Lotus

Quick Start for 1-2-3 Upgraders

Lotus 1-2-3 Release 2.3

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How to Use This Book

Quick Start for 1-2-3 Upgraders describes the many new features of Lotus® 1-2-3® Release 2.3. It also provides information about sharing Release 2.3 files with other 1-2-3 products and discusses the compatibility of Release 2.3 and Release 2.2, including the compatibility of Allways™ and the Wysiwyg add-in.

Who Should Use This Book

Quick Start for 1-2-3 Upgraders is for experienced users of 1-2-3 Release 2, 2.01, and 2.2. If you have not used 1-2-3, see *Getting Started* for instructions on installing 1-2-3, and for suggestions on how to use the online tutorial and documentation to learn Release 2.3.

Conventions

The following conventions are used throughout *Quick Start for 1-2-3 Upgraders*:

- Function keys and special keys are in small capitals. Keys are identified by the appropriate key sequence, followed by the 1-2-3 key name.

  Example: **F1 (HELP)**

- Key names separated by a - (hyphen) indicate that you must press and hold down the first key, press the second key, and then release both keys.

  Example: **CTRL-** →

- Arguments for commands you enter from the command line appear in lowercase italics; optional arguments appear in [ ] (brackets).

  Example: 123 –c[*path*]*filename*[*.ext*]

- Information that you type appears in a different typeface.

  Example: Operating Expenses

- Words in bold are defined in text where they appear.

- Menu trees highlight the new commands that you can use and show commands in color that are new to Release 2 and 2.01 upgraders.

NOTE In this book, the term **Release 3** refers to 1-2-3 Release 3.0 and 3.1, unless otherwise noted.

Organization

This book contains four chapters:

- Chapter 1, "New Features," introduces you to many of the new features in 1-2-3, explains briefly how they work, and directs you to the sections in the documentation that tell you more about these features.
- Chapter 2, "Sharing Files," provides guidelines for converting files from other releases for use in 1-2-3 Release 2.3, and for sharing information in Release 2.3 files with files created in other releases of 1-2-3. The chapter includes information on converting macros for use in Release 2.3.
- Chapter 3, "Compatibility with Previous Releases," describes 1-2-3 Release 2.3 features whose performance differs somewhat from corresponding features in 1-2-3 Release 2, 2.01, and 2.2.
- Chapter 4, "Compatibility of Allways and Wysiwyg," describes Wysiwyg features whose performance differs somewhat from corresponding features in Allways. The chapter includes information about how Wysiwyg and Allways share file formats.

Chapter 1
New Features

Release 2.3 provides many new features while retaining the familiar menu structure and ease of use of previous 1-2-3 releases. It offers

- New graphing features: new graph types and new options for greater control over the appearance of graph, including a 3-D effect
- New printing features: background printing and the ability to save printer information in an encoded file
- New worksheet features: the ability to save worksheet display colors (which you select with Wysiwyg) and enhanced use of expanded memory
- The ability to edit the current file directory
- Improved range search and replace
- The ability to specify shorthand criteria formulas
- Other new features: mouse support, dialog boxes, the ability to specify a range before you select a command, new macro commands, the ability to "instantly" delete the current cell, a context-sensitive Help system, and improved prompts that reflect more closely the command you select
- New add-in features: the ability to identify and check formulas in the worksheet, an interactive online tutorial for learning 1-2-3, the ability to view the contents of files on disk, and enhanced spreadsheet publishing for 1-2-3 worksheets

Those features that are new to 1-2-3 Release 2 and 2.01 upgraders include the ability to link files, to save backup copies of worksheets, and to retrieve a file when you start 1-2-3. You can use several new function keys, record keystrokes to create macros, create a library of macros, and debug macros easily with the enhanced STEP mode. 1-2-3 also now recalculates only those cells that have changed since the worksheet was last calculated and lets you undo the results of your last action.

The following sections explain briefly how the new features work and direct you to the areas in the documentation that provide additional information. Menu trees highlight (with gray shading) the commands that are new to Release 2.3; they also display in color those commands that are new to Release 2 and 2.01 upgraders.

2.2 This chapter uses the 2.2 icon to indicate features present in Release 2.2 that are new to 1-2-3 Release 2 and 2.01 upgraders.

2.2 Add-In Commands

The Add-In commands let you use 1-2-3 add-in programs.

Select	To
Attach	Load an add-in program into memory
Clear	Remove all attached add-in programs from memory
Detach	Remove an add-in program from memory
Invoke	Activate an attached add-in program

Data Commands

This section describes new features that affect data operations.

Dialog Boxes for Data Commands

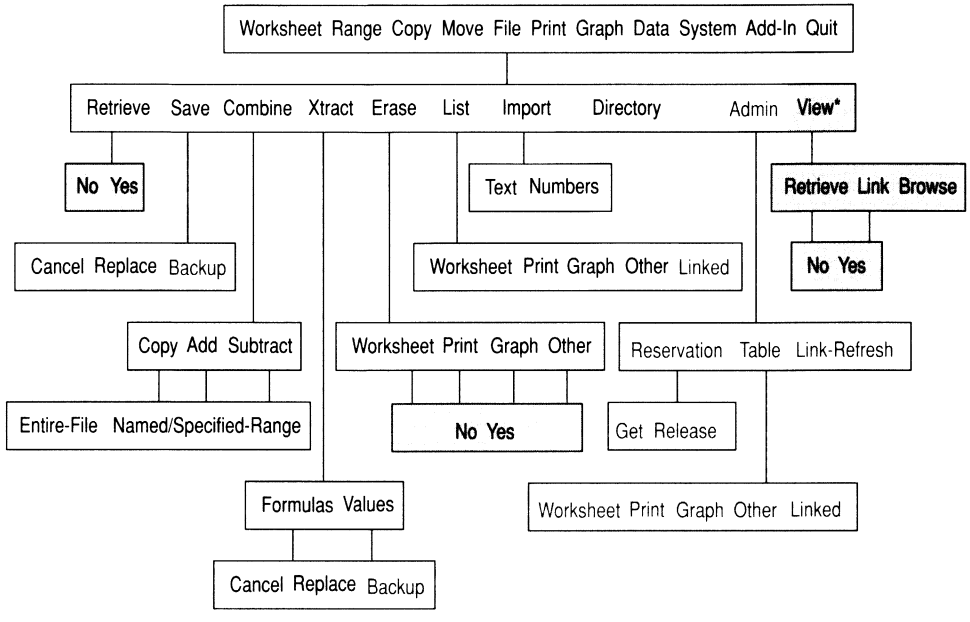
When you select /Data Parse, /Data Query, /Data Regression, or /Data Sort, 1-2-3 displays a dialog box that lists the current settings. See "Dialog Boxes" on page 15.

Shorthand Criteria Formulas

You can enter criteria formulas without using a reference to a cell in the input range. For example, if your criteria range includes a column with SALES as the heading, you can enter >1500 directly below SALES in the criteria range to search for all records with sales entries greater than 1500. 1-2-3 assumes that labels in the criteria range that begin with the operators = > < >= <= or <> refer to the field name under which you are entering the formula.

Earlier releases of 1-2-3 require you to specify the cell or input field in criteria formulas (for example, +A2>1500 or +SALES>1500). For more information about specifying shorthand criteria formulas, see "Writing Criteria" in Chapter 14 of the *User's Guide*.

File Commands



* The /File View menu appears when the Viewer add-in is attached (see page 24).

Editing the Current File Directory

When you select /File Directory, you can edit the default directory for the current 1-2-3 session.

Viewing Files on Disk

When the Viewer add-in is attached, you can see the contents of any 1-2-3 file or the text of any other file without retrieving it.

Select	To
/File View Browse	Scroll through a list of files and view their contents
/File View Link	Display the contents of a worksheet file and link selected cells in this file to the target cell in the current worksheet
/File View Retrieve	Retrieve a file from disk after you have viewed it

2.2 New File Features for Release 2 and 2.01 Upgraders

Those Release 2.3 File commands that are new to Release 2 and 2.01 upgraders appear in color on the File menu tree and are described in the following table.

Select	To
/File Admin Link-Refresh	Recalculate formulas when you are using linked files
/File Admin Reservation	Get or release the current file's reservation when you are working with shared files on a network
/File Admin Table	Create a table in the worksheet that lists files in any directory on disk
/File List Linked	Display a temporary list of all files on disk that are linked to the current worksheet by formula references
/File Save Backup or /File Xtract [Formulas, Values] Backup	Rename a worksheet file on disk (prior to modification) with the same name, but with the extension .BAK, and save the current worksheet or extracted range with the same name and the extension .WK1. (If Wysiwyg is attached, /File Save Backup also copies the Wysiwyg format file with the same name and the .FMB extension and saves the current format file with the .FMT extension.)

2.2 Linking Files

You can link two files by entering a linking formula in one file that refers to a cell in the other file. Once the two files are linked, 1-2-3 uses the value of the cell in the file that supplies the data (the source cell) for the cell in the file that receives the data (the target cell). The value of the target cell is automatically updated whenever you retrieve the file that receives the data or select /File Admin Link-Refresh while you are working on the file.

A linking formula has the format: +<<*file reference*>>*cell reference*. Include a file extension if *file reference* is not a .WK1 file. Include a path if *file reference* is not in the directory or drive specified with /File Directory. *cell reference* can be either the address of the source cell or its range name. For example, +<<C:\123DATA\UKSALES>>B46 is a linking formula, and +<<USSALES.WKS>>TOTAL_SALES is also a linking formula.

For more information, see "Creating a Link" in Chapter 20 of the *User's Guide*.

2.2 Retrieving a File When You Start 1-2-3

To retrieve a worksheet file when you start 1-2-3, type the following from the command line:

123 –w[*path*]*filename*[.WK1]

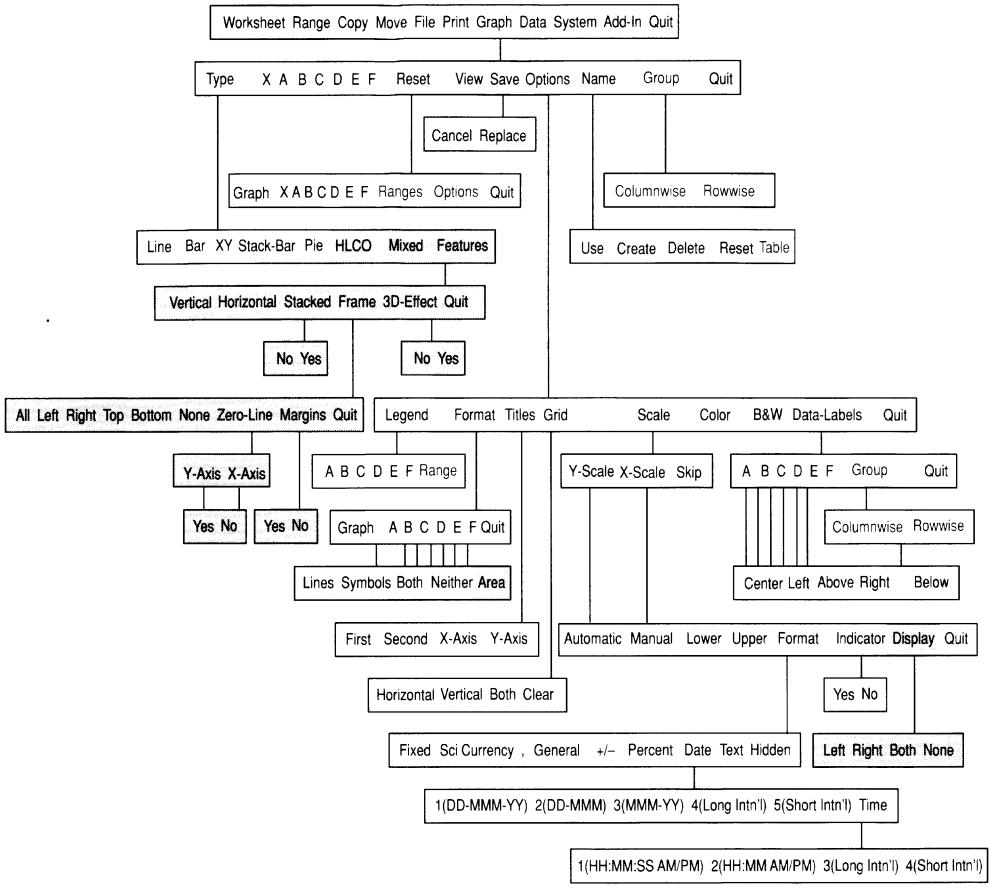
path is an optional path for the worksheet file. *filename* is the name of the worksheet file you want to use.

For example, the following command retrieves a file named JANUARY.WK1 in the 1-2-3 default directory (the directory specified with /Worksheet Global Default Directory).

123 –wjanuary

NOTE If you are using DOS 4.X and above and you want to use your mouse to double-click a worksheet file in order to start 1-2-3 and retrieve a worksheet file at the same time, see "Using 1-2-3 with DOS 4.X" in Chapter 6 of *Getting Started*.

Graph Commands



Dialog Box for Graph Settings

When you select /Graph, 1-2-3 displays a dialog box that lists the current graph settings (such as the graph type). These are the settings 1-2-3 will use when you select /Graph View or press **F10 (GRAPH)**. See "Dialog Boxes" on page 15.

New Graph Types

1-2-3 lets you create several new types of graphs: area, high-low-close-open (HLCO), horizontal bar, horizontal stacked bar, and mixed bar and line.

Graph type	Description	Commands to use
Area	A line or mixed graph in which a different hatch pattern or color fills the area between each line.	/Graph Options Format [Graph A–F] Area
HLCO (stock market)	A graph that tracks a measurable quantity that fluctuates during a specific period of time. You might use a high-low-close-open graph to track daily stock price fluctuations or weekly air temperatures.	/Graph Type HLCO
Horizontal bar	A bar graph with a horizontal y-axis. In a horizontal bar graph, the orientation of the axes is rotated clockwise 90 degrees.	/Graph Type Bar and then /Graph Type Features Horizontal
Horizontal stacked bar	Like a horizontal bar graph, a horizontal stacked bar graph displays bars at evenly spaced intervals on the x-axis. Each bar is composed of differently hatched or colored sections, each of which represents a value in one of the data ranges.	/Graph Type Features Stacked and then /Graph Type Features Horizontal
Mixed bar and line	A graph that includes both lines and bars. A mixed graph uses three lines and three sets of bars.	/Graph Type Mixed

New Graph Appearance

New commands allow you greater control over the appearance of graphs. For example, you can now control how the graph frame is drawn and the positioning of y-axis labels, and you can add a 3-D effect to your graphs.

Select	To
/Graph Options Scale Y-Scale Display	Display y-axis labels on either one or both sides of a graph
/Graph Type Features Frame	Control the display of the graph frame, zero lines, and margins
/Graph Type Features 3D-Effect	Display a 3-D bar graph

For more information about these new graphing features, see Chapter 12 of the *User's Guide*.

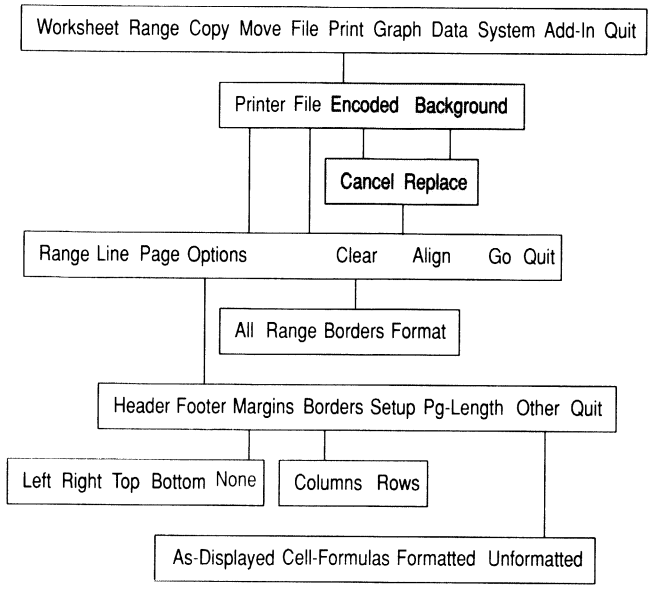
2.2 New Graph Features for Release 2 and 2.01 Upgraders

Release 2.3 improves the overall look of graphs to enhance their clarity and impact. For example, the default hatch patterns are now used in a dark to light sequence, long legends wrap to two lines, x-axis labels can be staggered to avoid overlap, and tick marks appear inside the graph frame. In bar and stacked bar graphs, individual bars have a white outline on a color monitor, grid lines do not run through the bars, and the first and last bars do not touch the sides of the graph frame.

Those Release 2.3 Graph commands that are new to Release 2 and 2.01 upgraders appear in color on the Graph menu tree and are described in the following table.

Select	To
/Graph Group	Define all data ranges for a graph at once
/Graph Name Table	Create a table that lists all named graphs in the worksheet
/Graph Options Data-Labels Group	Specify one data range that contains all the data labels for the points or bars in a graph
/Graph Options Legend Range	Specify one data range that contains the legends for all the data ranges
/Graph Reset Options	Clear all graph options settings while retaining the current graph data ranges
/Graph Reset Ranges	Clear current graph data ranges while preserving all other graph settings

Print Commands



Dialog Box for Print Settings

When you use /Print Printer, /Print File, /Print Encoded, or /Print Background, 1-2-3 displays a dialog box that lists the current print settings (such as the page header and footer, margins, and page length). These are the settings 1-2-3 will use when you select Go to print the worksheet. See "Dialog Boxes" on page 15.

Background Printing

When you print on a printer, 1-2-3 lets you 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**.

To use background printing, you load the background print utility included with Release 2.3 (BPrint). Load BPrint before you start 1-2-3, by typing bprint at the operating system prompt and then pressing ENTER. (BPrint is automatically connected to LPT1.) You can then use /Print Background or Wysiwyg :Print Background to specify a file name. 1-2-3 sends your data and printer information to the specified encoded file (.ENC), then submits the file to the background print queue. 1-2-3 prints print jobs in the order in which you create them, and deletes the print job when it has finished printing.

For more information about background printing, see Appendix E of the *User's Guide*.

Saving Printer Information

You can create an **encoded file** to print on a different printer from the one attached to your computer, such as a printer you share with other members of your department. An encoded file contains data, graphs, and printer codes for all 1-2-3 or Wysiwyg print options, such as fonts, colors, and line spacing. To create an encoded file, select /Print Encoded and specify a file name to save your data and printer information in an encoded file (.ENC). To specify the printer you will use, select /Worksheet Global Default Printer Name.

/Print Encoded is different from /Print File: /Print File creates a text file that contains no printer codes or setup strings, while /Print Encoded creates an encoded file that contains printer codes and setup strings.

1-2-3 also creates an encoded file when you select /Print Background, or the Wysiwyg Print File or Print Background commands. For more information about printing to an encoded file in 1-2-3, see "Printing with 1-2-3" in Chapter 7 of the *User's Guide*. For information about creating an encoded file with Wysiwyg, see "Print Commands" on page 30.

Additional Print Features

The Wysiwyg Print commands provide additional print features such as automatic print compression, print preview, and PostScript® printing. (See "Print Commands" on page 30.)

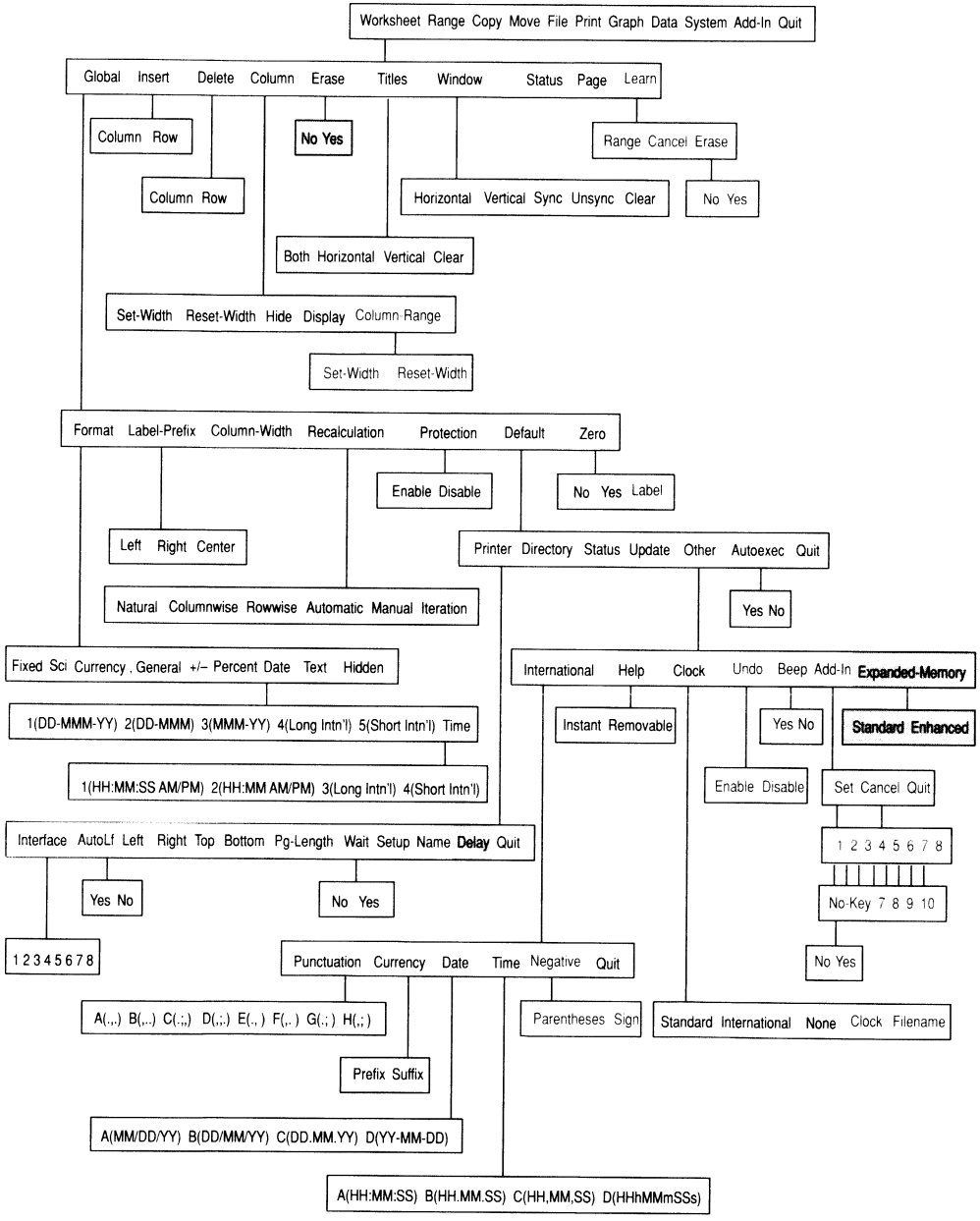
You can specify the number of minutes 1-2-3 is to wait before it displays a printer error. (See "Printing" on page 13.)

Range Commands

You can use the wildcard characters ? (question mark) and * (asterisk) when you specify a search string during a /Range Search command. For more information about using /Range Search, see "Editing an Entry" in Chapter 3 of the *User's Guide*.

2.2 You can use the search and replace feature to quickly locate character strings (consisting of letters or numbers) in labels or formulas in a specified range. The search and replace feature does not locate numbers that are not in formulas.

Worksheet Commands



Using Expanded Memory

The size of your 1-2-3 worksheet is no longer limited by conventional memory, as long as enough expanded memory is available. By using expanded memory for your worksheet, you can leave conventional memory free for add-ins and the data that 1-2-3 stores in conventional memory.

1-2-3 uses up to 4 megabytes (MB) of the Lotus/Intel®/Microsoft® Expanded Memory Specification (LIM) 3.2 expanded memory for worksheet data, as do previous releases of 1-2-3. With LIM 4.0 expanded memory, 1-2-3 can also use an additional 8MB for cell pointers. This means that with LIM 4.0 you can fill every cell in the worksheet, provided your data does not use more than 4MB of expanded memory, and that the maximum worksheet size is 12MB.

You use /Worksheet Global Default Other Expanded-Memory to specify how 1-2-3 is to use expanded memory.

Select	To
/Worksheet Global Default Other Expanded-Memory Enhanced	Store both cell contents and cell pointers in expanded memory. (1-2-3 uses this setting only if you have LIM 4.0.)
/Worksheet Global Default Other Expanded-Memory Standard	Store cell contents in expanded memory and cell pointers in conventional memory (default setting).

The default setting, Standard, provides maximum performance and compatibility with previous releases and add-ins. The Enhanced setting lets you build larger worksheets, but has an impact on performance and compatibility — the large worksheets you create in Release 2.3 cannot be used in previous releases of 1-2-3, and some add-ins that assume 1-2-3 uses conventional memory for cell pointers may not work. For more information about using memory with Release 2.3, see Appendix C of the *User's Guide*.

NOTE If you have a COMPAQ® computer that uses CEMM 4.02 or an earlier version of the COMPAQ expanded memory management software, contact COMPAQ Customer Support for an updated version of CEMM before you try using /Worksheet Global Default Other Expanded-Memory Enhanced to increase the amount of expanded memory available with 1-2-3. You can reach COMPAQ Customer Support at 1-800-345-1518 (U.S. only).

Saving Worksheet Colors

After you change the default colors of the worksheet screen display with Wysiwyg, you can use /Worksheet Global Default Update to save the colors so that 1-2-3 can use the colors when Wysiwyg is not attached. You can save colors for the worksheet background, the frame, the cell pointer, text, unprotected cells, and negative values. For more information about selecting worksheet colors, see "Emphasizing Data" in Chapter 4 of the *User's Guide*.

Specifying the Default Directory

When you use /Worksheet Global Default Directory, you can enter a ¦ (split vertical bar) as the first character of the default directory name to specify that 1-2-3 should not expand the entry to a full path or convert it to uppercase. For example, if your network drive P: is assigned to the directory path \FINANCE\PAYROLL\TOM and you enter ¦p: as your default directory, you will see the prompt for your network directory displayed as ¦p: in the Default Settings dialog box. 1-2-3 will also retrieve files from P:\FINANCE\PAYROLL\TOM, if that directory is current on drive P: when you start 1-2-3. However, during commands 1-2-3 will show the expanded path.

Earlier releases of 1-2-3 expand all default directory names to a complete path and convert the names to uppercase.

Displaying Worksheet Status

When you select /Worksheet Global Default Status, 1-2-3 now identifies the expanded memory setting and the name of the 1-2-3 configuration file. When you select /Worksheet Status, 1-2-3 now identifies the version of the Lotus/Intel/Microsoft Expanded Memory Specification (LIM) on your computer and the type of memory (conventional or expanded) used by the cell pointers.

Printing

/Worksheet Global Default Printer now displays a Default Printer Settings dialog box which you can use to control printer settings. See "Dialog Boxes" on page 15.

You can now specify the number of minutes 1-2-3 is to wait before it displays a printer error with /Worksheet Global Default Printer Delay.

2.2 New Worksheet Features for Release 2 and 2.01 Upgraders

Those Release 2.3 Worksheet commands that are new to Release 2 and 2.01 upgraders appear in color on the menu tree on page 11.

The most significant new feature is undo, which allows you to cancel the most recent 1-2-3 operation that changed worksheet data and/or settings. When you press **ALT-F4 (UNDO)**, if undo in on, 1-2-3 automatically restores the worksheet data and settings that existed the last time 1-2-3 was in READY mode. For more information about the undo feature, see "Undoing an Action" in Chapter 2 of the *User's Guide*.

Another important new feature is minimal recalculation. Whenever the recalculation order specified with /Worksheet Global Recalculation is Natural, 1-2-3 recalculates only those cells that have changed since the worksheet was last recalculated, and the cells that depend on them.

New Worksheet commands are summarized in the following table.

Select	To
/Worksheet Column Column-Range	Change the width of a range of columns
/Worksheet Global Default Autoexec	Specify whether or not 1-2-3 runs an auto-execute macro (a macro named \0) when you retrieve a file
/Worksheet Global Default Other Add-In	Specify up to eight add-in programs to be automatically attached whenever you start 1-2-3 and, optionally, have 1-2-3 automatically invoke one of these add-ins
/Worksheet Global Default Other Beep	Turn your computer's bell on or off
/Worksheet Global Default Other Clock Clock	Display the date and time in the lower left corner of your screen
/Worksheet Global Default Other Clock Filename	Display the current worksheet file name instead of the date-and-time indicator in the lower left corner of your screen
/Worksheet Global Default Other International Negative	Control whether negative values in cells formatted as Currency or Comma are enclosed in parentheses or preceded by a minus sign
/Worksheet Global Default Other Undo	Turn the undo feature on or off
/Worksheet Global Zero Label	Display a label in cells that have a value of zero
/Worksheet Learn	Automatically record your keystrokes to create macros

Other New Features

The following section describes other new features in 1-2-3 Release 2.3.

Mouse Support

In 1-2-3 Release 2.3, you can use a mouse for many common tasks, including selecting commands from a menu, specifying ranges, selecting and marking items in dialog boxes, selecting Help topics, and moving the cell pointer. When Wysiwyg is attached, the mouse has additional capabilities, including changing the column width or row height, and editing graphs.

You can also use the mouse with the Auditor and the Viewer add-ins. For more information about using the mouse to perform specific 1-2-3 tasks, see the *User's Guide*.

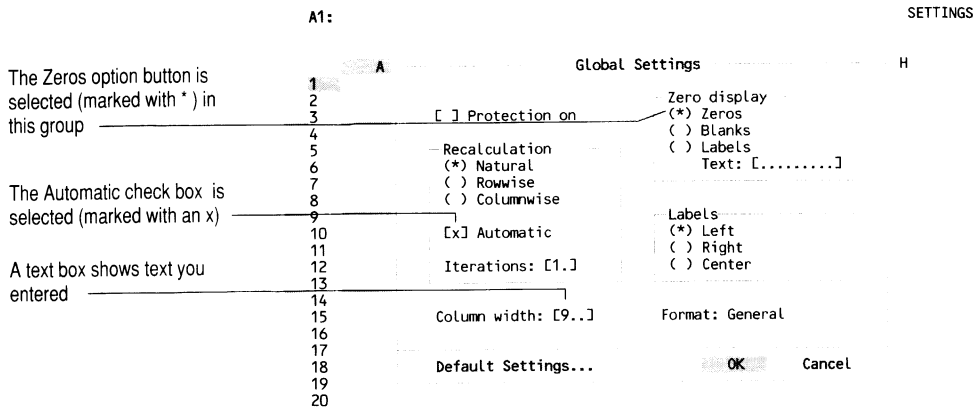
Dialog Boxes

You can now change settings using dialog boxes instead of menu commands; each Release 2.2 settings sheet has been replaced by one or more dialog boxes. The menus remain, however, and you can use them as you did before. Also, several Allways commands have been replaced by dialog boxes in Wysiwyg.

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 specify settings in the dialog box directly with the keyboard or the mouse, or you can select commands from the menu above the dialog box.

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.



- **Popup dialog boxes** appear over a dialog box when a selection in a dialog box leads to a series of further options.
- 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 Default Settings dialog box, have ... (ellipses) following the label; these command buttons produce another dialog box.
- **List boxes** let you 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. Then you select dialog box components with the pointer-movement keys, by typing the highlighted character, or by clicking the component with the mouse. For more information about using the mouse, see "Selecting a Command" in Chapter 2 of the *User's Guide*.

If you prefer to use the menu and not see 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 redisplays the dialog box.

Specifying Ranges

You can now 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. If you will use the same data for many commands, specify the range first; once the range is specified, you need not specify it again for each command.

When you specify a range before selecting a command that requires a range, 1-2-3 and Wysiwyg use the range you specified automatically. This means 1-2-3 either skips the prompt that requests the range, or enters the range you specified when you select the Range text box in a dialog box. If a command moves data in the range (such as /Move), the specified range becomes the range you move the data to.

You can 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.

See "Specifying a Range" in Chapter 3 of the *User's Guide*.

Macro Commands

1-2-3 Release 2.2 and 2.3 provide new macro commands, and have enhanced the capabilities of other macro commands. The first of the two tables that follow describes the new macro commands; the second describes the enhanced macro commands.

Macro name	Description
{APPENDBELOW}	Copies a range of data below a second range. If you specify a named range, extends the second range to include the data. Use this command in conjunction with {FORM} to copy new records from entry forms to a database.
{APPENDRIGHT}	Copies a range of data to the right of a second range. If you specify a named range, extends the second range to include the data.
2.2 {BORDERSOFF}	Turns off the display of the worksheet borders (column letters and row numbers).
2.2 {BORDERSON}	Turns on the display of the worksheet borders, canceling {BORDERSOFF}.
2.2 {BREAK}	Produces the effect of pressing **CTRL-BREAK**, so you can return 1-2-3 to READY mode. {BREAK} simulates pressing **ESC** one or more times; it will not interrupt a macro.

(continued)

	Macro name	Description
	{FORM}	Suspends running a macro so you can enter and edit data in a specified range. It is similar to /Range Input, but provides more control over allowable keystrokes. Use this command in conjunction with {APPENDBELOW} and {APPENDRIGHT} to enter new records in a database.
	{FORMBREAK}	Ends a {FORM} command.
2.2	{FRAMEOFF}	Works just like {BORDERSOFF}.
2.2	{FRAMEON}	Works just like {BORDERSON}.
2.2	{GRAPHOFF}	Removes a graph displayed by a {GRAPHON} command and redisplays the worksheet.
2.2	{GRAPHON}	Without suspending the macro, creates a full-screen view of the current graph or makes a named graph the current graph (with or without displaying the graph).
2.2	{HELP}	Produces the same effect as pressing **F1 (HELP)** so you can capture this keystroke in a {GET} command and let users have access to Help screens you write for your macro.
2.2	{SYSTEM}	Temporarily suspends 1-2-3 and passes a command to the operating system. When the command is completed, 1-2-3 automatically resumes and the macro continues.
2.2	{WINDOW}	Turns the display of dialog boxes (settings sheets in Release 2.2) on or off.
2.2	{WINDOWSOFF}	Prevents screen updates while a macro is running.
2.2	{WINDOWSON}	Cancels {WINDOWSOFF} and resumes normal worksheet display.

The following table describes the enhanced macro commands.

Macro name	Description
{ABS}	Lets you specify a range when 1-2-3 is in READY mode (see "Specifying Ranges" on page 17).
{DEL}	Erases a single cell when 1-2-3 is in READY mode.
{EDIT}	Activates a dialog box after you use {WINDOW}.

(continued)

Macro name	Description
2.2 {INDICATE}	The string argument is no longer limited to five characters. You can specify any literal string, with as many characters as fit in the first line of the control panel. In addition, the string argument can be a reference to a cell that contains the indicator string, or a string formula that evaluates to the indicator string.
2.2 {PANELOFF}	The optional clear argument erases the contents of the control panel (including cell pointer information and the mode indicator) and the status line and then freezes the control panel and the status line.

For more information about macro commands, see Chapter 4 of the *@Functions and Macros Guide*.

2.2 Other New Macro Features for Release 2 and 2.01 Upgraders

The following describes other Release 2.3 macro features that are new to Release 2 and 2.01 upgraders.

- You can create macros with the learn feature. The learn feature copies keystrokes you enter in the worksheet and enters the keystrokes in a learn range. You can then name the macro and run it as you would any other macro. For more information about using the learn feature, see "Creating a Macro with the Learn Feature," in Chapter 3 of the *@Functions and Macros Guide*.
- STEP mode is enhanced to make it easier for you to locate problems in a macro. Each time you press a key to run another macro instruction, 1-2-3 displays two pieces of information in the status line: the address of the cell that contains the macro instructions, and the contents of that cell with the current macro instruction (the one to be run next) highlighted. For more information about STEP mode, see "Debugging a Macro," in Chapter 3 of the *@Functions and Macros Guide*.
- Release 2.2 and 2.3 include the Macro Library Manager add-in, which lets you create macro libraries and work with them. For more information about macro libraries, see Chapter 6 of the *@Functions and Macros Guide*.
- Macro range names can be up to 15 characters long.
- You can use **ALT-F3 (RUN)** to display a list of named ranges. You can then select the macro you want to run from the list. (See "Function Keys" on page 20.)

Deleting the Current Cell

You can use DEL to delete the contents of the current cell when 1-2-3 is in READY mode. This is equivalent to using /Range Erase to erase the contents of a single-cell range.

Function Keys

1-2-3 Release 2.2 added some new function keys and enhanced the capabilities of other keys. The first of the two tables that follow describes the new function keys; the second describes the enhanced keys.

	Key	Description
2.2	F3 (NAME)	When you enter a formula, press F3 (NAME) after typing + – / ^ (or * to list range names in the worksheet. You can then select a range name to include in the formula. You can also use F3 (NAME) to select a range name while you are working in a dialog box.
2.2	F6 (WINDOW)	In MENU mode, press F6 (WINDOW) to turn off the display of dialog boxes (settings sheets in Release 2.2). To turn dialog boxes back on, return 1-2-3 to READY mode or press F6 (WINDOW) again.
2.2	ALT-F3 (RUN)	Press ALT-F3 (RUN) to display a menu of named ranges. Select the macro to run by highlighting a range name and pressing ENTER, or by typing a range name. Alternatively, you can press ESC to switch 1-2-3 to POINT mode so you can highlight the range that contains the macro instructions you want to run. (If there are no named ranges in the worksheet, 1-2-3 automatically switches to POINT mode.)
2.2	ALT-F4 (UNDO)	If undo is on, press ALT-F4 (UNDO) to cancel any changes made to your worksheet since 1-2-3 was last in READY mode. Press ALT-F4 (UNDO) again to restore the changes.
2.2	ALT-F5 (LEARN)	After specifying a learn range with /Worksheet Learn, press ALT-F5 (LEARN) to turn on the learn feature. 1-2-3 records subsequent keystrokes in the learn range. Press ALT-F5 (LEARN) again to turn off the learn feature.
2.2	ALT-F10 (APP4)	Press ALT-F10 (APP4) to display the Add-In menu if you have not attached an add-in program to ALT-F10 (APP4); otherwise, press this key to invoke the attached add-in.

Key	Description
F4	Press F4 to specify a range before you select a command. You can also use F4 to move from SETTINGS mode to POINT mode while in a dialog box.
F10 (GRAPH)	You can now use F10 (GRAPH) in many 1-2-3 modes, not just READY mode. For example, you can press F10 (GRAPH) to display the current graph after you have selected a Print command.

Help

The 1-2-3 Help system provides enhanced context-sensitivity and cross-referencing, multiple-page text, a two-level index, and an online glossary of terms. Help also provides more information about 1-2-3 basics, more examples and tips on using 1-2-3, and new troubleshooting information. Help is displayed in more colors than before on color monitors.

Help appears in a window that allows you to see part of the worksheet while you read a Help screen. Each window lists the keys that you can use while you work in Help. You can use the mouse to select Help topics.

1-2-3 keeps track of the last screen you looked at when you used Help. To display the last Help screen displayed (without starting Help), press CTRL-F1 (BOOKMARK). This feature is useful when you are following the steps on a particular Help screen.

Also, you can now press F1 (HELP) when you are entering an @function or a macro command to get information about the @function or macro command.

Specifying a New Configuration File

To specify a new configuration file for 1-2-3 to use, type the following from the command line:

123 –c[*path*]*filename*[*.ext*]

path is an optional path for the configuration file. *filename* is the name of the configuration file you want to use. *ext* is an optional three-character file extension. If you omit the extension, 1-2-3 uses the extension .CNF.

For example, the following command causes 1-2-3 to load the configuration file named MYCONFIG.CNF (located on drive C: in the UTILITY directory) instead of the default configuration file 123.CNF.

```
123 –cc:\utility\myconfig.cnf
```

You can update the configuration file that 1-2-3 uses with /Worksheet Global Default Update.

New Prompts

1-2-3 displays several new prompts that more closely reflect what the command does.

Command	New prompts
/Copy	'Copy what?' 'To where?'
/Move	'Move what?' 'To where?'
/Range Transpose	'Transpose what?' 'To where?'
/Range Value	'Convert what?' 'To where?'

Error Message Display

1-2-3 now displays error messages in message boxes. You can read a description of the error condition by clicking the F1 box or by pressing F1 (HELP). To clear the error, click the box or press ESC or ENTER.

Translate Utility

The Translate utility, which converts 1-2-3 and Symphony® worksheet data to other file formats, now translates .WK1 files to the .SLK file format to use with Microsoft MultiPlan®. The Translate utility also converts .WK1 files to the Enable® format (.SSF) and the SuperCalc® 4 format (.CAL).

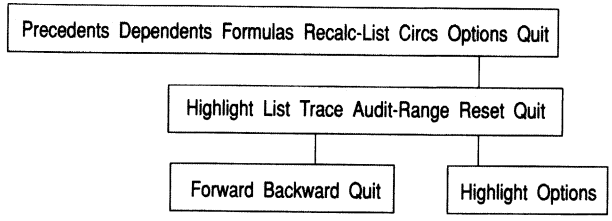
New File Types

1-2-3 has added several new file types.

Extension	File type description
2.2 .BAK	A backup of a .WK1 worksheet file that 1-2-3 creates when you use /File Save Backup.
.ENC	An encoded file 1-2-3 creates when you use /Print Encoded or /Print Background, or when you use Wysiwyg :Print File or :Print Background. An encoded file can contain text, graphs, printer codes, and special formatting characters.
.FMB	A backup of a .FMT format file that 1-2-3 creates when Wysiwyg is attached and you use /File Save Backup.
.FMT	A format file that contains the font set, all formats, named styles, and graphics that Wysiwyg uses.

See "Types of Files" in Chapter 19 of the *User's Guide*.

Auditor Add-In



The Auditor add-in is a new add-in program that identifies and checks formulas in the worksheet. You use Auditor to find the following:

- Precedents of the specified cell (cells that contain data the formula uses in its calculations)
- Dependents of the specified cell (cells that contain formulas that depend on the data in the specified cell)
- All formula cells in the current worksheet
- Cells involved in circular references

For more information about Auditor, see "Exploring Formulas with the Auditor" in Chapter 3 of the *User's Guide*.

1-2-3-Go! and Wysiwyg-Go!

1-2-3-Go! is a new online tutorial for learning 1-2-3 Release 2.3. It provides a task-oriented approach to teaching both novice and experienced 1-2-3 users. See "Using 1-2-3-Go!" in Chapter 5 of *Getting Started*.

Wysiwyg-Go! is a new online tutorial for learning how to use Wysiwyg. It shows you how to create presentation-quality worksheets with Wysiwyg. See "Using Wysiwyg-Go!" in Chapter 5 of *Getting Started*.

Viewer Add-In

The Viewer add-in is a new add-in program that lets you view the contents of worksheet, text, and database files on disk or on a network. You use Viewer to browse through, retrieve, and link files. Viewer has a two-window display that lets you view a list of the files in the current directory and their contents simultaneously. You use Viewer to

- Browse through a directory of files and view their contents.
- View the contents of worksheet files and then retrieve them.
- Link files by first viewing their contents and then selecting the source cells (or ranges). When you select the source cells or ranges with Viewer, 1-2-3 automatically writes the correct linking formulas in the target cell(s) of the current worksheet.

You have access to Viewer through the File menu when Viewer is attached (see "File Commands" on page 3). For more information about using Viewer, see "Viewing the Contents of Files" in Chapter 19 of the *User's Guide*.

Wysiwyg Add-In

Wysiwyg is a spreadsheet publishing add-in that lets you create presentation-quality 1-2-3 documents and include graphs and graphics in your worksheets. Wysiwyg replaces Allways, which was provided with Release 2.2. The name Wysiwyg stands for **W**hat **y**ou **s**ee **i**s **w**hat **y**ou **g**et, because what you see on the screen when you use Wysiwyg is nearly identical to what you get when you print the worksheet.

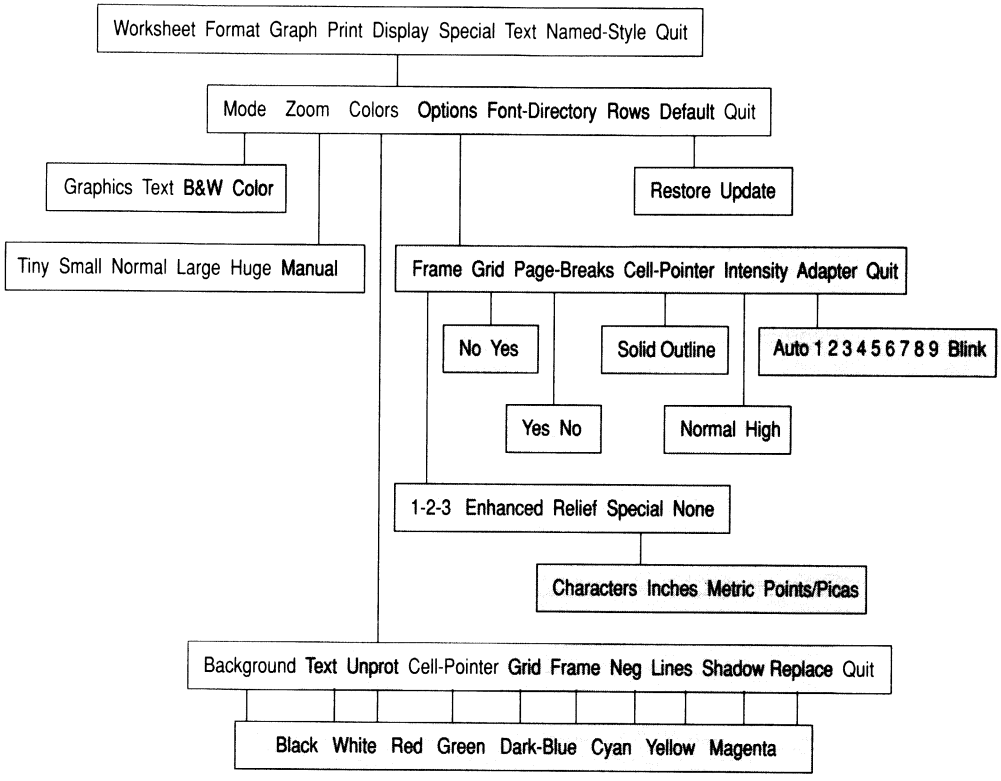
You use Wysiwyg to customize screen colors and worksheet fonts, and add formatting (such as boldface and italics) to data, and lines and shading to worksheets. Wysiwyg also gives you control over printing, so you can produce high-quality printed reports and documents. You use Wysiwyg to

- 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 by using a small font.
- Include graphics in your worksheets.

For more information about using Wysiwyg, see the *User's Guide*. For more information about the differences between Wysiwyg and Allways, see Chapter 4, beginning on page 47.

The following menu trees illustrate all the Wysiwyg commands. The shaded commands, which are described in tables below the menu trees, are those Wysiwyg commands not provided by Allways.

Display Commands



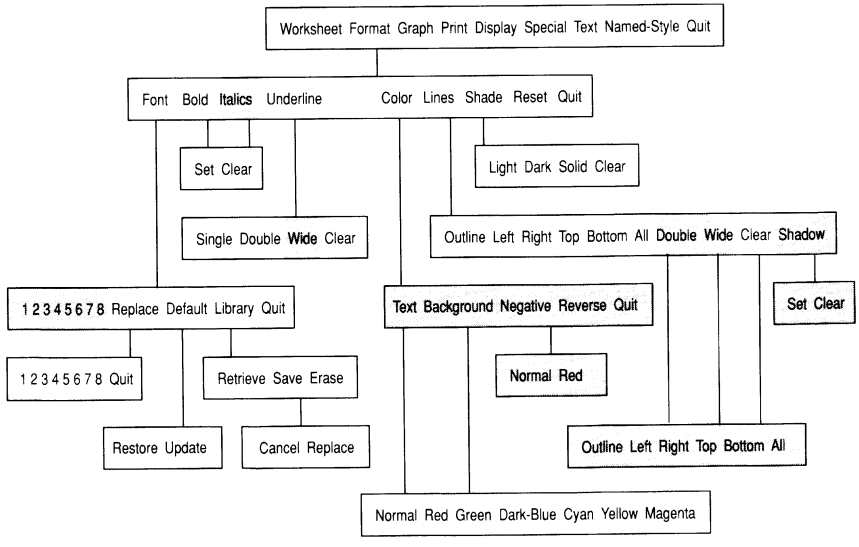
The Display commands control the way 1-2-3 displays a worksheet on the screen when Wysiwyg is in memory. Except for :Display Colors (if you have a color printer), the Display commands do not affect worksheets or graphics you print.

Select	To
:Display Colors	Specify the colors for worksheet data, the worksheet grid and frame, lines, drop shadows, negative values, and data in unprotected ranges
:Display Default	Create or replace Wysiwyg default display settings

(continued)

Select	To
:Display Font-Directory	Specify the font directory in which 1-2-3 looks for fonts it uses for both displaying and printing worksheets and graphics
:Display Mode B&W	Set the screen display to black and white
:Display Mode Color	Set the screen display to color
:Display Options Adapter	Specify the graphics display adapter to use
:Display Options Cell-Pointer	Specify whether the cell pointer is displayed as a solid rectangle or an outline
:Display Options Frame	Specify the way the worksheet frame is displayed or hide the worksheet frame
:Display Options Grid	Display or hide grid lines in the worksheet
:Display Options Intensity	Specify the degree of brightness for the screen display
:Display Options Page-Breaks	Display or hide the dashed lines that represent page breaks in the worksheet or in the print range (specified with :Print Range)
:Display Rows	Specify the number of worksheet rows 1-2-3 displays on the screen in graphics display mode
:Display Zoom Manual	Reduce or enlarge the display size of cells

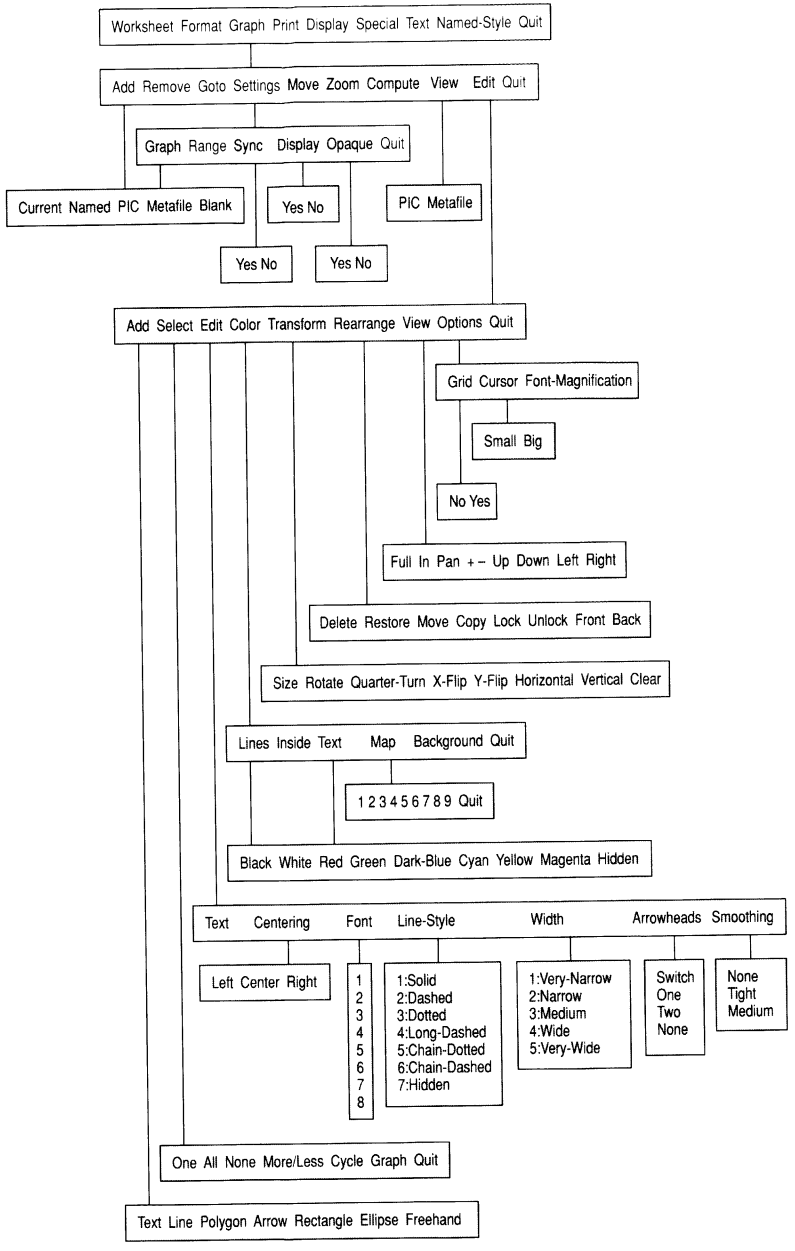
Format Commands



The Format commands give you control over the appearance of your worksheets, both on the screen and when printed. You can format more than one range at the same time by pressing , (comma) instead of ENTER between ranges.

Select	To
:Format Color	Specify the colors for data in a range, the background of a range, or the negative values in a range; or switch the background and data colors of a range
:Format Font 1–8	Apply one of the eight fonts in the current font set to a range
:Format Italics	Add italics to a range or remove italics from a range
:Format Lines Double or Wide	Draw double or wide lines along the edges of cells
:Format Lines Shadow	Draw a shadow below and to the right of a range
:Format Underline Wide	Add wide underlining to the data in a range

Graph Commands

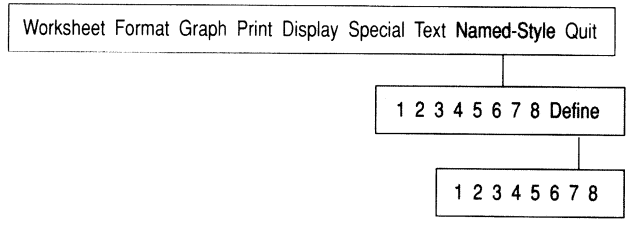


The Graph commands let you include **graphics** — current or named 1-2-3 graphs, 1-2-3 graphs saved in .PIC files, graphic metafiles saved in .CGM files, or blank placeholders — in a worksheet. The Graph

commands also let you place graphics in a graphics editing window where you can edit and enhance them.

Select	To
:Graph Add	Add the current graph, a named graph, a graph saved in a .PIC file or a .CGM metafile, or include a blank placeholder for a graphic in a worksheet
:Graph Compute	Recalculate and redraw all graphics in the worksheet
:Graph Edit	Add enhancements to graphics, such as text, geometric shapes, and freehand drawings
:Graph Move	Move a graphic to another range in the worksheet
:Graph Settings Display	Turn the display of a graphic in the worksheet on or off
:Graph Settings Graph	Replace a graphic in the worksheet with another graphic
:Graph Settings Opaque	Make a graphic in the worksheet transparent or opaque
:Graph Settings Sync	Make a named or current graph in the worksheet be updated automatically to reflect changes in the data on which it is based
:Graph View	Display a full-screen view of a graphic saved in a .PIC file or a .CGM metafile
:Graph Zoom	Display a full-screen view of a graphic in the worksheet

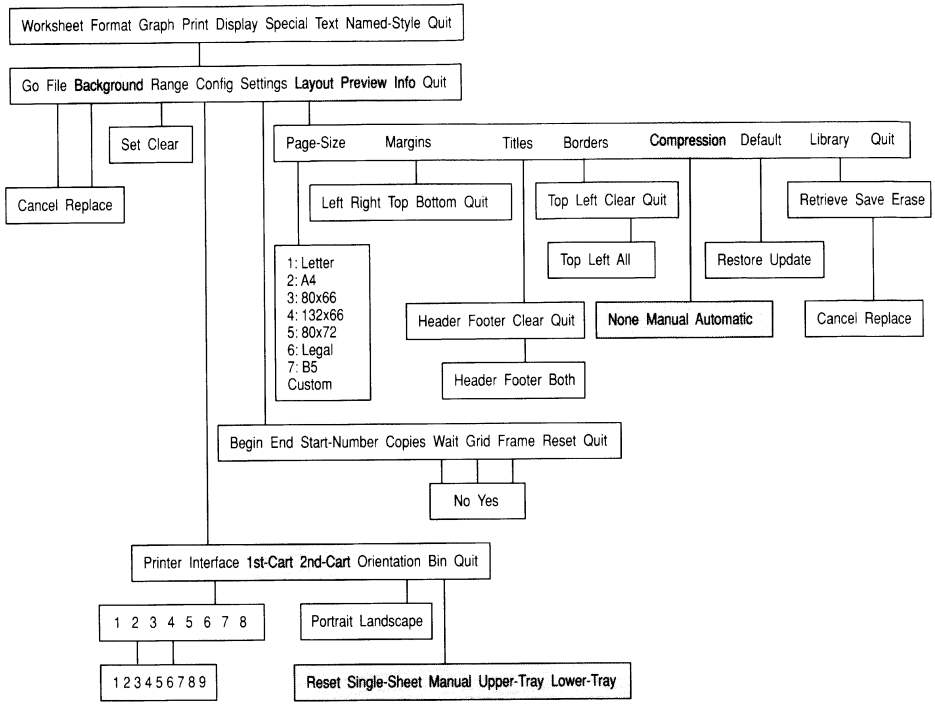
Named-Style Commands



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

Select	To
:Named-Style 1–8	Assign one of eight named styles to a range
:Named-Style Define	Define the format of a cell as a named style

Print Commands



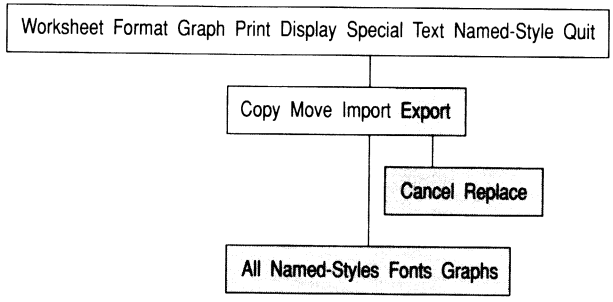
Print features available in Wysiwyg, but not Allways, include automatic print compression, print preview, PostScript draft printing, and background printing. You use the Print commands to create printed copies of your work that include all formatting done with the Wysiwyg commands. You can print data and graphics on a printer or to an encoded file.

Select	To
:Print Background	Send your printer output to an encoded file and then print the file while you continue to work in the worksheet
:Print Config 1st-Cart or 2nd-Cart	Use Wysiwyg with printers that support font cartridges or font cards
:Print Info	Display or remove the Print Settings dialog box

(continued)

Select	To
:Print Layout Compression	Compress a print range (so printed data is smaller and more data fits on a printed page) or expand a print range (so printed data is larger and less data fits on a printed page)
:Print Preview	Temporarily remove the worksheet from the screen and display the print range as Wysiwyg will format it for printing, page by page. Use F6 (WINDOW) to enlarge or reduce the size of the displayed page

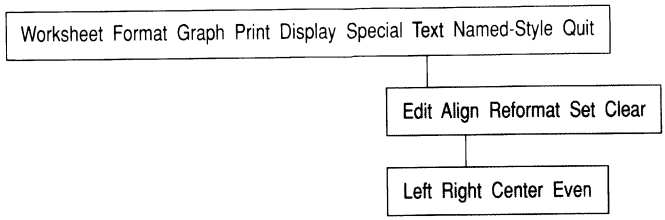
Special Commands



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

Select	To
:Special Export	Save the format of the current file in a Wysiwyg, Impress, or Allways format file on disk
:Special Import	Specify whether 1-2-3 is to copy graphics or apply the formats, named styles, or font set from a Wysiwyg, Impress, or Allways format file on disk to the current file

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 data previously entered in cells. The formatting description {Text} appears in the control panel when the cell pointer is in a text range.

Select	To
:Text Align	Left-align, right-align or center labels in a text range, or align labels with both left and right edges of a text range
:Text Clear	Clear the settings for a text range
:Text Edit	Edit labels in a text range directly in the worksheet instead of in the control panel
:Text Reformat	Format a column of long labels so the labels fit within a text range and look like a paragraph
:Text Set	Specify a text range to use with :Text Align, Edit, or Reformat

Chapter 2
Sharing Files

Release 2.3 lets you retrieve files from Symphony, and 1-2-3 Release 3 and 1-2-3/G™ files in the .WK1 file format. You can also share .WK1 files you create in Release 2.3 with these products.

General Information About Sharing Files

You should be aware of the following issues when you work with a .WK1 file created in 1-2-3 Release 3 or 1-2-3/G:

- Labels are truncated after 240 characters (which includes the label prefix).
- @Functions that do not exist in Release 2.3 appear as add-in @functions, which are displayed as @? with a list of arguments (if the original @function had arguments) following the ?. Cells that contain these @functions evaluate to NA. Release 2.3 cannot evaluate these @functions or convert them to their original values.
- Formulas may contain more than 240 characters. However, if you edit the formula, it is automatically truncated after 240 characters.
- Formulas that contain references to other files appear as follows: '@@("<<*filename*>>*range*").
- Undefined range names appear as ERR. For example, the formula @SUM(SPORTS) becomes @SUM(ERR) in Release 2.3, if the range name SPORTS was undefined in a file from 1-2-3 Release 3 or 1-2-3/G.
- Graphs that use graph types unique to Release 2.3 are changed to line or XY graphs in Release 3 or 1-2-3/G.

Sharing Files with 1-2-3 Release 3

In 1-2-3 Release 3, the way you save a .WK3 file to a .WK1 file depends on how your data is organized. If your .WK3 file has data in only one worksheet, use /File Save to save the .WK3 file as a .WK1 file. If your .WK3 file has data in more than one worksheet in the file, use the Translate utility to convert a multiple-sheet .WK3 file to the .WK1 format. The Translate utility creates a separate .WK1 file for each worksheet in the .WK3 file.

Macros written in Release 3 are compatible with Release 2.3, with the following exceptions:

- Macros that include unique-to-Release 3 commands, macro keywords, or @functions will not run in Release 2.3.
- Macros that use {RIGHT} to circle past the last command on a Release 2.3 menu and return to the first command will not work.
- Macros that use @CHAR and @CODE with Lotus Multibyte Character Set (LMBCS) characters or values will create Lotus International Character Set (LICS) characters or values in Release 2.3.
- Macros that use full cell addresses (cell addresses that include the worksheet letter) will not work.

Using Release 2.3 Files in Release 3

1-2-3 Release 3 lets you retrieve and work with .WK1 files created in Release 2.3. In Release 3, you can save the file using its original format (the .WK1 format), or convert it to a Release 3 file by saving it with the extension .WK3.

You can run your Release 2.3 macros contained in a .WK1 file by retrieving the .WK1 file in Release 3 and then running the macros. You can also use your Release 2.3 macros with .WK3 files. The procedure you follow to read your Release 2.3 macros into Release 3 depends on whether you want to use the macros with only one .WK3 file or with more than one .WK3 file. For more information, see your 1-2-3 Release 3 documentation. You can also use macros from Release 2.3 that you stored in a macro library.

Macros written in Release 2.3 are compatible with Release 3, with the following exceptions:

- Macros that include unique-to-Release 2.3 commands (for example, some 1-2-3 Graph commands and some Wysiwyg commands) will not run in Release 3.
- Macros that select menu items using pointer-movement keys (such as {RIGHT} and {END}) instead of first letters may not work.
- Macros that use @CHAR and @CODE with LICS characters or values will create LMBCS characters or values in Release 3.
- Macros that use the Add-In commands will not work.

Sharing Files with 1-2-3/G

You can use 1-2-3/G files in Release 2.3 by saving a .WG1 file as a .WK1 file. Because 1-2-3/G has many new features that are not available in any other release of 1-2-3, however, these features (and possibly the data associated with them) will be lost when you save a 1-2-3/G worksheet file (.WG1) as a .WK1 file. If a 1-2-3/G file does not include features unique to 1-2-3/G, such as multiple worksheets or new @functions, you can save it in the Release 2.3 format by naming the file with the .WK1 extension when you use File Save.

The way you save a 1-2-3/G file to a .WK1 file depends on how the data is organized. If your 1-2-3/G file has data in only one worksheet, use File Save to save the .WG1 file as a .WK1 file. If your 1-2-3/G file has data in more than one worksheet in the file, you must copy the data to a single worksheet in another file before you can save it as a .WK1 file. For more information, see *Quick Start for 1-2-3 Users* in your 1-2-3/G documentation set.

When you retrieve the .WK1 file in 1-2-3 Release 2.3, some 1-2-3/G characters (created with the code page 850 character set) may be lost (mapped to an unknown character) if the code page 850 characters do not have a LICS equivalent.

Using Release 2.3 Files in 1-2-3/G

1-2-3/G lets you retrieve and work with files created in Release 2.3. When you retrieve a Release 2.3 file in 1-2-3/G, it retains its .WK1 extension. After working with the file, you can either save it in its original format (.WK1), or you can convert the file to a 1-2-3/G file by saving it with the extension .WG1.

You can run macros created in Release 2.3 in 1-2-3/G. If the macros contain commands that are not the same in 1-2-3/G (for example, some 1-2-3 Graph and Print commands), you should translate the macros into their 1-2-3/G equivalents before you try to run the macros. You can translate macros either before you open a Release 2.3 file in 1-2-3/G, or by using the Utility Macros Translate command in 1-2-3/G.

Sharing Files with Symphony

Release 2.3 lets you retrieve .WRK and .WR1 files created in Symphony. When you retrieve a .WRK or .WR1 file, however, features unique to Symphony (such as multiple windows or database forms) are lost.

Because the Symphony command structure differs from the Release 2.3 command structure, macros created in Symphony will not work in Release 2.3.

Using Release 2.3 Files in Symphony

Symphony Releases 2.0 and 2.2 let you retrieve and work with files created in 1-2-3 Release 2.3. When you work with a Release 2.3 file, Symphony automatically converts it to a .WR1 file.

CAUTION By using expanded memory, you can create a worksheet that is too large to retrieve with Symphony. If you need to share worksheets with Symphony users, use /Worksheet Global Default Other Expanded-Memory Standard.

Because the Release 2.3 command structure differs from the Symphony command structure, macros created in Release 2.3 will not work in Symphony.

Chapter 3
Compatibility with Previous Releases

Maintaining familiarity and consistency with 1-2-3 Release 2, 2.01, and 2.2 has been of primary importance in designing Release 2.3. Although 1-2-3 Release 2.3 contains many new features and some enhancements to previously existing features, in most cases these enhancements will have no affect on compatibility with files from previous releases of 1-2-3.

The following sections, arranged alphabetically, describe the 1-2-3 Release 2.3 features whose performance differs somewhat from corresponding features in previous releases of 1-2-3.

2 2.01 This chapter uses the 2 and 2.01 icons to indicate topics that are relevant to 1-2-3 Release 2 and 2.01 upgraders.

Add-Ins

The following sections describe changes that affect add-in operations.

Add-In Compatibility

Most add-in programs you used with previous releases of 1-2-3 will work with 1-2-3 Release 2.3. Some add-in programs, however, were not developed with the Lotus Developer Tools and therefore will not work correctly with Release 2.3. If you experience difficulty using an add-in with Release 2.3 (or if you want to use a mouse with the add-in in 1-2-3), contact the add-in publisher directly for information on obtaining an upgrade that works with Release 2.3.

2 2.01 Add-In Manager

The Add-In Manager, which allows you to use add-in programs with Release 2 and 2.01, is built into 1-2-3 Release 2.3. Therefore, you no longer need to install the Add-in Manager in your driver set as you did in Release 2 and 2.01.

You can use the Attach, Detach, Invoke, and Clear commands by selecting /Add-In from the 1-2-3 main menu or by pressing **ALT-F10 (APP4)** if you do not have an add-in program assigned to this key.

There is no Setup command in the Add-In menu, but you can use /Worksheet Global Default Other Add-In to perform equivalent operations. For example, with /Worksheet Global Default Other Add-In Set, you can set 1-2-3 to automatically attach an add-in whenever you start 1-2-3. In Release 2.3, auto-attach add-in settings are stored in the

1-2-3 configuration file (123.CNF), not in a separate file as with the Add-In Manager. Once you specify the add-in(s) to automatically attach, select /Worksheet Global Default Update to update the 1-2-3 configuration file.

When 1-2-3 Release 2.3 automatically attaches add-ins at the beginning of a 1-2-3 session, it uses your operating system search path to locate any add-ins that do not exist in the startup directory. The Add-In Manager does not use the search path to locate auto-attach add-ins. For more information on search paths, see the description of the PATH command in your operating system documentation.

2 2.01 Lotus Learn Add-In

The Lotus Learn® add-in, which creates 1-2-3 macros by recording keystrokes that you type during a Release 2 or 2.01 session, is built into 1-2-3 Release 2.3. You cannot use Lotus Learn with 1-2-3 Release 2.3.

Although the 1-2-3 learn feature provides you with the same benefits as Lotus Learn, the learn feature works a little differently:

- You can use the Range, Cancel, and Erase commands by selecting /Worksheet Learn from the 1-2-3 menu.
- There is no Yes or No command in the /Worksheet Learn menu. The only way to begin and end recording keystrokes in the specified learn range is to press **ALT-F5 (LEARN)**.
- Various keystrokes are abbreviated when 1-2-3 records them with the learn feature. For example, ← is abbreviated as {L}, **ESC** is abbreviated as {ESC}, and → → is abbreviated as {R 2}.

2 2.01 Lotus Speedup Add-In

The Lotus Speedup® add-in, which enhances the performance of worksheet recalculation in Release 2 and 2.01, is built into 1-2-3 Release 2.3. You cannot use Lotus Speedup with 1-2-3 Release 2.3.

Although the 1-2-3 minimal recalculation feature provides you with the same recalculation benefits as the Lotus Speedup add-in, the minimal recalculation feature works a little differently:

- You cannot turn minimal recalculation on and off. 1-2-3 automatically uses minimal recalculation whenever worksheet recalculation is set to Natural. If you use /Worksheet Global Recalculation to set the recalculation order to Columnwise or Rowwise, however, 1-2-3 does not use minimal recalculation. 1-2-3 also does not use minimal recalculation if you create a circular reference.

- 1-2-3 does not highlight cells that need to be recalculated.
- 1-2-3 does not display Optimal as the recalculation method when you select /Worksheet Global. You can, however, tell that minimal recalculation is in effect if Natural is the recalculation order selected in the Global Settings dialog box.

Data

When you use /Data Query, 1-2-3 ignores blank rows in the criteria range as long as at least one row contains a valid criterion.

Earlier releases of 1-2-3 copy all records in the input range to the output range if the criteria range contains a blank row.

File

The following sections describe changes that affect file operations.

Retrieving Files

When you select /File Retrieve and specify a file name, 1-2-3 does not retrieve the file immediately if you have not saved changes you made to the worksheet. Instead, 1-2-3 displays the new prompt 'WORKSHEET CHANGES NOT SAVED! Retrieve file anyway?' and a No/Yes menu. If you select No, 1-2-3 cancels the file retrieval. If you select Yes, 1-2-3 retrieves the file and any changes to the current worksheet are lost. This confirmation does not appear while a macro is running.

When you retrieve a file that uses a character set other than LICS, 1-2-3 now displays a warning message and suspends running any active macro. To resume work in 1-2-3 and continue running a macro, you must press ESC or ENTER. 1-2-3 then retrieves the file and displays label cell entries using the LICS character set. When you select /File Save, 1-2-3 saves the file in the LICS character set.

Combining Worksheet Files

When you use /File Combine to incorporate data into the current worksheet from a worksheet file that uses a character set other than LICS, 1-2-3 now displays the warning message 'Incompatible character set' and suspends running any active macro. To resume work in 1-2-3 and continue running a macro, you must press ESC or ENTER. 1-2-3 then combines the files and displays label cell entries using the LICS format. When you select /File Save, 1-2-3 saves the file in the LICS format.

2 2.01 File Names

Operating systems vary in the rules they use for file names. 1-2-3 Release 2.3 follows the same rules as your operating system. This means you can include any characters in a 1-2-3 file name that your operating system recognizes. (For more information about rules for file names, see your operating system manual.)

1-2-3 Release 2 and 2.01 allow most, but not all, of these characters. If you use 1-2-3 Release 2.3 to create files that you plan to use with Release 2 or 2.01, use only letters (including extended LICS characters), numbers, and the following characters:

\ / : . _ $ ^ # & @ ~ ! % ( ) - { } ' ' "

2 2.01 Sharing Files That Contain Linked Cells

You can create a linking formula to reference data in a cell in a worksheet file on disk (see "Creating a Link" in Chapter 20 of the *User's Guide*). You enter a linking formula in the following format:

+<<*file reference*>>*cell reference*

When you select /File Save, 1-2-3 converts a linking formula to an @@ function with a literal string as the argument:

@@("<<*file reference*>>*cell reference*")

When you select /File Retrieve to read a worksheet file containing links, 1-2-3 converts the @@ function back to the original linking formula.

If you use 1-2-3 Release 2 or 2.01 (or Symphony) to retrieve a worksheet file that contains a @@("<<*file reference*>>*cell reference*") formula, the program displays ERR as the formula's value. If, however, you retrieve the worksheet file with 1-2-3 Release 2.3 again, the formula converts to the original linking formula and the correct value appears. If you retrieve the worksheet file with 1-2-3 Release 3, the formula is a valid Release 3 linking formula and will calculate the correct value.

2 2.01 Graph

1-2-3 Release 2.3 has improved the overall look of graphs to enhance their clarity and impact (see "New Graph Features for Release 2 and 2.01 Upgraders" on page 8).

If you want to take advantage of these enhancements when you print graph (.PIC) files created in Release 2 or 2.01, you need to update each graph file. To do this, retrieve the worksheet that contains the graph settings. If you have more than one graph in the worksheet, select /Graph Name Use to make the settings for the graph you want to work

with the current settings. Then use /Graph Save to create a new graph file using those settings. Repeat this procedure for each graph. When you print the graphs with PrintGraph or Wysiwyg, you will see the enhancements.

NOTE You can add named graphs directly to Wysiwyg.

2 2.01 Lotus HAL

Lotus HAL® works only with 1-2-3 Release 1A, 2, and 2.01. The program is not compatible with 1-2-3 Release 2.3. Many Lotus HAL features (such as the undo feature and the search and replace feature) are, however, now part of 1-2-3.

Macros

The following sections describe the compatibility of macros written in previous 1-2-3 releases.

Release 2.2 Macros

Most macros written for 1-2-3 Release 2.2 will run in Release 2.3. There are, however, some types of macros you will need to edit before you can run them:

- Macros that select menu options using pointer-movement keys (such as {RIGHT} and {END}) instead of first letters may not work.
- Macros that use {ONERROR} to check the text of an error message may not work properly.
- Macros created for Allways will not work. You can modify these macros to run with Wysiwyg (see "Using Macros Created for Allways" on page 53).

2 2.01 Release 2 and 2.01 Macros

Most Release 2 and 2.01 macros will work with 1-2-3 Release 2.3. There are, however, some types of macros you will need to edit before you can run them:

- Macros that select menu options using pointer-movement keys (such as {RIGHT} and {END}) instead of first letters may not work.

- Macros that use the Add-In Manager Setup command to specify add-ins to automatically attach will not work. In 1-2-3 Release 2.3, you use /Worksheet Global Default Other Add-In Set to specify add-ins to automatically attach.
- Macros that retrieve or save shared files on a network do not work. You need a reservation to save a shared file when you are sharing 1-2-3 Release 2.3 data files on a network. If someone else has the reservation for a shared file you want to retrieve, 1-2-3 displays a prompt asking if you want to retrieve the file without its reservation. Also, if you try to save a file when you do not have the reservation, 1-2-3 displays an error message.
- Macros that use **ALT-F10 (APP4)** to attach, detach, invoke, or clear add-ins will work in 1-2-3 Release 2.3 only if no add-in has been assigned to **ALT-F10 (APP4)**.
- Macros that include subroutine names that are now macro commands, such as {HELP} or {BREAK}, will not work. You need to change the names of those subroutines. (For a list of the new macro commands, see "Macro Commands" on page 17.)

2 2.01

Macros That Use {ONERROR}

Although the wording of error messages in Release 2, 2.01, 2.2, and 2.3 is the same in most cases, in some instances the wording is slightly different. Release 2 and 2.01 macros written to handle any error condition that might occur should work correctly when run in Release 2.3. If, however, a Release 2 or 2.01 macro uses {ONERROR} to check the text of a specific error message, the macro may not work properly when you run it in Release 2.3.

Memory

The following sections describe changes that affect how 1-2-3 uses memory.

Expanded Memory

Release 2.3 can store cell pointers in expanded memory or conventional memory. Previous releases of 1-2-3 store cell pointers in conventional memory only. When you use conventional memory, Release 2.3 is entirely compatible with previous releases of 1-2-3.

When you use expanded memory, you should be aware of the following:

- If you use expanded memory for cell pointers, you can create a worksheet that is too large to retrieve with previous releases of 1-2-3. If you need to share worksheets with users of previous releases of 1-2-3, use conventional memory for cell pointers instead of expanded memory.
- Some add-ins may assume that cell pointers are stored in conventional memory. Those add-ins will probably not work with Release 2.3, if cell pointers are in expanded memory. Turn the expanded memory feature off if an add-in you are using is not working properly.

For more information, see Appendix C of the *User's Guide*.

2 2.01 Memory for the Undo Feature

To undo your last operation when you press **ALT-F4 (UNDO)** while the undo feature is on, 1-2-3 must create a temporary backup copy of the worksheet whenever you press a key that might lead to a worksheet change. 1-2-3 stores this backup copy in an area of memory called the **undo buffer**.

When you turn the undo feature on, 1-2-3 reserves a portion of memory for the undo buffer. If no expanded memory is available, 1-2-3 reserves more than half of your computer's available conventional memory for the undo buffer. This significantly reduces the amount of memory available for worksheet data, and may prevent you from loading Wysiwyg. If you have expanded memory, 1-2-3 places the entire undo buffer in expanded memory, if possible. (For more information about memory used by undo, see Appendix C in the *User's Guide*.)

2 2.01 Checking Available Memory

If you select /Worksheet Status, 1-2-3 displays a status screen that allows you to check how much memory is available for a worksheet. If you check these settings when you have a blank worksheet on the screen, the amount of conventional and expanded memory displayed is the total amount available for a worksheet.

The numbers you see represent the amount of memory available after you start your operating system, your network software (if any), any memory-resident programs (such as BPrint), 1-2-3 and any add-ins, and after 1-2-3 allocates a portion of memory for the undo buffer (if you have undo turned on). (For more information about managing memory, see Appendix C in the *User's Guide*.)

2 2.01 Menus

Several commands are abbreviated to save space in menus.

Release 2 and 2.01	Release 2.3
/Graph Options Scale [Y-Scale, X-Scale] Format **Scientific**	/Graph Options Scale [Y-Scale, X-Scale] Format **Sci**
/Graph Type **Stacked-Bar**	/Graph Type **Stack-Bar**
/Range Format **Scientific**	/Range Format **Sci**
/Range **Protect**	/Range **Prot**
/Range **Transpose**	/Range **Trans**
/Range **Unprotect**	/Range **Unprot**
/Worksheet Global Default Printer **Auto-LF**	/Worksheet Global Default Printer **AutoLF**
/Worksheet Global Default Printer **Bottom**	/Worksheet Global Default Printer **Bot**
/Worksheet Global Format **Scientific**	/Worksheet Global Format **Sci**

Quit Command

When you select /Quit to end a 1-2-3 session, 1-2-3 displays a No/Yes menu and asks you for confirmation. In Release 2.3, if you select Yes but you have not saved changes to the worksheet, 1-2-3 displays another No/Yes menu. Selecting No returns 1-2-3 to READY mode so you can use /File Save to save the worksheet. Selecting Yes ends the 1-2-3 session without saving changes to the worksheet.

Range

The following sections describe changes that affect range operations.

2 2.01 Hiding Cell Contents

/Range Format Hidden does not display the contents of hidden cells in the control panel when worksheet protection is on, unless you have unprotected the hidden cells with /Range Unprot.

Even when worksheet protection is on, Release 2 and 2.01 display the contents of hidden cells in the control panel.

2 2.01 Transposing Ranges

When you use /Range Trans in 1-2-3 Release 2.3, 1-2-3 copies the results of formulas rather than the formulas themselves. The values resulting from the formulas, therefore, do not change when Release 2.3 transposes ranges that contain formulas.

When you use /Range Transpose in Release 2 and 2.01, 1-2-3 copies the actual formulas, changing the references in the formulas relative to their new location. Because the formula references change, the values resulting from the formulas can change.

Worksheet

The following sections describe changes that affect worksheet operations.

Erasing a Worksheet

If you select /Worksheet Erase Yes, and you have not saved changes you made to the worksheet, 1-2-3 does not erase the worksheet immediately. Instead, it displays the new prompt 'WORKSHEET CHANGES NOT SAVED! Erase worksheet anyway?' and a No/Yes menu. If you select No, 1-2-3 cancels the command. If you select Yes, 1-2-3 erases the worksheet, and any changes are lost. This confirmation does not appear while a macro is running.

Learn Feature

1-2-3 now stores multiple keystrokes as the name of the key followed by a number that indicates how many times you pressed the key, such as {R 3}. In 1-2-3 Release 2.2, the learn feature recorded each keystroke separately, for example: {R}{R}{R} instead of {R 3}.

Undo Feature

In Release 2.3, the undo feature is off initially. To turn the feature on so you can use **ALT-F4 (UNDO)** to cancel mistakes, select /Worksheet Global Default Other Undo Enable. If you want 1-2-3 to turn on the undo feature automatically each time you start the program, turn on the undo feature and then select /Worksheet Global Default Update. Keep in mind that 1-2-3 uses more memory when the undo feature is on.

In 1-2-3 Release 2.2, the undo feature was on initially.

Worksheet Status

When you select /Worksheet Status, 1-2-3 displays only status information in the status screen. You must select /Worksheet Global to view the global settings of the current worksheet.

2 2.01

The 1-2-3 Configuration File

The 1-2-3 Release 2.3 configuration file (123.CNF) contains new default worksheet settings. You cannot use a Release 2 or 2.01 123.CNF file with Release 2.3. See "Specifying a New Configuration File" on page 21.

Chapter 4
Compatibility of Allways and Wysiwyg

Maintaining familiarity and consistency with Allways has been of primary importance in designing Wysiwyg for 1-2-3 Release 2.3. The following sections describe the Wysiwyg features whose performance differs somewhat from corresponding features in Allways. The last two sections explain how you use Allways format files in Wysiwyg and how you use Wysiwyg format files in Allways.

General Differences

You should be aware of the following differences between Wysiwyg and Allways when you work with Wysiwyg:

- You must attach Wysiwyg before you can use Wysiwyg commands. However, you do not need to invoke Wysiwyg to use it.
- You activate the Wysiwyg main menu by pressing : (colon) or by moving the mouse into the control panel. In Allways you must first invoke the Allways add-in and then press / (slash) or < (less-than-symbol) to display the main menu.
- You can change Wysiwyg print settings and fonts using dialog boxes instead of menu commands. (See "Dialog Boxes" on page 15.) You can also use the :Print and :Format Font menus to select commands.
- With the exception of **F1 (HELP)**, **F3**, **F5**, and **F10**, the Allways function keys and accelerator keys are not available in Wysiwyg.
- You do not need to go back and forth between Wysiwyg and 1-2-3 while working on a worksheet.

Display Commands

The Wysiwyg Display commands in the following table differ somewhat from the corresponding Allways Display commands.

Command	Allways	Wysiwyg
Display Colors	Uses names for colors such as Burgundy and Olive.	Uses names for colors such as Red and Green. (These are essentially the same color choices as those provided in Allways.)
Display Colors Background	Changes the color of the screen background (the area surrounding the worksheet including the frame and the control panel). You can select only a dark color.	Changes the color of the worksheet background only. You can select a dark or light color.

The Wysiwyg and Allways commands in the following table perform similar tasks.

Task	Allways	Wysiwyg
Change the colors 1-2-3 uses to display items in the worksheet	/Display Colors Foreground	:Display Colors Frame, Grid, Lines, Negative, Text, or Unprot
Turn the display of a graphic in the worksheet on or off	/Display Graph	:Graph Settings Display

Format Commands

The Wysiwyg Format commands in the following table differ somewhat from the corresponding Allways Format commands.

Command	Allways	Wysiwyg
Format Font	Lets you select a font and its formats at the same time (for example, Times 10-point italic).	Lets you select a font and its formats in separate steps. For example, you first select Times 10 point, and then you select italic.
Format Underline Double	Underlines the entire cell.	Underlines the cell contents. (To underline the entire cell, use :Format Lines Double Bottom.)

The Wysiwyg and Allways commands in the following table perform the same tasks.

Task	Allways	Wysiwyg
Display negative values in a range in color	/Format Color Red-on-negs	:Format Color Negative
Specify a color for the data in a range	/Format Color	:Format Color Text
Specify a font for data	/Format Font Use	:Format Font 1–8

Graph Commands

The Wysiwyg and Allways commands in the following table perform similar tasks.

Task	Allways	Wysiwyg
Add a .PIC file	/Graph Add	:Graph Add Pic
Change colors in the underlying graphic	/Graph Settings Colors	:Graph Edit Color Map
Select a font from the current font set to print text in graphs	/Graph Settings Fonts	:Graph Edit Edit Font
Move a graphic to another range in the worksheet	/Graph Settings Range	:Graph Move

Layout Commands

The Allways Layout commands are now part of the Wysiwyg Print commands (see the menu tree on page 30). One important difference is that Allways /Layout Page-Size is specific to the printer you select while the Wysiwyg :Print Layout Page-Size menu selections appear regardless of the printer you select. Also, there is no equivalent for Allways /Layout Borders Bottom in Wysiwyg.

The Wysiwyg and Allways commands in the following table perform similar tasks.

Task	Allways	Wysiwyg
Control the thickness of lines	/Layout Options Line-Weight	:Format Lines Wide
Turn the worksheet grid on or off	/Layout Options Grid	:Print Settings Grid

Print Commands

In Allways, you change the font cartridge for your printer with /Print Configuration Cartridge. In Wysiwyg, you can change two font cartridges with :Print Config 1st-Cart or 2nd-Cart.

Allways /Print Configuration Resolution is specific to the printer you select. In Wysiwyg, choosing a draft-quality printer is similar to Allways /Print Configuration Resolution Draft, and choosing a letter-quality printer is similar to Allways /Print Configuration Resolution Final.

Special Commands

The Wysiwyg and Allways commands in the following table perform similar tasks.

Task	Allways	Wysiwyg
Apply the format of another worksheet to the current one	/Special Import (imports .ALL files only)	:Special Import All (imports .ALL, .FMT and .FMB files)
Change the alignment of labels	/Special Justify	:Text Align

Worksheet Commands

Allways /Worksheet Column Set-Width lets you set column widths in fractions of a character. Wysiwyg :Worksheet Column Set-Width sets column widths the way 1-2-3 does, using whole characters as units. In addition, Allways and Wysiwyg use different standards of measure for characters in a column. In Allways, one character width equals the width of a number formatted in Font 1 (numbers in a proportional font are all the same width). In 1-2-3 and Wysiwyg, one character width equals 1/10 of an inch.

Using Allways Format Files in Wysiwyg

Release 2.3 lets you use worksheets that have associated Allways files. When you retrieve a Release 2.2 worksheet that has an associated Allways format file (.ALL), 1-2-3 converts the format to the equivalent Wysiwyg format wherever possible. When you save the worksheet, 1-2-3 saves a Wysiwyg format file.

You should be aware of the following issues when Wysiwyg is attached and you retrieve a .WK1 file with an associated .ALL file:

- 1-2-3 will not retrieve an Allways format file if there is a Wysiwyg format file (.FMT) that has the same name.
- Wysiwyg rounds the decimal portion of the Allways column width (if you specified a decimal portion in Allways). Information that fit across the width of the specified print range in Allways may use more or less space in Wysiwyg resulting in a document with a wide right border or text that overflows the print range. Use Wysiwyg :Worksheet Column Set-Width to adjust these column widths.
- Bottom borders specified with /Layout Borders Bottom in Allways are lost.
- 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.
- Rows set to a height of zero in Allways are changed to a height of 1 in Wysiwyg. (The minimum row height in Wysiwyg is 1.)
- Long, centered labels do not spill into vacant, adjacent cells. (To do this, change the label prefix ^ to ^^.) Long, right-aligned labels do not spill into vacant, adjacent cells to the left. (To do this, change the label prefix " to "".)
- Font attributes such as italics or bold are lost if the attributes are associated with fonts 4 through 8. (Font attributes associated with fonts 1 through 3 are not lost.)
- Page breaks in Allways may appear a row before or after the row you specified in Allways. Use :Worksheet Page in Wysiwyg to adjust the location of these page breaks.
- Yellow entries in Allways appear black in Wysiwyg.

Using Macros Created for Allways

Because of menu changes, particularly in the Layout commands, and the use of : (colon) to activate the Wysiwyg menu, macros you created in Release 2.2 for Allways will not work in Release 2.3. You can edit these macros to change the Allways commands into their Wysiwyg command equivalents and to replace the / (slash) with a : (colon) to activate the Wysiwyg menu.

Using Wysiwyg Format Files in Allways

You can use :Special Export to save your Wysiwyg work in an Allways format file (.ALL). However, the following Wysiwyg features are not available in Allways and are therefore lost when you save Wysiwyg formats in an Allways format file:

- Background colors set with :Format Color Background
- Drop shadows set with :Format Lines Shadow
- Wide lines set with :Format Lines Wide (they are saved as single lines)
- Negative-number colors set with :Format Colors Negative
- Named styles set with the Named-Style commands
- Formats set with the Text commands
- Current or named graphs and .CGM graphic metafiles or 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

Wysiwyg double lines set with :Format Lines Double Left, Right, or Top are saved as single lines, and double lines set with :Format Lines Double Bottom are saved as double underlines.

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