

VisiCalc* Formatting Aids

"ADVANCED FORMATTING FEATURES"

- | | A | B | C |
|----|--|---|---|
| 1 | Print VisiCalc models with variable-width columns! | | |
| 2 | Print selected rows and columns! | | |
| 3 | Print a column 1 or 2 characters wide! | | |
| 4 | Insert commas in large numbers! | | |
| 5 | Suppress or substitute zero amounts! | | |
| 6 | Add local or global floating \$ signs! | | |
| 7 | Add space between columns! | | |
| 8 | Add centered report headers! | | |
| 9 | Print multiple copies — automatically! | | |
| 10 | Print or display formulas etc. arranged in columns! | | |
| 11 | Much more! | | |
| 12 | VisiCalc Formatting Aids is easy to learn and easy to use, with plain-English promptings. For added flexibility and professional-looking reports, buy your copy today! 48k Applesoft. For the Apple II+ and IIe. | | |

YOUR VisiCalc REPORT CAN LOOK LIKE THIS:

A	B	C	R
PROFIT & LOSS SUMMARY	JANUARY	FEBRUARY	YR-TO-DATE
-----	-----	-----	-----
GROSS SALES	\$1,033,679	\$1,276,103	\$2,309,782
LESS COST OF GOODS SOLD	(998,727)	(1,015,286)	(2,014,013)
LESS GOV'T PAYOFFS	-0-	(87,223)	(87,223)
PLUS KICKBACKS	-0-	304,827	304,827
LESS DEPRECIATION EXPENSE	(46,349)	(46,349)	(92,698)
-----	-----	-----	-----
PROFIT OR (LOSS)	\$(11,397)	\$432,072	\$420,675
=====	=====	=====	=====

Data Security Concepts

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INTRODUCTION

VisiCalc Formatting Aids (formerly VISICAIDS) consists of a series of utility programs for use with text files created by VisiCalc*.

If you do not own a copy of VisiCalc but you wanted this program anyway, then please call us. We have some land for sale near Florida's beautiful Everglades. We feel that someone of your discriminating taste may want to participate in this investment opportunity. At least tell us who the salesman was who sold you this program. We could use a man like that around here!

If you are using an Apple II plus or an Apple II with a language card or Applesoft, and you are using VisiCalc with the same DOS as this, then this version will work for you. DOS 3.2 versions do not require the basics disk.

Customer support is important to us. We are sure it is equally important to you. Don't be bashful about calling if you have a question or problem. If you own a non-standard disk drive or if there is a printer problem, or for some other reason the program fails to operate as advertised we will attempt to correct the problem. If the problem cannot be remedied we will send you a refund upon return of the program and documentation. Be sure to send in your registration card with a hardware description so that we can inform you of any updates which may affect you.

THE SMALL PRINT

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**VisiCalc needs no introduction to the purchaser of this program other than to reiterate that VisiCalc is a trademark of VisiCorp, written by Dan Bricklin and Bob Frankston of Software Arts, Inc., and copyrighted by VisiCorp.*

We trust that Apple and Applesoft need no introduction either. But our legal staff (ie the author) felt that this document would not be complete without stipulating that Apple and Applesoft are registered trademarks of Apple Computer Co.

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GETTING STARTED

A CONFIGURATION file will be set up the first time you boot your disk. If you find that your printer is doing strange things, or for some other reason you want to change the configuration please read the instructions found elsewhere. This file contains information regarding the number of disk drives you have and other data necessary to make your computer/printer/disk drive configuration compatible. The program will make assumptions about most of this information, so you do not have to know what your bit parity is or other obscure data found deep inside of operating manuals.

RELAX. Precautions have been taken to prevent accidental damage or erasure of your valuable VisiCalc files. Files written to the disk will have a different name than the original VisiCalc file, leaving your original file intact. Every effort has been made to protect against errors. You will be prompted when to insert a disk and when to turn on your printer.

The Width Adjuster program and Print File Reader require you to use VisiCalc's Print File option. If you have never saved your VisiCalc model to disk using the Print File command (/PF), then you should read over the Print File instructions contained in your VisiCalc manual. Always keep in mind that such print files cannot be loaded back into VisiCalc. Therefore you should make a habit of saving your model using the standard save command (/SS) and THEN save it again as a Print File. We suggest that you add the suffix ".PF" to Print File names and ".VC" to reloadable VisiCalc files.

VisiCalc Formatting Aids is booted (loaded) the same way as VisiCalc. The first thing that you will see on your screen will be the main menu, which will prompt you to enter your choice of options as to which utility you want to use. Select the option you want by typing the letter that is enclosed in parentheses, and then press (RETURN). This type of prompting is used throughout.

You have a number of options if you want to stop. As you are going through the program you will be asked frequently if you want to continue or quit. If you are prompted to make an answer more complex than yes or no ("Y/N?"), and you press (RETURN) without answering the question, the question will be re-asked or else you will be asked if you want to start over or quit. Versions for other computers may require a different method of termination, but if you are in a hurry to terminate the program, you can try pressing Control-C, or the Reset button. If all else fails, open up your disk drive door and turn off your computer.

LABEL SPLITTER

The Label Splitter divides entire label columns into two or more shorter columns of equal width larger than 2.

Label Splitter creates a new text file, leaving the old file unchanged. The new file will be saved to the same disk unless you have two disk drives. The new file will have the same name as the old file, but it will be followed by a bracketed number indicating the new column width.

If you select L (LABEL SPLITTER), you will be prompted to insert a disk with VisiCalc text files. You will be prompted to type the name of the text file and the column that you want to split. You will be asked how many target columns there will be, the width of each column, and then you will be prompted to designate the target columns of your choice.

As the column is being split it will be displayed on the screen, row by row, beginning with the last row and with the row number and column displayed above.

You can practice over and over without affecting the original file. Be aware, however, that you may be filling up the disk with practice files.

Normally the best way to divide a column is to make the first target column the same letter as the column to be split. The additional new columns created should be immediately to the right of the first new column. If the additional columns are added at some other place they will have to be moved using the VisiCalc Command (/M). If the adjoining target columns are not empty, the VisiCalc command for inserting columns (/IC) should be performed until there are sufficient empty columns before saving (/SS) the text file. Naturally, these commands can be performed only when VisiCalc is booted and the subject text file is loaded. The reason why empty columns should be inserted first is that additional columns consume memory, and a large program might overload your computer's capacity. If the memory indicator (upper right corner of the VisiCalc screen) approaches zero after columns have been inserted, there may not be sufficient space to allow for column splitting.

If the number of new columns multiplied by the new column width is more than the width of the old column, then the Label Splitter will "pad" the last column with blank characters. If the new columns times width is less than the old, it will truncate the last characters.

Label Splitter also can be used to segregate labels from numbers and formulas in the same column. In response to the question,

“split into how many columns?” respond with 1 and make the new column wide enough to accommodate all existing characters. The new column must be a different letter than the source column. Labels can be split and segregated from numbers and formulas at the same time by targeting only empty columns.

FORMULA READER

This program prints out or displays the formulas, labels, and numbers, along with their coordinates, as they appear on the top of the VisiCalc screen.

By pressing F (FORMULA READER) you will be given the option of reading a (S)ingle column or (A)ll columns.

If you select S, you will be prompted to insert a disk with VisiCalc text files. You then will be prompted to type in the name of the file and the column that you want to read. You also will be asked whether you want the formulas on the (S)creen or (P)rinter. The columns will be shown in ascending order.

If you select A, the prompting will be similar to S (above), but you will not need to select a column. The formulas will be shown grouped in rows in ascending order. If there are more than 1,200 entries (e.g., more than 12 full columns with 100 full rows or 10 full columns with 120 full rows, etc.), then only the last 1,200 will be shown. If your text file has more than 1,200, you can select P (PRINT FILE READER) to display the entries. The entries in this case will not be sorted in descending order.

PRINT FILE READER

If you select P you will be prompted to insert a disk containing VisiCalc files created by using the command /PF*. You also can use this utility for reports modified by the WIDTH ADJUSTER, and you can even use it for most ordinary text files.

The PRINT FILE READER displays or prints the contents of these files the same way that VisiCalc prints out its normal files, but VisiCalc does not have to be booted. If you have a large text file written on a computer weighted down with expansion boards and RAM chips, you will be able to print the data using this utility because files are not stored in the computer, but are read from the disk.

Usually print files occupy less disk space than ordinary VisiCalc files, particularly if they have been shortened by the Width Adjuster. This utility can be a space and time saver if no more calculations need to be made.

**This is the same as PD (PRINT TO DISK) on earlier versions.*

WIDTH ADJUSTER **(Variable Width Reader)**

This utility allows you to print reports with variable widths. It reads files created by VisiCalc's Print File command, /PF.

This utility cannot make a new column size larger than the size of the columns when they were saved. Be sure you save the file with column sizes set equal to or greater than the size of your longest label or value. For readability it is advisable to set column size 1 character longer than the longest entry so that adjacent entries will not run together.

Before you save your Print File be sure to jot down the following information before you turn off VisiCalc:

- 1) Starting column width. This is the width that all columns were set to at the time you saved the model (usually 9 unless you selected a different size using the VisiCalc command /GC).
- 2) Width that you want each new column to be (less than or equal to the starting width).
- 3) Which side of each column you want truncated. (Label columns are almost always left-justified; numbers are usually right-justified).

Now that the preliminaries have been done, save the file with the /PF command. Be sure that your file also has been saved with /SS in case you want to make more calculations. Turn off VisiCalc and boot up VisiCalc Formatting Aids.

Select V (VARIABLE WIDTH READER). You will be prompted to insert a disk containing your VisiCalc print files. After you have typed in the file name you will be asked if you want to get a format from the disk. Do not answer yes unless you want to re-use a format you saved earlier. This feature is explained on page 8 (assuming the typesetters don't make too many changes!). Next you will be asked to indicate the starting column width. This is the width of each column as it appeared on the VisiCalc screen when it was saved to disk. (You did jot down that information, didn't you??)

You will be prompted on a column-by-column basis how wide you want each column to be and whether you want it left or right-justified. If you press L the new column will contain the left-most characters or blanks from the original column. By pressing R, or pressing (RETURN) twice, the new column will contain the right-most characters. As an example, if your original column is 30 and you have a 12 character number, you would type "12R (RETURN)".

As a memory aid please note that most label columns are left-

**This is the same as PD (PRINT TO DISK) on earlier versions.*

justified (both beginning with L). Furthermore, since most number columns are right-justified, and since you will probably have mostly number columns, pressing <RETURN> will default to right-justified (both beginning with R).

You can specify a width of zero if you want to skip a column. This gives you the equivalent of a split screen!

Why are the columns "1,2,3..." rather than "A,B,C..."? Because print files can be saved starting at a column other than column A.

Type -1 to terminate the column entries, and the total length of the new file will be displayed. Press <RETURN> to enter the column edit section, which displays the name of your print file and the starting column width. The column numbers are arranged vertically with the new width displayed on the other side of the "=". If the new width is left-justified or is the same width as the original an L will appear. The last line shows the sum total of all columns. You will be asked if you want to make any changes. To make a change type Y or type the number of the column you want to change. You can add columns but they must be consecutive.

After all changes have been made you will be asked if you want a report heading. Report headers are difficult to enter in VisiCalc. They usually span across columns and it is hard to center them to the report. VisiCalc Formatting Aids allows entry of up to twenty centered header lines. Instructions for entering header lines appear on the screen. The header lines may contain commas, colons, quotes, and leading spaces in addition to regular characters.

Next you will be given a multiple-choice menu. The upper right corner shows the length of the report. This figure includes the sum of all columns plus the sum of any spaces between columns which may be entered using the "PRINT USING SETUP" <option 8>. A closing parenthesis may be added as the last character if the printing feature is turned on. Also, if the last character in a line is a carriage return, it may cause your printer to double-space. Therefore, it is advisable to make the report length at least 2 less than the number of characters your printer can handle.

PRINT REPORT. The printer default settings are different than VisiCalc's. After typing the slot number of the printer, you will be asked how many copies you want. One copy would be the normal response. When you reach the final option to begin printing or quit, you will see a + before and after the prompt. If your printer is not spacing or double-spacing, then type a + or - to correct the line spacing and then press <RETURN>. If the report still does not look the way you want it to look you may have a set up the printer prior to running VisiCalc Formatting Aids. As long as you do not turn off your printer it will remember special setup instructions. You have two more options for printer setup. When saving a Print File VisiCalc will prompt you for special setup instructions in the same

manner as if you were going to print directly to your printer. These instructions will be saved to the disk. Instructions entered in this manner will not affect the header lines of the first printing, but subsequent printings will be affected until the printer is turned off. Another alternative is to add your own setup configuration to the beginning of VisiCalc Formatting Aids. Load the program called HELLO. For line 10 type "GOSUB 2000". For line 3000 type "RETURN". Put your setup configuration or options on lines 2000-2999.

SEE REPORT ON SCREEN. This option allows you to view your report prior to printing. Unlike VisiCalc, the report will not scroll. Hence the 41st character will be printed below the 1st character.

SAVE REPORT TO DISK. This feature allows you to save your customized report in its most compact form. The report will be given the same name as the print file with ".RPT" appended to it. You can read the report later using the PRINT FILE READER. This short form is the easiest to use for text file editing and data base purposes.

EXAMINE/CHANGE FORMAT. This is the column edit section described above. Formats, even saved formats, can be edited at any time.

PRINT FORMAT. This allows you to have a hard copy of the column edit section.

SAVE FORMAT TO DISK. This feature allows you to save the customized formatting instructions for re-use on similar print files. The saved format can be given the same name as the print file or the VC file because ".FMT" will be appended to it. Because it can be used on other reports having the same starting width, you can give the report any name you want, as long as it begins with a letter of the alphabet. Near the beginning of the program you are asked if you want to "Get format from disk?" Answering "Yes," you will be prompted to select a file name ending with ".FMT" (one of the formats you saved!). When typing the name it is not necessary to type ".FMT".

EXAMINE/CHANGE HEADING. This option allows examining, re-doing, adding, or deleting centered header lines and is described above.

PRINT USING SETUP. Once you have learned the basic operations of the Width Adjuster, you can explore these advanced formatting features described below.

You have the option of automatically or manually entering commas in large numbers, using parentheses around negative numbers, adding floating \$ signs, adding 0-3 characters between columns, replacing 0 or 0.00 with 1-3 characters of your choice, deleting rows (as well as columns), and inserting form feeds for multiple reports.

The term "print-using" may sound peculiar to the computer neophyte, but it is a concise and logical choice of words. The term in one form or another predates the Gutenberg press. It was used heavily in medieval monasteries when large works were transcribed and paper was in short supply. The hard-working monks were instructed to print small, using freshly-sharpened quills. Now you will be able to print your VisiCalc reports the way you would like them to look, using this program.

Upon entering the print using setup you will be asked for a substitute for 0 or 0.00. Pressing <RETURN> will result in no substitution. You can enter a blank space, -0-, N/A, *, or anything else you choose (1-3 characters).

Your next option will contain three choices regarding comma insertion, negatives in parentheses, floating \$ sign, row deletion, form feed, and overload protection. Overload protection means that ">>>>>>" will be displayed if commas cause a number to exceed a column size). ALWAYS OFF means that these features will not appear anywhere in your report. ALWAYS ON means that these features (except the floating \$ sign) will be added everywhere in your report when the criteria listed below are met. TEMPLATE CONTROLLED means that these features will be inserted only if commands are imbedded within the VisiCalc model.

The first option (zero replacement) and the second option (comma insertion, etc.) are only activated for entries which meet ALL OF THESE CRITERIA:

- 1) Entries must be Right-justified within VisiCalc.
- 2) Entries must be shortened and right-justified by the Width Adjuster program.
- 3) Entries must be integer or \$ & cent values.

These criteria help protect against comma insertion in zip codes, inventory numbers, etc. and add another degree of flexibility.

There are five template control commands which must be entered onto your VisiCalc model. These commands are entered as labels by pressing the quote key or the quicker Q esc. The commands begin with the familiar "/" (but it is a label, so VisiCalc will ignore it) followed by X to delete a row, #1 to activate commas, etc. These commands can go in any column which is saved to the PF file, but which will be assigned a width of zero.

The following commands are activated when comma insertion is ALWAYS ON or TEMPLATE CONTROLLED:

/X. Slash X deletes everything in a row beyond the command. If the entire row is deleted it will remove the space just like VisiCalc's /DR would do. /A. Slash (shift N) issues a form feed control code if your printer responds to a control-L.

The following three commands are activated ONLY when comma insertion, etc. is template-controlled and subject to the criteria above. They can be inserted at the beginning, middle and end of rows and columns for complete control.

/#1. This activates comma insertion, negatives in parentheses, and overload protection. It remains in effect until another **/#** command is encountered to the right of, or below it.

/#2. This is identical to **/#1** but it adds a floating **\$** sign if there is room in the column.

/#0. This turns off the above two commands.

The last option shown on the screen allows insertion of 0-3 characters between columns. Normally you would choose 1-3 spaces. If you want to simulate a vertical line, you can type an exclamation point or asterisk, but the last column (though it may be zeroed out), must contain data in all rows to ensure continuous lines. You can use a comma if you want to separate columns into fields for certain data base or data-read applications.

VisiCorp has advised us that there is a bug in some versions of VisiCalc. This bug only shows up in width adjusted reports or on printers which can handle more than 256 characters per line. The bug is: If there are more than 256 consecutive blank spaces between characters in a row, that row will be truncated by 256. If you encounter this problem, one solution is to insert a column of labels to break up 256 consecutive blank spaces. When it is time to print, assign those columns a width of zero so that they will not appear on your report.

The Width Adjuster processes 150-200 characters per second. The printing speed depends on the ratio of characters printed to total characters processed. You can increase the speed of file processing by saving only the block of columns that you want printed with the starting column set no larger than necessary, and using the Label Splitter to reduce maximum column width.

If you set a column to dollars & cents (**/F\$** or **/G\$**) and you shorten the column by one and left-justify, the new file will show only one digit after the decimal. Remember that this will "round down." For more accuracy you will have to add .05 to all the figures. If you shorten all columns by one and save to disk, you will be able to width adjust the columns a second time. Another technique is to add .00001 to values and then shorten by one or two and left-justify. This will give your report decimal justification to the 1,000s or 10,000s place.

PLEASE TAKE NOTE—Print files cannot be reloaded into VisiCalc and no further calculations can be performed. If you want to perform more calculations, you must save your model using VisiCalc's normal save command (**/SS**). If you want to adjust column widths of labels in a form that can be reloaded into VisiCalc, please refer to the description of the **LABEL SPLITTER**. Print files and width adjusted print files can be read using the **PRINT FILE READER** program.

TROUBLESHOOTING

If you have any problems, don't blame VisiCorp. This program is not officially or unofficially endorsed or in any way connected to VisiCorp's series of programs beginning with "Visi."

Be sure to send in your registration card along with appropriate computer/printer/disk drive information so that we can let you know of any updates, "fixes", or related products. A batch of disks went out that had a bug. Replacement disks were sent FREE to those users who sent us their registration cards.

If your disk won't boot or if the program won't read files from your disk, make sure that your version is compatible.

If you are experiencing frequent I/O errors with other programs made on some other computer than your own, your disk drive speed or head alignment may be creeping out of its acceptable range. If you have more than one drive you can try booting it on the other drive. If it boots then your 1st drive may need a tuneup.

If you are using this program for the first time and you can't get it to boot and no one else can on any other computer or disk drive, please notify us so that we can send you a replacement. You may have a disk that was not properly copied by us or else it was molested by the post office. Your friendly post office routinely x-rays packages marked "Do Not X-Ray" and ships disks conveniently nestled among shipments of magnets. Boot up another disk and then insert this program. If you can catalog it, try to run the Hello program. If it works then the DOS on the disk may have a glitch. You can try re-creating the DOS with a program such as Apple Computer's Master Create program, or you can try copying the individual files to another disk for use while you are waiting for your replacement.

If you have other questions or problems call DSC. Satisfied customers are our best sales people. The daytime number is 314-965-5044. Evenings and weekends call 314-966-2826.

WARNING!!!

Do not remove any files or add any files to this program. If you make a copy be sure to make a complete copy. If this program detects certain changes, it will erase the entire disk! Afterwards your constitutional rights may be displayed on your screen, and if you have a modem in the proper slot your local police will be called and instructed to take swift action! (Please take that last sentence with a grain of salt. Heed the rest!)

\$5000 REWARD for sufficient evidence and/or witnesses to assure conviction for wrongful distribution of this software package.

CONFIGURATION

When you boot your program for the first time you will be asked how many disk drives you have. If you specify two disk drives, both drives must use the same disk controller.

After you enter the above information, a file called CONFIG will be created on your program disk. You can examine this file using the PRINT FILE READER program. This file will contain two numbers. The first number will be a 1 or a 2, depending on how many disk drives you specified. The second number will be a 1. This second number represents a non-printing ascii character code which is needed for internal processing. This number is contained outside of the program because, under certain circumstances, it must be changed.

If you have a printer, such as a Paper Tiger, which uses ascii control code 1 to effect the printer output, you may find it necessary to change the second number on your CONFIG file. If you decide to change this second number, it will be necessary for you to choose some other non-printing number which will not adversely affect your printer and which is not used by your computer. The recommended numbers to choose from are 1,2,3,5,6, 17 through 23, and 26.

If you only want to change the number of disk drives, you can do so by deleting the CONFIG file from the program disk and a new file will be created the next time you boot your disk. If you want to change the non-printing ascii code, you will need to follow the simple instructions below.

CHANGING THE CONFIG FILE

A CONFIG file can be created using VisiCalc's print file option. Boot VisiCalc and then insert VisiCalc Formatting Aids. Type 1 or 2 in A1, depending on the number of disk drives you have. Choose a non-printing ascii code number from the list printed above. Type this number in A2. Go back to A1 and type /PFCONFIG<RETURN>. If the CONFIG file already exists on your program disk, type Y to replace. Go to A2 and press <RETURN>. You have just created a new configuration file. Try it out before you are ready for serious business. If you encounter any problems give us a call.

A D D E N D U M

Beginning with version 4.7 it is now possible to remove column dividers between specified columns. For example, to remove a divider which separates two label columns, select menu option 4 (change format). Re-type the column specs. for the first label column. After doing so you will be asked if you want to suppress the column divider following that column.

BEYOND THE TUTORIAL

Registration card comments indicate a need for features which already exist in the Variable Width utility.

DECIMAL POINT ALIGNMENT

VisiCalc allows decimal alignment only for two digits. With the variable width capabilities, decimal alignment can be achieved for any number of digits. Beginning with version 4.7, there are sample files on the disk which show how decimal alignment can be achieved for a fixed number of digits or a global setting.

Decimal alignment requires 1 or 2 additional columns in your model. Column A and B of the sample files are standard to VisiCalc users. The formulas in Columns C and D relate to those standard columns. Together they form the new number. Column C contains the first part of the number. The formula in column C is $\text{@INT}(100*\text{A5})/100$, where A5 is the number which needs decimal alignment. Using this formula prevents rounding upward when more digits in the next column are to follow. Column C is then set to \$ & cent format. Column D contains the rest of the number. There are two suggested formulas. The first one, $\text{@ABS}(\text{@INT}(100*\text{C5})/100+\text{A5}*100)+.5)/100$, causes the output to be rounded to a specified number of decimal places. The number of decimal places is determined by the number of zeros in the locations underlined above. The underlined portions must contain an equal number of zeros. Adding one zero to each side will cause the number to be one digit longer. For infinite digits to the right of the decimal, a different formula is needed for column D: $\text{@ABS}(-\text{@INT}(100*\text{C5})/100+\text{A5}*100)$. The only variables in this formula are the source cell (A5 in this example) and the cell which contains the first part of the number formula (C5 in this example).

Whichever formula is used in Column D, it will be necessary to left-justify the cell while in VisiCalc. When using the Variable Width Reader, the second column of

formulas (Column D in this example) must be shortened by 2 and right-justified. Examine the sample decimal alignment files to see how it works. It is recommended that the columns with the special formulas not be the last columns in a row. Right-justifying a ragged-edged column sometimes causes an error when the program looks for places to put commas. The error won't be subtle. The report will simply abort.

These techniques will not produce trailing zeros beyond 2 decimal places. Trailing zeros can be added by the adventurous who want to add .0000000001 to the second formula, shorten all columns by one and left-justify (using this VC Aids program), save to disk, load in again and shorten the second formula column again and right-justify. If you are determined enough to do it, you will be determined enough to figure out what the previous sentence is all about. We mention it in passing, but we do not recommend it.

Rounding to one decimal place can be achieved by setting a column to \$ & cent format and setting up the formula @INT(10*A5+.5)/10. This column can then be shortened by 1 to eliminate the final zero. This column would then be left-justified and no-longer a candidate for comma insertion. These decimal alignment techniques also have their limitations when placing negatives in parentheses. Only the opening parenthesis will appear. As you can see, you can have your cake, eat a lot of it, but not all of it.

FIXED/FLOATING MONETARY UNIT

The designated monetary unit can be configured with leading or trailing blank spaces. This prevents a fixed or floating \$ sign from leaning against a number in that column or in the previous column.

CENTERED HEADERS

If you want each line of header to be centered to each other header, rather than block centered, leading spaces can be added. Double spacing of the header can be achieved by typing a single space on alternate header lines. Usually you will want 1 or 2 blank lines between the header and the report. As with double spacing, the solution is to print a space on one or two header lines. Saving the tailored report to disk allows access by word processors for dressing up your report beyond the capabilities of this program.

TUTORIAL

If you are not sure what a print file is, or how to save one it will be helpful for you to study the print file format instructions contained in your VisiCalc manual.

Unless otherwise specified, press <RETURN> to complete each entry.

SETTING UP SAMPLE VISICALC DATA FILES

Boot VisiCalc and then insert an initialized disk.

Go to A1 and type "/#2 (/#2 will appear as a label).

Go to A2 and type "/#1.

Go to B1 and type FLOATING \$ SIGN.

Go to B2 and type NEGATIVES IN BRACKETS.

Go to B3 and type REPLACEMENT FOR 0 AND 0.00.

Go to B4 and type /-- (repeat dashes will appear).

Go to C1 and type 1033679 (or any 7 numbers)

Go to C2 and type -998727.

Go to C3 and type 0.

Go to C4 and type /--.

Type /SSTEST 1.VC<RETURN> (you just saved the file).

Type /GC28 (column width is now adjusted to 28). Go to A1 and type /PF (print file). Enter TEST 1(28).PF as the file name and press <RETURN>. The familiar printer setup promptings are at the top of the screen. Skip the usual setup configuration (VisiCalc Formatting Aids has different default settings). Type C4<RETURN> or go to coordinate C4 and press <RETURN>. (You just saved a print file!).

Type /CY (the screen is cleared). Type 1 in A1. Go to A2 and type 1+A1. Type /R<RETURN>A3.A5<RETURN>R (1 through 5 is now listed vertically in column A. Go to B1 and type /GC 30<RETURN> (column width is now adjusted to 30). Type long label entries from B1 through B5 ("The quick brown fox ..." etc.). Type /SSTEST 2.VC<RETURN> (you have saved the file).

RUNNING VISICALC FORMATTING AIDS

Remove the data disk and insert VisiCalc Formatting Aids. Exit VisiCalc according to your VisiCalc manual, and boot the Aids program. The first thing to do is configure the program. You will be asked questions which you will need to answer only one time.

After configuration is completed, the main menu will appear. Type V for VARIABLE WIDTH READER. You will be prompted to

insert your data disk (the one with the sample VisiCalc data files). After pressing <RETURN> a list of files you created during the tutorial will appear on the screen.

Enter TEST 1(28).PF (this is the print file with a column width of 28). A series of questions will be presented on the screen:

QUESTION	RESPONSE
Get format from disk (Y/N)	N (or simply press <RETURN>)
Starting column width	28 (width when it was saved)
New width of column 1	0
New width of column 2	28L
New width of column 3	11R (11 wide, right-justified)
New width of column 4	-1 (to stop)
Any changes (Y/N)	N (or press <return>)
Do you want a heading (Heading information appears on the screen.)	Y (default=no)
On line 1, Type your name.	
On line 2, type your phone number	
On line 3, press <RETURN> (to exit heading).	
Redo heading (Y/N)	N (or press <RETURN>)

A menu of 9 options will be presented on the screen. Select number 2. The customized VisiCalc columns of the report are displayed. Your name and number appear at the top. When you print out your report, your name and number heading will be centered. If you hit the right keys you will be looking at a column of labels which are 28 characters wide, followed by a column of numbers which are 11 characters wide. Does it look right? Column A does not appear because it was assigned a width of zero. Column A contains the template-controlled instructions which will be explained and invoked later.

Press <RETURN>. You are back to the menu with 9 options. Select number 1. Follow the promptings for turning on your printer and selecting slot number.

The final prompt before printing commences will say, "+PRESS RETURN TO CONTINUE OR (Q)UIT+". Press <RETURN> to begin printing. If your paper does not advance, go back to this final prompt and type +<RETURN>. If your report is double spacing, go back to that final prompt and type -<RETURN> instead. For further information on this, read the last few paragraphs on page 7. If you need other setup strings, you can enter them when you are saving your VisiCalc print file, just as you would if you were going to print directly from VisiCalc to your printer. Note that VisiCalc setup strings

will not affect the header lines on the first printing, but subsequent printings will be affected until the printer is turned off.

After printing, press <RETURN>. Pat yourself on the back. You have just printed a VisiCalc report with variable width columns!

Read over pages 6-8 for a better understanding of what you are doing, and to familiarize yourself with the options. Try options 1-7 in random order. These are explained on page 7 & 8. When you are ready to proceed, go to option 4 and re-set column specs to 0, 24L, and 11R. Press option 8 (Print-using setup). Type -0- as a replacement for 0, 2 for ALWAYS ON (global formatting). Type 1-3 spaces as column dividers in response to the next question. When you return to the 9 options menu, note the new report width. The column dividers widened the report.

Select option 2 to see the report. If you see commas, negatives in brackets, and -0-, then you are doing it right. Go back to option 8 and press <SPACE BAR> <RETURN> for 0 replacement and indicate TEMPLATE-CONTROLLED as your answer to the next question. Type an exclamation point for a column divider. Now print or view the report. The template-control commands that you put in Column A have been invoked. Note the \$ sign only on the top figure? Read pages 8-10 to understand what you did and to see what else you can do with these imbedded keys.

Select the last option (exit) to continue with the tutorial. Three choices will be presented on the screen. Select R. If you only have one disk drive you will need to re-insert the program disk.

You are now back at the main menu. Type L<RETURN> to select the LABEL SPLITTER. Follow the promptings for inserting your data disk. A series of questions will be presented on the screen:

QUESTION	RESPONSE
File name	TEST 2.VC
Split which column	B
Split into how many columns	11
Width of each column	3
Target column 1 is	B
Target column 2 is	C
Target column 3 is	D
Target column 4 is	E

Target column 5 is	F
Target column 6 is	G
Target column 7 is	H
Target column 8 is	I
Target column 9 is	J
Target column 10 is	K
Target column 11 is	L
Target columns empty	Y
New file on same disk	Y
Press <RETURN> to start or	
<Q> to quit	<RETURN>

While your disk is whirring, you will see the splitting of the original column into 7 shorter columns. Read page 4 for a better understanding of what you are doing. When you have completed the tutorial, go back to VisiCalc and load the new file named TEST 2.VC(3) (We didn't say now! You haven't finished the tutorial yet!). Press R for the main menu.

Select F (FORMULA READER) to examine the formulas, numbers and labels on a grid-by-grid basis. Select S (single column analysis). Follow the screen promptings and enter TEST 2.VC(3). This is the new file you created with the LABEL SPLITTER. Columns A through L have data. Choose column A. After you have entered the correct file name and column, choose the screen display option. The formulas, as entered in Column A in VisiCalc, are presented on the screen. The VisiCalc coordinate is to the left of ":" and the formula of each coordinate is on the right. Choose another column if you wish.

Examine the (A)LL COLUMNS option. You must return to the main menu to do this. Enter the file name again or try one of the other VC files. Proceed as above. The screen display will halt when the screen fills up.

Return to the main menu. Select P and insert the data disk. Select TEST 1(26).PF and/or if you saved a variable width report, you can select that report. A report file name will end with .RPT). You can use this utility to read standard DOS files, including any files created by this program or by VisiCalc.

Exit VisiCalc Formatting Aids and reload VisiCalc. Load TEST 2.VC(3). See the difference? Try doing that manually!

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Comments _____

VISICALC FORMATTING AIDS FORMERLY "VISI-CAIDS"

Utility Programs for use with text files
created by VisiCalc*

VARIABLE WIDTH COLUMNS. Column A: 20 characters wide. Column B: 9 characters wide. Column C: 1 character wide. Now you can print VisiCalc reports with independently variable columns. Specify a column width of zero to eliminate a column. Custom formats can be easily edited/saved for re-use on similar models.

PRINT-USING FEATURES. Automatic or imbedded commands for comma insertion in large numbers, parenthesis around negative numbers, floating \$ sign, 0-3 character replacement for 0 or 0.00 (eg. 0-, N/A, #, blank spaces, etc.), row selection, and 0-3 spaces between columns.

ADDED REPORT FEATURES. Up to 20 centered report header lines may be added, along with imbedded form feeds to start a new page. Print multiple copies automatically.

COMPATIBILITY. VisiCalc Formatting Aids is not a "pre-boot." It uses NONE of VisiCalc's memory. It reads/processes the VisiCalc files which have been saved to disk. 48k computers can read/process huge files created on computers with much larger memory.

OTHER UTILITIES INCLUDED!

FORMULA READER. Print or display one column or all columns of the formulas, labels and numbers in ascending order, along with their coordinates.

PRINT FILE READER. VisiCalc files can be saved as standard text files for word processing and data base purposes. This utility reads those files and the saved formatted files created by VisiCalc Formatting Aids.

LABEL SPLITTER. Long labels may be entered in one wide column. The LABEL SPLITTER divides wide alphanumeric (label) entries in a selected column into any number of shorter columns. This feature adds to the flexibility and viewability of VisiCalc models.

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