

Procedure

1. Select :Print Settings Copies.
2. Specify the number of copies to print by entering a number from 1 (default) to 99.

:Print Settings End

:Print Settings End specifies the last page to print.

The ending page number depends on the page numbering you specify with :Print Settings Start-Number. For example, if you set the first page to 2 with :Print Settings Start-Number and then set the ending page to 2 with :Print Settings End, Wysiwyg prints page 2 only.

Procedure

1. Select :Print Settings End.
2. Specify the ending page by entering a number from 1 to 9999 (default).

:Print Settings Frame

:Print Settings Frame determines whether to print the worksheet frame (worksheet and column letters and row numbers) at the top and the left of every page and print range.

Procedure

1. Select :Print Settings Frame.
2. Select No (default) to suppress printing of the worksheet frame or select Yes to print the worksheet frame to the left of and above each printed page and print range.

NOTE Wysiwyg prints the standard 1-2-3 worksheet frame regardless of how you choose to display the worksheet frame with :Display Options Frame.

:Print Settings Grid

:Print Settings Grid determines whether to print the worksheet grid on each printed page and with every print range.

Procedure

1. Select :Print Settings Grid.
2. Select No (default) to cancel printing of grid lines or select Yes to print grid lines on each printed page and with every print range.

:Print Settings Quit

:Print Settings Quit returns you to the :Print menu.

Procedure

1. Select :Print Settings Quit.

:Print Settings Reset

:Print Settings Reset returns all print settings set with the Print Settings commands to the defaults.

Procedure

1. Select :Print Settings Reset.

:Print Settings Start-Number

:Print Settings Start-Number sets the page number to assign to the first printed page. The default first page is 1.

NOTE You must specify a header or footer that contains # (pound sign) to include a page number on every printed page. See :Print Layout Titles earlier in "Print Commands" for information about creating headers and footers.

Procedure

1. Select :Print Settings Start-Number.
2. Specify the number to assign to the first page in the print range by entering a number from 1 (default) to 9999.

   Wysiwyg numbers all pages in the print range consecutively, starting with the page number you specify.

:Print Settings Wait

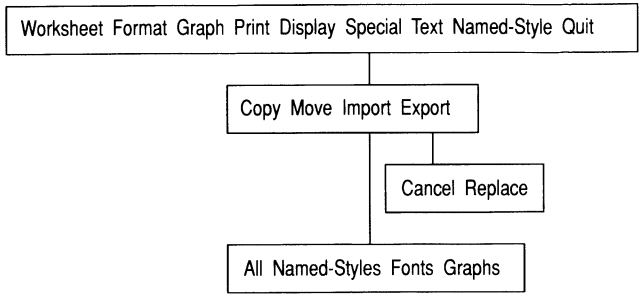
:Print Settings Wait suspends printing after each page.

Use :Print Settings Wait when you are printing on a printer that requires manual paper feeding.

Procedure

1. Select :Print Settings Wait.
2. Select No (default) if you do not want Wysiwyg to wait after it prints each page or select Yes if you want Wysiwyg to wait after it prints each page.

If you selected Yes, Wysiwyg prompts you to insert the next sheet of paper after it prints each page. Insert the next sheet of paper and then select /Print Resume.



The Special commands copy and move formats from one range to another, import formats and graphics from other worksheet files, and export formats and graphics from the current worksheet file to worksheet files on disk.

The Special commands perform the following tasks:

Command	Task
:Special Copy	Copies the Wysiwyg formats of a range to another range.
:Special Export	Saves the format of the current file in a Wysiwyg, Impress, or Allways format file on disk.
:Special Import	Reads a Wysiwyg, Impress, or Allways format file on disk into memory and applies its formats to the current file.
:Special Move	Moves the Wysiwyg formats of a range to another range.

Common Uses for Special Commands

The Special commands let you work with Wysiwyg formats. You can use the Special commands to do any of the following:

- For separate worksheet files that have an identical structure (such as monthly budget files), create a format once and then import it into other files (:Special Import).
- If you want to format several areas of a worksheet identically (a worksheet that will contain three tables, for example), format one part of the worksheet and then copy the format to the other areas (:Special Copy).

Reading Path

- Before you begin using the Special commands, read "Working with Ranges" and "Working with Files" in Chapter 1 of *Reference*.
- To learn how to format cells with Wysiwyg commands, see "Format Commands" earlier in this chapter.
- To learn how to use the mouse with Wysiwyg commands, read "Specifying Ranges with a Mouse" in Chapter 2 of this handbook.

Also, remember that you can press **HELP (F1)** when you are using any Special command to get information about the command.

Terms You Need to Know

- The **format** of a cell includes the font, bold, italics, underlining, lines, color, and shading assigned to it with the Format commands.
- A **format file** is a file in which 1-2-3 saves Wysiwyg formatting information. The default extension for Wysiwyg format files is .FM3.
- A **graphic** is a current or named 1-2-3 graph, a 1-2-3 graph saved in a .PIC file, a graphic metafile saved in a .CGM file, or a blank placeholder that you add to a worksheet with the Graph commands.

Special Command Descriptions

The following sections describe each of the Special commands in alphabetical order.

:Special Copy

:Special Copy copies all Wysiwyg formats in one range in an active file to another range in an active file. You can make one copy (Figure 3-14) or more than one copy (Figure 3-15) of the formats in a range.

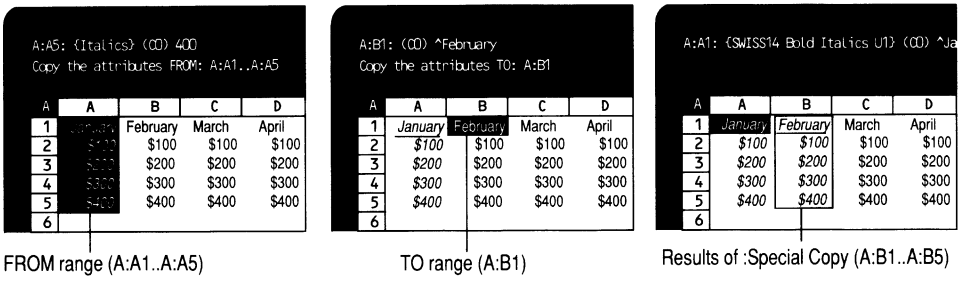


Figure 3–14 Making one copy of a range of formats

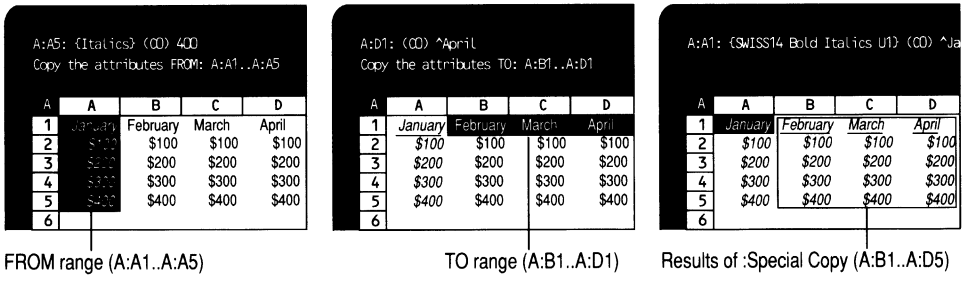


Figure 3–15 Making multiple copies of a range of formats

:Special Copy does not copy data, graphics in the worksheet, or 1-2-3 formats set with the Range Format or Worksheet Global Format commands.

NOTE If you copy formats to a range that already contains Wysiwyg formats, 1-2-3 replaces the existing formats with the copied formats.

Procedure

1. Select :Special Copy.
2. Specify the range you want to copy formats FROM.

   The FROM range must be in an active file.
3. Specify the range you want to copy formats TO.

   The TO range must be in an active file.

   If you want to make one copy of the formats in the FROM range, you need to specify only the first cell of the TO range (Figure 3-14). If you want to make more than one copy, specify a range of cells as the TO range (Figure 3-15).

:Special Export

:Special Export replaces the font set, all formats, named styles, and graphics in a Wysiwyg format file (.FM3), Impress format file (.FMT), or Allways format file (.ALL) on disk with the formats, fonts, named styles, and graphs from the current file.

NOTE The following Wysiwyg features are not available in Allways and are therefore lost when you try to save them in an Allways format file (.ALL):

- Background colors set with :Format Color Background
- Drop shadows set with :Format Lines Shadow
- Double lines set with :Format Lines Double [Left, Right, Top] are saved as single lines. Double lines set with :Format Lines Double Bottom are saved as double underlining.
- Wide lines set with :Format Lines Wide are saved as single lines.
- All colors set with :Display Colors
- Named styles set with the Named-Style commands
- Current or named 1-2-3 graphs, graphics saved in .CGM files, and blank placeholders added to the worksheet with :Graph Add
- Opaque backgrounds for graphs set with :Graph Settings Opaque
- All graph enhancements made with the Graph Edit commands
- Print compression set with :Print Layout Compression

- The ability to print the worksheet frame set with :Print Settings Frame
- {Text} ranges set with the Text commands

Procedure

1. Select :Special Export.
2. Specify a format file to export to.

   1-2-3 automatically exports to a Wysiwyg format file (.FM3) unless you enter a different extension. To export to an Impress format file, enter the extension .FMT. To export to an Allways format file, enter the extension .ALL.

   1-2-3 creates a format file if you specify the name of a format file that does not already exist.

   If you are updating an existing format file, select Cancel to return 1-2-3 to READY mode without exporting the current format file or select Replace to write over the format file on disk with a copy of the current format file.

   If the file you export from contains current or named graphs, 1-2-3 exports only their positions in the worksheet and enhancements made with the Graph Edit commands, not the graphs themselves.

:Special Import

:Special Import applies the formats, named styles, font set, and graphics from a Wysiwyg format file (.FM3), Impress format file (.FMT), or Allways format file (.ALL) on disk to the current file.

Procedure

1. Select :Special Import.
2. Select All, Named-Styles, Fonts, or Graphs.

All	Replaces all formats, named styles, and graphics in the current file with the formats, named styles, and graphics from a format file on disk.
Fonts	Replaces the font set in the current file with the font set from a format file on disk.
Graphs	Copies graphics, including their positions in the worksheet and all enhancements added with the Graph Edit commands, from a format file on disk to the current file. :Special Import Graphs does not delete any graphics already added to the current file with :Graph Add.
Named-Styles	Replaces the named styles (created with the Named-Style commands) in the current file with the named styles from a Wysiwyg or Impress format file on disk.

3. Specify a format file from which to import.

   1-2-3 automatically imports from a Wysiwyg format file (.FM3) unless you enter a different extension. To import from an Impress format file, enter the extension .FMT. To import from an Allways format file, enter the extension .ALL.

   NOTE If you do not enter a different extension and 1-2-3 does not find a Wysiwyg format file with the name you specify, it looks for an Impress format file (.FMT) of the same name to import from. If it does not find an Impress format file, it looks for an Allways format file (.ALL) of the same name to import from.

   If you import current or named graphs, 1-2-3 imports only their positions in the worksheet and enhancements made with the Graph Edit commands, not the graphs themselves.

Tips

- The formats you import appear in exactly the same locations in the current file as they appear in the file you import from. If the two files are not identically organized, formats may appear in unexpected places. Use :Special Move to transfer formats to the correct cells.

:Special Move

:Special Move transfers the format of one range to another range in an active file and causes the cells that originally contained the formats to revert to the default formats. :Special Move does not move data, graphics in the worksheet, or 1-2-3 formats set with the Range Format or Worksheet Global Format commands.

NOTE If you move formats to a range that already contains Wysiwyg formats, 1-2-3 replaces the existing formats with the moved formats.

Figure 3-16 shows the result of moving the format of a range in a multiple-sheet file.

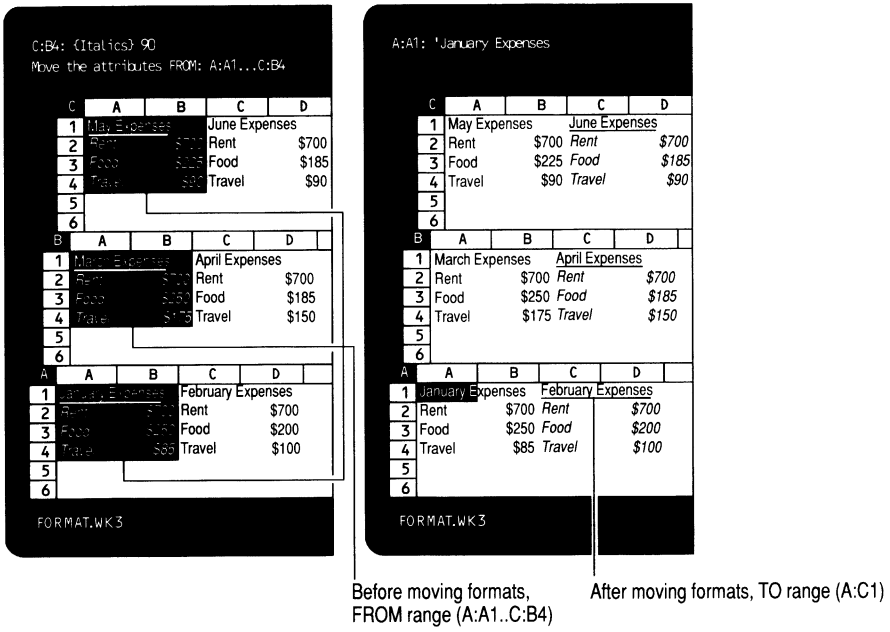


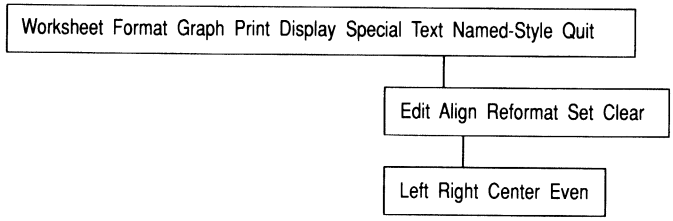
Figure 3–16 Moving a range of formats in a multiple-sheet file

Procedure

1. Select :Special Move.
2. Specify the range you want to move formats FROM.
3. Specify the range you want to move formats TO. You need to specify only the first cell in the TO range.

   The FROM range formats return to the defaults.

Text Commands



The Text commands let you work with labels in text ranges. A **text range** is a range you specify with the Text commands in which you enter text directly or align or justify data previously entered in cells. The formatting description {Text} appears in the control panel when the cell pointer is in a text range.

NOTE When you enter, align, or justify text, 1-2-3 will not write over vertical lines or graphics in a text range.

The Text commands perform the following tasks:

Command	Task
:Text Align	Left-aligns, right-aligns, centers, or even-aligns labels in a text range.
:Text Clear	Clears the settings for a text range.
:Text Edit	Lets you edit labels in a text range directly in the worksheet instead of in the control panel.
:Text Reformat	Formats a column of long labels so the labels fit within a text range and look like a paragraph.
:Text Set	Specifies a text range to use with :Text Align, :Text Edit, or :Text Reformat.

Common Uses for Text Commands

The Text commands give you a great deal of control over labels. You can use the Text commands to do the following:

- From a series of long labels, create a paragraph that summarizes a worksheet's contents (:Text Reformat).
- Edit text directly in the worksheet, rather than in the control panel, to see how the edited text appears in the worksheet (:Text Edit).

Reading Path

- Before you begin working with the Text commands, read "Working with Ranges" in Chapter 1 of *Reference* to learn how to specify a range.
- To learn how to use the mouse with Wysiwyg commands, read "Specifying Ranges with a Mouse" in Chapter 2 of this handbook.

Also, remember that you can press **HELP (F1)** when you are using any Text command to get information about the command.

Text Command Descriptions

The following sections describe each of the Text commands in alphabetical order.

:Text Align

:Text Align changes the alignment of labels within a text range by changing their label prefixes (' for left-aligned, " for right-aligned, ^ for centered, or '| for even).

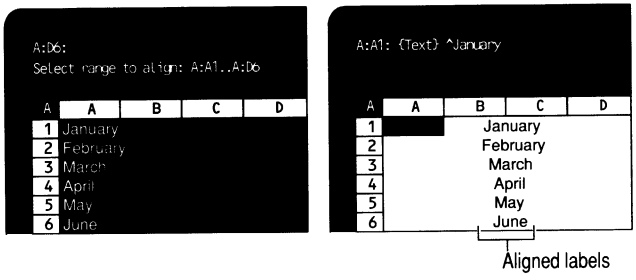


Figure 3–17 A column of labels centered in a text range

Procedure

1. Select :Text Align.
2. Select Left, Right, Center, or Even.

Center	Centers labels in the text range.
Even	Aligns labels with both the left and right edges of the text range. :Text Align Even has no effect on labels that end with a . (period), ! (exclamation point), ? (question mark), : (colon), or ¶ end-of-paragraph symbol (created with **CTRL-ENTER**).
Left	Aligns labels with the left edge of the text range.
Right	Aligns labels with the right edge of the text range.

3. Specify the range within which you want to align labels.

   NOTE If the file is in GROUP mode, then :Text Align affects the corresponding range in all worksheets in the file.

Tips

- Labels that exceed the width of the text range appear left-aligned, no matter what label prefixes they have. Use :Text Reformat to rearrange the labels so they fit within the specified text range or specify a larger text range.

:Text Clear

:Text Clear clears the settings for a text range. :Text Clear does not erase the data contained in the range or change any formatting done to the data with :Text Reformat or :Text Edit. :Text Clear removes alignment within a range set with :Text Align.

Procedure

1. Select :Text Clear.
2. Specify the text range whose settings you want to clear.

   NOTE If the file is in GROUP mode, then :Text Clear affects the corresponding range in all worksheets in the file.

After you use :Text Clear, the formatting description {Text} no longer appears in the control panel when the cell pointer is in the range.

:Text Edit

:Text Edit lets you enter and edit labels in a text range directly in the worksheet.

Procedure

1. Select :Text Edit.
2. Specify the range within which you want to edit text.

   A cursor appears at the first character in the range and the mode indicator changes to TEXT.

   NOTE :Text Edit lets you enter text only in the range you specify. It does not place text in rows not included in the specified range.

3. When you finish editing, press ESC to return 1-2-3 to READY mode.

NOTE You can also edit text in an existing text range any time 1-2-3 is in READY mode by double-clicking the text with the left mouse button.

The table below lists the editing keys you can use with :Text Edit.

Key	Effect
← or →	Moves the cursor one character to the left or right in the range.
↑ or ↓	Moves the cursor one line up or down in the range.
BACKSPACE	Erases the character to the left of the cursor.
CTRL-←	Moves the cursor left to the beginning of the previous word.
CTRL-→	Moves the cursor right to the end of the next word.
CTRL-ENTER	Creates ¶ (end-of-paragraph symbol) and starts a new line.
DEL	Erases the character to the right of the cursor.
END	When pressed once, moves the cursor to the last character in the line. When pressed twice, moves the cursor to the last character in the paragraph.
ENTER	Starts a new line.
ESC	Ends editing and returns 1-2-3 to READY mode.
F3	Displays a menu of formats you can apply to the text (fonts, bold, italics, underlining, color, subscript, superscript, outline).
HOME	When pressed once, moves the cursor to the first character in the line. When pressed twice, moves the cursor to the first character in the paragraph.
INS	Switches between insert mode (where Wysiwyg inserts characters to the left of the cursor) and overstrike mode (where Wysiwyg writes over the character above the cursor) for editing.
PGUP or PGDN	Moves the cursor up or down one screen.

Formatting Text with :Text Edit

When you use :Text Edit, you can press F3 to see a menu of formatting options you can apply to the text you enter or edit.

Procedure

1. Select :Text Edit and specify a text range as described in the previous procedure.
2. Make sure the cursor is in front of the first character you want to format.
3. Press F3.

4. Select Font, Bold, Italics, Underline, Color, +, –, Outline, or Normal.

Bold	Adds bold to text.
Color	Specifies one of eight colors for text.
Font	Specifies a font from the current font set for text.
Italics	Adds italics to text.
–	Formats text as subscript.
Normal	Removes formatting from text.
Outline	Formats text so only the outlines of characters are visible.
+	Formats text as superscript.
Underline	Adds single underlining to text.

5. If you selected Color, select Normal, Red, Green, Dark-Blue, Cyan, Yellow, or Magenta. Selecting Normal returns the text to the color set with :Display Colors or :Format Color.

   If you selected Font, select 1, 2, 3, 4, 5, 6, 7, or 8.

6. To stop formatting text, position the cursor after the last character you want to format. Press F3 and select Normal. Otherwise, Wysiwyg formats the text to the end of the line.

Tips

- You can also use the Wysiwyg formatting sequences to format text you add or edit with :Text Edit. See "Using Formatting Sequences" in "Format Commands" earlier in this chapter for more information on formatting sequences.

:Text Reformat

:Text Reformat rearranges (justifies) a column of labels so the labels fit within a text range. To use this command, global protection must be off for the worksheet that contains the column of labels.

CAUTION Using :Text Reformat on cells whose contents are used in formulas most likely will change or invalidate the results of the formulas.

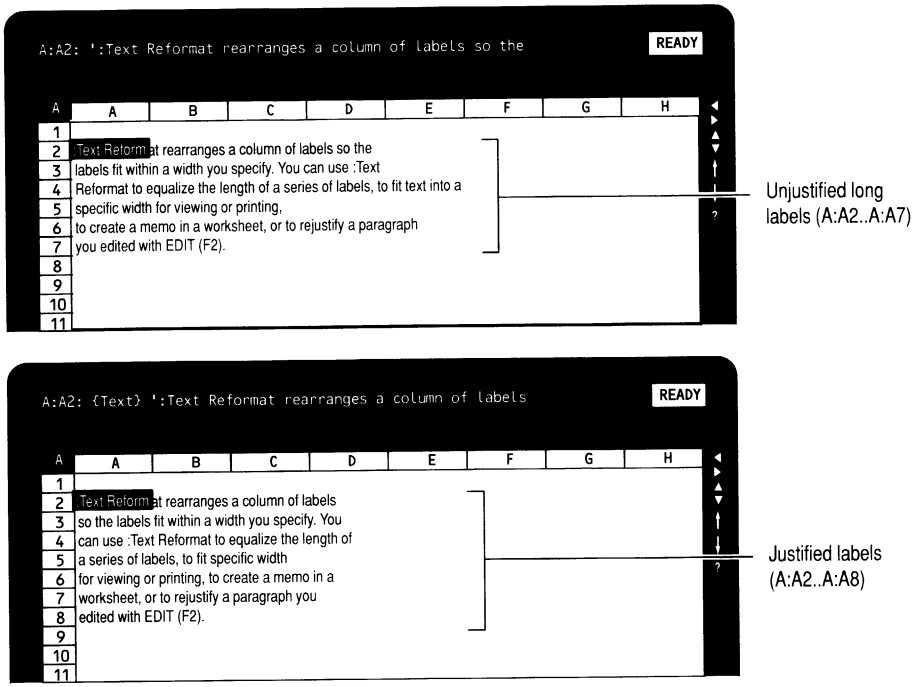


Figure 3–18 Reformatting a column of labels

Procedure

1. Move the cell pointer to the first cell in the column of labels you want to rearrange.

   This positions the cell pointer correctly for specifying the text range in step 3.

2. Select :Text Reformat.

3. Specify the text range within which you want to rearrange labels.

   NOTE If the file is in GROUP mode, then :Text Reformat affects the corresponding range in all worksheets in the file.

   Keep the following in mind when you specify the text range:

   - The total width of the columns in the text range determines the maximum width of the rearranged labels (to a limit of 512 bytes).
   - :Text Reformat rearranges text only in the range you specify. It does not place text in rows not included in the specified range.
   - :Text Reformat rearranges text within paragraphs. It does not move text between paragraphs in the specified range. A blank row, a line that ends with ¶ (end-of-paragraph symbol, created with CTRL-ENTER), and a line that begins with a space specify the beginning of new paragraphs.
   - :Text Reformat affects labels in only the first column of a text range.

When Wysiwyg rearranges the text, it aligns all the labels within the range depending on the first label's label prefix. For example, if the first label in the range is preceded by a ^ (caret), Wysiwyg centers all the labels within the range.

If you specified a three-dimensional text range, 1-2-3 rearranges the column of labels in each worksheet separately.

:Text Set

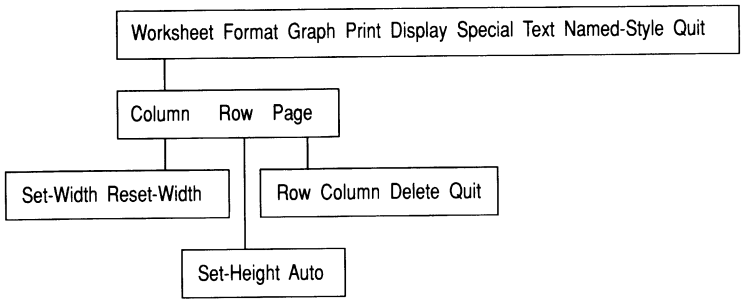
:Text Set specifies a text range so you can use the Text commands with labels in the range.

Procedure

1. Select :Text Set.
2. Specify the range that you want to make a text range.

   NOTE If the file is in GROUP mode, then :Text Set affects the corresponding range in all worksheets in the file.

After you use :Text Set, the formatting description {Text} appears in the control panel when the cell pointer is in the range.



The Worksheet commands set column widths and row heights and insert and delete vertical and horizontal page breaks.

The Worksheet commands perform the following tasks:

Command	Task
:Worksheet Column	Sets the width of one or more columns and resets columns to the global column width.
:Worksheet Page	Inserts and deletes vertical and horizontal page breaks in worksheets.
:Worksheet Row	Sets the height of one or more rows or sets row heights automatically.

Common Uses for Worksheet Commands

You can use the Worksheet commands to do any of the following:

- Fine-tune the spacing between lines of data (:Worksheet Row).
- Break a large worksheet into pages for printing (:Worksheet Page).
- Widen columns to make a worksheet more legible or to display numbers instead of asterisks in cells (:Worksheet Column Set-Width).

Reading Path

- Before you begin working with the Worksheet commands, read "Working with Ranges" in Chapter 1 of *Reference* to learn how to specify a range.
- To learn how to use the mouse with Wysiwyg commands, read "Specifying Ranges with a Mouse" in Chapter 2 of this handbook.

Also, remember that you can press **HELP (F1)** when you are using any Worksheet command to get information about the command.

Worksheet Command Descriptions

The following sections describe each of the Worksheet commands in alphabetical order.

:Worksheet Column

:Worksheet Column sets the width of one or more columns and resets columns to the 1-2-3 global column width. The column widths you specify with :Worksheet Column remain in effect even after you remove Wysiwyg from memory.

Procedure

1. Select :Worksheet Column.
2. Select Set-Width to set the column width for one or more columns, overriding the global column width, or select Reset-Width to reset one or more columns to the global column width.

   NOTE If the file is in GROUP mode, then :Worksheet Column affects the corresponding column in all worksheets in the file.
3. If you selected Set-Width, specify the range of columns whose widths you want to set. Then specify the new width, either by typing a number from 1 to 240 and pressing **ENTER** or by using ← or → and pressing **ENTER**. (When you use ← or → to specify a column width, 1-2-3 adjusts the width of the corresponding column(s) by one character each time you press the key.)

   If you selected Reset-Width, specify the range of columns whose widths you want to reset to the global column width.

Tips

- After you set the width of a column with :Worksheet Column Set-Width, the column's width appears in brackets in the control panel when the cell pointer is anywhere in that column.

- When the screen is split into two horizontal or vertical windows (with /Worksheet Window Horizontal or Vertical), the Worksheet Column commands affect only the window the cell pointer is in. When you clear the windows (with /Worksheet Window Clear), 1-2-3 uses the top or left window's column settings.
- You can use the mouse to set the width of a column whenever 1-2-3 is in READY mode. Move the mouse pointer to the vertical line to the right of the column letter of the column you want to size. Press and hold the left mouse button. (Notice that 1-2-3 displays the boundaries of the column as dotted lines in the worksheet.) Drag the mouse pointer to the right until the column is the width you want and release the button. (If you hold down **SHIFT** while you press and hold the left mouse button, the column automatically returns to the global column width.)
- You can use the mouse to hide or redisplay a column whenever 1-2-3 is in READY mode. To hide a column, move the mouse pointer to the vertical line to the right of the column letter of the column you want to hide. Press and hold the left mouse button. (Notice that 1-2-3 displays the boundaries of the column as dotted lines in the worksheet.) Drag the mouse pointer to the left, past the vertical line to the left of the column letter, and release the button. To display a hidden column, press and hold the left mouse button on the vertical line to the right of the column letter before the column you want to redisplay and drag the mouse pointer to the right.

:Worksheet Page

:Worksheet Page inserts or removes horizontal or vertical page breaks that tell 1-2-3 to begin a new page when printing with the Wysiwyg Print commands.

Procedure

1. Position the cell pointer in the leftmost column or top row on which you want a new page to start.

   For example, if the print range is B3..M22 and you want a new page to start at row 16, position the cell pointer anywhere in row 16. Or, for the same print range, if you want a new page to start at column E, position the cell pointer anywhere in column E.

2. Select :Worksheet Page.
3. Select Row, Column, Delete, or Quit.

Column	Inserts a vertical page break.
Delete	Removes vertical and/or horizontal page breaks from the current column and/or row.
Quit	Returns 1-2-3 to READY mode.
Row	Inserts a horizontal page break.

NOTE If the file is in GROUP mode, 1-2-3 inserts page breaks in the corresponding location in all worksheets in the file when you select :Worksheet Page Column or :Worksheet Page Row and deletes page breaks in the corresponding location in all worksheets in the file when you select :Worksheet Page Delete.

1-2-3 inserts a dashed line along the left of the column for a vertical page break or along the top of the row for a horizontal page break. When you print your data, 1-2-3 starts a new page at the row or column you specified.

Tips

- To hide the dashed lines that symbolize page breaks on your screen, use :Display Options Page-Breaks No.

:Worksheet Row

:Worksheet Row sets the height of one or more rows. You can specify a height in points, or make 1-2-3 automatically set row heights to accommodate the largest font in a row.

Procedure

1. Select :Worksheet Row.
2. Select Set-Height to set the row height for one or more rows or select Auto to automatically set the height of one or more rows based on the size of the largest font in the row.

   NOTE If the file is in GROUP mode, then :Worksheet Row affects the corresponding row in all worksheets in the file.
3. If you selected Set-Height, specify the range of rows whose heights you want to set. Then specify the new height, either by typing a number from 1 to 255 and pressing ENTER or by using ↑ or ↓ and pressing ENTER. (When you use ↑ or ↓ to specify a row height, 1-2-3 adjusts the height of the corresponding row(s) by one point each time you press the key.)

   If you selected Auto, specify the range of rows whose heights you want 1-2-3 to set automatically.

Tips

- After you set the height of a row with :Worksheet Row Set-Height, the row's height appears in braces in the control panel when the cell pointer is anywhere in that row.
- When the screen is split into two windows (with /Worksheet Window Horizontal or Vertical), :Worksheet Row affects both windows.
- You can use the mouse to set the height of a row whenever 1-2-3 is in READY mode. Move the mouse pointer to the horizontal line below the row number of the row you want to size. Press and hold the left mouse button. (Notice that 1-2-3 displays the boundaries of the row as dotted lines in the worksheet.) Drag the mouse pointer down until the row is the height you want and release the button. You can make a row any height from 1 point to 255 points, but you cannot hide a row.

Chapter 4
Enhancing a Sample Worksheet

This chapter illustrates steps for formatting, previewing, and printing a worksheet using Wysiwyg commands. The chapter develops a sample worksheet to introduce Wysiwyg commands and provide an overview of Wysiwyg formatting capabilities.

How to Use this Chapter

Before you begin Chapter 4, read Chapters 1 and 2 of this handbook, which contain basic information about spreadsheet publishing and using Wysiwyg.

Chapter 4 does not provide information about each Wysiwyg command. For detailed information about Wysiwyg commands, see Chapter 3.

The information in this chapter is divided into seven sections:

- "Changing Fonts" explains how to change the default font and change the font for selected data.
- "Formatting Data in Bold and Italics" shows how to enhance data in bold and italics and how to select a range to apply more than one format.
- "Setting Off Data" describes how to underline entries, add lines to cells in a range, and add a drop shadow to a range.
- "Using Text Ranges" describes entering and aligning text within text ranges.
- "Including Graphics in a Worksheet" explains how to add a 1-2-3 graph to a worksheet and use the graphics editing window to enhance the graph.
- "Controlling Page Layout" describes how to adjust page margins and include a footer on each page.
- "Previewing and Printing" explains how to preview your work, make final adjustments, and print the worksheet.

You can either use this chapter with the sample worksheet file named YEARINC.WK3 or you can use this chapter as a model to create your own worksheet. The Install program copied the sample worksheet file to your 1-2-3 Release 3.1 program directory, if you specified you wanted to install Wysiwyg when you installed 1-2-3 Release 3.1.

Steps in the exercises include both generalized instructions that you can apply to your own worksheet (for example, "specify a range") and examples specific to the sample worksheet (for example, "to format the sample worksheet column headings, specify B3..E3").

As you work through the exercises in this chapter, note the following:

- You must read Wysiwyg into memory before you follow the steps in the exercises. To start Wysiwyg, see "Basic Procedures for Using Wysiwyg" in Chapter 2.
- The chapter uses a single worksheet to illustrate typical formatting procedures. However, you can use Wysiwyg commands with multiple-sheet files.
- Although the control panel displays the worksheet letter in range addresses, the exercises refer to ranges in the sample worksheet using their column and row addresses only (such as A1..A1).
- The exercises assume you complete the procedures without stopping. However, you might not want to complete all sections in this chapter at one time. If you want to stop at any point, be sure to save your work with a new file name, as explained in "Saving Your Work" later in this chapter. (Do not use the name YEARINC.WK3, or you will lose the original sample worksheet file.)

Reading the Sample Worksheet File into Memory

To read the sample worksheet file into memory, do the following:

1. Select /File Retrieve or /File Open.
2. Press **NAME (F3)** or click List with the left mouse button to display a full-screen list of file names.
3. Use the mouse or pointer-movement keys to highlight YEARINC.WK3.
4. Press **ENTER**.

The following illustrations show the sample worksheet (the income statement example developed in the 1-2-3 *Tutorial*) and a portion of the worksheet as it will appear after you have used Wysiwyg commands to enhance it.

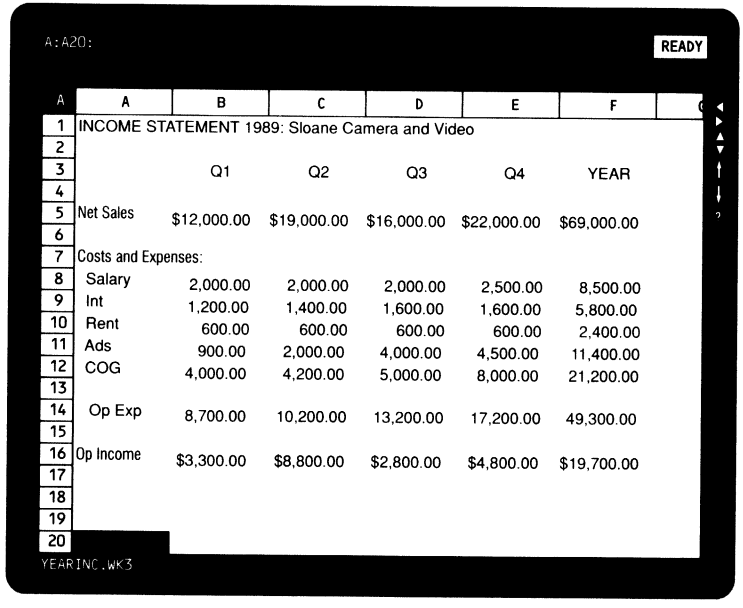


Figure 4-1 Sample worksheet before adding enhancements

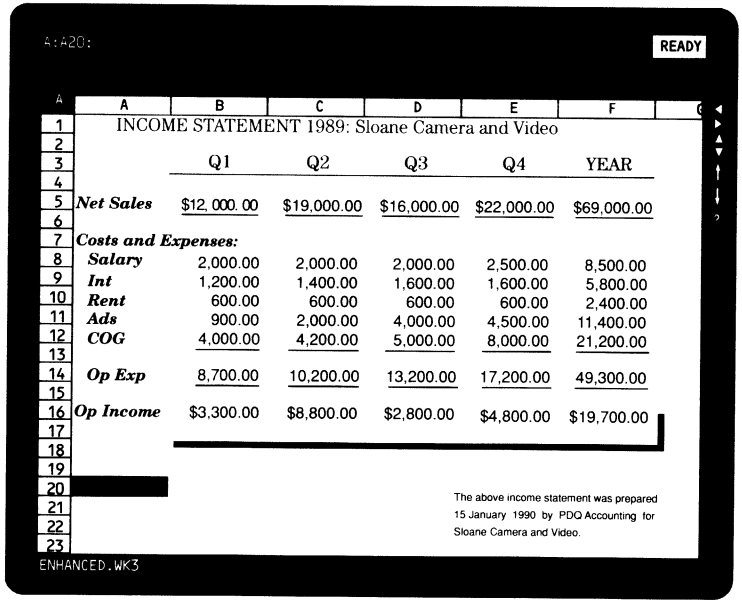


Figure 4-2 Enhanced worksheet in graphics display mode

Saving Your Work

If you want to stop in the middle of the chapter and resume the exercises later, you can save the sample worksheet file with a new file name. To save your work with a new file name, do the following:

1. Select /File Save.
2. Type the new file name. For example, you might type mysample.wk3.
3. Press ENTER.

When you want to continue working with the exercises in this chapter, use the new name when you read the worksheet file into memory.

Changing Fonts

When you read the sample worksheet file into memory, 1-2-3 displays the data in the entire worksheet in the default font, Font 1. The initial default font is Swiss 12 point. If you select :Format Font, notice that Font 1 is Swiss 12 Point.

1-2-3 lets you use more than one font in a worksheet. For example, you might want to reduce the data in the body of the worksheet to a smaller font, increase the title to a larger font, and introduce a second typeface for variety.

Changing the Default Font

When you change the default font, you change the overall appearance of the worksheet. This section describes how to change the default font. You will change the default font for the sample worksheet to the typeface Dutch, then to the font size 10 point.

To change the default font, do the following:

1. Select :Format Font.

   The numbers 1 through 8, Replace, and other menu items appear in the second line of the control panel. The numbers 1 through 8 correspond to the eight fonts in the current font set. 1-2-3 displays the current font set below the control panel.

   To change the default font, you replace Font 1 with the font you want to use as the default.

2. Select Replace.
3. Select 1.

   1-2-3 lists the typefaces that it provides and others that you have added or your printer supports.

4. Select a typeface.

   To change the default font for the sample worksheet, select Dutch.

   1-2-3 displays the current font size, 12 point, in the second line of the control panel.

5. Specify a point size.

   To format the sample worksheet, type 10 and press **ENTER**. You can also use ← or → to decrease or increase the point size.

1-2-3 displays all data in the worksheet in Dutch 10 point. Notice that the row height automatically decreases to accommodate the new font size. Any data you now enter in the worksheet will also appear in the new default font.

Changing Fonts for Selected Data

This section describes how to change the font for a range of data. In the sample worksheet, you will change the title, INCOME STATEMENT 1989: Sloane Camera and Video, to a larger font, Dutch 12 point.

To change the font for a range of data, do the following:

1. Move the cell pointer to the first cell of the range of data you want to format.

   To format the sample worksheet, move the cell pointer to cell A1. The title is a long label in cell A1.

2. Select :Format Font.

   A list of fonts appears below the control panel. Notice that 7 corresponds to Dutch 12 Point.

3. Select a font.

   To format the title in the sample worksheet, select 7.

   1-2-3 prompts you to specify a range and displays the range address (A1..A1) of the current cell in the control panel.

4. Specify a range.

   To format the title in the sample worksheet, accept range A1..A1 by pressing **ENTER**.

1-2-3 increases the title to 12 point. Notice that {DUTCH12} appears in the top line of the control panel. The rest of the worksheet remains in the default font.

Formatting Data in Bold and Italics

1-2-3 lets you format a range of data in both bold and italics. For example, you might want to emphasize the title and column headings by formatting them in bold.

To format data in bold, do the following:

1. Move the cell pointer to the first cell of the range of data you want to format.

   To format the column headings in the sample worksheet, move the cell pointer to cell B3.

2. Select :Format Bold Set.

   1-2-3 prompts you for a range and displays the range address (B3..B3) of the current cell in the control panel.

3. Specify a range.

   To format the column headings in the sample worksheet, specify range B3..F3.

1-2-3 displays the column headings in bold.

To format the title in the sample worksheet in bold, move the cell pointer to cell A1 and repeat steps 2 and 3. Just press ENTER or click the left mouse button in step 3 to accept the range A1..A1.

Applying More than One Format to a Range

If you want to apply several formats to the same range of data, you can highlight the range first, then apply formats without specifying the range again. This is especially useful when experimenting with different formatting effects.

Next you will format the row headings in the sample worksheet in both bold and italics. Because you are applying two formats to the same range, highlight the range before selecting the Format commands.

To highlight a range of data and apply two formats, bold and italics, do the following:

1. Highlight the range of data you want to format.

   To format the row headings in the sample worksheet, highlight range A5..A16. Move the cell pointer to cell A5, press F4 or press CTRL and click the left mouse button to anchor the cell pointer, and use the pointer-movement keys or the mouse to highlight range A5..A16.

   For detailed information on how to highlight a range before selecting a command, see "Basic Procedures for Using Wysiwyg" in Chapter 2.

2. Select :Format Bold Set.

   1-2-3 does not prompt for a range; it immediately displays the row headings in bold. Notice that the range remains highlighted.

3. Select :Format Italics Set.

   1-2-3 displays the row headings in both bold and italics. The range remains highlighted.

4. Clear the highlighted range.

   To clear a highlighted range and return 1-2-3 to READY mode, move the cell pointer, press ESC, or click the right mouse button.

Figure 4-3 shows the sample worksheet after changing fonts and formatting the title and column headings in bold and the row headings in bold and italics.

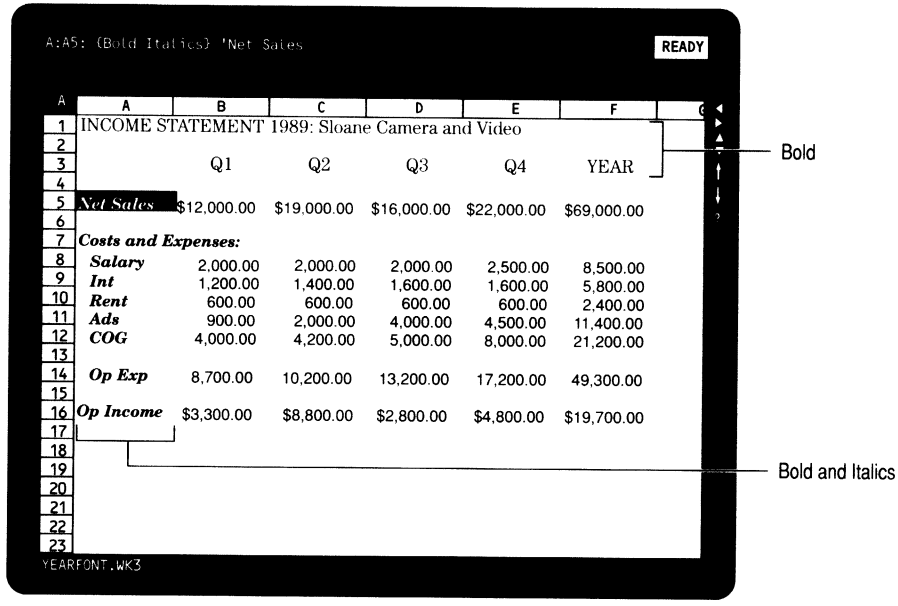


Figure 4-3 Worksheet with changed fonts and bold and italicized headings

Setting Off Data

You can use the Format commands to set apart sections of a worksheet, distinguish totals from columns of figures, and emphasize important data with lines, underlining, and drop shadows. Underlining appears directly below labels and values, lines appear along the edges of cells, and drop shadows appear along the bottom and right edges of a range.

Underlining

1-2-3 lets you underline entries with single, double, or wide lines.

This section describes how to use underlining to separate parts of a worksheet. You will add wide underlining to the sample worksheet to separate the net sales figures from the costs and expenses. You can also add single underlining to separate the cost and expenses figures from their totals, and wide underlining to separate operating expenses from operating income.

To underline data, do the following:

1. Move the cell pointer to the first cell of the range of data you want to underline.

   To format the sample worksheet, move the cell pointer to cell B5.

2. Select :Format Underline.

   1-2-3 lists the underlining options.

3. Select the type of underline you want to use.

   To underline with a wide line, select Wide.

   1-2-3 prompts you for a range and displays the range address (B5..B5) of the current cell in the control panel.

4. Specify the range.

   To underline the net sales figures, specify range B5..F5.

1-2-3 underlines the net sales figures with a wide line. The underline appears beneath the entry only; it does not form a continuous line across the cell.

You can repeat the above procedure to underline the sample worksheet operating expense figures in range B14..F14 with a wide line. For the cost-of-goods figures in range B12..F12, use :Format Underline Single to underline with a single line.

Adding a Line and a Drop Shadow

With the Format commands you can add horizontal and vertical lines along the edges of cells in a range. You can also outline an entire range or all cells within a range. The lines can be single, double, or wide. You can also add a drop shadow below and to the right of a range.

You can box in an entire range, form a grid by outlining each cell in a range, or add lines to the bottom, top, left, or right edges of cells in a range. For example, you can add horizontal lines across the bottom (or top) edges of the cells in a range, or vertical lines down the left (or right) edges of cells in a range.

This section describes how to add a continuous horizontal line below the column headings and a drop shadow below the last row of figures in the worksheet.

To add lines to the cells in a range, do the following:

1. Move the cell pointer to the first cell of the range.

   To format the sample worksheet, move the cell pointer to cell B3.

2. Select :Format Lines.

   1-2-3 lists the line options.

3. Select the type of line you want to use.

   To draw a horizontal line along the bottom edge of the cells in a range, select Bottom.

   1-2-3 prompts you for a range and displays the range address (B3..B3) of the current cell in the control panel.

4. Specify the range.

   To draw the horizontal line below the column headings, specify range B3..F3.

1-2-3 draws a continuous horizontal line along the bottom edge of the cells in the range.

To add a drop shadow to a range, do the following:

1. Move the cell pointer to the first cell of the range.

   To format the sample worksheet, move the cell pointer to cell B16.

2. Select :Format Lines Shadow Set.

   1-2-3 prompts you for a range and displays the range address (B16..B16) of the current cell in the control panel.

3. Specify the range.

   To create space between the last row of figures in the sample worksheet and the drop shadow, specify both the last row of figures and another row, range B16..F17.

1-2-3 draws a drop shadow below and to the right of the specified range.

Figure 4-4 shows the sample worksheet with the addition of underlining, a horizontal line below the column headings, and a drop shadow below the worksheet.

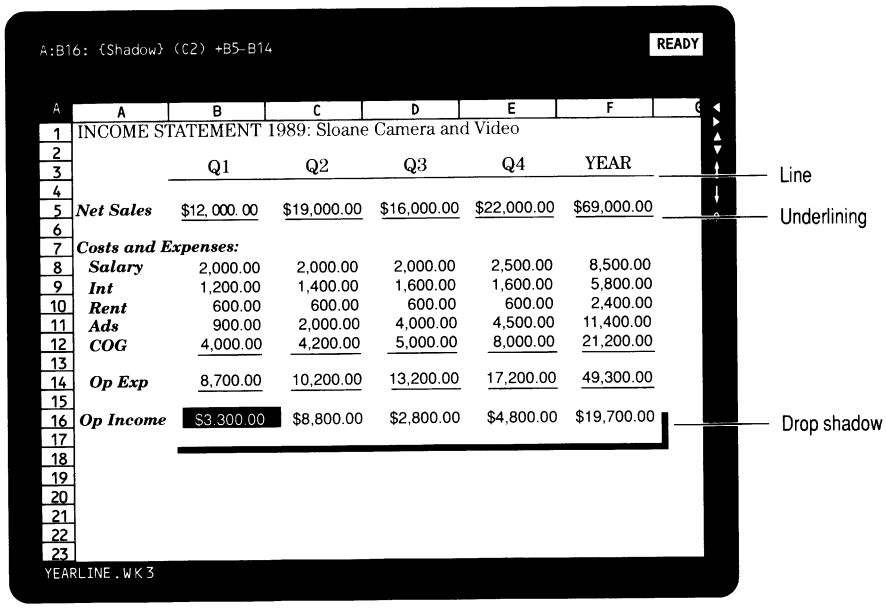


Figure 4-4 Worksheet with underlining, a horizontal line, and a drop shadow

Using Text Ranges

You can use the Text commands to create a **text range**, in which you enter text directly or align data previously entered in cells. You can work with columns of labels as though you are using a word processor: You type directly in the worksheet, not in the control panel. Once you have entered labels in a text range, you can edit, align, and format them within the text range. You can left-align, center, right-align, or justify labels within a text range.

You can use Text commands to reformat labels already entered in a 1-2-3 worksheet. For example, you can create a paragraph from a series of long labels or realign long labels within a text range.

Aligning an Existing Label in a Text Range

This section describes how to use Text commands to center a left-aligned long label in a worksheet. You will create a text range and center a label, the worksheet title, within the text range.

To align an existing label in a text range, do the following:

1. Move the cell pointer to the cell containing the label you want to align.

   To align the title in the sample worksheet, move the cell pointer to cell A1.

2. Select :Text Align.

   1-2-3 lists the alignment options.

3. Select the type of alignment you want to use.

   To center the worksheet title, select Center.

   1-2-3 prompts you for a range and displays the range address (A1..A1) of the current cell in the control panel.

4. Specify the range you want to format as a text range.

   The range you specify will be the space within which 1-2-3 will center the label. To create a text range that spans the top of the worksheet, specify range A1..F1.

1-2-3 creates a text range (A1..F1) and centers the long label within the text range.

Move the cell pointer within the range you specified and note that the first line of the control panel displays {Text}. When the cell pointer is on the first cell of the range, the control panel displays any formats associated with the text range, as well as the contents of the text range.

Specifying a Text Range and Entering Text

With Wysiwyg commands you can specify a text range and enter text directly into the range.

This section describes how to specify a text range and enter text in the range, then align the text within the text range. In the example, you will first format the range to select a font size smaller than the default font, then specify the text range and enter text. (It is not necessary to preformat a text range, but it is helpful when you want to enter text in a font size different from the default font.)

To preformat a text range, then enter and align text within the text range, do the following:

1. Move the cell pointer to the first cell of the range in which you want to enter and align text.

   For the sample worksheet, move the cell pointer to cell E20.

2. Select :Format Font.

   1-2-3 displays the :Format Font menu.

3. Select a font.

   For the sample worksheet, select 5, Dutch 8 point.

4. Specify the range you want to preformat.

   To preformat the text range for the sample worksheet, specify range E20..F22.

   When you enter text in the specified range, it will appear in Dutch 8 point.

5. Select :Text Edit.

6. Specify the range in which you want to enter text.

   For the sample worksheet, specify range E20..F22.

   A cursor appears at the left edge of the first cell of the specified range.

7. Type the text you want to enter directly in the specified range.

   For the sample worksheet, type The above income statement was prepared 15 January 1990 by PDQ Accounting for Sloane Camera and Video.

   The text appears in the range as you type. For a list of keys to use with text ranges, see :Text Edit in Chapter 3.

8. Press ESC when you have finished typing text.

9. Select :Text Align Even.

   1-2-3 highlights the previously selected text range, E20..F22.

10. Specify the range in which you want to align text.

    To align text in the text range, accept range E20..F22.

    1-2-3 aligns the text with both the left and right edges of the range.

Figure 4-5 shows the sample worksheet with the centered title and the additional text range.

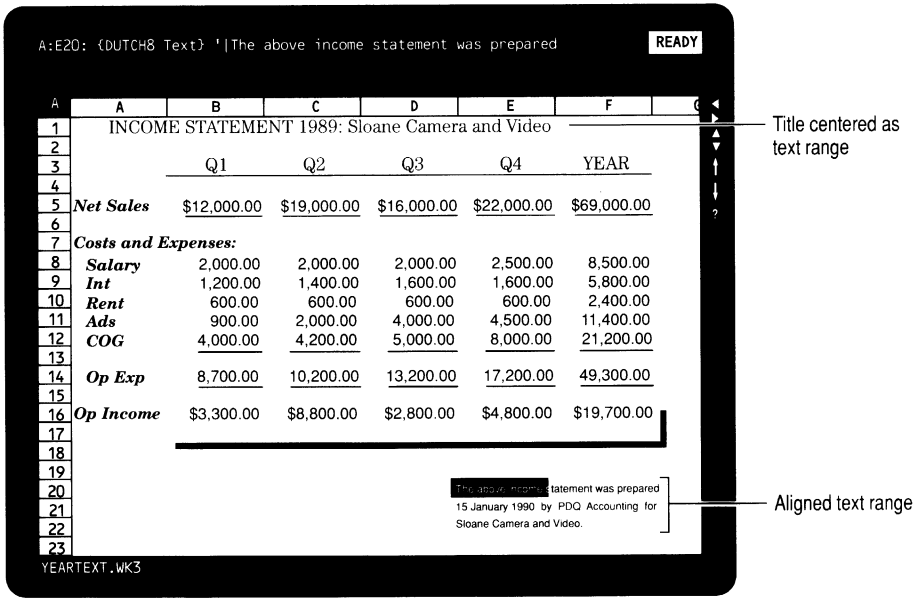


Figure 4-5 Worksheet with text aligned in text ranges

Including Graphics in a Worksheet

Graph commands let you include **graphics** — that is, 1-2-3 graphs and other graphic metafiles — in a worksheet. Once you add a graphic to a worksheet, the graphic becomes part of the worksheet. You can then use the Graph Edit commands to enhance the graphic.

This section describes how to add a 1-2-3 graph to a worksheet and how to use the Graph Edit commands to enhance a graphic.

The sample worksheet file YEARINC.WK3 contains the bar graph YEARBAR, created with 1-2-3 and named with /Graph Name Create. The graph YEARBAR shows how the sample worksheet costs and expenses have changed over four quarters.

Adding a 1-2-3 Graph to a Worksheet

Before you add a graph to a worksheet, you must specify the range that will contain the graph. The range you specify will determine the graph's location and size (1-2-3 adjusts a graph to fit within the specified range).

To add the 1-2-3 graph to a worksheet, do the following:

1. Move the cell pointer to the first cell of the range in which you want to place the 1-2-3 graph.

   To add a sample graph to the sample worksheet, move the cell pointer to cell A30.

2. Select :Graph Add Current.

   The graph YEARBAR is the current graph in the worksheet YEARINC.WK3.

   1-2-3 prompts you for a range and displays the range address (A30..A30) of the current cell in the control panel.

3. Specify the range in which you want to place the graph.

   To add the sample bar graph, specify the range A30..F45.

   1-2-3 sizes the graph to fit the specified range and adds the graph to the worksheet.

Tips

- To change the location and size of the graph, select :Graph Settings Range and specify a new range. To change the location of the graph without changing its size, select :Graph Move.

The graphic is now part of the worksheet file. If Wysiwyg is in memory and you are in graphics display mode, you can enhance the graph, print the graph with its worksheet, and save and retrieve the graph with its worksheet file.

Enhancing a Graphic

You can use the Graph Edit commands to add **objects** (text, geometric shapes, arrows, and freehand drawings) to a graphic you added to a worksheet. You can select, edit, rearrange, and resize objects with the graphics editing window.

The sample bar graph YEARBAR has labels along the x-axis and y-axis, but does not have titles. (To size the x-axis and y-axis labels, use /Graph Options Advanced Text Third Size.) You will use the Graph Edit commands to add titles to the sample bar graph.

To add text to a graphic, do the following:

1. Select :Graph Edit.

   1-2-3 prompts you to select a graph to edit and displays the address of the current cell in the control panel.

2. Specify any cell within the range that contains the graphic.

   To edit the sample bar graph, move the cell pointer to cell A30 and press ENTER, or move the mouse pointer into the graph and double-click with the left mouse button.

   1-2-3 displays the sample bar graph in the graphics editing window. The :Graph Edit menu appears in the control panel.

3. Select Add Text from the :Graph Edit menu.

   1-2-3 prompts you to enter text.

4. Type the text you want to add to the graphic.

   Type Costs and Expenses 1989 to add a title to the sample bar graph.

5. Press ENTER when you have finished typing text.

   1-2-3 prompts you to place the text and displays a cursor in the shape of a cross and the text in the graphic.

6. Place the text.

   Use a mouse (without clicking a button) or the arrow keys to move the text to the location you want.

   To place the title in the sample bar graph, move the cursor to the location of the title in Figure 4-6. Note that the x and y coordinates of the text appear in the control panel.

   Click the left mouse button or press ENTER to place the text in the location you want.

   A small, filled rectangle, called a **bounding box**, appears around the text. The text is now a selected object in the graphic.

NOTE To reposition selected text with the mouse, press and hold the left mouse button on the text, drag the text to a new location, and release the button. To reposition selected text with the keyboard, select Rearrange Move from the :Graph Edit menu, move the text with the arrow keys, and press ENTER.

7. Select Edit Font from the :Graph Edit menu.

   1-2-3 displays the numbers 1 though 8.

8. Select a font.

   To increase the size of the title in the sample bar graph, select 3.

   The text remains selected: You can reposition it if you want.

9. Select Quit from the :Graph Edit menu to return 1-2-3 to READY mode.

You can repeat the above procedure to add a subtitle to the sample bar graph. Type Quarterly Comparison in step 4, and select 2 in step 8.

Figure 4-6 shows the portion of the sample worksheet with the 1-2-3 graph and titles.

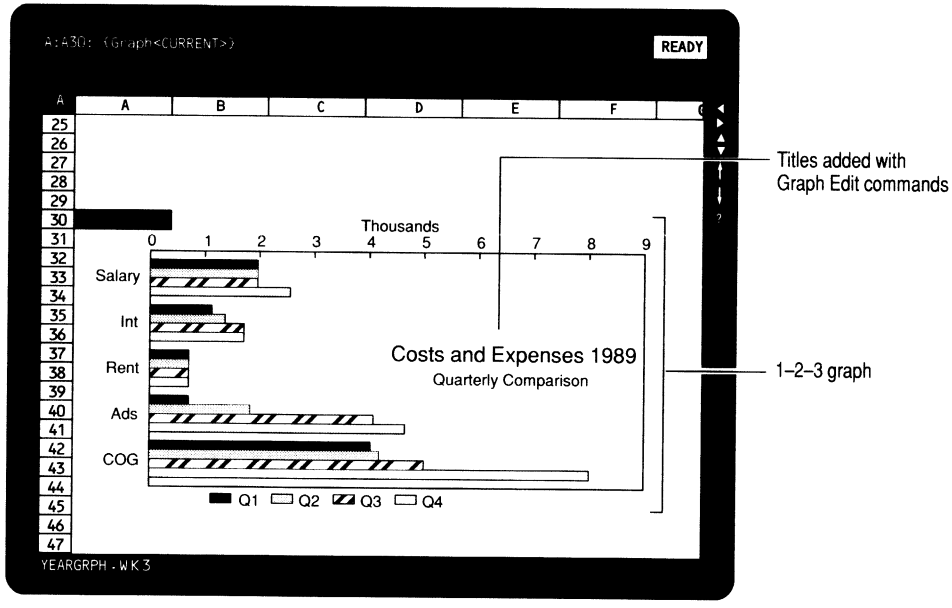


Figure 4-6 Portion of worksheet with 1-2-3 graph and titles

Controlling Page Layout

Before printing a worksheet, you may want to make some changes to the page layout — the overall appearance of the printed page. The Print Layout commands let you specify the dimensions of the page you want to print, adjust page margins, include headers or footers at the top or bottom of each page, and specify other print and layout settings.

Adjusting Page Margins

The initial default page margins are .50" for the top, left and right margins and .55" for the bottom margin. This section describes how to change the page margins.

To adjust page margins, do the following:

1. Select :Print Layout Margins Left.

   1-2-3 displays the print status screen, which displays settings that affect printed output. Note that a diagram on the right of the status screen displays the margin settings in inches.

2. Type the left margin setting you want and press ENTER.

   To specify the left margin for the sample worksheet, enter .75. Note that the left margin setting in the diagram on the print status screen changes to .75.

3. Select Right from the :Print Layout Margins menu.

4. Type the right margin setting you want and press ENTER.

   To specify the right margin for the sample worksheet, enter .75. Note that the right margin setting in the diagram on the print status screen changes to .75.

5. Select Top from the :Print Layout Margins menu.

6. Type the top margin setting you want and press ENTER.

   To specify the top margin for the sample worksheet, enter 1. Note that the top margin setting in the diagram on the print status screen changes to 1.

7. Select Bottom from the :Print Layout Margins menu.

8. Type the bottom margin setting you want and press ENTER.

   To specify the bottom margin for the sample worksheet, enter 1. Note that the bottom margin setting in the diagram on the print status screen changes to 1.

9. Select Quit to return to the print Layout menu.

NOTE You cannot use the pointer-movement keys to increase and decrease settings when you use the Print Layout commands.

Adding a Footer

This section describes how to include a footer on the bottom of each page. With Print Layout commands you can left-align, center, and right-align segments of a footer (and header). In the sample worksheet, you will enter a footer and left-align the company name, center the date, and right-align the page number within the footer.

To add a footer, do the following:

1. Select Titles Footer from the :Print Layout menu.
2. Type a footer and press ENTER.

   To create a footer for the sample worksheet, type

   Sloane Camera and Video¦ 15 January 1990¦ Page #

   and press ENTER.

   The ¦ (vertical bar) separates the left, center, and right portions of the footer. The # (pound sign) tells 1-2-3 to insert a page number.
3. Select Quit to return to the :Print Layout menu.
4. Select Quit twice to return 1-2-3 to READY mode.

Page layout enhancements affect the printed output of a worksheet. 1-2-3 does not display the footer in the on-screen worksheet. However, when you use the Wysiwyg preview feature described in the next section, you will see the footer at the bottom of the previewed page.

Previewing and Printing

With :Print Preview you can preview a worksheet before you print it, so you can see how the worksheet will appear on the printed page. You may want to make layout and spacing adjustments before you print the worksheet.

Previewing Your Worksheet

To preview a worksheet, do the following:

1. Move the cell pointer to the first cell of the range you want to preview.

   To preview the sample worksheet, move the cell pointer to cell A1.
2. Select :Print Range Set.

   1-2-3 displays the address of the current cell (A1) in the control panel.
3. Specify the range you want to set.

   For the sample worksheet, specify range A1..F45.

4. Select Preview from the :Print menu.

   The page appears on the preview screen. A dotted line outlines the margin settings. The print range you specified, including all graphics, appears within the outline. 1-2-3 also displays layout enhancements such as footers and page numbers.

5. Press ESC to return to the :Print menu.

6. Select Quit to return 1-2-3 to READY mode.

   Note that a dotted line now outlines the print range in your worksheet.

Making Adjustments

When you preview a worksheet, you see how the worksheet will be positioned on a page. You may want to make final adjustments, such as moving graphics or inserting rows, to achieve a balanced appearance.

For example, the appearance of the sample worksheet might be improved by creating space between the title and the column headings. Use /Worksheet Insert Row to insert three rows above the column headings. Specify A2..A4 at the 'Enter row insert range' prompt. Note that the worksheet data, the Wysiwyg formatting, and the 1-2-3 graph move down three rows.

Printing a Worksheet with Wysiwyg Formatting

When you finish formatting a worksheet, it is a good idea to save your formatting changes before you print the worksheet. Use /File Save to save the worksheet file and the Wysiwyg formatting.

To print a worksheet with Wysiwyg formatting, you must print using the Wysiwyg Print (:Print) commands. If you print using the 1-2-3 Print (/Print) commands at this point, you will print the worksheet without Wysiwyg formatting.

NOTE You must use the Install program to install a printer before you can print a worksheet. If you installed more than one printer and want to use a printer other than the default printer, use :Print Configuration Printer to select the printer, and use :Print Configuration Interface to specify the interface.

To print a worksheet, do the following:

1. Move the cell pointer to the first cell of the range you want to print.

   To print the sample worksheet, move the cell pointer to cell A1.

2. Select :Print Range Set.

   1-2-3 displays the range address of the current print range (A1..F48) in the control panel. Note that when you inserted three rows in the preceding exercise, 1-2-3 increased the current print range by three rows.

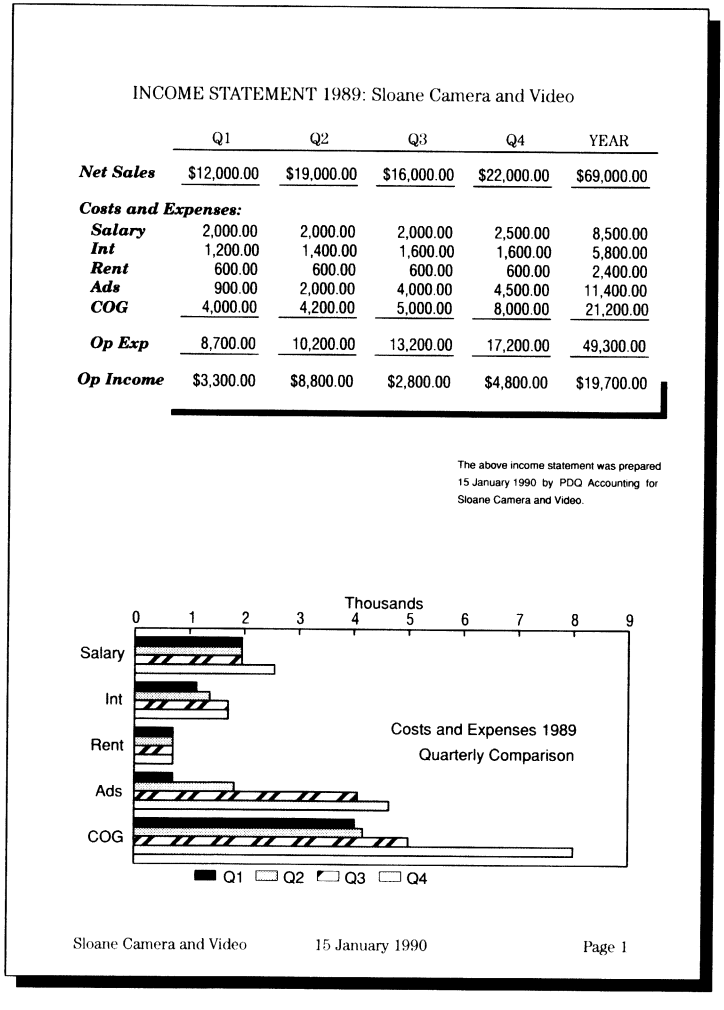
3. Specify the range you want to print.

To print the sample worksheet, accept the range A1..F48.

4. Select Go from the :Print menu to print the current print range and return 1-2-3 to READY mode.

   The PRT status indicator appears while 1-2-3 prints the worksheet.

Figure 4-7 shows the printed worksheet. You can see the effect of page layout enhancements, such as margin settings and footers.



INCOME STATEMENT 1989: Sloane Camera and Video

	Q1	Q2	Q3	Q4	YEAR
Net Sales	$12,000.00	$19,000.00	$16,000.00	$22,000.00	$69,000.00
Costs and Expenses:					
Salary	2,000.00	2,000.00	2,000.00	2,500.00	8,500.00
Int	1,200.00	1,400.00	1,600.00	1,600.00	5,800.00
Rent	600.00	600.00	600.00	600.00	2,400.00
Ads	900.00	2,000.00	4,000.00	4,500.00	11,400.00
COG	4,000.00	4,200.00	5,000.00	8,000.00	21,200.00
Op Exp	8,700.00	10,200.00	13,200.00	17,200.00	49,300.00
Op Income	$3,300.00	$8,800.00	$2,800.00	$4,800.00	$19,700.00

The above income statement was prepared 15 January 1990 by PDQ Accounting for Sloane Camera and Video.

Figure 4-7 Printed worksheet with Wysiwyg formatting

If you want to save the sample worksheet file with the Wysiwyg enhancements, use a new file name. See "Saving Your Work" in the first section of this chapter.

Glossary

This glossary defines terms specific to Wysiwyg. For terms specific to 1-2-3, see the Glossary in *Reference*.

add-in

A special program, created by Lotus® and other software developers, that you can use with 1-2-3 to extend its capabilities.

bounding box

A rectangle Wysiwyg creates and uses to outline each object you add to a graphic. The bounding box does not print and is visible only when you move an object or change the size or shape of an object in the graphics editing window.

default display settings

Settings stored in the Wysiwyg configuration file (WYSIWYG3.CNF) that 1-2-3 uses automatically whenever you read Wysiwyg into memory.

default font

The font Wysiwyg uses for all data in a worksheet file, except for data in cells you have explicitly formatted with another font. The default font is Font 1 of the font set associated with a worksheet file.

default font set

The group of eight fonts that is initially available when you read Wysiwyg into memory with a new file. Wysiwyg uses an initial default font set that consists of the Dutch, Swiss, and Xsymbol typefaces in various font sizes; you can, however, change the default font set to include any font that Wysiwyg or your printer supports.

default page layout

The collection of :Print Layout settings that is initially available when you read Wysiwyg into memory with a new file.

fixed spacing

A way of spacing characters on a line that allots each character in a typeface the same amount of space, regardless of the size of the actual character. See also proportional spacing.

font

A typeface of a particular size. For example, Dutch 10 point and Swiss 14 point are two fonts.

font directory

The directory in which Wysiwyg looks for font files to use in both display and printing.

font library
A file in which you save a font set so that you can use it with worksheet files. 1-2-3 automatically adds the extension .AF3 to a font library when you save the font library file.

font set
A group of eight fonts available for use with a worksheet file.

footer
A line of text that 1-2-3 prints above the bottom margin of each page.

format
The attributes applied to a cell or a range with the Format commands. Formats appear on screen and in printed documents (provided you have the proper display card and printer). The formats you can apply to a cell or a range with the Wysiwyg commands include bold, italics, underlining, outlines, drop shadows, shading, and color.

format file
A file in which 1-2-3 stores formatting information associated with a worksheet file. 1-2-3 stores formatting information in a format file with the .FM3, .FMT, or .ALL extension, depending on the file format of the associated worksheet file and the add-in initially used to format the worksheet (Wysiwyg, Impress, and Allways, respectively).

formatting description
An abbreviated description of a format you applied to a cell. The description appears on the first line of the control panel in braces when the cell is current. For example, {SWISS14 Bold U3 S1} appears as the description of a cell formatted with Swiss 14-point font in bold with wide underlining and light shading.

formatting sequence
A code you use to format text that you cannot otherwise format through the Wysiwyg menu commands, such as headers and footers, text you add to a graphic, and specific characters within cells. You can also use formatting sequences to apply formats not available through the Format commands, such as subscript and superscript.

graph
A pictorial representation of data created in 1-2-3.

graphic
A current or named 1-2-3 graph, a 1-2-3 graph saved in a .PIC file, a graphic metafile saved in a .CGM file, or a blank placeholder that you add to a worksheet with :Graph Add.

graphics display mode
A screen display mode in Wysiwyg that closely resembles the final printed output. When Wysiwyg is in graphics display mode and you make a formatting change, you see the effect on the screen.

graphics editing window
A full-screen display that appears when you select :Graph Edit. You can use this window to edit and enhance graphics you add to your worksheet.

grid lines
Lines that run along all the rows and columns of your worksheet, enclosing every cell in the screen display or in a printout.

header
A line of text that 1-2-3 prints below the top margin of each page.

icon
A small picture that 1-2-3 displays on screen in graphics display mode that you can select with a mouse to perform 1-2-3 tasks.

landscape mode
The orientation in which a printer prints across the length of the paper.

mouse pointer
The arrow that appears on the screen when you use a mouse with Wysiwyg and 1-2-3. You can use the mouse pointer to move the cell pointer, specify ranges, and select Wysiwyg and 1-2-3 commands.

named style
A collection of formats copied from a single cell that you can apply to a range in the current file.

object
An enhancement such as a polygon, arrow, or freehand drawing that you add to a graphic using :Graph Edit Add.

orientation
The placement of a printed range on a page in either portrait or landscape mode. In portrait mode, the worksheet prints across the width of the paper; in landscape mode, it prints across the length of the paper.

page layout library
A file in which you save page layout settings to use with worksheet files.

pitch
The number of characters that occupy a space horizontally.

point
A unit of measurement that determines the height of a character. A point is approximately 1/72 of an inch.

portrait mode
The orientation in which a printer prints across the width of the paper.

print border
Rows or columns that 1-2-3 prints on every page above and/or to the left of each print range.

printer driver
A file that contains software that runs your printer.

printer font
A font that your printer provides.

print range
The range of data to be printed. A print range can include graphics and can be printed on a printer or to an encoded file.

proportional spacing
A way of spacing characters on a line that allots each character in a typeface a different amount of space based on its size. For example, a font that uses proportional spacing allots less space to the letter I than to the letter W. See also fixed spacing.

resolution
The number of dots per inch that your printer uses to produce graphics. The greater the number of dots per inch, the higher the resolution and the better the print quality.

selection indicators
Small filled squares that appear on the outer edges or on the bounding box of an object or graphic selected in the graphics editing window.

soft font
A font you transfer to your printer from a disk on your computer.

system font
The font 1-2-3 uses when Wysiwyg is not in memory.

text display mode
A screen display mode in which a worksheet appears as it does when you first read 1-2-3 into memory. In text display mode, Wysiwyg formats you apply do not appear on screen; however, the first line of the control panel indicates the format of the current cell, and final printed output reflects formattting changes made with Wysiwyg.

text range
A range you specify with the Text commands in which you enter text directly or align or justify data previously entered in cells. {Text} appears in the control panel when the cell pointer is in a text range.

typeface
The overall design of printed characters. Each typeface has a distinct appearance, and all the characters within a typeface share common design characteristics. For example, Swiss and Courier are two typefaces.

WYSIWYG3.CNF
A file that contains Wysiwyg default settings made with the Display commands.

Appendix 1
Symbol Character Table

Wysiwig lets you display and print a number of symbols that are not on your keyboard. The following table lists the code numbers and the characters they produce.

You use @CHAR, a code number from the following table, and :Format Font to produce a symbol in a worksheet. To produce a symbol, use :Format Font and specify the Xsymbol typeface to format the cell in which you want the symbol to appear. Then find the code number that corresponds to the symbol in the following table, and enter the code number as an argument for @CHAR in the cell. For example, to produce a ♥ (heart), you would find the corresponding code number, 42, and enter @CHAR(42) in a cell formatted in Xsymbol typeface.

If you enter @CHAR and a code number in a cell formatted in an alphanumeric typeface, such as Swiss or Courier, the result is an ASCII character.

NOTE While most alphanumeric characters require only one byte, some symbols require more than one byte.

Code number	Xsymbol typeface	Alphanumeric typeface
32		
33	¶	!
34	❣	"
35	❣	#
36	❤	$
37	❥	%
38	❦	&
39	❧	'
40	♣	(
41	♦	)
42	♥	*
43	♠	+
44	①	,
45	②	–
46	③	.
47	④	/
48	⑤	0

(Continued)

Code number	Xsymbol typeface	Alphanumeric typeface
49	⑥	1
50	⑦	2
51	⑧	3
52	⑨	4
53	⑩	5
54	❶	6
55	❷	7
56	❸	8
57	❹	9
58	❺	:
59	❻	;
60	❼	<
61	❽	=
62	❾	>
63	❿	?
64	①	@
65	②	A
66	③	B
67	④	C
68	⑤	D
69	⑥	E
70	⑦	F
71	⑧	G
72	⑨	H
73	⑩	I
74	❶	J
75	❷	K
76	❸	L
77	❹	M
78	❺	N
79	❻	O
80	❼	P

(Continued)

Code number	Xsymbol typeface	Alphanumeric typeface
81	❽	Q
82	❾	R
83	❿	S
84	→	T
85	→	U
86	↔	V
87	↕	W
88	↘	X
89	➙	Y
90	↗	Z
91	➙	[
92	➙	\
93	➙	]
94	➙	^
95	➙	_
96	➙	'
97	➙	a
98	➙	b
99	➙	c
100	➙	d
101	➙	e
102	➙	f
103	➙	g
104	➙	h
105	⇨	i
106	⇨	j
107	⇨	k
108	⇨	l
109	⇨	m
110	⇨	n
111	⇨	o
112		p

(Continued)

Code number	Xsymbol typeface	Alphanumeric typeface
113		q
114		r
115		s
116		t
117		u
118		v
119		w
120		x
121		y
122		z
123		{
124		|
125		}
126		~
127		

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NOTE Boldface numbers refer to definitions.

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U

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W

X