

Lotus

Quick Reference

Lotus 1-2-3 Release 2.3

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Selecting Commands

To perform most Lotus® 1-2-3® tasks, you select commands from menus and dialog boxes. This section briefly explains how to use menus and dialog boxes and how to select a command using either the keyboard or the mouse, or a combination of the two. If you are familiar with another release of 1-2-3, you will find that most keystroke sequences used in that release perform the same tasks in 1-2-3 Release 2.3.


Using Menus

To tell 1-2-3 what you want to do, you select a series of commands from menus. In 1-2-3, a menu is a series of choices in the second line of the control panel. When a menu is displayed in the control panel, the mode indicator changes to MENU. The third line of the control panel describes the highlighted command. You select commands by highlighting (with the rectangular highlight called the menu pointer), by typing the first character of the command (each command in a 1-2-3 menu begins with a different character), or by clicking the command.

Selecting a command by highlighting it is useful while you are becoming familiar with 1-2-3 because you can see the description or submenu 1-2-3 displays for each command. Selecting a command by typing the first character is faster than the highlighting method and is useful once you are familiar with the commands in each 1-2-3 menu.

Often when you select a command, 1-2-3 requires you to supply more information. Sometimes you provide this information through additional menu choices. In many cases, however, 1-2-3 displays a prompt, or message, asking you to provide specific information in the second line of the control panel. What information you provide depends on the command. For example, 1-2-3 requests a file name when you select /File Retrieve, text to find when you select /Range Search, or a range address when you select /Copy.

Using Dialog Boxes

Some 1-2-3 commands, such as /Worksheet Global, /Graph, or /Data Query, require you to select additional commands to specify a number of settings. In such cases, 1-2-3 displays a dialog box. A dialog box is a special status screen that helps you keep track of the choices you are making. It shows you the current settings for all the options associated with a task. You can change settings in the dialog box directly with the keyboard or the  mouse, or you can select commands from the menu above the dialog box. For procedures on specifying dialog box options, see "To Select a Command with the Keyboard or Mouse" on page 3.

Instead of commands in menus, dialog boxes use the following components to allow you to select settings:

- Option buttons and check boxes offer choices: you can select one option from a group of option buttons, and one or more options (or none) if the options appear with check boxes. An option button is selected, or marked, when an * (asterisk) appears next to the option; a check box is selected, or marked, when an x appears next to the option.
- Text boxes accept whatever type of entry is required, including numbers, cell addresses, range names, or text.

A1: SETTINGS

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The Zeros option button is selected (marked with an *) in this group

The Automatic recal check box is selected (marked with an x)

A text box shows text you enter

- Popup dialog boxes appear over a dialog box when a selection in a dialog box leads to a series of further options.

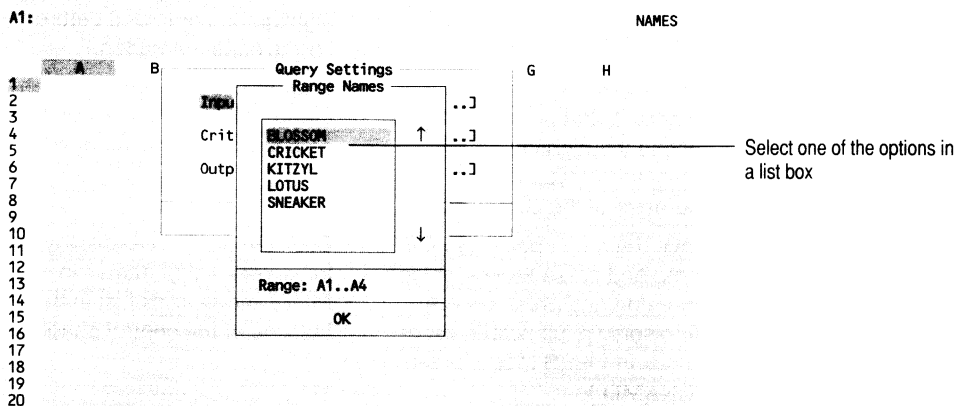
A1: SETTINGS

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A popup dialog box offers additional options

Command buttons carry out an action

- Dialog boxes include at least one command button. Command buttons appear when the dialog box is active; they carry out the action of the command. OK is the most common command button; it confirms the current selections and completes the dialog box. Some command buttons, such as the Printer command button on the /Worksheet Global Default Settings dialog box, have ellipses (...) following the label; these command buttons produce another dialog box.
- List boxes appear when you must select from many choices, such as a list of range names (displayed by pressing F3 (NAME)).



To use a dialog box, you must first activate the dialog box by pressing F2 (EDIT) or by clicking anywhere in the box with the mouse. (The mode indicator changes to SETTINGS when you activate the dialog box.) Then select dialog box components with the pointer-movement keys, by typing the highlighted character, or by clicking the component with the mouse (see the following table).

NOTE If you prefer using the menu and do not want to use the dialog box, you can press F6 (WINDOW) to turn off the display of a dialog box when it appears. This lets you see the worksheet as you select commands from the menu. Pressing F6 (WINDOW) again redisplay the dialog box.

To Select a Command with the Keyboard or Mouse

Use the procedures in the following table to select a command.

To	Do this with the keyboard	Do this with the mouse
Activate the 1-2-3 main menu	Press / (slash) or < (less-than symbol).	Move the mouse pointer to the control panel. If Wysiwyg is attached, click the right button to switch menus if necessary.

(continued)

To	Do this with the keyboard	Do this with the mouse
Activate the Wysiwyg main menu	Press : (colon).	Move the mouse pointer to the control panel. Click the right button to switch menus if necessary.
Move the menu pointer	Press ← → or the space bar to move left or right, or HOME or END to move to the first or last command.	Drag the menu pointer by holding down the left mouse button and moving the mouse along menu selections. (If you decide not to select the option, move the menu pointer off the highlighted command before you release the button.)
Select a command	Move the menu pointer to the command and press ENTER to choose the highlighted command <i>or</i> type the first character of the command.	Click the right button to switch menus if necessary. Click the command with the left button.
Respond to a prompt by selecting a name from a list	Move the menu pointer to the name and press ENTER <i>or</i> type the name and press ENTER. (To display a full-screen list of names in FILES mode, press F3 (NAME).)	Click the name. (To display a full-screen list of names in FILES mode, click List in the first line of the control panel.)
Accept a response to a prompt	Press ENTER.	Click the control panel.
Enter a response to a prompt	Type the response and press ENTER. You may need to press ESC one or more times to clear a suggested response before you can type a new one.	Type the response and click the control panel.
Specify a range	Type the address or range name and press ENTER <i>or</i> use the arrow keys to highlight the range and press ENTER (see “Specifying a Range” in Chapter 2 of the <i>User’s Guide</i>).	Move the mouse pointer to the upper left cell in the range. Drag the cell pointer to highlight the range (see “Specifying a Range” in Chapter 2 of the <i>User’s Guide</i>).
Select dialog box options	Select the menu option(s) or press F2 (EDIT) to activate the dialog box and then type the highlighted character, <i>or</i> press ← → ↑ ↓, TAB, SHIFT-TAB, HOME, or END to move to an option and press space bar or ENTER to select it.	Click the option(s).

(continued)

To	Do this with the keyboard	Do this with the mouse
Select an item from a list box in a dialog box	Use ← → ↑ ↓, PG UP, PG DN, HOME, or END to highlight an item and then press ENTER to select it.	Click the item. To scroll through the list, click a scroll arrow in the icon panel at the side of the list box.
Cancel a command	Press CTRL-BREAK.	Click the right mouse button as often as necessary to leave the menu.
Back up one menu level	Press ESC.	Click the right mouse button <i>or</i> click CANCEL in a dialog box.

Specifying Ranges

When you work with 1-2-3 or Wysiwyg, you often want to perform the same action on several cells at once. Some formulas and @functions also require a range of data. In these cases, you specify a worksheet area called a range. A range is a rectangular block of adjacent cells. It can be a single cell, several cells that are in adjacent rows and columns, a row, a column, or several adjacent rows and columns. In most cases, you can use either the keyboard or the mouse to specify ranges.


You can specify a range either before or after you select a command. Specifying a range before you select a command leaves the range specified after the command is complete. Specifying a range during a command does not. If you will use the same data for many commands, specify the range first; once the range is specified, you need not re-specify it for each command. When you specify a range before selecting a command that requires a range, 1-2-3 and Wysiwyg use the preselected range automatically. If a command moves data in the range (such as /Move), the specified range becomes the range to which you move the data. Moving the cell pointer or pressing ESC cancels a preselected range.


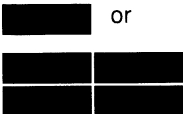
You can specify a range in several ways:

- Type the range address in a formula or in response to a prompt. A range address consists of the cell addresses of the upper left and lower right cells in the range, separated by one or two periods (for example, A1..B4).
- Use a range name in a formula, in the Range text box in a dialog box, or in response to a prompt. Range names simplify specifying a range in dialog boxes, formulas, and @functions. Name a range if you will need the data it contains frequently, if it is large, or if you will need to specify the range often. See “Using Named Ranges” in Chapter 2 of the *User’s Guide*. To display a list of all range names in the worksheet, press F3 (NAME).



- Highlight a range with the mouse or the keyboard before you select a command. You can also highlight a range when 1-2-3 or Wysiwyg is in POINT mode. 1-2-3 and Wysiwyg enter POINT mode when you press F4, when you hold down the left mouse button, when you must specify a range for a command, or when you are highlighting a range for a formula or @function. Moving the cell pointer or pressing ESC in READY mode cancels the preselected range.

To Specify a Range

The table that follows illustrates some ranges and describes how to highlight them with the keyboard or the  mouse.

Area	Shape	Keyboard	Mouse
Single cell		<p>Press a pointer-movement key: ← → ↑ and ↓ select an adjacent cell; PG UP, PG DN, TAB, SHIFT-TAB, HOME, and END select a more distant cell.</p> <p>Press F5 (GOTO), type the cell address, and press ENTER.</p> <p><i>In a formula, type the cell address or range name, or use the pointer-movement keys.</i></p> <p><i>In response to a prompt, type the cell address or name, or enter POINT mode and use the pointer-movement keys (press ESC or BACKSPACE to unanchor the cell pointer if necessary).</i></p>	Click the cell.
Range	 or	<p>In READY mode, press F4 and highlight the range with the pointer-movement keys before you select a command or in POINT mode, after selecting a command, anchor the range with . (period) if necessary, and highlight the range with the pointer-movement keys (press ESC or BACKSPACE to unanchor the cell pointer if necessary).</p> <p><i>In a formula, type the range address or name, or anchor the range with . (period) if necessary and use the pointer-movement keys.</i></p>	Move the mouse pointer to the upper left cell in the range, then drag the cell pointer to highlight the range.

(continued)

Area	Shape	Keyboard	Mouse
		<i>In response to a prompt, type the range address or name, or in POINT mode anchor the range with . (period) and use the pointer-movement keys (press ESC or BACKSPACE to unanchor the cell pointer if necessary).</i>	
Named range	 or 	Press F4 and type the range name <i>or</i> press F3 (NAME) in POINT mode and select the name from the list.	

To Specify a Range in POINT mode

1-2-3 and Wysiwyg enter POINT mode when you press **F4**, press a pointer-movement key in response to a prompt, or press a pointer-movement key after typing + - (/ ^ or * within a formula or @function. The following table describes the keys you use to highlight a range in POINT mode. When a range is anchored, a pointer-movement key expands the highlight; when a range is unanchored, a pointer-movement key moves the cell pointer (and the anchor cell, or the cell from which you start highlighting the range).

Key	When range is unanchored	When range is anchored
. (period)	Makes the current cell the anchor cell.	Moves the anchor cell clockwise from one corner of highlighted range to next.
BACKSPACE	Returns the cell pointer to wherever it was before 1-2-3 entered POINT mode (current cell).	Removes highlighting, unanchors the cell pointer, and returns the cell pointer to wherever it was before 1-2-3 entered POINT mode.
ESC	If you are using a command, returns you to the previous menu or prompt. If you are entering a formula, clears the last cell address in the formula and returns 1-2-3 to VALUE or EDIT mode.	Removes highlighting and unanchors the cell pointer.
Pointer-movement keys	Move the cell pointer (and thus the anchor cell).	Extend the range highlight.

With some commands, such as /Data Fill, 1-2-3 “remembers” the most recently specified range. The next time you select the command, 1-2-3 automatically highlights the last range and displays its address in the control panel (unless you highlighted a range before selecting the command). Press **ENTER** to accept that range, or press **ESC** or **BACKSPACE** to clear the range and specify a different range.

Entering Data

1-2-3 recognizes two types of entries: values and labels. A value entry is any number, or a formula or @function that returns a value. A label is a text entry. The first character you enter tells 1-2-3 the entry type. Numbers and the symbols + - (. @ \$ # or any currency symbol signal a value. All other characters signal a label, and 1-2-3 inserts a label prefix to control alignment. **W** Wysiwyg also uses label prefixes to control text alignment. The following table lists both 1-2-3 and Wysiwyg label prefixes and their effects on labels.

1-2-3 and Wysiwyg Label Prefixes

Prefix	Result
'	1-2-3 and Wysiwyg align the label with the left edge of the cell (default alignment for labels).
"	1-2-3 and Wysiwyg align the label with the right edge of the cell.
^	1-2-3 and Wysiwyg center the label in the cell.
\	1-2-3 and Wysiwyg repeat the characters in the label to fill the cell.
" "	Wysiwyg aligns the label with the right edge of the cell (long labels spill to the left edge of the cell and to the adjacent cells to the left).
^ ^	Wysiwyg centers the label in the cell (long labels spill into the adjacent cells, both left and right).

In 1-2-3, the | (split vertical bar) is also a label prefix, used primarily for embedded setup strings (see Appendix B of the *User's Guide*), page breaks (see "Printing With 1-2-3" in Chapter 7 of the *User's Guide*), and /Data Parse format lines (see "Parsing Imported Data" in Chapter 22 of the *User's Guide*). If used as a label prefix for a label that is located at the beginning of a row of data, the | tells 1-2-3 not to print the row. If, however, the label is located elsewhere in a row (such as between other labels), the label is left-aligned and will print.

In Wysiwyg, the ' (apostrophe) followed by the | (split vertical bar) is also a label prefix, used to align text to fill the row of the text range evenly. (The text aligns with both sides of the cell or range, creating an even amount of white space between words.)

If a label is longer than the cell, 1-2-3 displays it if cells to the right are blank, or displays what fits in the cell if the cells to the right contain data. If a value is longer than the cell, 1-2-3 displays the value in scientific notation if the cell format is General or displays asterisks (***) in the cell if the cell has another format. 1-2-3 stores the entire entry in the cell, even if it cannot display the entire entry.

Values and Labels

To enter	Do this	With this result
Text	Type the text (up to 239 characters). To confirm the entry, press ENTER, press a pointer-movement key, <i>or</i> click the control panel.	The mode indicator says LABEL, and characters appear in the second line of the control panel as you type. When you confirm the entry, 1-2-3 inserts a label prefix, the text appears in the cell, and the mode indicator changes to READY.
A number	Type a number from 10 ⁻⁹⁹ to 10 ⁹⁹ , up to 240 characters long. To confirm the entry, press ENTER, press a pointer-movement key, <i>or</i> click the control panel. Do not enter spaces, commas, or other punctuation (except for a single decimal separator).	The mode indicator says VALUE, and characters appear in the second line of the control panel as you type. When you confirm the entry, the number (or asterisks), appears in the cell, and the mode indicator changes to READY.
A label, adjusting its position in the cell	Type the label prefix that corresponds to the alignment you want. Then type the text. To confirm the entry, press ENTER, press a pointer-movement key, <i>or</i> click the control panel.	The mode indicator says LABEL, and characters appear in the second line of the control panel as you type. When you confirm the entry, the text appears in the cell and the mode indicator changes to READY.
A label that begins with a number or a number as a label	Type a label prefix and the number (and any text). To confirm the entry, press ENTER, press a pointer-movement key, <i>or</i> click the control panel.	The mode indicator says LABEL, and characters appear in the second line of the control panel as you type. When you confirm the entry, the text appears in the cell and the mode indicator changes to READY.
A formula	Type + or – to start the formula (if it will begin with a cell address, range name, or file reference); you can also enclose a formula in parentheses. Type the first operand or specify the cell. Type the operator. Type the next operand, and then type operators and operands until the formula is complete. To confirm the entry, press ENTER, press a pointer-movement key, <i>or</i> click the control panel.	The mode indicator says VALUE, and characters appear in the second line of the control panel as you type. When you confirm the entry, the result, not the formula, appears in the cell. 1-2-3 displays the formula in the first line of the control panel. Valid formulas include 27+1 +NAME-27 -A7+A3 (ACTUAL-BUDGET) +A1-B1*C1

(continued)

To enter	Do this	With this result
An @function	Enter @, the function name, (, any arguments, and). To confirm the entry, press ENTER, press a pointer-movement key, or click the control panel.	The result of the @function appears in the cell. 1-2-3 displays the @function in the first line of the control panel.
A date	Enter @DATE(<i>year,month,day</i>), (using the <i>year</i> (2-digit), <i>month</i> , and <i>day</i> values for the day you want) to create a date number. To confirm the entry, press ENTER, press a pointer-movement key, or click the control panel. Then use /Range Format Date to display the date rather than the date number.	The mode indicator says VALUE, and characters appear in the second line of the control panel as you type. When you confirm the entry, the date number appears in the cell. After you use /Range Format Date, the date appears in the format you select. 1-2-3 displays the @function in the first line of the control panel.
A time	Enter @TIME(<i>hour,minutes,seconds</i>) (using the <i>hour</i> , <i>minutes</i> , and <i>seconds</i> values, in 24-hour form, for the time you want) to create a time number. To confirm the entry, press ENTER, press a pointer-movement key, or click the control panel. Then use /Range Format Date Time to display the time rather than the time number.	The time appears in the format you select. 1-2-3 displays the @function in the first line of the control panel.
Copies of the same data	Enter the data once. Select /Copy. Specify the cell or range to copy at the Copy what? prompt and press ENTER. Specify the cell or range to copy to at the To where? prompt and press ENTER.	The contents of the source range appear in the destination range. If the source contains a formula or @function that contains relative cell addresses, the cell addresses in the destination change to reflect the new location.

If you want the value in a cell to be preceded by the currency symbol, you must format the cell with /Worksheet Global Default Other International Currency.

Working with Formulas

A formula performs a calculation using numbers, other formulas, or text. 1-2-3 lets you enter three types of formulas: numeric, text, and logical. The calculation can be a simple mathematical operation, such as subtracting one number from another, or a more complicated operation, such as determining the net present value of a series of future cash flows.

Formula Guidelines

Use the following guidelines when entering a formula:

- A formula can begin with a number or one of the numeric symbols + - @ . (or \$. In addition, you can use the # symbol to begin a logical formula.
- When the first element in a formula is a cell address, range name, or file reference, begin the formula with + - (or \$. For example, +B7/B8, -B7*B8, \$SALES/12, (SALES-EXPENSES), and +<<BUDGET.WK1>>B7 are all valid formulas.
- When a text formula starts with text, begin the formula with + or (. For example, +"Ms.●"&LAST and ("Ms.●"&LAST) are both valid formulas. (Each ● represents one space.)
- A formula can contain up to 240 characters.
- A formula cannot contain spaces, except within text in text formulas.

You can use the following types of data in a formula:

- Numbers (for example, 450, -92, 7.1E12, date numbers, and time numbers)
- Text with quotation marks, sometimes called a literal string (for example, "Budget for" or "TOTAL")
- @Functions (for example, @SUM(A4..A8))
- Cell and range addresses (for example, B12, FF23..FH35)
- Range names (for example, JANSALES, BUDGET_90)

NOTE You use /Worksheet Global Default Other International Currency to specify the currency symbol. If the default currency symbol is not \$ (dollar sign), you must precede the first value in a formula, if it is an absolute or mixed cell address, with a + (plus) or - (minus), or 1-2-3 considers it a label.

Operators and Order of Precedence

The following table shows the arithmetic, text, and logical operators you can use in formulas. Precedence numbers represent the order in which 1-2-3 performs operations in a formula. The lower the precedence number, the earlier 1-2-3

performs the operation. Operations with the same precedence number are performed sequentially from left to right.

Operator	Operation	Precedence number
^	Exponentiation	1
- or +	Identification of value as negative or positive	2
* or /	Multiplication or division	3
+ or -	Addition or subtraction	4
= or < >	Equal-to or not-equal-to tests	5
< or >	Less-than or greater-than tests	5
< =	Less-than-or-equal-to test	5
> =	Greater-than-or-equal-to test	5
#NOT#	Logical-NOT test	6
#AND# or #OR#	Logical-AND or logical-OR tests	7
&	Text concatenation (joining text together)	7

To override the order of precedence, enclose an operation in parentheses. 1-2-3 performs operations inside parentheses first. Within each set of parentheses, precedence numbers apply. You can nest one set of parentheses inside another set and create as many nesting levels as you want.

Formulas That Link Cells to Other Worksheets

File linking lets you use values from other worksheets in the current worksheet. File linking saves you the effort of manually updating every worksheet affected by a change in another worksheet. It also lets you create links to cells that depend on other linked cells.

To create a linking formula (a formula that refers to a cell in another file), you must use the following format: +<<file reference>>cell reference. The file and cell references can be entered in uppercase or lowercase letters. 1-2-3 will always, however, display the references in all uppercase letters.

Follow these steps when entering the formula:

1. Move the cell pointer to the target cell.
2. Type a + (plus) to begin the formula.
3. Enter a file reference enclosed in << >> (double angle brackets).

A file reference must always include the name of the source file. In some cases, however, it may also be necessary for you to supply other information:

- If the source file does not have the default file extension .WK1, you must include the appropriate file extension.

- If the source file is not in the current 1-2-3 directory (the directory specified with /File Directory), you must include a directory name to tell 1-2-3 where to look for the file.
 - If the source file is not on the disk in the current 1-2-3 drive (the drive specified with /File Directory), you must include a drive name to tell 1-2-3 where to look for the file. (You set the 1-2-3 default directory with /Worksheet Global Default Directory.)
4. Enter a cell reference, either the address of the source cell or its range name.
 - If you enter a range address, 1-2-3 uses only the cell in the upper left corner of the range as the source cell.
 - If you enter a range name that represents a multiple-cell range in the source file, 1-2-3 uses only the cell in the upper left corner of the range as the source cell although it always displays the range name in the formula.
 5. Press ENTER or a pointer-movement key *or* click the control panel to complete the formula.

When you press ENTER to complete the linking formula, 1-2-3 checks to make sure the source file you referenced exists. If any of the following conditions exist, 1-2-3 displays an error message and will not enter the formula in the worksheet:

- The source file does not exist (for example, if you erase or rename the source file referenced in a linking formula, 1-2-3 displays ERR in the target cell the next time you retrieve the target file or use /File Admin Link-Refresh).
- The specified directory does not exist so 1-2-3 cannot find the source file.
- The specified drive is not ready (for example, you have not closed the door on a diskette drive).
- The specified range name does not exist in the source file.
- The source file is a password-protected worksheet.
- You are sharing files on a network and the source file is being accessed by another user.
- The data in the file cannot be read by 1-2-3.

If 1-2-3 is able to locate the source file and cell, it copies the value of that cell into the target cell.

6. In order to make a link permanent, use /File Save to save the worksheet.

Once the two files are linked, 1-2-3 copies the value of the cell in the source file (the source cell) to the cell in the target file (the target cell). The value of the target cell is automatically updated whenever you retrieve the target file or select /File Admin Link-Refresh while you are working on the target file. (In general, you only need to use /File Admin Link-Refresh if you are sharing data files on a network.) When you use /File Directory, 1-2-3 will update any linking formula in which the source file reference does not include a path.

TIP The Viewer add-in lets you link a cell or range in the current worksheet to a cell or range in a target worksheet, automatically. When Viewer is invoked, you can view the contents of worksheet files to select the file you want to link to the current worksheet. To link the specified cell or range in the current worksheet to a cell or range in another worksheet, do the following:

- Select Link from the Viewer menu.
- Select the file and the cell or range in that file you wish to link, and then press ENTER.

The correct linking formula (or formulas) are automatically written to the target cell.

For detailed instructions on how to link files, see “To Create Linking Formulas Using Viewer” in Chapter 20 of the *User’s Guide*. For further information about using Viewer, see “Viewing the Contents of a File” in Chapter 19 of the *User’s Guide*.

Editing Entries

Edit an entry by deleting, inserting, or replacing characters in the entry either while you type it or after you enter it in the cell. A small change is simplest and usually quickest if you move to the cell and enter a new label or value. The new entry replaces the old one. To revise a long entry without retyping it completely, change parts of the entry in EDIT mode. Move to the cell and start EDIT mode by pressing F2 (EDIT). The mode indicator says EDIT, and the contents of the current cell appear in the control panel. You can also replace or find an entry with /Range Search.

To	Do this
Edit as you type	Press BACKSPACE to erase previous characters or press F2 (EDIT) to start EDIT mode. Type replacement characters and press ENTER .
Cancel the entry you are typing	Press ESC (in EDIT mode, press ESC twice).
Edit a short entry	Move to the cell you want to change, type the new entry, and confirm the entry by pressing ENTER or a pointer-movement key.
Change an entry	Move to the cell you want to change. Press F2 (EDIT) to start EDIT mode. Move the cursor to where you want to edit the entry. Press BACKSPACE to delete characters to the left of the cursor, or DEL to delete characters at the cursor. Type new characters to insert them. Press ENTER when you finish editing the entry.
Erase a single entry	Move to the cell you want to erase and press DEL .
Erase several entries	Select /Range Erase. Specify the range to erase. Press ENTER .
Find an entry	Select /Range Search. Specify the range that contains the entry you want to find. Enter the characters to find at the prompt. Select Formulas (to search in formulas only), Labels (to search in labels only), or Both (to search in both). Select Find. Select Next (to find the next occurrence) or Quit (to stop /Range Search).
Replace an entry	Select /Range Search. Specify the range that contains the entry you want to replace. Enter the characters to find at the prompt. Select Formulas (to search in formulas only), Labels (to search in labels only), or Both (to search in both). Select Replace. Enter the new characters after the prompt. Select Replace (to replace the current instance and find the next), All (to replace all occurrences of the characters), Next (to find the next occurrence, leaving the current occurrence unchanged), or Quit (to stop /Range Search).

Keys for Editing Data

The table below lists the keys you can use in EDIT mode to edit data. For a complete list and description of keys you can use to move around the worksheet, see “Keys for Moving Around the Worksheet” on page 19.

Press	To
←	Move the cursor left one character.
→	Move the cursor right one character.
↑	Complete editing and move the cell pointer up one row.
↓	Complete editing and move the cell pointer down one row.
ALT-F1 (COMPOSE)	Create characters that aren't available on the keyboard. (See the LICS table in Appendix A of the <i>User's Guide</i> .)
BACKSPACE	Erase the character to the left of the cursor.
CTRL - → or TAB	Move the cursor right five characters.
CTRL - ← or SHIFT-TAB	Move the cursor left five characters.
DEL	Erase the current character.
END	Move to the right of the last character in the entry.
ENTER	Complete editing.
ESC	Clear the entry from the control panel.
F2 (EDIT)	Switch to VALUE or LABEL mode.
F4 (ABS)	Cycle the cell or range address between relative, absolute, and mixed.
F9 (CALC)	Convert a formula to its current value.
HOME	Move to the first character in the entry.
INS	Switch between inserting text by moving existing text to the right (INS mode) and writing over existing text (OVR mode).
PG UP	Complete editing and move the cell pointer up one screen.
PG DN	Complete editing and move the cell pointer down one screen.

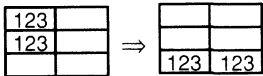
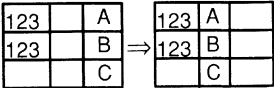
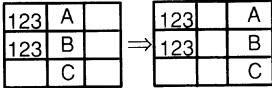
If the undo feature is on, press **ALT-F4 (UNDO)** immediately to restore an edited entry if you edit an entry and then change your mind.

Rearranging Data

As you add information to a worksheet or develop new models, you often need to rearrange the worksheet by copying, moving, and transposing existing data, or by inserting or deleting columns and rows.

To	Do this	With this result												
Duplicate a single cell entry in another cell	Select /Copy. Specify the cell you want to copy at the Copy what? prompt. Specify a single-cell destination for the copy at the To where? prompt.	<table border="1"><tr><td>123</td></tr></table> ⇒ <table border="1"><tr><td>123</td></tr></table>	123	123										
123														
123														
Duplicate data in one cell so it fills a range	Select /Copy. Specify the cell you want to copy at the Copy what? prompt. Specify the entire destination range at the To where? prompt.	<table border="1"><tr><td>123</td></tr></table> ⇒ <table border="1"><tr><td>123</td></tr><tr><td>123</td></tr><tr><td>123</td></tr></table>	123	123	123	123								
123														
123														
123														
123														
Duplicate data from one range in another range	Select /Copy. Specify the range you want to copy at the Copy what? prompt. Specify the upper left corner cell of the destination range at the To where? prompt. If source and destination ranges overlap, you may get unexpected results.	<table border="1"><tr><td>123</td></tr><tr><td>123</td></tr><tr><td>123</td></tr></table> ⇒ <table border="1"><tr><td>123</td></tr><tr><td>123</td></tr><tr><td>123</td></tr></table>	123	123	123	123	123	123						
123														
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123														
123														
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123														
Duplicate formulas in other cells or ranges	Select /Copy. Specify the range you want to copy at the Copy what? prompt. Specify the upper left corner cell of the destination range at the To where? prompt.	Formulas may no longer refer to original data, but to data in cell(s) that occupy the same relative position (see "Copying Formulas" in Chapter 3 of the <i>User's Guide</i>). NOTE /Copy cannot be used to copy Wysiwyg graphics.												
Transfer data, range names, and 1-2-3 and Wysiwyg formats and graphics to another area of the worksheet	Select /Move. Specify the range that contains the data, formats, or graphics you want to move at the Move what? prompt. Specify the destination range at the To where? prompt (you need specify only the upper left corner cell of the destination).	<table border="1"><tr><td>123</td><td></td></tr><tr><td>123</td><td></td></tr><tr><td>123</td><td></td></tr></table> ⇒ <table border="1"><tr><td></td><td>123</td></tr><tr><td></td><td>123</td></tr><tr><td></td><td>123</td></tr></table>	123		123		123			123		123		123
123														
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	123													
	123													
	123													
		Formulas that use this data may change (see "Moving Data Formulas Depend On" in Chapter 3 of the <i>User's Guide</i>).												

(continued)

To	Do this	With this result
Copy a column to a row or a row to a column, and convert formulas to values	Select /Range Trans. Specify the range whose data you want to transpose at the Transpose what? prompt. Specify the first cell of the destination at the To where? prompt. CAUTION If the CALC indicator is on, update formulas with F9 (CALC) first. If any of the formulas refers to data in a file on disk, use /File Admin Link-Refresh to update those values.	 <p>If CALC is on and you do not recalculate, values may be inaccurate.</p>
Remove one or more columns or rows from the worksheet (closing up the space left by the deletion)	Select /Worksheet Delete. Select Column to delete one or more columns or Row to delete one or more rows. Specify the range of columns or rows you want to delete. CAUTION Deleting rows or columns in a Wysiwyg graph range will shorten or narrow the graphic, while objects in the graphic will be resized proportionately. Wysiwyg graphics cannot be completely deleted with /Worksheet Delete commands, but may be reduced to one cell. NOTE Wysiwyg graphics can be resized with :Graph Settings Range.	
Insert one or more blank columns or rows in the worksheet	Select /Worksheet Insert. Select Column to insert one or more columns or Row to insert one or more rows. Specify a range that includes at least one cell in each of the columns or rows you are inserting. CAUTION Inserting rows or columns in a Wysiwyg graph range will heighten or widen the graphic, while objects in the graphic will be resized proportionately.	
Copy a range and convert formulas to values	Select /Range Value. Specify the range to convert at the Convert what? prompt. Specify the first cell of the destination at the To where? prompt. CAUTION If the CALC indicator appears at the bottom of the screen, update formulas with F9 (CALC) first. If any of the formulas refers to data in a file on disk, use /File Admin Link-Refresh to update those values.	<p>The entries in the destination range are values, not formulas.</p> <p>If CALC is on and you do not recalculate, values may be inaccurate.</p>
Erase a range	Select /Range Erase. Specify the range to erase.	1-2-3 erases the entries in the range.
Erase a single cell	Move the cell pointer to the cell. Press DEL.	1-2-3 erases the entry in the current cell.

NOTE Each cell in the destination range inherits the cell format, Wysiwyg formats (except lines added with :Format Line), and protection status of the corresponding cell in the source range. When you use /Move to move data from a formatted range, 1-2-3 moves the cell format with the data, and the source range reverts to the global cell format.

CAUTION The destination for moved, copied, or transposed data should be blank or contain unimportant data; 1-2-3 writes over existing data when it puts data in the range you specify. To avoid possible data loss from writing over existing data, save the worksheet first. If you make a mistake and you want to restore the worksheet to its original state, immediately retrieve the file or press ALT-F4 (UNDO) if undo is on.

Using the Keyboard

The following tables briefly describe some of the groups of keys you can use in 1-2-3 Release 2.3: keys for moving around the worksheet and function keys. For detailed descriptions of all the keys you can use in 1-2-3, press F1 (HELP) when 1-2-3 is in READY mode. The Main Help Index screen will appear, from which you can select the topic "1-2-3 Keys."

Keys for Moving Around the Worksheet

Moving the cell pointer changes the current cell — the cell your next action will affect.

Press	To
← → ↑ ↓	Move the cell pointer left or right one column, or up or down one row.
SHIFT-TAB or CTRL - ←	Move the cell pointer left one screen.
TAB or CTRL - →	Move the cell pointer right one screen.
END ←	Move the cell pointer to the intersection of a blank and a nonblank cell (a blank cell contains no data and/or label prefixes).
END →	
END ↑	
END ↓	
END HOME	Move the cell pointer to the lower right corner of active area (the rectangular area between cell A1 and the lowest and rightmost nonblank cell in the worksheet).
HOME	Move the cell pointer to cell A1 unless A1 contains a worksheet title. (Pressing HOME moves the cell pointer to the upper left-most corner of the active area.)
PG UP or PG DN	Move the cell pointer up or down one screen.
SCROLL and then a pointer-movement key	Move the view of the worksheet without moving the cell pointer.

(continued)

Press	To
F5 (GOTO). Select the name of the range or enter the cell address.	Move the cell pointer directly to the cell or named range you specify.
F6 (WINDOW)	Move the cell pointer between the two windows created with /Worksheet Window.

NOTE See “Keys for Editing Data” on page 16, for a list and description of keys you can use to edit entries.

1-2-3/Wysiwyg Function Keys

The following table lists the function keys for both 1-2-3 and Wysiwyg. In the few instances where there is a difference in functionality between 1-2-3 and Wysiwyg, it is noted. The most common modes in which a particular function key can be activated are described.

Name	Description
F1 (HELP)	<p>In most 1-2-3 modes, displays a Help screen related to the task you are performing, explains an error message, and/or provides a cross-referenced Help index.</p> <p>ERROR mode: Displays a Help screen that explains the error message 1-2-3 is displaying.</p> <p>HELP mode: Displays the Main Help Index screen.</p> <p>MENU mode: Displays a 1-2-3 Help screen related to the task you are performing.</p>
F2 (EDIT)	<p>If you are using :Graph Edit, lets you select text to edit in the graphics editing window.</p> <p>EDIT mode: Switches between EDIT mode and LABEL mode, if entry displayed in control panel is a label, or VALUE mode, if entry displayed in control panel is a value.</p> <p>MENU mode: Activates the dialog box, if a dialog box is on the screen.</p> <p>READY mode: Puts 1-2-3 in EDIT mode and displays contents of the current cell in control panel, so you can edit it.</p>
F3 (NAME)	<p>POINT mode: Displays a menu of named ranges.</p> <p>FILES and NAMES modes: Switches between displaying a menu of names in the third line of control panel and displaying a full-screen menu of names.</p> <p>SETTINGS mode: (In an active dialog box, when a range text box is selected) Displays a popup dialog box that contains a list of the range names in the current worksheet.</p> <p>VALUE mode: When pressed after typing + - / ^ (or * in a formula), displays a menu of named ranges.</p>

(continued)

Name	Description
F4 (ABS)	<p>POINT and EDIT modes: Cycles a cell or range address between relative, absolute, and mixed.</p> <p>READY mode: Switches 1-2-3 to POINT mode so you can specify a range before you select a command.</p>
F5 (GOTO)	<p>READY mode: Moves the cell pointer directly to cell or named range you specify.</p>
F6 (WINDOW)	<p>MENU mode: Toggles the display of dialog boxes on or off.</p> <p>READY mode: Moves the cell pointer between two windows.</p>
F7 (QUERY)	<p>READY mode: Repeats last /Data Query you specified.</p> <p>FIND mode: Switches 1-2-3 between FIND mode and READY mode.</p>
F8 (TABLE)	<p>READY mode: Repeats the most recent /Data Table operation.</p>
F9 (CALC)	<p>READY mode: Recalculates all formulas in worksheet.</p> <p>VALUE and EDIT modes: Converts a formula to its current value.</p>
F10 (GRAPH)	<p>Displays the current graph, except when you have selected :Graph Edit from the Wysiywg menu.</p>
ALT-F1 (COMPOSE)	<p>READY, EDIT, and LABEL modes: When used in combination with alphanumeric keys, creates international characters and other characters you cannot enter directly from keyboard. For a list of compose sequences, see Appendix A in the <i>User's Guide</i>.</p>
ALT-F2 (STEP)	<p>Turns on STEP mode, which executes macros one step at a time for debugging. Press ALT-F2 (STEP) again to turn off STEP mode.</p>
ALT-F3 (RUN)	<p>READY mode: Displays a list of range names so you can select the name of the macro you want to run. If you press ESC after pressing ALT-F3 (RUN), 1-2-3 switches to POINT mode so you can highlight the first cell of the macro to run.</p>
ALT-F4 (UNDO)	<p>Cancels any changes made to the worksheet since 1-2-3 was last in READY mode. Press again to restore changes.</p> <p>1-2-3 treats as a single operation any series of Wysiywg commands that you perform after you press : (colon) and before you return 1-2-3 or Wysiywg to READY mode. When you press ALT-F4 (UNDO) immediately after completing the commands, 1-2-3 undoes the entire series of Wysiywg commands.</p>
ALT-F5 (LEARN)	<p>Turns on the learn feature and records subsequent keystrokes in the learn range. Press ALT-F5 (LEARN) again to turn off the learn feature.</p>

(continued)


Name	Description
ALT-F7 (APP1)	READY mode: Activates the add-in program assigned to this key, if any.
ALT-F8 (APP2)	READY mode: Activates the add-in program assigned to this key, if any.
ALT-F9 (APP3)	READY mode: Activates the add-in program assigned to this key, if any.
ALT-F10 (APP4)	READY mode: If no add-in program is assigned to this key, ALT-F10 displays the Add-In menu. Otherwise, ALT-F10 activates the add-in assigned to it.
CTRL-F (BOOKMARK)	The Help “bookmark” that displays the last Help screen viewed, regardless of context.

Viewer Function Keys

Name	Description
F2 (RESET)	Makes the current directory in 1-2-3 the current Viewer directory. Returns the List window highlight to the first name in the default directory.
F5 (DATE SORT)	Sorts file names in order, by date (most recently saved file first).
F6 (NAME SORT)	Sorts file names in alphabetical order.

Using a Mouse

The mouse, like the keyboard, lets you select commands. In 1-2-3 Release 2.3, you can use a mouse for many other tasks, including specifying ranges, selecting and marking items in dialog boxes, selecting Help topics, and moving the cell pointer. For some tasks, such as moving through dialog boxes, using the mouse may be quicker and easier than using the keyboard.

When  Wysiwyg is attached, the mouse has additional capabilities, including changing column width or row height, and editing graphics. You can also use the mouse with the Auditor and Viewer add-ins.

When you use a mouse, you must know the following terms:

- **Click** — Press the mouse button briefly and release it. Do not hold the mouse button down for longer than a fraction of a second. Click the left button to select something; click the right button to cancel (equivalent to pressing ESC).
- **Drag** — Hold down the left mouse button and move the mouse, then release the mouse button.
- **Press** — Click and hold the mouse button without moving the mouse.


To select a command, move the mouse pointer to the control panel and click the command with the mouse. If you want to read the description for each command before you make your selection, drag the mouse by holding down the left button, then release the button while pointing at the highlighted command. (Releasing the button while highlighting the command is equivalent to pressing ENTER to confirm a command.)

NOTE 1-2-3 Release 2.3 instructions assume you use the left mouse button to select items unless the right button is specified. If you switched mouse buttons with the Install program, use the right mouse button when instructions do not specify a button or when the left button is specified; use the left button when instructions specify the right button. If you want to change the default for selecting items to the right mouse button, see the “Change Selected Equipment” menu in the 1-2-3 Release 2.3 Install program.

Status and Mode Indicators

An indicator is a highlighted word that 1-2-3 displays to provide you with information about the program or special keys. 1-2-3 has two types of indicators: mode and status.

Mode Indicators


During a 1-2-3 or Wysiwyg work session, a mode indicator is always visible at the far right of the first line of the control panel. It tells you what mode, or state, 1-2-3 or Wysiwyg is currently in. The following table describes the 1-2-3 and  Wysiwyg modes.

Mode indicator	Meaning
COLOR	You selected :Graph Edit Color Background or :Graph Edit Color Inside.
CYCLE	You selected :Graph Edit Select Cycle.
DRAG	You selected :Graph Edit Add Rectangle, :Graph Edit Add Ellipse, or :Graph Edit View In.
EDIT	You pressed F2 (EDIT) to edit an entry or you entered a formula incorrectly; you are entering text in a dialog box.
ERROR	1-2-3 is displaying an error message. Press F1 (HELP) to display a Help screen that describes the error; or press ESC or ENTER to clear the error message.
FILES	1-2-3 is displaying a menu of file names in the control panel. Press F3 (NAME) or click List to display a full-screen menu of file names.
FIND	You selected /Data Query Find, or pressed F7 (QUERY) to repeat the last /Data Query Find you specified, and 1-2-3 is highlighting a database record that matches your criteria.
FRMT	You selected /Data Parse Format-Line Edit to edit a format line.
HELP	You pressed F1 (HELP) and 1-2-3 is displaying a Help screen.
LABEL	You are entering a label.
MENU	You pressed / (slash) or < (less-than symbol) and 1-2-3 is displaying a menu of commands.
NAMES	1-2-3 is displaying a menu of range names, graph names, or attached add-in names.
PAN	You selected :Graph Edit View Pan.
POINT	1-2-3 is prompting you to specify a range, or you are creating a formula by highlighting a range or you selected one of the following Wysiwyg commands: :Graph Edit Add Arrow, :Graph Edit Add Freehand, :Graph Edit Add Line, :Graph Edit Add Polygon.
READY	1-2-3 is ready for you to enter data or select a command.

(continued)

Mode indicator	Meaning
SELECT	You selected :Format Font [1-8] Replace Other, :Print Config Printer; or you selected :Graph Edit, then pressed F2 (EDIT) to select text to edit.
SETTINGS	You activated a dialog box.
SIZE	You selected :Graph Edit Transform.
STAT	You selected /Worksheet Status or /Worksheet Global Default Status and 1-2-3 is displaying the corresponding status screen.
TEXT	You selected :Text Edit.
VALUE	You are entering a value (a number or formula).
WAIT	1-2-3 is completing a command or process.
WYSIWYG	You pressed : (colon) and 1-2-3 is displaying a Wysiwyg menu.

Status Indicators

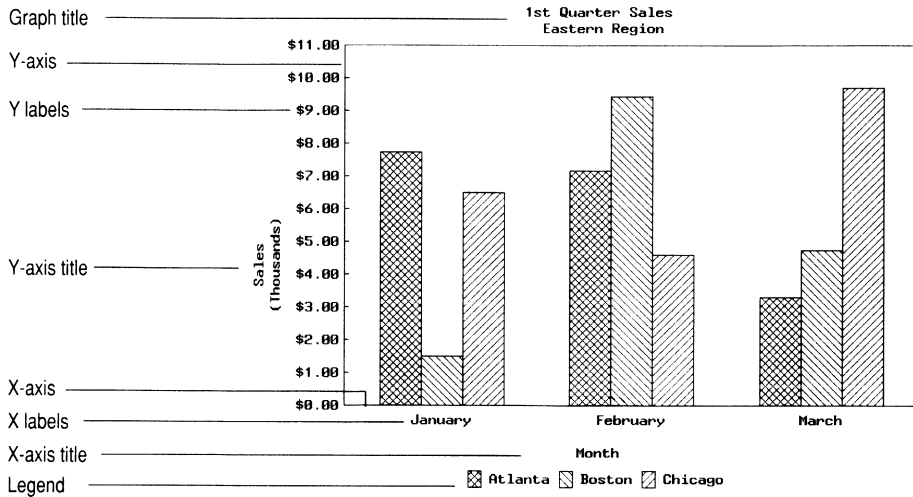
Status indicators appear in the status line at the bottom of your screen. They appear when you use certain 1-2-3 keys and when a particular program condition exists. The following table describes the 1-2-3 and  Wysiwyg status indicators.

Status indicator	Meaning
CALC	Formulas in the worksheet need to be recalculated; press F9 (CALC).
CAPS	The CAPS LOCK key is on.
CIRC	The worksheet contains a formula that refers to itself (occurs only when the recalculation order is Natural, the default setting). You can use /Worksheet Status or Auditor to get information about the circular reference.
CMD	1-2-3 is running a macro.
END	The END key is on.
LEARN	You pressed ALT-F5 (LEARN) to turn on the learn feature, and 1-2-3 is recording your keystrokes in the learn range.
MEM	The amount of computer memory available for entering new data has fallen below a minimum number of bytes. If you continue to enter data without first increasing the amount of available memory, you may get a 'Memory full' error. For ways to increase available memory, see Appendix C in the <i>User's Guide</i> .
NUM	The NUM LOCK key is on.
OVR	The INS key is on. Instead of inserting the character you type to the left of the cursor, 1-2-3 replaces the character at the cursor with the character you type (called overstriking when the INS key is off).

(continued)

Status indicator	Meaning
RO	The worksheet has read-only status, which means you cannot save any changes you make unless you get the file reservation or you save the worksheet with a new file name. The RO indicator appears when you are using 1-2-3 on a network and do not have the reservation for the current shared worksheet file.
SCROLL	The SCROLL LOCK key is on. Using the pointer-movement keys scrolls the worksheet in the direction indicated, instead of moving the cell pointer.
SST	A macro being executed in single-step mode is waiting for user input.
STEP	Single-step mode has been turned on; once invoked, macros are processed one step at a time.
UNDO	The undo feature is on; you can press ALT-F4 (UNDO) to cancel any changes made to the worksheet since 1-2-3 was last in READY mode.

Parts of a Graph



You use the Graph commands to graph ranges in a worksheet. To create graphs, you must know the following terms:

- Axis title is text that describes an x-axis or y-axis.
- Data range is a set of values in a worksheet that you can plot in a graph.
- Graph title is text that identifies the graph. The graph title is usually located at the top of the graph and consists of up to two lines (a first title and a second title).
- Legend is a caption that identifies each data range in a graph.
- X-axis is a horizontal line along the bottom of a graph. (In a horizontal bar graph, the x-axis is a vertical line.) The x-axis can be described by X labels or a numeric scale.
- X labels are labels that describe the data points in an x-axis scale. For XY graphs, the X labels describe a numeric scale.
- Y-axis is a vertical line along the left side of a graph. (In a horizontal bar graph, the y-axis is a horizontal line.) The y-axis includes a numeric scale.
- Y labels are labels that describe the data points in a y-axis scale.

Parts of a Database

F1: CW10J ^ID

READY

	A	B	C	D	E	F	
	Telephone	Last	First	Dept.	Location	ID	
1		4585	Rubinsky	Alexandra	DEVEL	Cambridge	R18137
2		4420	CaLaquiere	Alicia	MKT	Cambridge	C03123
3							
4	011-3531-427-123	MaHer	Benjamin	SUPPORT	Dublin	M13657	
5		4787	Shear	David	QUAL	Cambridge	S19176
6	011-3531-427-123	Shanahan	Eleanor	SALES	Dublin	S19685	
7		4815	Vicente	Franco	SUPPORT	Cambridge	V22189
8		4123	Holness	Gary	MKT	Cambridge	H08101
9		4736	Vanderpool	Ginger	FINANCE	Cambridge	V22176
10		4313	Ross	Jane	SALES	Cambridge	R18129
11		4175	Vicente	Jesse	DEVEL	Cambridge	V22191
12		4421	Chambers	Jessica	QUAL	Cambridge	C03137
13	011-81-3-436-1234	Yashima	Koziko	DEVEL	Tokyo	Y25731	
14	011-468-732-1234	Angstadt	Kristen	SALES	Stockholm	A01353	
15	011-392-84-37-123	Graziano	Marco	MKT	Milano	G07871	
16		4321	MaHer	Nick	PLANNING	Cambridge	M13144
17		4220	Elias	Peter	ADMIN	Cambridge	E05133
18		4867	Thukral	Rohit	FINANCE	Cambridge	T20143
19	011-34-3-201-44-7	Costa	Rosa	MFG	Barcelona	C03534	
20		4525	Glass	Sandra	MFG	Cambridge	G07163

Field names

Record

Database


A 1-2-3 database can contain any kind of related information you want to store and use together. For example, a typical business database might include employee telephone numbers, names, departments, locations, and IDs. (Any collection of data that you organize in rows and columns can be a database.)

To create a database, you must know the following terms:

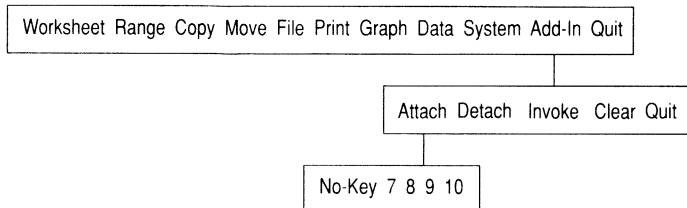
- Database is any range of related data that you organize in contiguous rows and columns in a worksheet.
- Field is a column in the worksheet that contains one category of information that each record in the database has in common, such as telephone, last name, and first name. The top cell of each column contains a field name that identifies the contents of the field.
- Field name identifies the data in one column of a database table. Each field name must be a label, not a number or formula, and each field name must be unique.
- Record is a single row that contains information for each field in a database.

1-2-3 Menu Trees

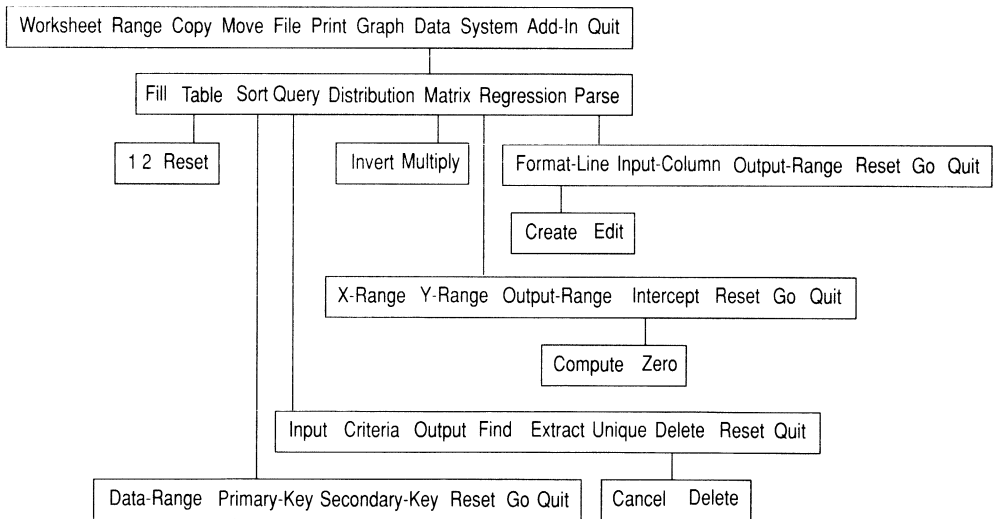
The following pages provide graphic representations of the 1-2-3 commands, several 1-2-3 dialog boxes, and the add-in commands available in the programs that come with your Release 2.3 package: Auditor, Macro Library Manager, PrintGraph, Viewer, and Wysiwyg.

NOTE  The Wysiwyg menu trees and dialog boxes, because they are extensive, are arranged in their own section following "1-2-3 Dialog Boxes."

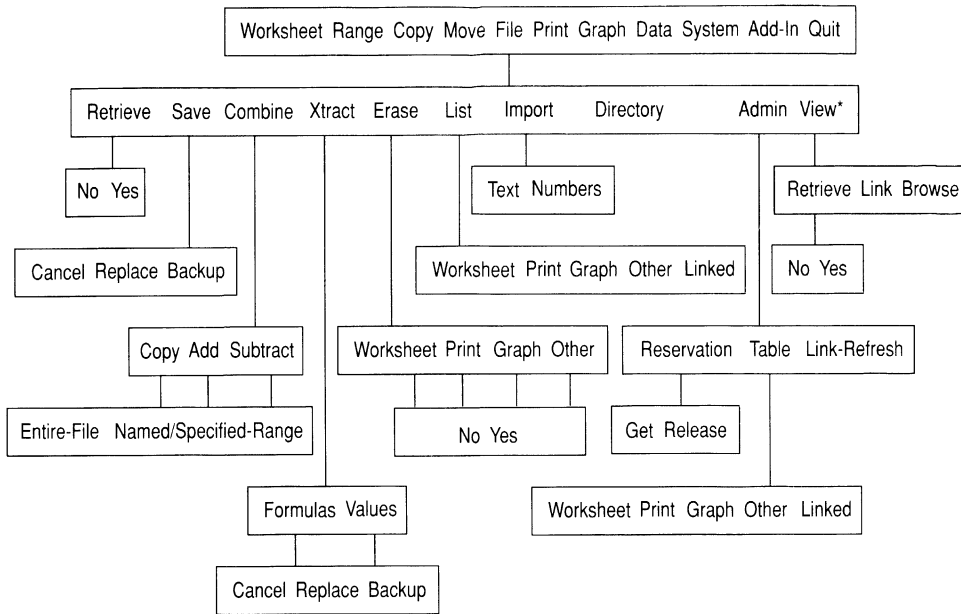
Add-In Commands



Data Commands

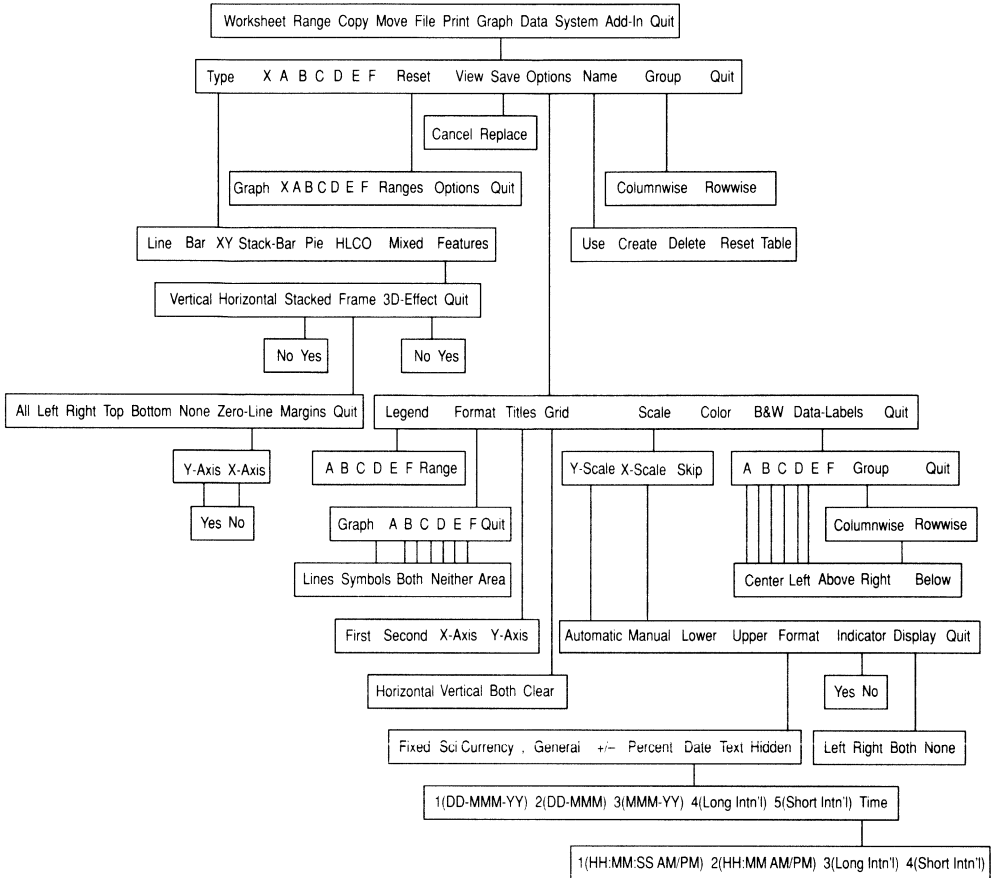


File Commands

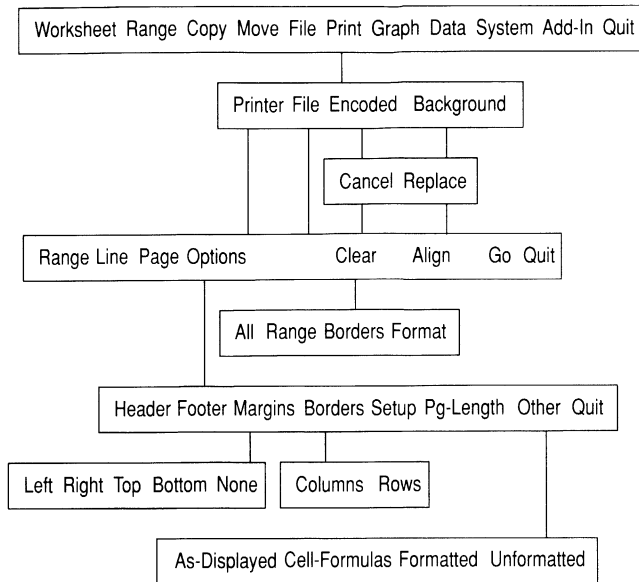


*When Viewer is attached, you can select the View command to activate the Viewer menu.

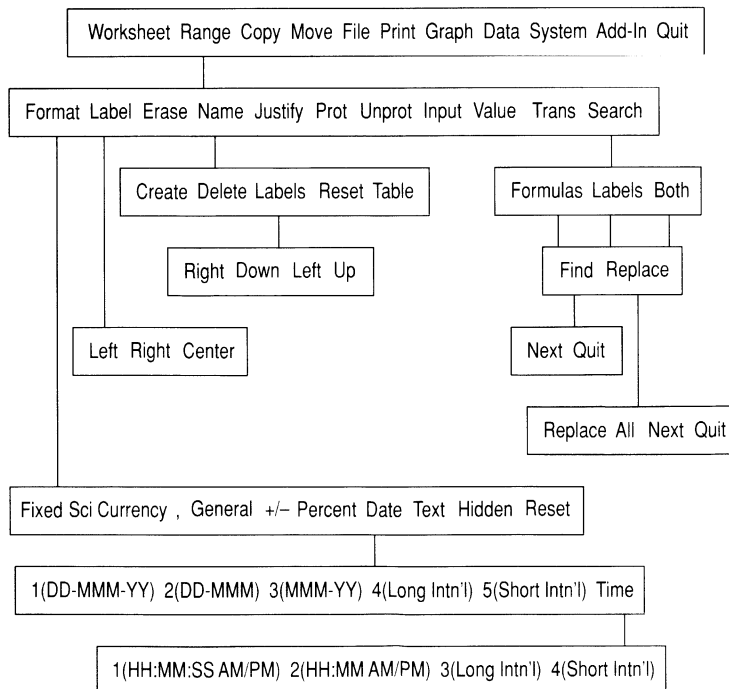
Graph Commands



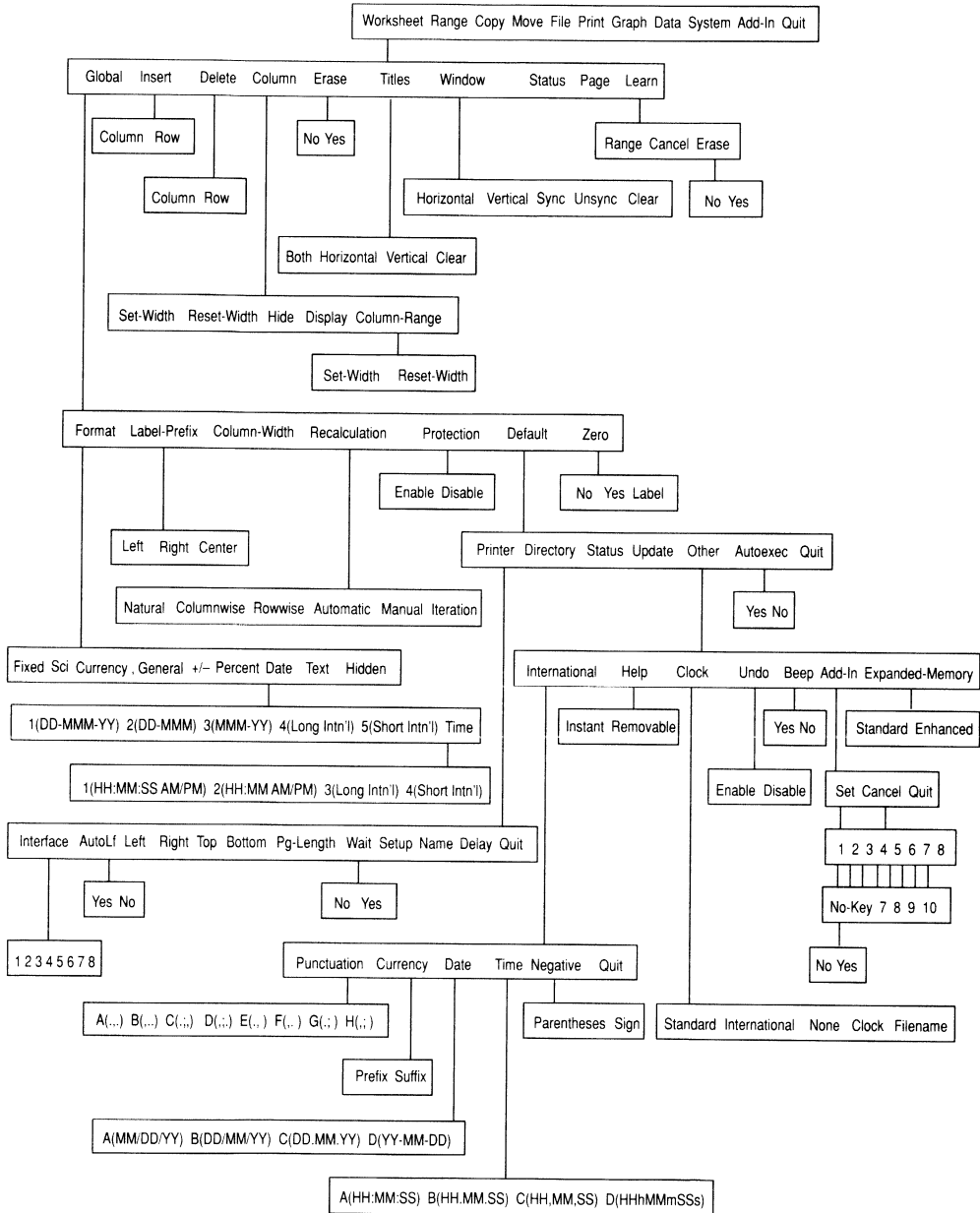
Print Commands



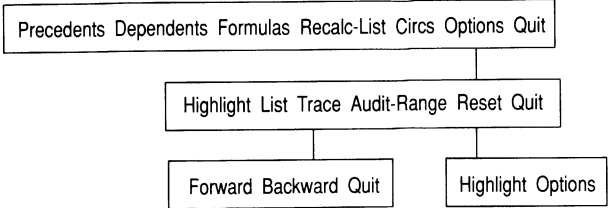
Range Commands



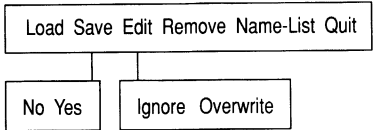
Worksheet Commands



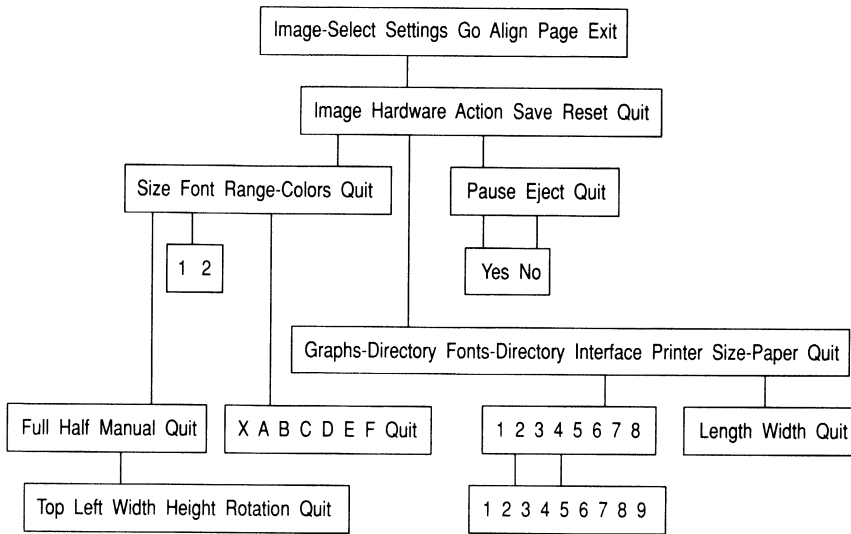
Auditor Menu Tree



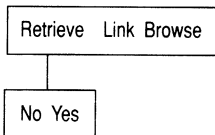
Macro Library Manager Tree



PrintGraph Menu Tree



Viewer Menu Tree

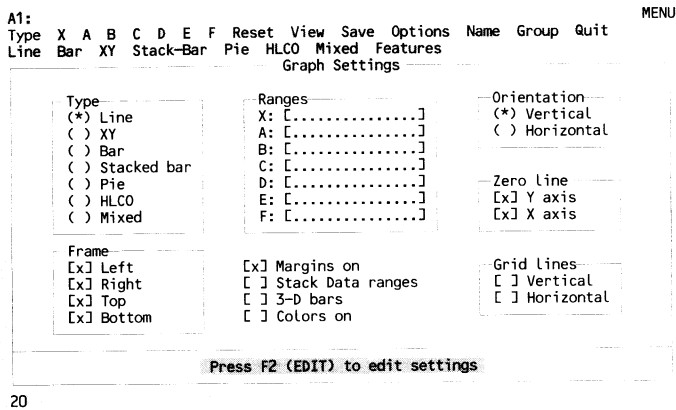


1-2-3 Dialog Boxes

The following pages provide graphic representations of several dialog boxes associated with specific 1-2-3 commands.

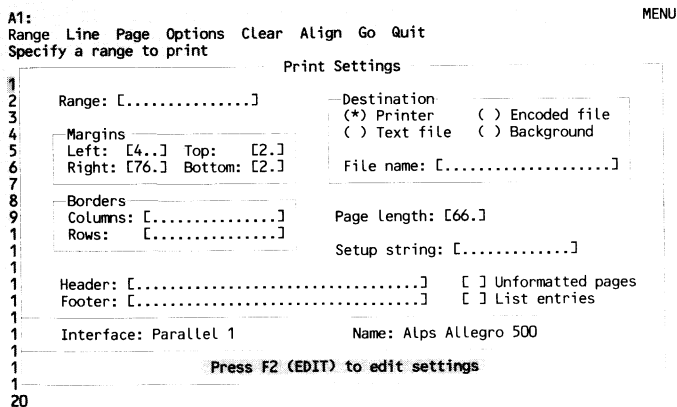
Graph Settings Dialog Box

The Graph Settings dialog box appears when you select /Graph.



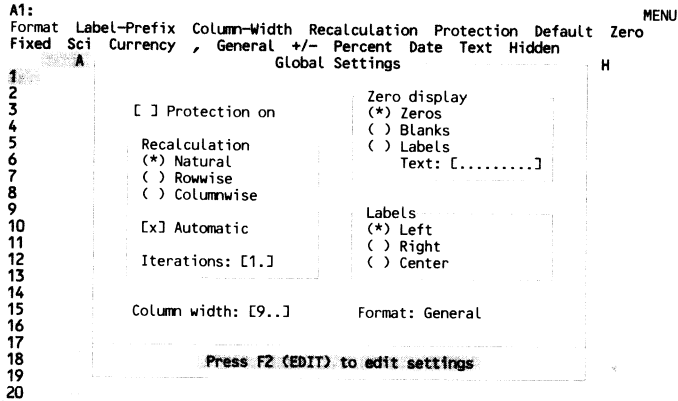
Print Settings Dialog Box

The Print Settings dialog box appears when you select /Print Printer or /Print Background.



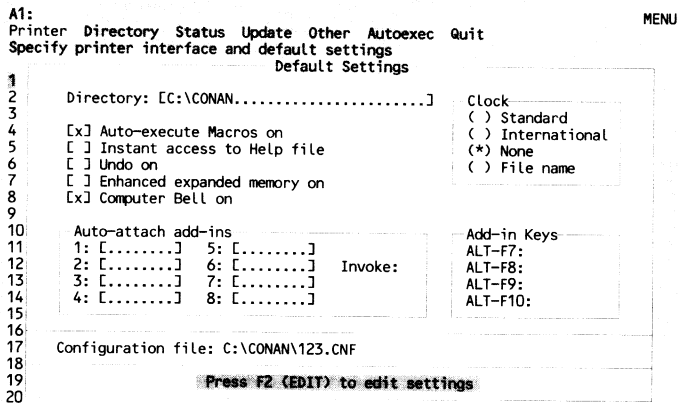
Global Settings Dialog Box

The Global Settings dialog box appears when you select /Worksheet Global.



Default Settings Dialog Box

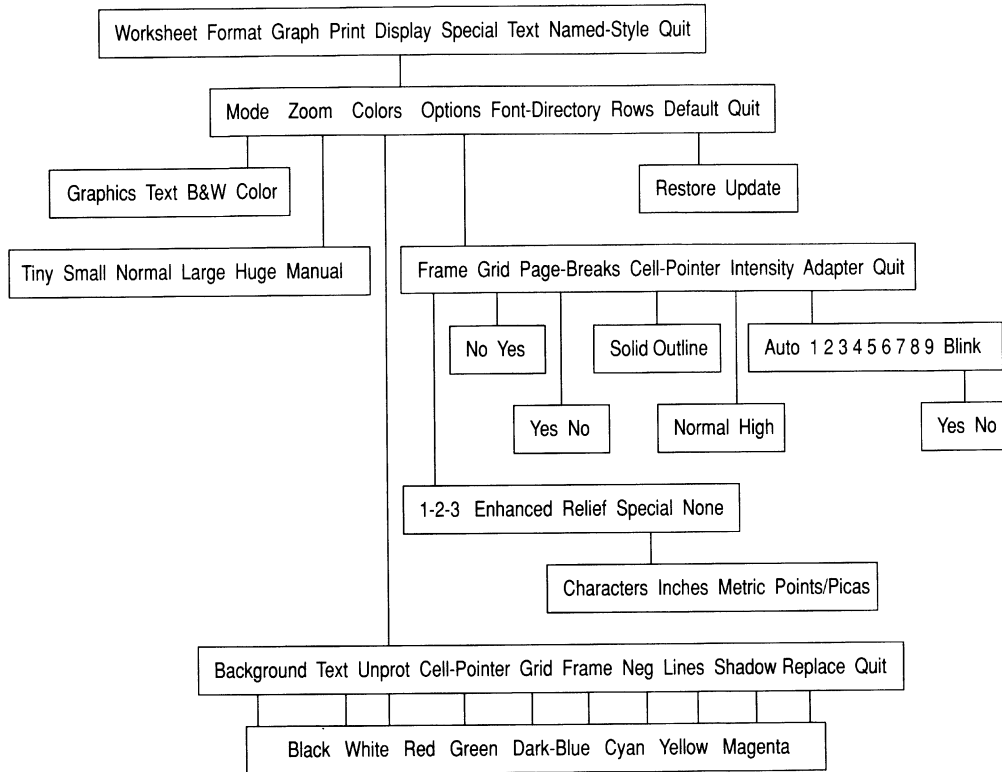
The Default Settings dialog box appears when you select /Worksheet Global Default.



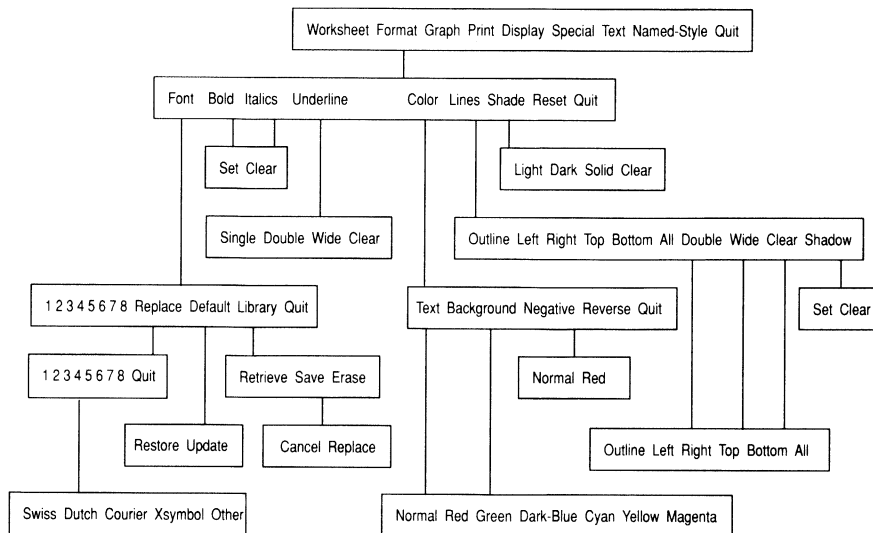
Wysiwyg Menu Trees

The following pages provide graphic representations of the Wysiwyg commands.

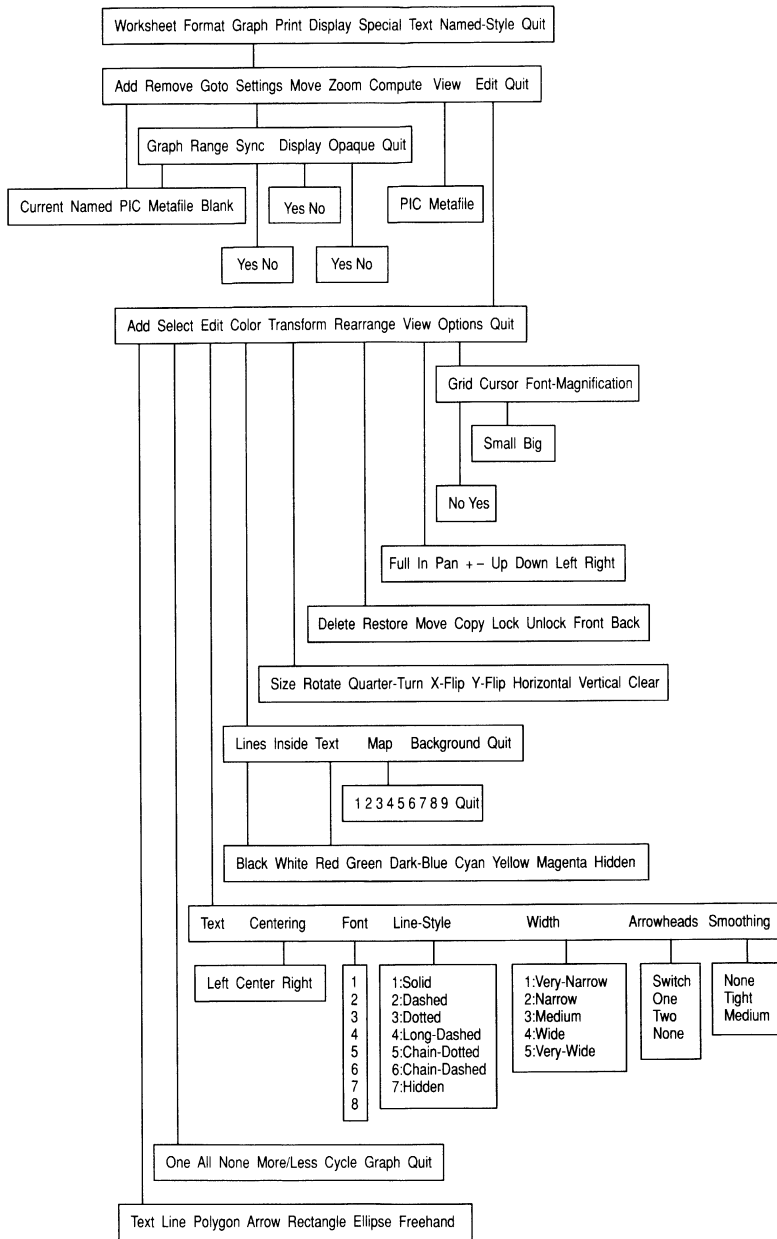
Display Commands



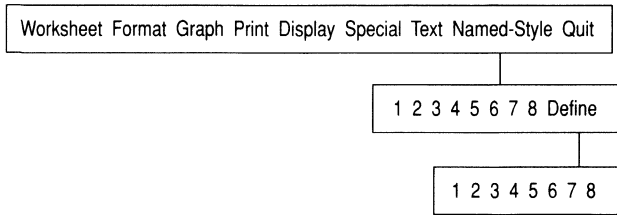
Format Commands



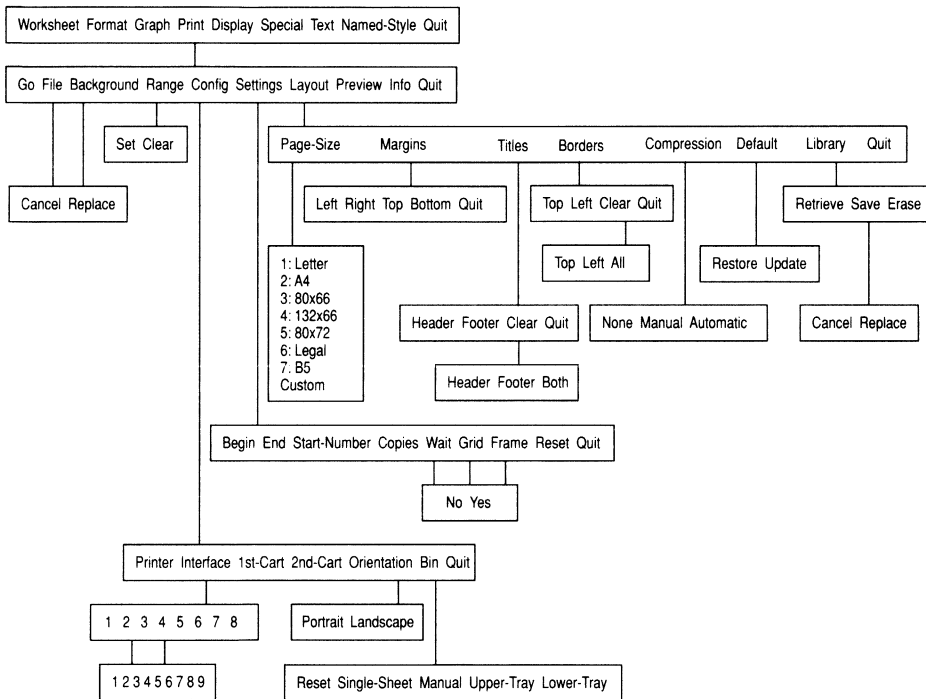
Graph Commands



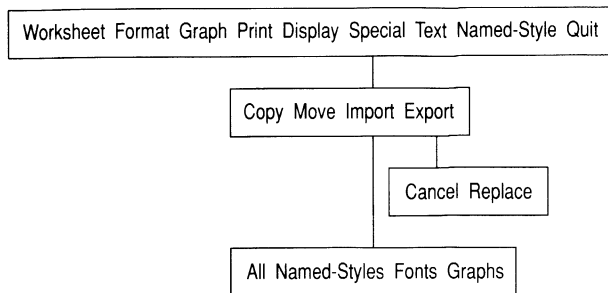
Named-Style Commands



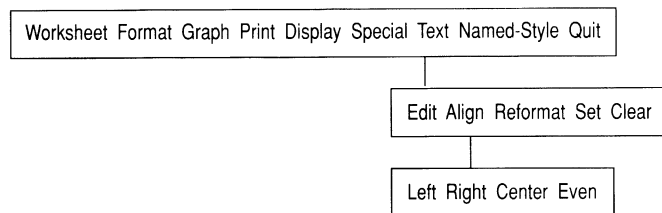
Print Commands



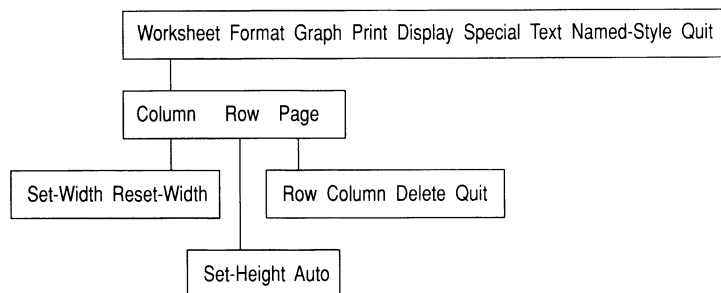
Special Commands



Text Commands



Worksheet Commands

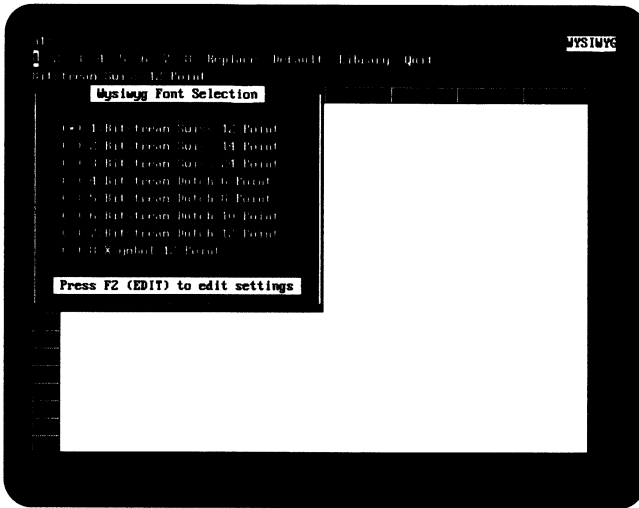


WYSIWYG Dialog Boxes

The following illustrations are examples of Wysiwyg dialog boxes.

Wysiwyg Font Selection Dialog Box

The Wysiwyg Font Selection dialog box appears when you select :Format Font.



Wysiwyg Print Settings Dialog Box

The Wysiwyg Print Settings dialog box appears when you select :Print.

