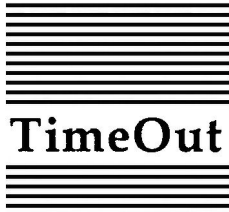




TimeOut SpreadTools

by Alan Bird,
Randy Brandt
and
Dan Verkade



TimeOut SpreadTools™

Spreadsheet Tools for AppleWorks™

by

Alan Bird,

Randy Brandt

and

Dan Verkade

Published by

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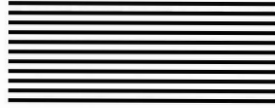


Contents


| | | |
|------------------|---|-----------|
| Chapter 1 | Welcome to TimeOut SpreadTools | 1 |
| | About this manual | 2 |
| Chapter 2 | Installing TimeOut | 3 |
| | TimeOut Compatibility | 4 |
| | The Big Picture | 5 |
| | Read Notes | 6 |
| | Update AppleWorks | 6 |
| | Sorting the TimeOut Menu | 6 |
| | Multiple TimeOut Applications Disks | 7 |
| | Location of TimeOut Applications | 7 |
| | Location of AppleWorks | 8 |
| | Re-installing TimeOut | 8 |
| | Copying Applications to the TimeOut Applications Disk | 9 |
| | Start up AppleWorks | 10 |
| | Accessing TimeOut Applications | 11 |
| | Memory usage | 12 |
| | Control-Reset Patch | 12 |
| Chapter 3 | Analyzer | 13 |
| | Using Analyzer | 13 |
| | Reference | 19 |
| | Scan for Errors | 19 |
| | Description of Errors | 20 |
| | Cell Cross Reference | 21 |
| | Bird's Eye View | 21 |
| | Adjust Column Width | 22 |
| | Track References | 23 |
| | Show Cell Values | 23 |
| | Configuring Analyzer | 24 |

| | |
|------------------|-------------------------------------|
| Chapter 4 | Block Copy 25 |
| | Using Block Copy 25 |
| | Reference 27 |
| | Block copy within spreadsheet 27 |
| | All relative 27 |
| | No change 27 |
| | Column fixed 27 |
| | Row fixed 28 |
| | Query off 28 |
| | Notes 28 |
| | Block copy to the clipboard 28 |
| | Block copy from the clipboard 29 |
| | Formula and values 29 |
| | Values only 29 |
| | Add values 29 |
| | Subtract values 30 |
| | Notes 30 |
| | Configuring Block Copy 31 |
| | |
| Chapter 5 | Cellink 33 |
| | Using CelLink 33 |
| | Reference 35 |
| | Creating Import and Export Files 37 |
| | Export Files 37 |
| | Import Files 39 |
| | "Link" to the "End" 39 |
| | International Imports 39 |
| | Tips 40 |
| | CelLink and TimeOut UltraMacros 41 |
| | Chain-linked files 42 |
| | Forcing Recalculation 43 |
| | Configuring CelLink 43 |
| | |
| Chapter 6 | Data Converter 45 |
| | Spreadsheet to Data Base 45 |
| | Data Base to Spreadsheet 46 |
| | Word Processor to Spreadsheet 46 |
| | AE Expanded Clipboard 46 |
| | |
| Chapter 7 | Formula to Value 47 |
| | Using Formula to Value 47 |

| | |
|------------------|---|
| Chapter 8 | Quick Columns 49 Using Quick Columns 49 Reference 50 Patterns 50 Setting all 127 columns quickly 51 |
| Chapter 9 | Rows <---> Cols 53 Using Rows <---> Cols 53 |
| Appendix | TimeOut Utilities 55 Using the Utilities 56 Configure 56 Load to memory 57 Dump from memory 57 Change memory status 58 Change name 58 Sort Menu 58 Add Applications 59 |
| Help! | Customer Support Information 61 Index 63 |



Chapter 1



**Welcome to TimeOut
SpreadTools**

TimeOut SpreadTools™ is part of the TimeOut AppleWorks™ enhancements series. All of the products in this series work *inside* AppleWorks and are quickly and easily accessed.

Because the TimeOut SpreadTools applications are integrated with AppleWorks, you can use them without leaving AppleWorks. This makes TimeOut SpreadTools faster and more convenient than other AppleWorks enhancements.

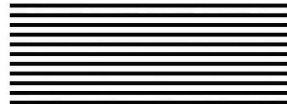
About this manual

The remainder of this manual is divided into two main sections. Chapter 2 describes how to install TimeOut and the rest of the chapters describe each SpreadTools application.

If you haven't already installed TimeOut on your AppleWorks Startup disk, you will need to read all of chapter 2 *Installing TimeOut*. If TimeOut is already installed on your copy of AppleWorks, read only the section *Copying Applications to the TimeOut Applications Disk* on page 9.

If you're not already familiar with AppleWorks, you may want to refer to your AppleWorks manuals before starting.

Note: This manual assumes that you are familiar with AppleWorks and the AppleWorks method of doing things (e.g. selecting menu options, answering questions, loading files, escaping, etc.) If you're not, please refer to the appropriate sections of your AppleWorks manuals.



Chapter 2



Installing TimeOut

TimeOut SpreadTools is provided on both 5.25-inch and 3.5-inch disks. Before using your *TimeOut SpreadTools* disk, please take a moment to make a backup copy of the disk you will be using. Since the disks are not copy-protected, you may use any standard disk duplication program such as *Filer*, *System Utilities*, *Copy II Plus*, *Diversi-Copy*, or Beagle Bros' *TimeOut FileMaster*. Be sure to write-protect and safely store your original disk so you don't accidentally overwrite it. (Use the backup copy when using TimeOut SpreadTools). Please do this now.

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TimeOut Compatibility

TimeOut is the controlling program that modifies AppleWorks and makes it possible for you to use applications like TimeOut SpreadTools from *inside* AppleWorks. TimeOut applications are actually integrated into the AppleWorks environment, unlike other AppleWorks enhancements you may be familiar with. This revolutionary advancement makes them more powerful, faster and easier-to-use.

TimeOut is compatible with AppleWorks versions 2.0 and later. If you have an earlier version, contact your dealer about getting an update. You must also have the USA version. TimeOut does not work with foreign language versions of AppleWorks.

TimeOut is compatible with most enhancements to AppleWorks including *Super MacroWorks*, *AutoWorks*, *Applied Engineering's desktop expander*, *Checkmate's desktop expander*, and the *Pinpoint accessories*.

If you are installing TimeOut with other AppleWorks enhancements, we recommend that you install TimeOut last. The only exceptions are if you are also using AutoWorks or the Pinpoint desktop accessories. Install these after installing TimeOut. Always install Pinpoint last.

The Big Picture

Once your backup copy has been made, you will need to install TimeOut SpreadTools so it can be used with AppleWorks. There are three steps to the installation process:

1. **Read Notes.** These notes indicate any changes or additions to your instruction manual.
2. **Update AppleWorks.** AppleWorks must be updated with TimeOut. TimeOut is an AppleWorks patch program that allows you to run TimeOut applications* inside of AppleWorks. Installing TimeOut only needs to be done once. If you have already installed TimeOut on your AppleWorks program, you can skip this step.
3. **Copy files to TimeOut applications disk.** A TimeOut applications disk is any disk that contains all of the TimeOut applications* you will be using. It can be a 5.25-inch disk, a 3.5-inch disk, a RAM disk, a hard disk, or any other ProDOS device. It can also be a subdirectory on any of these devices. If you do not own any other TimeOut applications and will only be using TimeOut SpreadTools, you may use your backup copy of TimeOut SpreadTools as your TimeOut applications disk.

**WHAT IS A TIMEOUT APPLICATION? A TimeOut application is simply a program that runs inside AppleWorks. The programs on the TimeOut SpreadTools disk are TimeOut applications (i.e. Analyzer, Block Copy, CellLink, Utilities, etc.).*

Read Notes

Boot your TimeOut SpreadTools disk by placing it in your boot drive and turning your computer off and back on or by pressing Control-Open-Apple-Reset.

Soon the title screen will appear. It contains a menu with the following options:

1. Read NOTES (Manual Updates)
2. Update AppleWorks (Apply TimeOut)
3. Copy files to TimeOut applications disk
4. Start up AppleWorks
5. Quit to BASIC

Select Read NOTES. This will inform you of any changes to TimeOut SpreadTools that have been made since this instruction manual was printed.

After you have read the NOTES, you will return back to the TimeOut startup screen.

Update AppleWorks

Select Update AppleWorks to apply TimeOut to your copy of AppleWorks. You may skip this step if you have already applied TimeOut to AppleWorks.

Sorting the TimeOut Menu

You must now specify whether or not you would like TimeOut to sort the list of TimeOut applications in the TimeOut menu. The names will be sorted alphabetically if you specify Yes. Otherwise, they will appear in the same order as they do in the disk catalog. By specifying No, you decide the order of the names in the TimeOut menu by placing them on your TimeOut applications disk in the order that you want.

Multiple TimeOut Applications Disks

If you are using 5.25-inch disks and have several TimeOut applications that will not all fit on one disk, you may want to indicate `Yes` to multiple applications disks. This allows TimeOut to list applications from more than one disk in a TimeOut menu.

If you cannot fit all of your TimeOut applications on one disk, you could also use the `Add applications` feature in TimeOut Utilities (see page 59) to create multiple TimeOut menus. Using this feature, each applications disk will have its own menu.

NOTE: Don't confuse multiple applications disks with multiple menus. The multiple applications disk feature is designed to allow 5.25-inch users to put applications from different disks into the same TimeOut menu. The multiple menu feature is designed to allow the use of more than 30 TimeOut applications and to allow adding applications at any time while using AppleWorks.

Location of TimeOut Applications

The next step is to indicate what the location of the TimeOut applications disk will be. This information is used by TimeOut (while you're in AppleWorks) to determine where to look for the TimeOut applications (such as TimeOut SpreadTools). The TimeOut applications disk is the disk that will contain all of your TimeOut applications. This can be a hard disk, a RAM disk, a floppy disk, or any ProDOS disk device.

You select the location of your TimeOut applications disk from the following menu:

1. AppleWorks STARTUP disk
2. Slot and Drive
3. ProDOS directory

If you have a hard disk or a 3.5-inch disk, you may want to place your TimeOut applications in the same directory or subdirectory with your AppleWorks STARTUP program. This helps you to avoid disk swapping by combining AppleWorks and TimeOut applications on the same disk.

If you have more than one disk drive, you may want to dedicate one drive to your TimeOut applications. You may specify either `Slot and Drive` or `ProDOS` directory to indicate where the TimeOut applications will be. For more information on ProDOS directories, see the section in your AppleWorks manual called "ProDOS, prefix for filenames."

Location of AppleWorks

The next step is to indicate where your AppleWorks STARTUP program is so TimeOut can be installed. You may specify either `Slot and Drive` or `ProDOS` directory. After indicating the location of AppleWorks, insert your AppleWorks disk (the STARTUP side if you are using 5.25-inch disks) and press any key to apply TimeOut to AppleWorks.

Note: This is a one time modification. If you add more TimeOut applications later, you don't need to modify AppleWorks again.

Re-installing TimeOut

After you have already installed TimeOut, if you need to change the applications disk location or the order of the menu, you can re-install TimeOut by following the same steps for initial installation. This will only work if you have not installed any other AppleWorks enhancement programs since you installed TimeOut. If you have, then you may need to completely reconfigure AppleWorks.

Copying Applications to the TimeOut Applications Disk

If TimeOut SpreadTools is your only TimeOut application, you may want to use your backup copy of the TimeOut SpreadTools disk as your TimeOut applications disk. If so, skip this step.

To copy the SpreadTools files to your TimeOut applications disk, select Copy files to TimeOut applications disk from the main menu.

Now, specify the location of the TimeOut applications disk (destination disk). You will need to specify either the slot and drive or the ProDOS pathname of the applications disk.

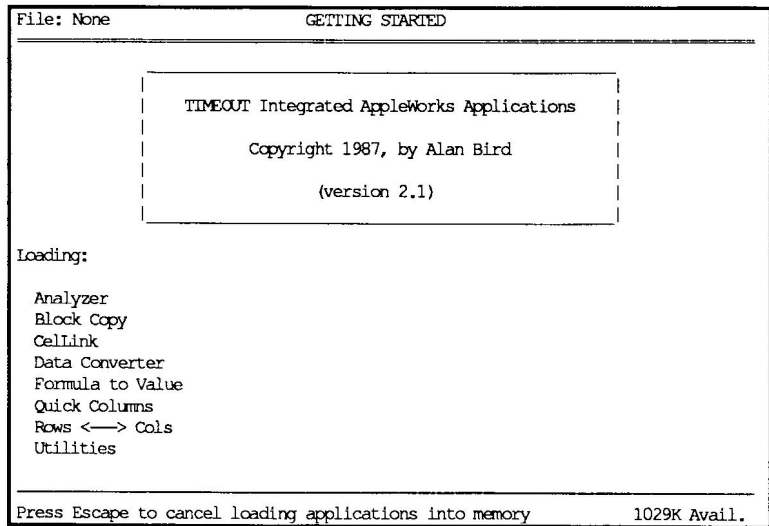
Once the destination disk has been specified, insert the destination disk in its drive and press the Space Bar. Any TimeOut applications already on the destination disk will be listed on the right half of the screen. As each TimeOut application is copied from the source disk to the destination disk, the name will be highlighted on the left and right sides of the screen.

When all the files have been copied, press the Space Bar to return to the main menu.

Start up AppleWorks

After you have applied TimeOut to AppleWorks and have created a TimeOut applications disk, you are ready to start up AppleWorks. Either boot your AppleWorks disk or select `Start up AppleWorks` from the main menu. If you have not already indicated the location of AppleWorks, you will need to do so now.

When you start up AppleWorks with TimeOut installed, you should see the TimeOut title screen before you reach the AppleWorks main menu. TimeOut will scan your TimeOut applications disk looking for TimeOut applications.



Note: If you receive a message indicating that TimeOut is getting errors trying to load the TimeOut applications, it means that TimeOut is unable to find the applications. At this point you must either insert your applications disk (if you have not already done so) and try again or specify a different location. If you have inserted your applications disk and are still getting errors, you either do not have any applications on the disk or

your disk has been damaged. You may need to create a new applications disk.

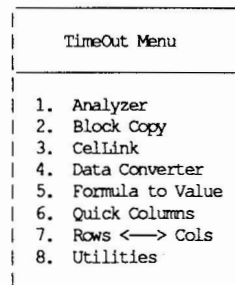
If you do not see a TimeOut title screen, you have not installed TimeOut correctly. Go back to page 6 and start over.

As TimeOut identifies each TimeOut application, they are listed on the screen. An asterisk ("*") before the application name indicates that it is memory-based. You may press Escape at any time to prevent memory-based applications from loading into memory (see pages 57 and 58 for more information on memory-based applications). This doesn't affect your ability to use them, it just makes them disk-based.

If you have specified that you are using multiple TimeOut applications disks, insert each disk and answer Yes when asked Read another TimeOut applications disk? Answer No when the last applications disk has been read.

Accessing TimeOut Applications

While you are using AppleWorks, you may call up the TimeOut menu at any time by holding down the Open-Apple key and simultaneously pressing the Escape key. A menu similar to the following will appear (you may have more applications than this if you have other TimeOut products):



Use the Up and Down arrow keys or type a number to select an application, then press Return (press Escape if you don't want to make a selection). If your applications are not memory-based, be sure your TimeOut applications disk is in the drive when you press Return. Otherwise, you will be prompted to insert your TimeOut applications disk. If you are using multiple applications disks, be sure to insert the correct one.

Memory usage

You will notice with TimeOut installed that you have less desktop memory for your AppleWorks documents. TimeOut itself takes up some of the memory.

Memory-resident TimeOut applications also take up desktop memory. If you are short on desktop memory, reconfigure your applications so they are disk-based.

However, for maximum speed, make your TimeOut applications memory-based or run them from a RAM disk.

Control-Reset Patch

When you install TimeOut on your AppleWorks Startup disk, TimeOut makes a patch to AppleWorks so that Control-Reset will take you to the Main Menu instead of the machine-language monitor.

This patch is only added for use in the event that AppleWorks hangs or crashes. We do not recommend using it as a means of getting to the Main Menu!

Chapter 3

Analyzer

by Alan Bird

Analyzer is a tool that can help you find errors in your spreadsheet formulas. It shows you any unreferenced values, references to blank or label cells, forward references, circular references, NA cells, and ERROR cells. In addition, you can generate a cell cross reference, view your spreadsheet 76 columns at a time, automatically adjust the column widths so entire formulas can be viewed and printed, track cell references, and view cell values.

Using Analyzer

Practice using Analyzer by adding the file *Analyzer Sample* from the SpreadTools disk. The file should appear as shown on the next page.

| File: Analyzer Sample | | REVIEW/ADD/CHANGE | | | Escape: Main Menu | | |
|-----------------------|--------------------|-------------------|----------|-------|-------------------|----------|---|
| A | B | C | D | E | F | G | H |
| 1 | Three month total: | | 3288 | | | | |
| 2 | | | | | | | |
| 3 | | | | | | | |
| 4 | | January | February | March | | | |
| 5 | | | | | | | |
| 6 | Mortgage | 886 | 886 | 887 | | | |
| 7 | Food | 233 | 254 | 223 | | | |
| 8 | Utilities | 125 | 150 | 85 | | | |
| 9 | Gas | 100 | 200 | 145 | | | |
| 10 | | | | | | | |
| 11 | Total | 458 | 1490 | 1340 | 3288 | <--Total | |
| 12 | | | | | | | |
| 13 | | | | | | | |
| 14 | NA | NA | | | | | |
| 15 | | | | | | | |
| 16 | 0 | ERROR | | | | | |
| 17 | | | | | | | |
| 18 | 12 | 12 | 14 | | | | |

Alt: (Label) Three mon

Type entry or use ⌘ commands ⌘-? for Help

Press Open-Apple-Escape and select Analyzer from the TimeOut menu. You should see something similar to the screen below.

| File: Analyzer Sample | | ANALYZER | | Escape: Review/Add/Change | |
|--|--|----------|--|---------------------------|--|
| <div style="border: 1px dashed black; padding: 10px; margin: 0 auto; width: 80%;"> <ol style="list-style-type: none"> 1. Scan for Errors 2. Cell Cross Reference 3. Bird's Eye View 4. Adjust column widths 5. Track References 6. Show Cell Values </div> | | | | | |
| Analyzer 1.0, Copyright 1988 by Alan Bird | | | | | |
| Type number, or use arrows, then press Return | | | | 652K Avail. | |

Select item 1, Scan for Errors. You should see a list of errors as shown below. Use the Up and Down Arrow keys (with or without Open-Apple) to view all of the errors. See the following reference section for an explanation of all the errors. Press Escape to return to the Analyzer menu. Notice that a few statistics about your spreadsheet have been added to the box beneath the Analyzer menu.

```
File: Analyzer Sample          SCAN FOR ERRORS          Escape: Analyzer
-----
C1   Forward reference - ( 2) calculations required
     E11
E11  References a cell without a value
A14  NA value
B14  NA formula
B16  ERROR value
A18  Circular reference
     B18
     C18
B18  Circular reference
     C18
     A18
C18  Circular reference
     A18
     B18
B6   Unreferenced value

-----
Use arrows to scroll, ⌘-P to print, ⌘-C to copy to clipboard    656K Avail.
```

Select item 2, Cell Cross Reference. You should see a cross reference list as shown below. Use the Up and Down Arrow keys (with or without Open-Apple) to view all of the references. Each cell in the spreadsheet that is referenced is listed followed by a colon (":") and all of the cells in the spreadsheet that reference that cell. A period (".") in front of the referencing cell indicates that the cell is referenced as part of a range. Cell B8, for example, is referenced by cell B11 as part of a range. Cell A18 is referenced twice.

```
File: Analyzer Sample          CELL CROSS REFERENCE          Escape: Analyzer
-----
A11: E11
A14: B14
A16: B16
A18: B16 C18
B7: B11
B8: .B11
B9: B11
B11: E11
B18: A18
C6: C11
C7: .C11
C8: .C11
C9: C11
C11: E11
C18: B18
D6: D11
D7: .D11
D8: .D11
D9: D11
D11: E11
-----
Use arrows to scroll, ⌘-P to print, ⌘-C to copy to clipboard  650K Avail.
```


Press Escape and select item 3, Bird's Eye View. You should see something similar to the screen below. Each cell in the spreadsheet is represented by a single character. Use any of the arrow keys to scroll Up, Down, Left, or Right. Holding down the Open-Apple key scrolls a page at a time. Each formula is represented by a @, values by a #, regular labels by a ", and repeated labels by a -. Note how easy it is to locate all of the formulas in this spreadsheet.

```

File: Analyzer Sample          BIRD'S EYE VIEW          Escape: Analyzer
AAAAAAAAAAAAAAAAAAAAAAAAAAAAABBBBBBBBBBBBBBBBBBBBBBBB
-----ABCDEFGHIJKLMNPOQRSTUVWXYZABCDEFGHIJKLMNPOQRSTUVWXYZABCDEFGHIJKLMNPOQRSTUVWXYZ
1|""@
2|
3|
4| """"
5|-----
6|"###
7|"###
8|"###
9|"###
10|-----
11|"@@@@"
12|  "
13|
14|#@
15|
16|#@
17|
18|@@@
19|
Use arrows to scroll, ⌘-P to print, ⌘-C to copy to clipboard      647K Avail.

```

Press Escape and select item 4, Adjust Column Widths. Press the Space bar, then press Escape to return to the spreadsheet. Press Open-Apple-Z to zoom in so the formulas are visible. Notice how you can see the entire contents of each formula. Return to Analyzer by pressing Open-Apple-Escape and pressing Return. Select item 4, Restore Column Widths. Press the Space bar, then press Escape to return to the spreadsheet. Notice how the columns widths have been restored and that most formulas are now chopped off and are not entirely visible. Press Open-Apple-Z to zoom out.

Return to Analyzer by pressing Open-Apple-Escape and then Return. Select item 5, Track References. Move the cursor to cell E11 and press Return. Use the Right and Left Arrows to select one of

the four cells referenced by E11. As you select each reference, its location is highlighted in the spreadsheet.

Highlight C11 and press Return. Now the cells referenced by C11 are highlighted. Since it is a range, all four of the cells in the range are highlighted. Press Escape and move the cursor to cell B11, then press Return. Notice that only 3 cells were selected in this range. This is an obvious error since 4 cells should have been specified.

Press Escape twice and select item 6, Show Cell Values from the Analyzer menu. You will see something similar to the screen below. Each non-blank cell is listed along with its corresponding value. Use the arrow keys or Open-Apple number keys to scroll through the list.

```
File: Analyzer Sample          SHOW CELL VALUES          Escape: Analyzer
-----
A1: (Label) Three mon
B1: (Label, Layout-L) th total:
C1: (Value) +E11
B4: (Label) January
C4: (Label) February
D4: (Label) March
A5: (Label) Repeated—
B5: (Label) Repeated—
C5: (Label) Repeated—
D5: (Label) Repeated—
A6: (Label) Mortgage
B6: (Value) 886
C6: (Value) 886
D6: (Value) 887
A7: (Label) Food
B7: (Value) 233
C7: (Value) 254
D7: (Value) 223
A8: (Label) Utilities
B8: (Value) 125
-----
Use arrows to scroll, ⌘-P to print, ⌘-C to copy to clipboard    645K Avail.
```

Press Escape twice to exit Analyzer.

Reference

To use Analyzer, you must be working with a spreadsheet file. If you try to use it from a data base or word processor file or from no file at all, you will get an error message.

To call up Analyzer, press Open-Apple-Escape to bring up the TimeOut menu and then select *Analyzer*. If it is disk-based, you will need to make sure that your TimeOut Application disk is in the proper drive.

Scan for Errors

When you select item 1 from the Analyzer menu, the spreadsheet document is scanned for the following types of errors: unreferenced values, references to blank or label cells, forward references, circular references, NA cells, and ERROR cells.

If the spreadsheet contains any errors, you will see a list of errors as soon as the scanning has finished. Use the Up and Down Arrow keys to scroll through the error list. Pressing an Open-Apple arrow key scrolls a page at a time. Press the Open-Apple number keys to jump directly to the beginning, end, or middle of the list. To print the list of errors to the current printer, press Open-Apple-P. To copy the first 250 lines to the clipboard for use by the word processor, press Open-Apple-C.

Pressing Escape will return you to the Analyzer menu. After scanning for errors, the box beneath the Analyzer menu will indicate if there are any forward or circular references and the number of times the spreadsheet needs to be recalculated if there are any forward errors. Additionally, the number of formulas, values, labels, and repeated labels is indicated.

Description of Errors

Unreferenced values are cells that contain a number without a formula that are not referenced by any other formulas in the spreadsheet. These are not necessarily errors but may indicate that a value was accidentally left out of another cell's formula.

References to blank or label cells indicates that a formula is trying to reference a cell that does not contain a value. Ranges that reference blank or label cells are not indicated unless the entire range does not reference any cells containing values.

Forward references occur when a formula references another cell which contains a formula that is not calculated until after the one which is referencing it. For example, if a spreadsheet is set up to calculate by columns, and column A contains a cell which references a cell in column B which references a cell in column C which contains a value, the cell in column A contains a forward reference because the value of the cell in column B is calculated after the cell in column A.

Forward references are allowable in spreadsheets as long as you make sure that the spreadsheet is recalculated the appropriate number of times. Each forward reference indicates the number of calculations required to get the correct result. When you return to the Analyzer menu, the lower box will indicate the total number of times the spreadsheet needs to be recalculated to get correct results from all forward references.

Circular references are caused by errors in formulas where a cell may reference other cells which eventually reference the original cell. A cell referencing itself is also a circular error. Circular references usually cause new values to occur every single time the spreadsheet is recalculated.

All cells containing NA values are listed so you can easily find them all and make sure each one receives a correct value. Cells that contain @NA only are listed as "NA value". Cells that contain formulas that reference NA values are listed as "NA formula".

ERROR values are formulas that evaluate to an ERROR condition.

Cell Cross Reference

Item 2 on the Analyzer menu to generates a cell cross reference. On large spreadsheets this may take a long time. If you accidentally make this selection, pressing Escape will cause Analyzer to stop generating the cross reference list.

Use the Up and Down Arrow keys to scroll through the cross reference list. Pressing an Open-Apple arrow key scrolls a page at a time. Press the Open-Apple number keys to jump directly to the beginning, end, or middle of the list. To print the cross reference list to the current printer, press Open-Apple-P. To copy the first 250 lines to the clipboard for use by the word processor, press Open-Apple-C.

Each cell that is referenced by any formula in the spreadsheet is listed at the very left of the screen followed by a colon (":"). Each cell that references the cell is then listed. There may only be one or there may be several lines of references. A period in front of the cell reference indicates that the cell at the left of the colon is referenced by that cell in a range and not as a direct cell reference.

If you want the cross reference to contain only direct references and not range references, see the section "Configuring Analyzer".

If your spreadsheet is extremely large, there may be too many cross references to fit in the list. This should only occur if your spreadsheet has well over 2,000 cell references. If your spreadsheet is too large, configuring Analyzer to not list range references should allow you to generate a complete list of direct references.

Bird's Eye View

Item 3 is the Bird's Eye View feature. Seventy six columns of your spreadsheet are shown across the screen with each cell indicated by a single character. Use the Left, Right, Up, and Down Arrow keys to scroll. Press Open-Apple arrow keys to scroll a page at a time. There are less than two entire pages scrolling right or

left. Press the Open-Apple number keys to jump directly to the beginning, end, or middle of the list.

Press Open-Apple-P to print the Bird's Eye View. If your spreadsheet is wider than 76 columns, print the left half first, then press Open-Apple-Right Arrow to scroll to the right half and print it. To copy the first 250 lines to the clipboard for use by the word processor, press Open-Apple-C.

Each non-blank cell is indicated by the following:

| | |
|---|----------------|
| @ | Formula |
| # | Value |
| " | Label |
| - | Repeated label |

Adjust Column Widths

When you press Open-Apple-Z in a spreadsheet, you can view spreadsheet formulas or print out the spreadsheet with the formulas visible. Unfortunately, narrow column widths usually inhibit formula visibility. Only the first few characters of the formula may be visible.

Selecting item 4 from the Analyzer menu automatically adjusts the column widths so every formula is entirely visible.

Once the change has been made, press Escape to return back to your document. You can now examine each formula in its entirety or print out the spreadsheet with the formulas zoomed-in for a hard copy of the formulas.

Do NOT save the document with the column widths changed. To restore the column widths, enter the Analyzer again and select item 4. This time it will be Restore Column Widths.

Track References

Track References, item 5 in the Analyzer menu, allows you to visually see the location of each reference for a particular cell. This tool is used to verify that the correct cells or ranges have been specified in a formula.

Place the cursor on any cell containing a formula and press Return. The cell's formula will be listed at the bottom of the screen and the first reference will be selected. The selected cell's value is listed just above the formula and the location of the cell is highlighted in the spreadsheet above. If the reference is a range, the entire range will be highlighted.

Press the Right and Left Arrow keys to select each reference in the cell that is being tracked. Press Escape to select another cell to track, or press Return to track the cell that is currently selected. You cannot press Return when a range is selected.

Show Cell Values

Select item 6 from the Analyzer menu to generate a list of all the non-blank cells. The cell ID is listed along with the cell type (label, value, or repeated label) and the current cell value.

Use the Up and Down Arrow keys to scroll through the cell value list. Pressing an Open-Apple key scrolls a page at a time. Press the Open-Apple-number keys to jump directly to the beginning, end, or middle of the list. To print the cell value list to the current printer, press Open-Apple-P. To copy the first 250 lines to the clipboard for use by the word processor, press Open-Apple-C.

Configuring Analyzer

The following two items can be configured by using TimeOut Utilities:

1. Printer lines per page
2. List range references for cross reference.

Exit from Analyzer by pressing Escape. Press Open-Apple-Escape to call up the TimeOut menu and select Utilities. Select Configure and then select Analyzer. Select one of the items listed above.

Printer Lines per Page

This option allows you to specify the maximum number of lines per page that will be printed when you press Open-Apple-P to print the list of errors, cross reference, bird's eye view, or cell values. The default value is 54 lines per page.

List Range References for Cross Reference

Normally, Analyzer lists references within ranges when listing cross references. For example, if cell A10 contains @SUM(A1...A5), then cells A1, A2, A3, A4 and A5 will all contain cell A10 in the cross reference list. If you do not want to list ranges in the cross reference or if you are unable to do a cross reference because your spreadsheet is too large, change this configuration option to No.

Chapter 4

Block Copy

by Dan Verkade

Block Copy gives you the power to copy blocks of information within your spreadsheet and to or from the clipboard. Information copied to the clipboard can optionally be appended to what is already there. Block Copy can greatly simplify spreadsheet layout.

Using Block Copy

Using Block Copy is much like using the Open-Apple-C (copy) function in an AppleWorks spreadsheet. The command structure is identical.

Just as in AppleWorks, you can copy within one spreadsheet or to and from the clipboard. The first example will copy a block within a spreadsheet.

1. Add the spreadsheet, *Block Sample*, to the Desktop. It can be found on your SpreadTools disk.
2. Using the arrow keys, move the cursor to cell A1 (if it isn't already there).
3. Press Open-Apple-Escape to call up the TimeOut menu, then select Block Copy.
4. Choose the option Within worksheet.
5. Use the arrow keys to highlight all of the filled cells in the spreadsheet. The bottom-right corner of the highlighted block

should be cell F8. Now press Return. This is the block of information you will copy to some other area; it is called the source block.

6. Use the arrow keys to move the cursor to cell C11. (It may be hard to see the cursor while it is moving through the highlighted source block.) C11 will be the top-left corner of the new block, called the destination block. Press Return.
7. When Block Copy copies a cell reference it will display it just as if you were using the Open-Apple-C copy command in AppleWorks. The only difference is that you now have five choices instead of two. For now, select `All relative`. (See the Reference section for more information about the five options of replicating cell references.)
8. Keep answering `All relative` until the copy is finished.
9. Observe that the block has been copied to another area of the spreadsheet with all references correct.

This next example copies a block to the clipboard. (It assumes you have already performed step 1 above.)

1. Using the arrow keys, move the cursor to cell A1.
2. Press Open-Apple-Escape to call up the TimeOut menu, then select `Block Copy`.
3. Choose the option `To clipboard`.
4. Use the arrow keys to highlight all of the material in the spreadsheet. The bottom-right corner of the highlighted block should be F8. Now press Return.

This block has now been copied to the clipboard.

Now, let's copy the clipboard information into another spreadsheet.

1. Select a spreadsheet of your choice and add it to the Desktop.
2. Move the cursor to where you want the spreadsheet block placed. Remember this cell will be the top-left corner of the block.
3. Press Open-Apple-Escape to call up the TimeOut menu, select `Block Copy`, and then select `From Clipboard`.
4. You will be given four options: `Formulas and values`, `Values only`, `Add values`, and `Subtract values`. Choose `Formulas and values`. No options are given regarding how the copy is to be made; any copy involving cell references is always relative.

This is consistent with the way in which AppleWorks copies from the clipboard.

This block has now been copied into your spreadsheet. Notice that the block was copied into the same rows you specified without moving any other rows. Unlike AppleWorks' Open-Apple-C, Block Copy does not insert rows to make room for your copy information; it simply overwrites any information that may have already been there.

Reference

Block copy within spreadsheet

When copying within a spreadsheet, you are given five choices for copying cell references.

All relative

This is the same as the AppleWorks Open-Apple-C Relative. Both row and column references are reassigned as necessary depending on the distance from the original reference. There is a good section in your AppleWorks manual regarding relative copies.

No change

This is the same as the AppleWorks Open-Apple-C No change. Cell references are copied exactly as they were in the source block. There is a good section in your AppleWorks manual regarding copies using No change.

Column fixed

There is no counterpart to this in the AppleWorks Open-Apple-C copy. This option will reassign the row in the same way as it would in All relative. It will hold the column fixed. This can be useful for replicating material that refers to the same column.

Row fixed

There is no counterpart to this in the AppleWorks Open-Apple-C copy. This option will reassign the column in the same way as it would in All relative. It will hold the row fixed. This can be useful for replicating material that refers to the same row.

Query off

When blocks are large and you know that all copies will use the same method of treating cell references (All relative, No change, Column fixed or Row fixed) and you do not wish to select the method each time the reference appears, use Query off. You will no longer be asked to choose how to handle cell references. They will be handled in the same way as your last choice. If you have not yet made a choice they will be handled as All relative. Your last choice will be displayed in the highlighted bar near the bottom-right corner of the screen after the words "Query off:".

Notes

If your destination block is smaller than your source block (too close to the right or bottom margin), you will receive a beep and no action will be taken. To remedy this, move the cursor either up and/or to the left until enough room is made to hold the whole block.

You may designate the destination block as being inside the source block. The copy will work, but probably won't make logical sense. During the course of the copy, part of what was the destination can become the source, making the end result even less logical. We're sure that someone will come up with an interesting use for this.

Block copy to the clipboard

This operation is very straight forward. Simply highlight the block and press Return. No more than 250 rows may be copied onto the clipboard. (This is the same limitation as AppleWorks copy command.)

Block copy from the clipboard

There are four options available when copying from the clipboard. All four of these options concern the handling of formulas and values; they have no effect on the manner in which labels are handled. Labels will ALWAYS be copied.

A distinction is also made between formulas and values. Even though a formula is technically a value, when we refer to a value we will mean a value without an underlying formula. Keep this in mind so as not to confuse formulas and values.

Formulas and values

When a formula is encountered, it will be copied relative as a formula, and a value will be copied as a value. Any existing material will be overlaid with the clipboard material. This is the only option that does not change a formula to a value.

Values only

Formulas will be changed to values before being copied into the existing block. The underlying formulas will be lost. Any existing material will be overlaid with the clipboard material.

Add values

Formulas will be changed to values and arithmetically added to the existing spreadsheet material. This allows you to total two similar blocks of material. The end result of any formula and value combination in this option will be a value. In other words, if a formula or value in the clipboard is laid over a formula or value in the existing spreadsheet, the result will be a value, the sum of the two underlying values. Any existing material will be overlaid with the clipboard material.

Subtract values

Formulas will be changed to values and clipboard material will be arithmetically subtracted from the existing spreadsheet material. The end result of any formula and value combination in this option will be a value. In other words, if a formula or value in the clipboard is laid over a formula or value in the existing spreadsheet, the result will be a value, the difference of the two underlying values. Any existing material will be overlaid with the clipboard material.

Notes

Block copies from the clipboard are always relative. There is no way to copy in a fixed manner similar to the No change option available while copying within a spreadsheet.

Block copy does not insert rows when copying from the clipboard. The material copied from the clipboard will overlay any information present in the destination block.

There are no end of margin checks when copying from the clipboard. If the destination block is smaller than the source block, the material that will not fit will not be copied. Everything that does fit will be copied.

You can use the Block Copy From clipboard option to copy clipboards made with the Open-Apple-C command. This allows you to use the add and subtract overlay functions with normal copying if you wish.

You can use the AppleWorks Open-Apple-C From clipboard command to copy clipboards made by Block Copy. The clipboards made by Block copy will always appear to start in column A when using the Open-Apple-C From clipboard. We can't think of any reason to do this; it's just interesting to know it can be done.

Hint: Make Block Copy memory resident and it will always be instantly available. Once you start doing a few block copies you'll wonder how you ever did without such a feature.

Configuring Block Copy

Block Copy needs to know whether or not you are using an Applied Engineering expanded clipboard. Block Copy comes out of the box set for use without an Applied Engineering expander. Having the AE expander involves having applied the AE software patch to AppleWorks, not just having an expanded memory card. If you are using an AE expanded clipboard patch, change the configuration:

1. Call up Utilities from the TimeOut menu, select `Configure`, then select `Block Copy`.
2. Answer the question, "Using AE expanded clipboard" with a `YES` (or `NO` if you had one and removed it).
3. Press `Escape` three times to exit back to your application.

Chapter 5

Cellink

by Randy Brandt

Cellink is a powerful application that allows a spreadsheet to import cell values from other spreadsheets on the Desktop or on the AppleWorks data disk. This allows multiple spreadsheets to be linked together for a great increase in spreadsheet power and ease-of-use.

Using Cellink

1. Insert the SpreadTools disk and load the five spreadsheet files whose names start with "Link".
2. Select `Link Report`. This is an "import" file which will receive values from the other "export" files. You'll see a screen like this:

| File: Link Report | | REVIEW/ADD/CHANGE | | | | Escape: Main Menu |
|------------------------------|---|-------------------|-----|-----|-----|-------------------|
| A | B | C | D | E | F | G |
| 1 | | | | | | |
| 2 | The Bicycle Company | | | | | |
| 3 | 1987 Sales by Department | | | | | |
| 4 | | | | | | |
| 5 | | | | | | |
| 6 | Department | 1st | 2nd | 3rd | 4th | Year-end totals |
| 7 | | | | | | |
| 8 | Bikes | 0 | 0 | 0 | 0 | 0 |
| 9 | Accessories | 0 | 0 | 0 | 0 | 0 |
| 10 | Equipment | 0 | 0 | 0 | 0 | 0 |
| 11 | Clothing | 0 | 0 | 0 | 0 | 0 |
| 12 | | | | | | |
| 13 | Dept Totals | 0 | 0 | 0 | 0 | 0 |
| 14 | | | | | | |
| 15 | NOTE: This spreadsheet uses TimeOut CellLink to import data | | | | | |
| 16 | from the four spreadsheets listed in column I. | | | | | |
| 17 | | | | | | |
| 18 | | | | | | |
| AI | | | | | | |
| Type entry or use ⌘ commands | | | | | | ⌘-? for Help |

3. Press Open-Apple-K to recalculate. All values remain at 0. We just wanted to make sure that you didn't think we were playing any tricks!
4. Now press Open-Apple-Escape and select CellLink from the TimeOut menu. CellLink will indicate the names of the spreadsheets that it is gathering values from, and then you'll be returned to the newly modified spreadsheet:


```

File: Link Report          REVIEW/ADD/CHANGE          Escape: Main Menu
-----A-----B-----C-----D-----E-----F-----G-----
1|
2|The Bicycle Company
3|1987 Sales by Department
4|
5|
6|Department          1st      2nd      3rd      4th  Year-end totals
7|
8|Bikes              +H2      +H3      +H4      +H5      @SUM(B8...E
9|Accessories       +H6      +H7      +H8      +H9      @SUM(B9...E
10|Equipment         +H10     +H11     +H12     +H13     @SUM(B10
11|Clothing          +H14     +H15     +H16     +H17     @SUM(B11
12|
13|Dept Totals      @SUM(B8..@SUM(C8..@SUM(D8..@SUM(E8..@SUM(B13
14|
15|NOTE: This spreadsheet uses TimeOut Cellink to import data
16|from the four spreadsheets listed in column I.
17|
18|
-----
A6: (Label) Department
Type entry or use ␣ commands                               ␣-? for Help

```

Use the Right Arrow key to move the cursor to column I. Now the screen displays the imported cell values and link labels:

```

File: Link Report          REVIEW/ADD/CHANGE          Escape: Main Menu
-----D-----E-----F-----G-----H-----I-----
1|
2|
3|
4|
5|
6|      3rd      4th  Year-end totals
7|
8|+H4      +H5      @SUM(B8...E
9|+H8      +H9      @SUM(B9...E
10|+H12     +H13     @SUM(B10...
11|+H16     +H17     @SUM(B11...
12|
13|@SUM(D8..@SUM(E8..@SUM(B13...
14|
15|Out Cellink to import data
16|d in column I.
17|
18|
-----
Imports  Links
18      b5 (Link Bikes)
32      c5 (Link Bikes)
29      d5 (Link Bikes)
43      e5 (Link Bikes)
45      b5 (Link Accessory)
79      c5 (Link Accessory)
54      d5 (Link Accessory)
102     e5 (Link Accessory)
37      b5 (Link Equipment)
45      c5 (Link Equipment)
48      d5 (Link Equipment)
67      e5 (Link Equipment)
29      b5 (Link Clothing)
26      c5 (Link Clothing)
23      d5 (Link Clothing)
37      e5 (Link Clothing)
End
-----
I13: (Label) e5(Link Equipment)
Type entry or use ␣ commands                               ␣-? for Help

```

Column H holds the imported data which CellLink extracted from the other spreadsheets. Column I contains labels which are the actual cell links:

```
I2: (Label) b5(Link Bikes)
```

Each label starts with a cell reference, followed by the name of the export spreadsheet in parentheses. The entire link must be in that cell; it can't continue in the next column. To force a long label into one cell, use the Open-Apple-U command to edit a cell, or make sure the links are in the last column which is visible on the screen while you're entering the data.

When CellLink is selected, it searches for a "Links" column (Column I in this example). The "Links" column MUST contain the label *Links*. Because the import column must be to the left of the "Links" column, CellLink will not bother checking the first column for the "Links" label. When the links have been found, the specified cells are extracted from the other spreadsheets and are then added to the import file. CellLink then recalculates the import spreadsheet and exits to it.

Creating Import and Export Files

An import file is any spreadsheet which imports cell values from other spreadsheets. The other spreadsheets are called export files, logically enough. A spreadsheet can be both types, but for now we'll assume that each spreadsheet is one or the other.

Link Report is the sample import file on the SpreadTools disk. The other four "Link" spreadsheets are export files.

Export Files

Export files are just normal spreadsheet files containing values to be used in an import file. Take a look at the *Link Equipment* export file. Here's what you should see:

| File: Link Equipment | | REVIEW/ADD/CHANGE | | | | Escape: Main Menu |
|----------------------|------------------------------------|-------------------|-----|-----|-----|---------------------|
| A | B | C | D | E | F | C |
| 1 | | | | | | |
| 2 | The Bicycle Company | | | | | |
| 3 | 1987 Sales by Equipment Department | | | | | |
| 4 | | | | | | |
| 5 | Export totals: | 37 | 45 | 48 | 67 | <- linked to Report |
| 6 | | | | | | |
| 7 | Category | 1st | 2nd | 3rd | 4th | Year-end Totals |
| 8 | | | | | | |
| 9 | Rims | 5 | 12 | 10 | 9 | 36 |
| 10 | Tires | 10 | 8 | 14 | 22 | 54 |
| 11 | Speedometers | 6 | 4 | 8 | 7 | 25 |
| 12 | Lights | 6 | 8 | 9 | 8 | 31 |
| 13 | Repair kits | 8 | 7 | 6 | 12 | 33 |
| 14 | Other | 2 | 6 | 1 | 9 | 18 |
| 15 | | | | | | |
| 16 | Quarterly totals: | 37 | 45 | 48 | 67 | 197 |
| 17 | | | | | | |
| 18 | | | | | | |

A5: (Label) Export totals:

Type entry or use ⌘ commands ⌘-? for Help

Row 5 (in this example) has been designated for exporting data. Cells B5, C5, D5, and E5 are specified in the "Links" column of *Link Report*. These cells contain references to B16, C16, D16 and E16, thereby providing the quarterly totals.

By using a row near the top, it is possible to add more rows of data to the file while keeping the values in row 5 accurate. If you were to directly specify row 16 with your links, the data would be invalid as soon as you inserted another row in the export file because the import file (*Links Report*) wouldn't know that the "Quarterly totals" row had been changed to row 17. Now if you add a row, the cells in row 5 automatically adjust to reference B17, C17, D17 and E17, keeping the cell link values accurate. However, the Export totals in row 5 are "forward references" to the Quarterly totals in row 16. Therefore, you'll need to do an extra recalculation with this method to ensure that you have valid data.

CellLink does not look for any "export" identifiers in the file. Only the cell values specified in the import file are used to determine which cell values are extracted. That makes it important to keep export cells in the same location as the file changes. Otherwise you will need to modify the import file any time one of the export files had a row added or dropped.

Import Files

Import files contain the links used by CellLink, and receive the values extracted from the export files. CellLink can only be used from within an import file which contains a "Links" column.

When activated, CellLink starts at the far right column of the spreadsheet and searches to the left for a "Links" label. If it isn't found in the first row, the following rows are scanned until "Links" is found or the end of the file is reached. The word "Links" must be the only text in the cell.

"Link" to the "End"

The rows underneath the "Links" label contain the cell references to other files. Cells which are blank or do not contain a valid cell link are simply ignored. Up to 175 cell links can be specified in one spreadsheet. CellLink stops scanning for links when the last row is reached, or when a cell containing the label "End" or "Chain" is encountered.

With all links collected, CellLink begins searching the Desktop for the files specified. As they are found, the data is extracted. Literal numeric values are imported if the link cell contains a formula or value; if the cell is empty or contains a label, a blank will be imported.

Links which can't be found will simply be ignored.

International Imports

When CellLink is done, it will list any files which weren't found. Links to these files are unaffected, so only modified export files need to be on the Desktop with the import file. For example, if you were linking three monthly spreadsheets into a quarterly report, only the current month would need to be on the Desktop because the first two months wouldn't have changed.

CellLink may also be configured to search for files on the current AppleWorks data disk or on additional Desktops created by TimeOut PowerPack's Triple Desktop. Importing from spreadsheets on another Desktop is much faster than importing the values from disk. Here's how to use multiple Desktops with CellLink:

1. Make sure the file TO.TRIPLE.DESK is in the same TimeOut directory as CellLink.
2. Configure CellLink to use Triple Desktop (page 43).
3. Add files to any or all of the three Desktops.
4. Switch to your import file.
5. Activate CellLink; it will find the export files no matter where they are.

The additional Desktop and disk search capability allows a file to import values from up to 35 export files.

Tips

Keep the two import and link columns at the far right of your file. This keeps them out of the way of your spreadsheet layout, and allows CellLink to work at maximum speed.

Once you've specified all cell links, use "End" or "Chain" on the next line so that CellLink doesn't waste time scanning the remaining rows of your spreadsheet.

If the results of a link don't seem correct, examine the import column for blanks. A blank might signify an illegal reference (such as "a0(filename)"), or a reference to a cell that is either blank or a label.

Disk-based imports are quickest when cell links are listed in sequence from the lowest-numbered rows to the highest-numbered rows.

You might find it convenient to have two copies of CellLink on your TimeOut menu; one which searches only the current Desktop, and one which searches Triple Desktop and the AppleWorks data disk

as well. That way you can use the first version when you just want to update an import file with data from a couple of altered export files. The second CelLink would be used when you want to get all the data. Here's how to set up your twin applications:

1. Use TimeOut Utilities to rename "CelLink" to "CelLink All".
2. Configure this version to search Triple Desktop and the AppleWorks data disk if needed. (See page 43 for more details on configuring CelLink.)
3. Use TimeOut FileMaster or some other program to rename the TO.CELLINK file to TO.CELLINK.ALL in your TimeOut applications directory.
4. Copy the original TO.CELLINK into your TimeOut directory.

The original CelLink searches only the current Desktop, while the other one searches everywhere possible.

Cellink and TimeOut UltraMacros

Building import spreadsheets can be a tedious job. No one likes to type in lists of cell references and file names, and it's easy to make a mistake. If you have TimeOut UltraMacros the job becomes much easier. If you don't have it yet, we'll wait here until you come back with it. You'll love the added power and speed UltraMacros provides for all aspects of AppleWorks. But, we digress.

Add the *Build Links* file from the SpreadTools disk to the Desktop and compile it. Press Solid-Apple B to begin building your link list. The macro will prompt you to choose your import file and then ask you to highlight the first link position. This will be the next available cell in the "Links" column. The macro then allows you to select export files, highlight the cells to be exported, and it then builds the link lists for you. Work smart; use UltraMacros to do your typing!

Chain-linked files

Import files can be automatically chained so that when one file is done importing data, CelLink switches to another file and repeats the process. To chain to another file, simply replace the "End" label with "Chain" and enter the new import spreadsheet's name one row below the "chain" command.

As an example of chaining, consider a programmer tracking royalties:

The first spreadsheet, *All Sales*, contains a sales summary for all of the products sold each month. CelLink is used three times to import the pertinent data into each of the three *Royalties* spreadsheets where the sales totals are used to calculate income totals for each product. CelLink is then called from the *Income Summary* file to import the totals for each disk.

```

                                |-> Disk1 Royalties -> |
All Sales -> |-> Disk2 Royalties -> | -> Income Summary
                                |-> Disk3 Royalties -> |
```

Here's how the process is automated:

1. CelLink is started from the *Disk1 Royalties* file.
2. The sales info is linked and "Chain" switches us to *Disk2 Royalties*.
3. The sales info is linked and "Chain" switches us to *Disk3 Royalties*.
4. The sales info is linked and "Chain" switches us to *Income Summary*.
5. The sales info is linked and "End" stops the linking.

If you want to abort the chaining process while CelLink is working, press Escape. It will stop when the current file is done. This is especially helpful if you're careless enough to chain file A to file B, and then chain file B back to file A so that a continuous loop is formed.

Forcing Recalculation

CellLink always recalculates when it finishes importing to a spreadsheet, but sometimes a complex spreadsheet needs two or three recalculations before all of the data is correct. You can use the "Recalc" command to force additional recalculation before CellLink ends or chains to another spreadsheet.

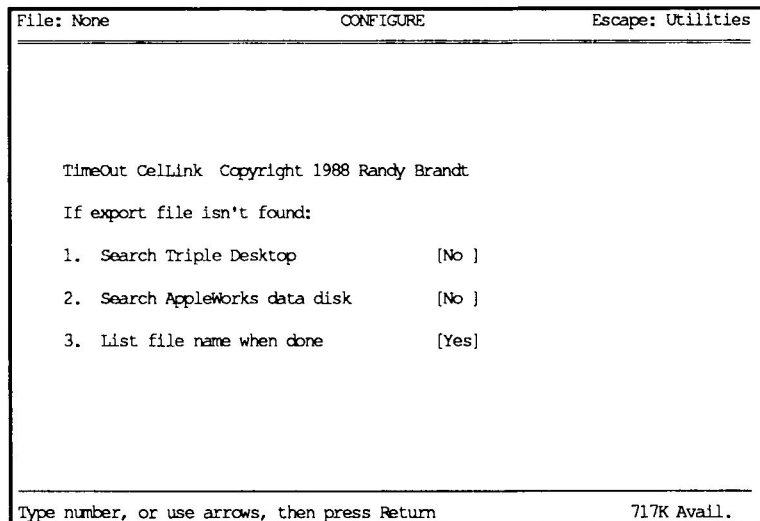
In this example, CellLink would recalculate three times; once automatically, and twice due to the "recalc" commands in rows 18 and 19:

| | | |
|----|-----|----------------|
| 17 | 519 | d5 (All Sales) |
| 18 | | recalc |
| 19 | | recalc |
| 20 | | chain |
| 21 | | Income Summary |

I13: (Label) e5(Link Equipment)

Configuring CellLink

1. Press Open-Apple-Escape and select Utilities from the TimeOut menu.
2. Press Return to Configure, and then select CellLink. A screen like the following will appear:



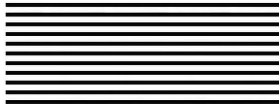
The three configuration choices are only considered if an export file can't be found.

The first option is meaningless unless you have TimeOut PowerPack. If you don't have it, order PowerPack today and add some meaning to your life! Once you've got Triple Desktop, this option allows CellLink to import from up to 35 export files on the Desktop.

If an export file can't be found on any Desktop, option 2 allows a search of the current AppleWorks data disk. If the file is found, data will be imported directly from disk without the file taking up any Desktop memory.

The final option can be set to No if you want CellLink to get whatever links it can and then return to your import spreadsheet. If you leave it at Yes it will always pause to list any export files it was unable to find.

3. Configure CellLink to your heart's content.
4. Press Open-Apple-Q (or press Escape three times) to exit Utilities.



Chapter 6



Data Converter

by Alan Bird

TimeOut Data Converter allows you to quickly and easily transfer data from a spreadsheet file to a data base file, from a data base file to a spreadsheet file, and from a word processor file to a spreadsheet file.



Spreadsheet to Data Base

To transfer data from a spreadsheet to a data base file, use the Open-Apple-C command to copy some spreadsheet rows to the clipboard. Press Open-Apple-Escape and select `Data Converter` from the TimeOut menu. The data on the clipboard will instantly be converted into data base data.

Create a new data base file or load one in from disk. Place the cursor where you would like to insert the spreadsheet data, press Open-Apple-C and select `From clipboard`. Each spreadsheet row will now be inserted into your data base file. Each column from the spreadsheet will become a data base category.

Data Base to Spreadsheet

To transfer from a data base file to a spreadsheet file, use the Open-Apple-C command to copy from the data base file to the clipboard. Press Open-Apple-Escape to call up the TimeOut menu and select `Data Converter`. The data on the clipboard will be converted into spreadsheet data.

Create a new spreadsheet file or load one in from disk. Place the cursor where you would like to insert the data base data, press Open-Apple-C and select `From clipboard`. Each category from the data base will become a spreadsheet column.

Word Processor to Spreadsheet

To transfer data from a word processor file to a spreadsheet file, use the Open-Apple-C command to copy some word processor lines to the clipboard. Press Open-Apple-Escape and select `Data Converter` from the TimeOut menu. The data on the clipboard will automatically be converted to spreadsheet data.

Create a new spreadsheet file or load one in from disk. Place the cursor on the row you would like to insert the word processor data, press Open-Apple-C and select `From clipboard`. Each word processor line will now be inserted into your spreadsheet file. Each line from the word processor will become a spreadsheet row.

AE Expanded Clipboard

If you're using the Applied Engineering expanded clipboard, you must use the TimeOut Utilities to properly configure the `Data Converter`.

Chapter 7

Formula to Value

by Dan Verkade

Formula to Value will convert a block of formulas to all values. This can be useful when you need a fixed value from a formula or when you need to conserve memory where formulas are not absolutely necessary. A value only will always use less memory than a formula.

Using Formula to Value

1. Add any spreadsheet of your choice containing formulas to the Desktop.
2. Place the cursor at the beginning of the block you want to change from formulas to values.
3. Press Open-Apple-Escape to call up the TimeOut menu, then select `Formula to Value`.
4. Using the arrow keys, highlight the block you want changed and press Return.
5. The block is now changed to all values.

The value to which each cell is changed is the displayed value. If the spreadsheet needs to be recalculated be sure to do it *before* changing these cells to values.

Cells that already contain values or that contain text will remain unaffected by Formula to Value, so they can be safely included when selecting a block to change.

Values will always use less memory than formulas. When changing from a formula to a value, however, the memory saved will not be immediately made available. To shrink the memory size of your spreadsheet after converting formulas to values, perform the following steps:

1. Save the newly converted spreadsheet to a disk.
2. Remove the spreadsheet from the Desktop.
3. Add the spreadsheet back to the Desktop.



Chapter 8



Quick Columns

by Dan Verkade

Quick Columns allows you to immediately change a column width by keying it in. You may change one column individually or change up to 127 columns at the same time. Patterns may be entered so that you can create your spreadsheet format with as few keystrokes as possible.

Using Quick Columns

1. Add any spreadsheet of your choice to the Desktop.
2. Press Open-Apple-Escape to call up the TimeOut menu, then select Quick Columns.

Your spreadsheet will remain unchanged, but notice the words `Column width:` in the bottom-left corner of your screen. The number following this will be the width of the column the cursor is in. Move the cursor around by using the arrow keys and if your spreadsheet uses columns of varying widths, you'll see this column width indicator change. If all of your columns are of the same width, the column width indicator will appear to remain fixed. This column width indicator helps you determine how large or small you will want certain columns to be.

3. Using the arrow keys, place the cursor in the column you want to change. Press Return to anchor this column.

4. Press Return again if you wish to change only this one column, or, use the arrow keys again to select a range of columns whose widths you want to change and then press Return. Just as in AppleWorks, the column or columns you wish to change will be highlighted.
5. At the prompt at the bottom of the screen, type in an appropriate width and press Return. The width may be as small as 1 or as large as 70.

Notice that the column or columns you selected are all changed to this new width.

Reference

Patterns

A pattern is a combination of widths. By entering a pattern you can set several columns to different varying widths and repeat it through any range of the spreadsheet.

For example, if you needed to design a spreadsheet that required four sets of three columns each, the first column in each set needing a width of eight, the second column in each set needing a width of 16, and the last column in each set needing a width of 10, you could easily set this up using a pattern, as follows:

1. Add any spreadsheet of your choice to the Desktop.
2. Press Open-Apple-Escape to call up the TimeOut menu, then select `Quick Columns`.
3. Using the arrow keys, place the cursor in column A and press Return.
4. Move the cursor to the right four sets of three, or 12 times. The cursor should be in column L; now press Return.
5. At the prompt, `Enter width or pattern:`, key in the following pattern, separating the numbers with commas or spaces: `8, 16, 10`. Now press Return.

Notice the spreadsheet is now laid out with a pattern of column widths. To check this, call `Quick Columns` from the `TimeOut` menu and scroll through the spreadsheet observing the column width indicator. Press `Escape` to leave `Quick Columns` without setting any column widths.

Your pattern will always be replicated through the selected range. If a pattern does not fit within the selected range or if by repeating will not finish within the selected range, it will still stop at the last column of the selected range.

Setting all 127 columns quickly

All 127 columns of the spreadsheet can very quickly and easily be set to the same width or pattern without including each column when selecting the column range.

1. Select `Quick Columns` from the `TimeOut` menu.
2. Place the cursor into column A and press `Return` twice.
3. Along with entering a width or a pattern, enter the word `ALL`. It may be upper case or lower case, and may be placed either before or after the width or pattern.
4. Press `Return`. You will see the entered width or pattern has been replicated from column A to the end of the spreadsheet.

Actually, when the word `All` is entered, the column you selected is changed and all of the columns to the right up to the last column, column `DW`, are changed. Knowing this, if you want to change from column `P` for example all the way to the end of the spreadsheet, follow the above sequence for changing all 127 columns, but instead of using column `A`, use column `P`. This will change from column `P` to the end of the spreadsheet without affecting column `A` through column `O`.

Chapter 9

Rows <---> Cols

by Dan Verkade

Rows <---> Cols lets you copy any row into a column or any column into a row within a spreadsheet. This is useful for quickly rearranging the order of a spreadsheet. Formulas will be changed to a value only format; the formula will be lost. WHY?!!!

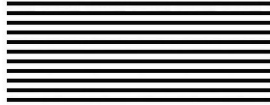
Using Rows <---> Cols

Rows <---> Cols is very simple to use. The following series of instructions will place a column into a row. To place a row into a column, follow the same set of instructions, but replace every reference to column with row, and every reference to row with column.

1. Add any spreadsheet of your choice to the Desktop.
2. Using the arrow keys, place the cursor onto any cell in a column you wish to transpose.
3. Select Rows <---> Cols from the TimeOut menu.
4. Use the arrow keys to select the lower limit of this column and press Return.
5. Use the arrow keys to select the beginning of the row into which you wish to transpose the columnar data and press Return.
6. Observe the transposed data. Long columns may require several seconds.

Only 127 cells may be transposed at one time.

There must be enough room from the beginning of the column or row you are transposing into to fit the number of cells you are transposing from. If there is not enough room, you will hear a beep. To remedy this, either press Escape to stop the operation or move the cursor up or to the left, whichever is required to allow more room.



Appendix

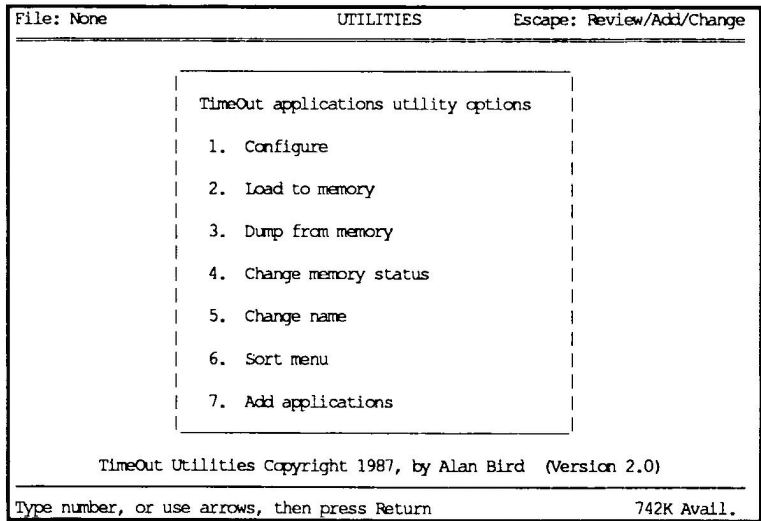


TimeOut Utilities

The TimeOut Utilities application is provided with all TimeOut products. It has several functions that give you a lot more flexibility in using your TimeOut applications.

Using the Utilities

To use the TimeOut Utilities, make sure that the file *TO.UTILITIES* has been copied to your TimeOut applications disk. Start up AppleWorks and press Open-Apple-Escape to call up the TimeOut menu. Select *Utilities*. You will see the following screen:



Configure

The *Configure* option allows you to set new defaults for your TimeOut applications. Configurable options might include printer type, default font, location of files needed by the application, etc. Not all TimeOut applications have configurable options.

To configure an application, select `Configure` from the Utilities menu. Then select the application you want to configure. You will then see a menu indicating what options may be configured for that particular application. You should also see the current value for each option in brackets [].

Select an option that you would like to change. Enter or select the new value for that option. Make sure that the TimeOut applications disk is in a drive so that the application can be updated with the new value. The next time you use the application, it will use the new value that you have supplied.

After you are finished updating configurable options, press `Escape` to return to the Utilities main menu.

Load to memory

TimeOut applications are either disk-resident or memory-resident. If an application was configured as disk-resident when you started up AppleWorks, you can load it into memory using the `Load to memory` option. Just select the option from the Utilities menu and select which application you would like to load.

Dump from memory

If you receive a message from AppleWorks indicating that it was unable to complete an option because of insufficient desktop memory, you may need to dump one or more TimeOut applications that are memory-resident. Select `Dump from memory` from the Utilities menu and select which application you would like to dump. Notice that the amount of free memory indicated in the lower right hand portion of the screen increases with each application you dump. Applications that are *dumped* are returned to disk-resident status for the remainder of the AppleWorks session.

Change memory status

This option allows you to indicate whether a TimeOut application is disk- or memory-resident. Note that this only indicates how the application will be treated when you start up AppleWorks. To load an application into memory or to return it to the disk for the current AppleWorks session, you will need to use the `Load to memory` option or the `Dump from memory` option.

Change name

This option allows you to change the name of the application as it appears in the TimeOut menu. The Beagle Bros staff carefully selects a good name for each application. However, you have the flexibility of renaming it if you wish.

If the new name you enter is longer than the old name, the name change will not be reflected in the TimeOut menu until the next time you start up AppleWorks.

Sort Menu

When you apply TimeOut to your *AppleWorks STARTUP* disk, you are given the option of indicating whether or not you want the TimeOut menu automatically sorted by application name. If you choose not to have the menu sorted, you can still sort it after starting up AppleWorks by selecting `Sort` menu from the `Utilities` menu.

Add Applications

This selection allows you to add TimeOut applications to AppleWorks at any time while you are running AppleWorks. A new TimeOut menu is created for the new applications.

This feature allows you to start up AppleWorks with just a few TimeOut applications (including Utilities). You may just want to start AppleWorks only with Utilities and then add applications from their own disks as you may need them.

This feature also allow you to have more than 30 TimeOut applications by creating more than one TimeOut menu. Each menu can contain no more than 30 applications. If you have more than 30 applications, you will need to put 30 or less on each disk or in each subdirectory to be able to access all of them.

To add applications, select Add applications from the Utilities main menu, insert the disk containing the applications to be added, then specify the location of the disk.

There is no limit to the number of TimeOut menus you can create through the Add applications feature. To switch from one TimeOut menu to another, press Open-Apple-Escape to bring up the current TimeOut menu, and press Tab. If you continue to press Tab, you will cycle through all of the available TimeOut menus and will return back to your original menu.

Use the Tab key also to switch between TimeOut menus while using options 1-4 from the Utilities main menu. For example, if you select Configure and you get the wrong TimeOut menu, press Tab until the correct one appears.



Customer Support Information

If you have questions or problems that your dealer can't answer, you can contact the Beagle Bros Technical Support Staff for expert assistance.

Before calling, check the instruction manual to see if it contains the information you need. Write down a complete description of the problem, the version number of the software, and the names and version numbers of any other AppleWorks enhancement programs you're using.

If you have a modem, you may also receive Tech Support on our 24-hour Customer Support System. The system provides an electronic mail and conferencing system, along with the latest information about product updates and changes.

Technical Support:

(619) 452-5502 9 am to 5 pm, weekdays (Pacific time)

Modem Tech Support:

(619) 452-5565 24 hours, everyday

Or, you can write to:

Beagle Bros, Inc.
6215 Ferris Square, Suite 100
San Diego, CA 92121



Index

Accessing TimeOut 11
Add applications 59
Add values 29
Adjust column width 17, 22
All columns 51
All relative 26, 27
Analyzer 13
AppleWorks version 4
Application 5
Applied Engineering clipboard 31, 46
Bird's eye view 17, 21
Block copy 25
Cell cross reference 16, 21, 24
CellLink 33
Chain 39, 40, 42
Change memory status 58
Change name 58
Circular references 20
Column fixed 27
Column width 49
Compatibility 4
Configure 24, 31, 40, 41, 43, 56
Control-Reset 12
Copy files 5, 9
Customer support 61
Data Converter 45
Disk based 12, 57, 58
Dump from memory 57
End 39, 40
Enhancements 4
Error 10, 61
Error cells 20
Export files 37

- Formulas and values 29
- Formula to value 47
- Forward references 20
- From clipboard 26, 29
- Help 61
- Import files 37, 39
- Link label 36
- Link 37, 39
- Load to memory 57
- Location of AppleWorks 8
- Location of applications 7
- Memory based 11, 12, 57, 58
- Multiple disks 7
- Multiple menus 7
- NA cells 20
- No change 27
- Notes 5, 6
- Patterns 50
- Printer lines 24
- Problems 61
- Query off 28
- Quick columns 49
- Range references 24
- Recalculation 43
- References to blank/label cells 20
- Re-installing 8
- Restore column widths 17, 22
- Row fixed 28
- Rows to Cols 53
- Scan for errors 15, 19
- Set all columns 51
- Show cell values 18, 23
- Sort menu 6, 58
- Start up 10
- Subtract values 30
- TimeOut application 5
- TimeOut menu 11
- To clipboard 26, 28
- Track references 17, 23
- Triple Desktop 40, 44
- Troubleshooting 61
- UltraMacros 41

Unreferenced values 20
Update 5, 6
Utilities 56
Values only 29
Within worksheet 25, 27

