

Mariner 5 User Guide

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Mariner 5 User Guide

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Introduction

Welcome to the Mariner 5 spreadsheet program. Mariner 5 is a powerful spreadsheet for the Apple Macintosh that contains 140 analytical functions, graphics and drawing capabilities.

Mariner 5 retains, however, much of the simplicity of earlier spreadsheet programs. The purpose of the program is to get some work done without taking an advanced degree in spreadsheets. Mariner 5 allows you to do just that and if you want to get fancy and build a really complicated spreadsheet Mariner 5 allows you to do that as well.

The Mariner 5 User Guide is intended to provide you with a working knowledge of the features and interface elements in the program. The key idea is to be up and running, creating useful spreadsheets, adding some graphics and then getting your masterpiece printed.

Now to build a spreadsheet!

Navigating in Mariner 5

The menu bar at the top of the screen contains the pull-down menus used in Mariner 5.0. Below them on the screen is the button bar, which is actually 3 button bars that can be toggled between by clicking on the little triangles located to the far right on each of the button bars.

Mariner Menu bar



Mariner button bar #1



Mariner button bar #2



Mariner button bar #3

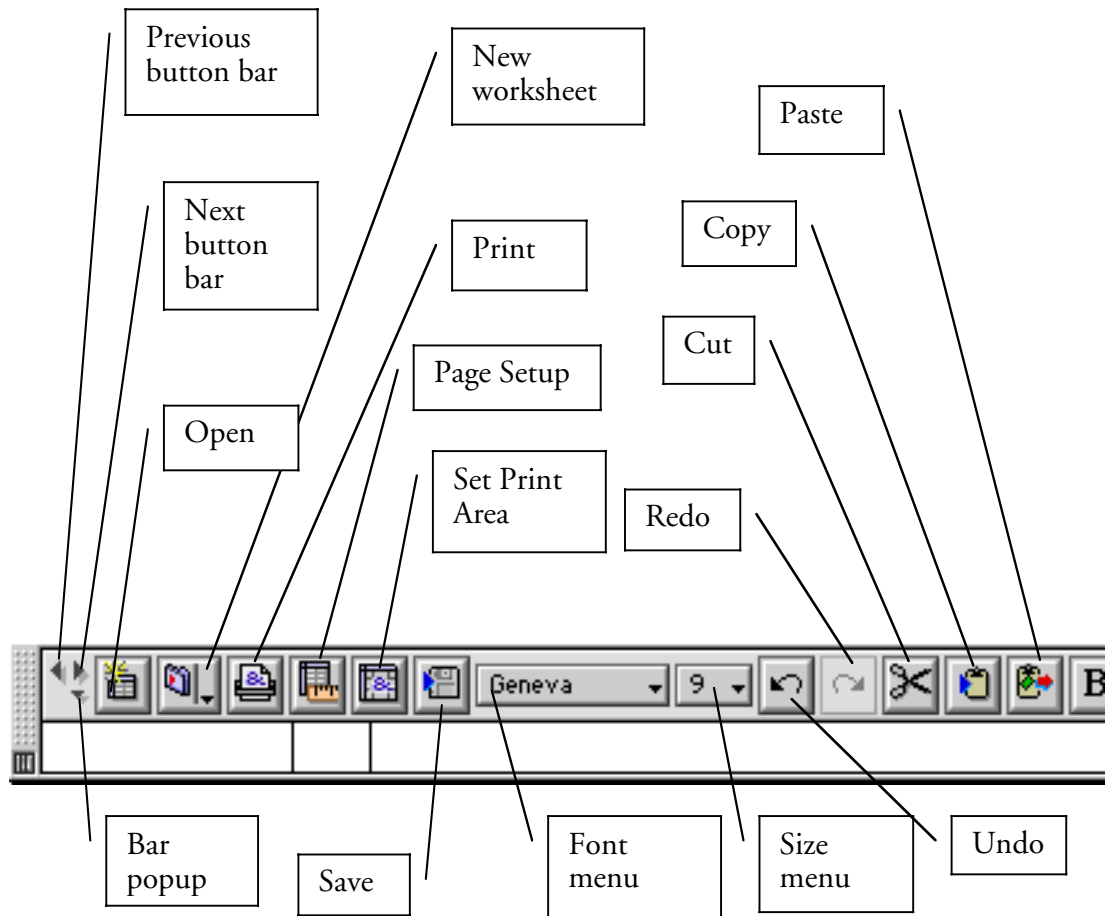


Mariner button bar #4



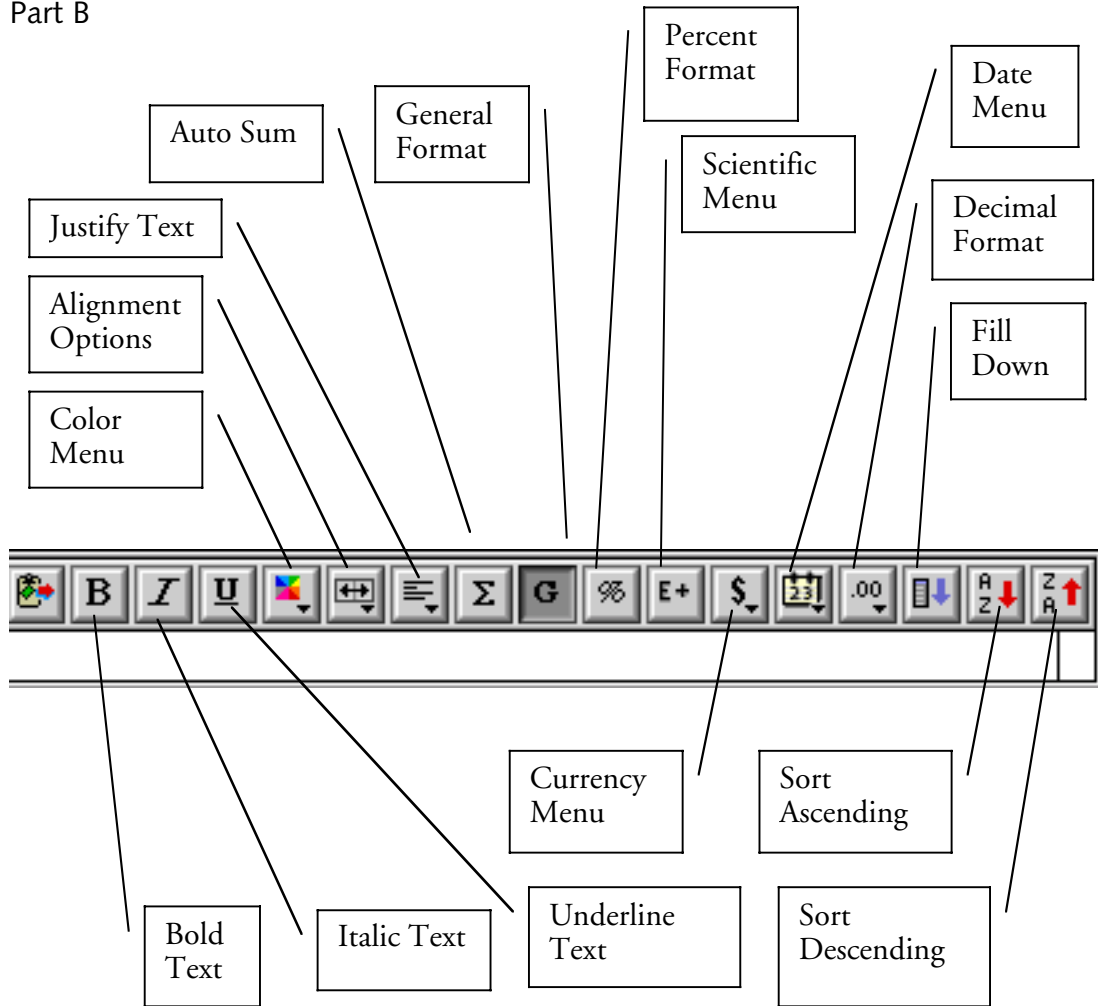
In the Mariner button bar #1 the following graphic identifies the buttons on the bar.

Part A



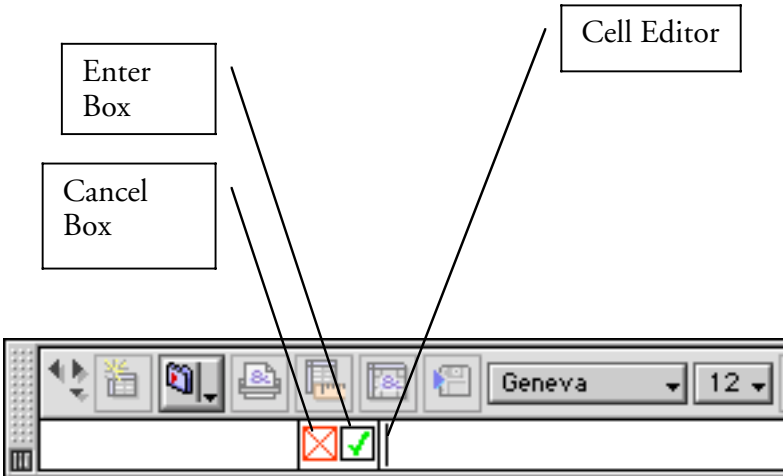
Button Bar #1

Part B



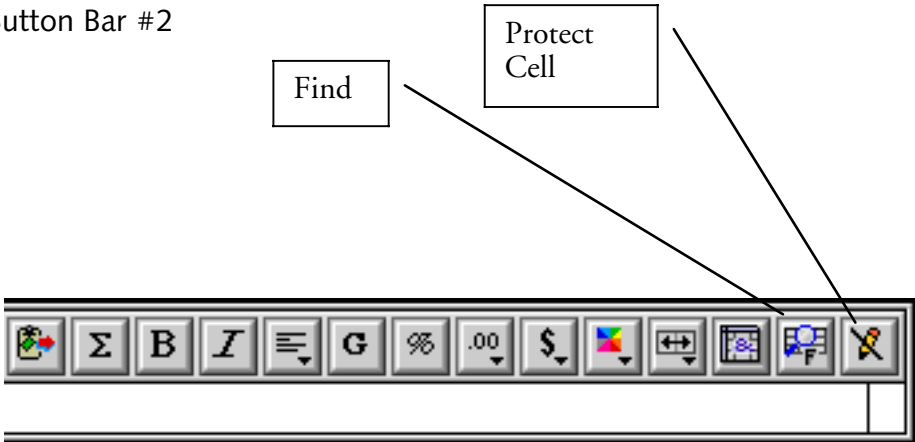
Button Bar #1

Part C



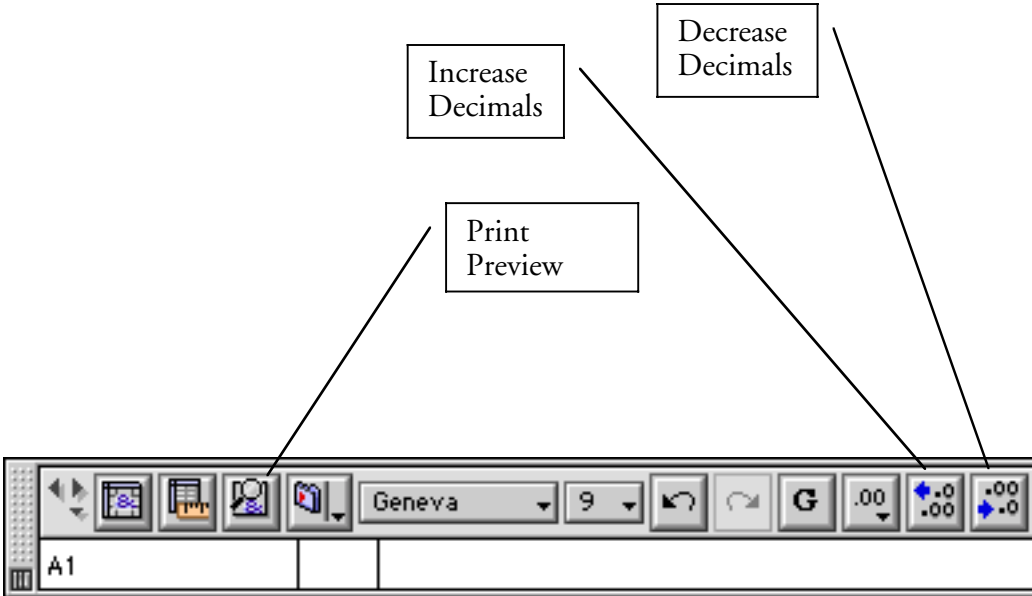
On button bar #2 there are only two buttons that are different from button bar #1.

Button Bar #2



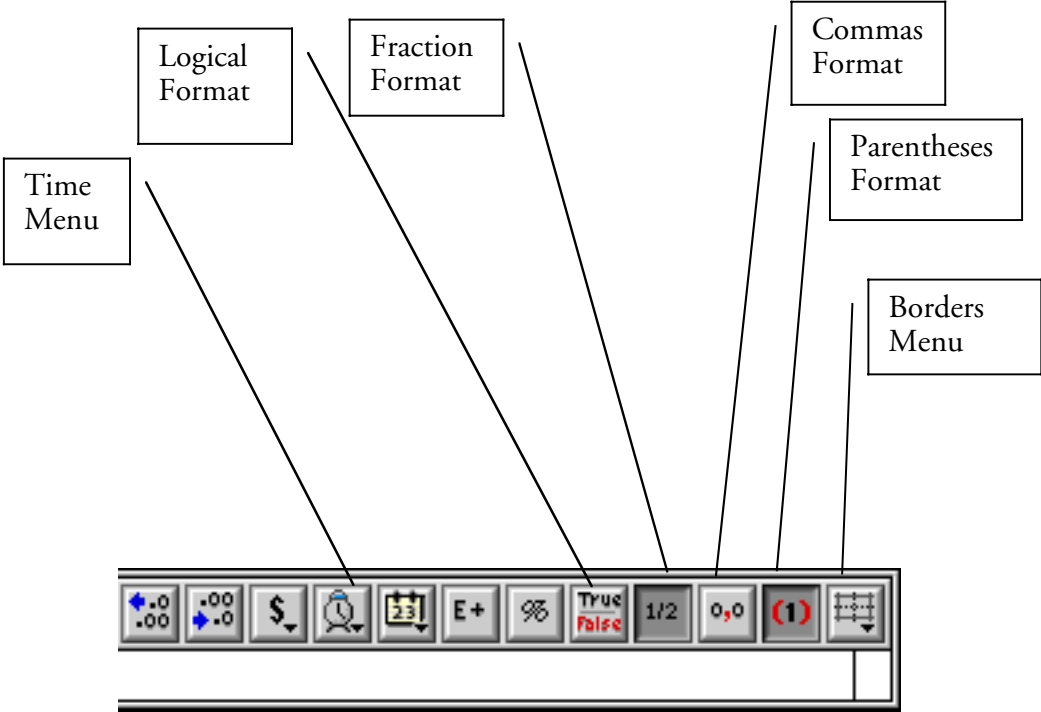
Button Bar #3

Part A

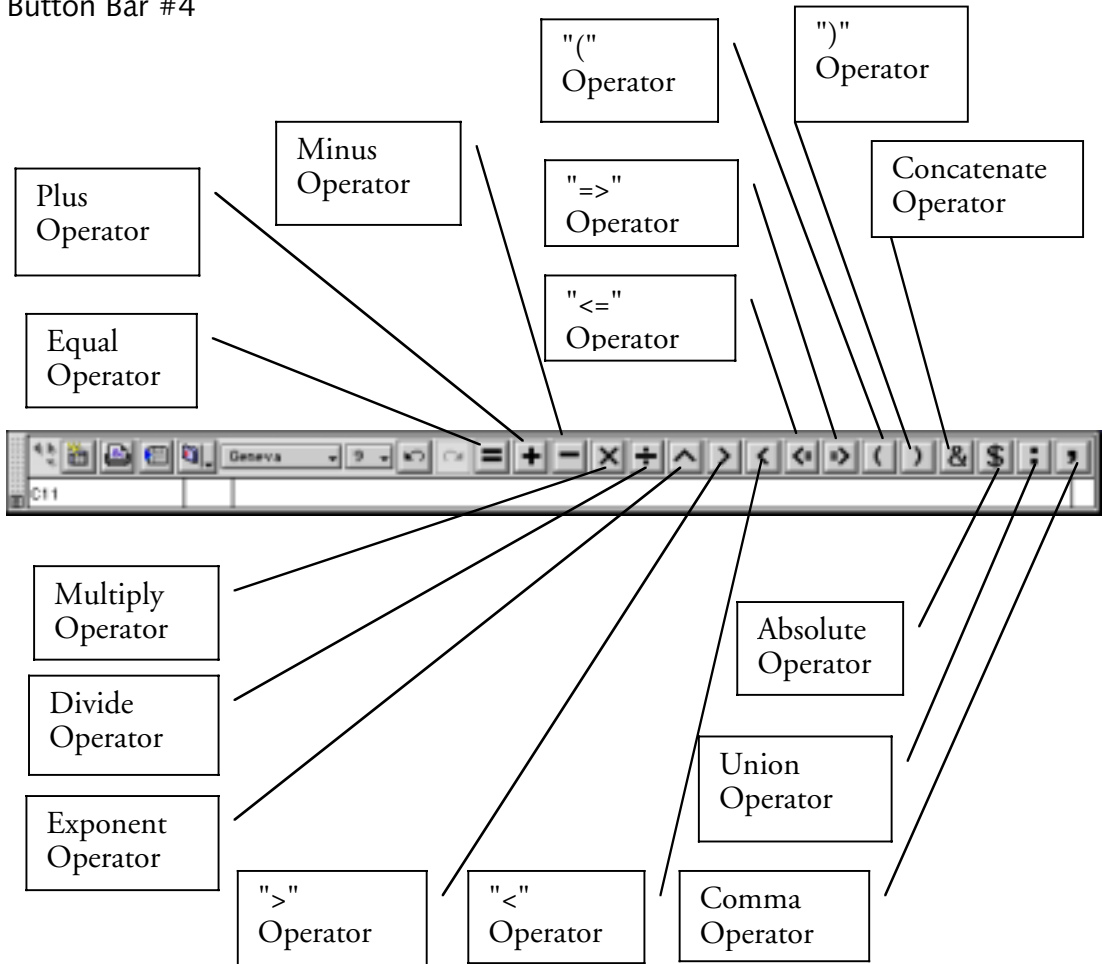


Button Bar #3

Part B



Button Bar #4

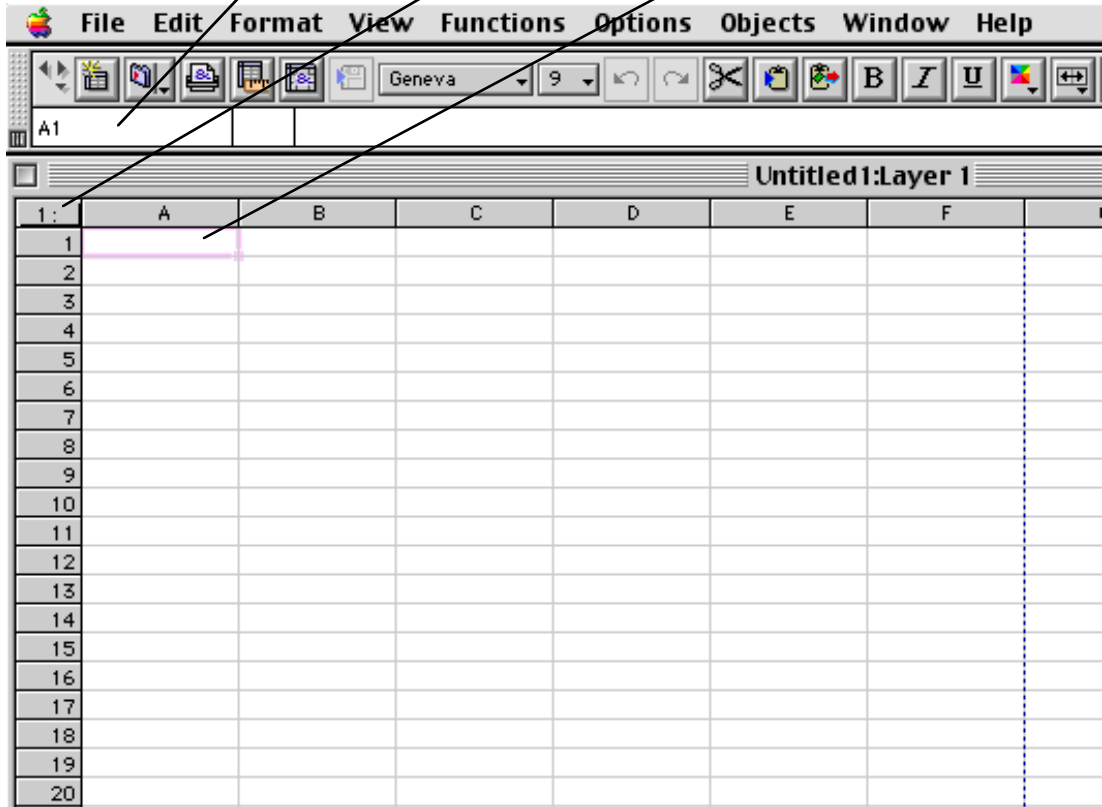


The Worksheet Grid

Cell
Address

Select All

Active
Cell



Cell and Layer References

If you have a single spreadsheet in your worksheet file you don't need to worry about layer references. All of your references will be to cell addresses or to range addresses.

However, when you do get fancy and develop a multi-layer spreadsheet you need to know that the reference

1:A1:B2 is equal to layer #1, range A1 to B2

128:F2:G3 is equal to layer #128, range F2 to G3

14:D3 is equal to layer #14, cell D3

2:D3 is equal to layer #2, cell D3

Relative reference: is an address based upon a current cell address. When a formula is moved the reference moves with it.

Absolute reference: refers to what is contained within a certain cell and cell address doesn't change when a formula is moved. This is accomplished by placing a \$ sign before either the column letter or row number in the cell reference, ie., \$A\$1; \$A1; A\$1. The column or row with the \$ sign in front of it does not change when a formula is moved.

Circular reference: If a formula contains a reference that can never be terminated in order to yield an answer; Mariner will notice and give you an error message so that you can correct your formula.

Creating Worksheets


Entering Data:

- 1) Click on cell with the cursor in it to make it the active cell.
- 2) To enter:
 - a) Text; type "Kirkland Building Permits in \$, 1985-1994",
 - b) Numeric values; type 7503356,
 - c) A function or formula; "=" followed by the function name and its format or the elements of a formula such as =SUM(B4:D4).
- 3) Press the return key to enter data.

The screenshot shows an Excel spreadsheet with the following data:

1:	A	B	C	D	E
1	Kirkland Building Permits in \$, 1985-1994				
2	YEAR	Single Family	Multifamily	Industrial	Total
3					
4	1985	7,503,356	9,645,280	25,877,032	43,025,668
5	1986	10708420	12764773	16445065	39918258
6	1987	14279692	25879081	22443948	62602721
7	1988	18088073	15225913	44565984	77879970
8	1989	30854916	37161561	34729656	102746133
9	1990	23853194	30232874	51938369	106024437
10	1991	18887593	15380801	51482690	85751084
11	1992	18635250	9763567	23546199	51945016
12	1993	18489757	5736407	23276899	47503063
13	1994	26031091	20451689	30385416	76868196

Saving Your Worksheet:

- 1) Click on the save button  in menu bar, or
- 2) press Cntrl + S on the keyboard, or
- 3) click on Save or Save As in the pull-down menu under File in the application menu bar.
- 4) In the dialog box give your worksheet a descriptive name that will make it easy to find the worksheet again.
- 5) Choose either the default file format or one that will allow you to share the file with someone else using a different spreadsheet program.
- 6) Click on the Save button or press the Return key on the keyboard.

Sharing Data

Mariner can open (import) files created in the following formats:

Excel

SYLK (Symbolic Link) - a very common denominator file format for sharing spreadsheet data

TEXT - when all else fails

Mariner can save (export) files in the following formats:


Mariner

SYLK (Symbolic Link) - a very common denominator file format for sharing spreadsheet data

CSV (Comma Separated Values) - used in many database programs

Tab Delimited - used in many database programs as a safe common denominator file format

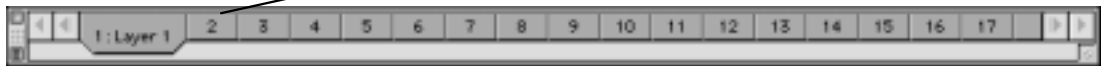
Using Multiple Worksheets

- 1) Click on the icon in the lower right hand corner of the Mariner spreadsheet .
- 2) When the pop-up menu appears
- 3) Click on New Layer and a new layer of the current spreadsheet will appear on the screen.
- 4) Press **⌘ + L**



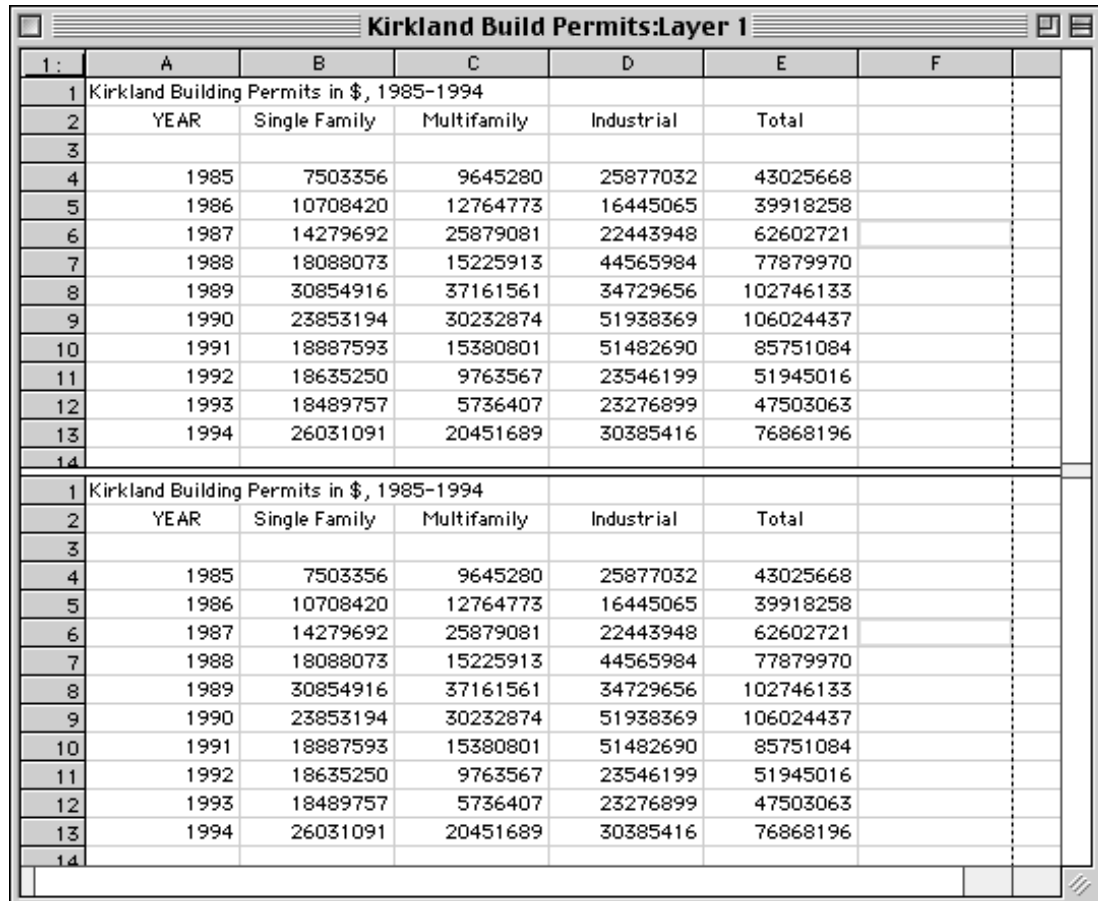
- 5) or double-click on a numbered layer tab.

Double-click here



Using Panes

- 1) Move the arrow to the upper right hand corner of the spreadsheet until it turns into a double headed arrow.
- 2) Drag the cursor down the scroll bar until it is positioned far enough down the screen so that you have adequate work space in either area.
- 3) This divides the workspace into 2 separate panes as shown in the example below.

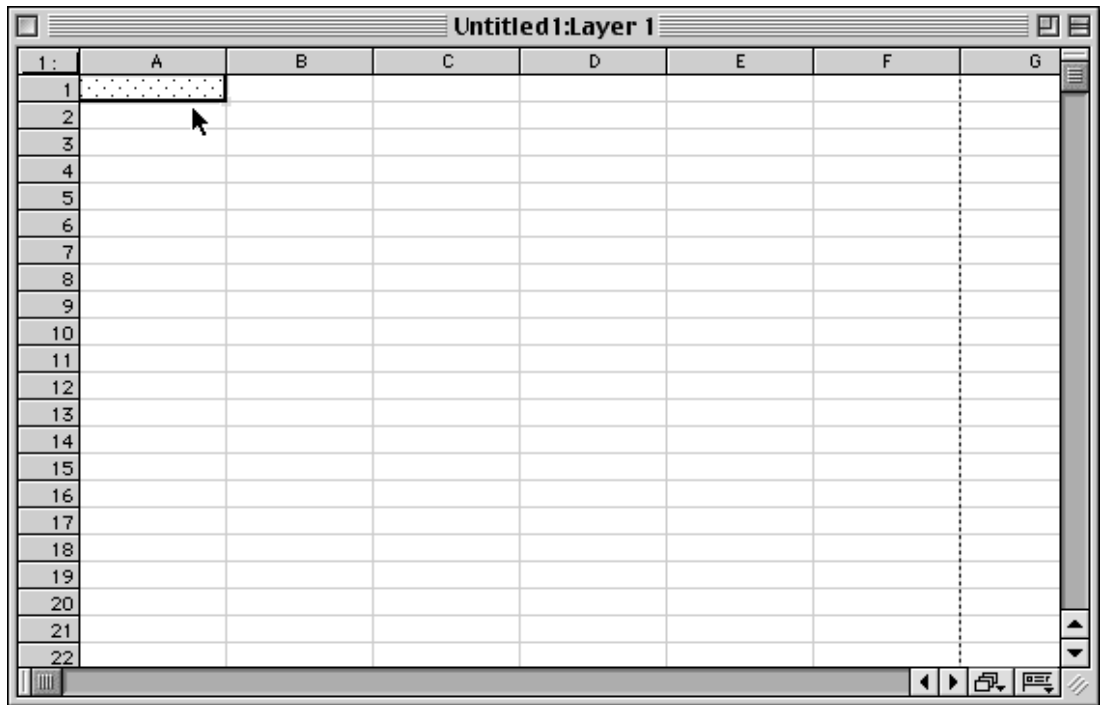


1:	A	B	C	D	E	F
1	Kirkland Building Permits in \$, 1985-1994					
2	YEAR	Single Family	Multifamily	Industrial	Total	
3						
4	1985	7503356	9645280	25877032	43025668	
5	1986	10708420	12764773	16445065	39918258	
6	1987	14279692	25879081	22443948	62602721	
7	1988	18088073	15225913	44565984	77879970	
8	1989	30854916	37161561	34729656	102746133	
9	1990	23853194	30232874	51938369	106024437	
10	1991	18887593	15380801	51482690	85751084	
11	1992	18635250	9763567	23546199	51945016	
12	1993	18489757	5736407	23276899	47503063	
13	1994	26031091	20451689	30385416	76868196	
14						
1	Kirkland Building Permits in \$, 1985-1994					
2	YEAR	Single Family	Multifamily	Industrial	Total	
3						
4	1985	7503356	9645280	25877032	43025668	
5	1986	10708420	12764773	16445065	39918258	
6	1987	14279692	25879081	22443948	62602721	
7	1988	18088073	15225913	44565984	77879970	
8	1989	30854916	37161561	34729656	102746133	
9	1990	23853194	30232874	51938369	106024437	
10	1991	18887593	15380801	51482690	85751084	
11	1992	18635250	9763567	23546199	51945016	
12	1993	18489757	5736407	23276899	47503063	
13	1994	26031091	20451689	30385416	76868196	
14						

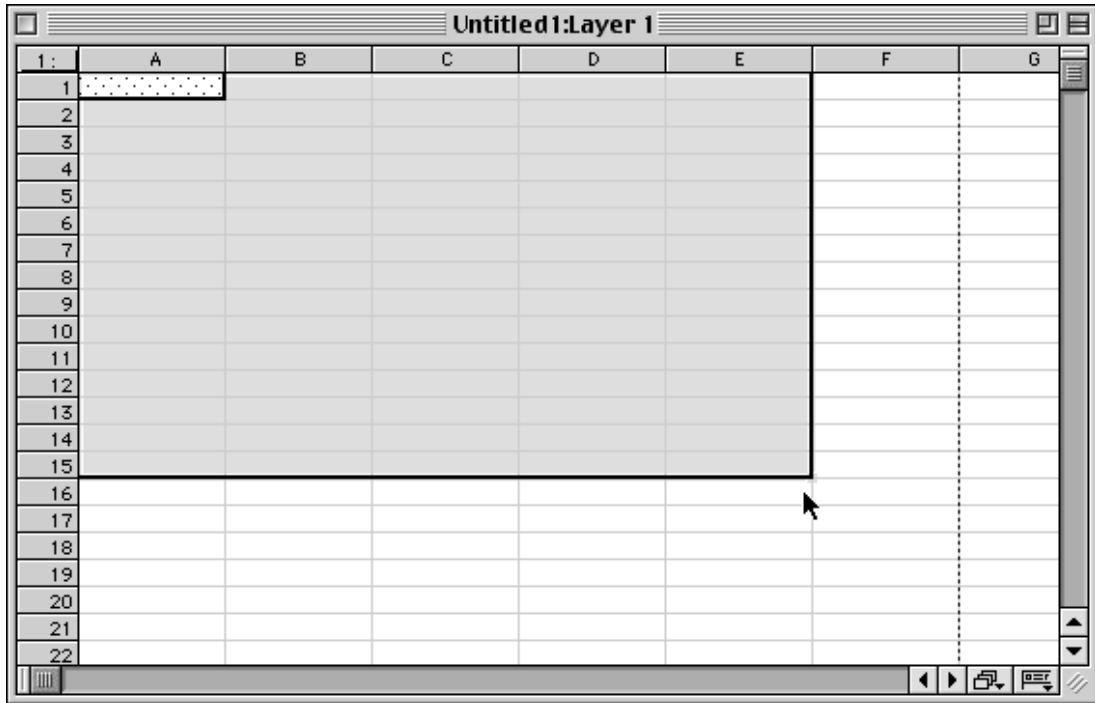
Editing Worksheets

Selecting cells

- 1) Click in a cell (cell address A1 in this example, formatting and a border have been added).



2) Drag down and over

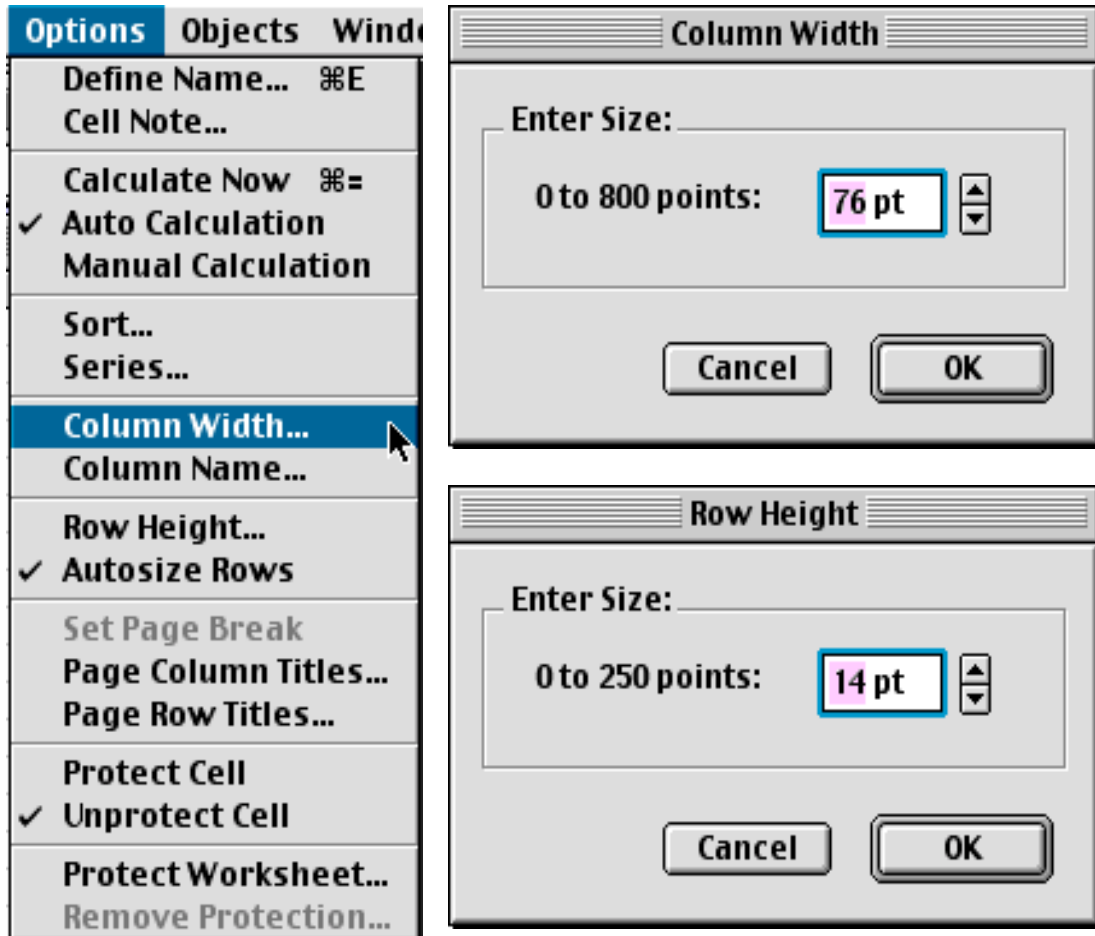


- 3) Release mouse button.
- 4) Deselect by clicking in a cell outside the selected area; or by pressing any of the cursor movement keys.
- 5) Select a column by clicking on the column letter.
- 6) Select a row by clicking on the row number.
- 7) Select the entire spreadsheet by clicking in the select all box with "1:" inside.



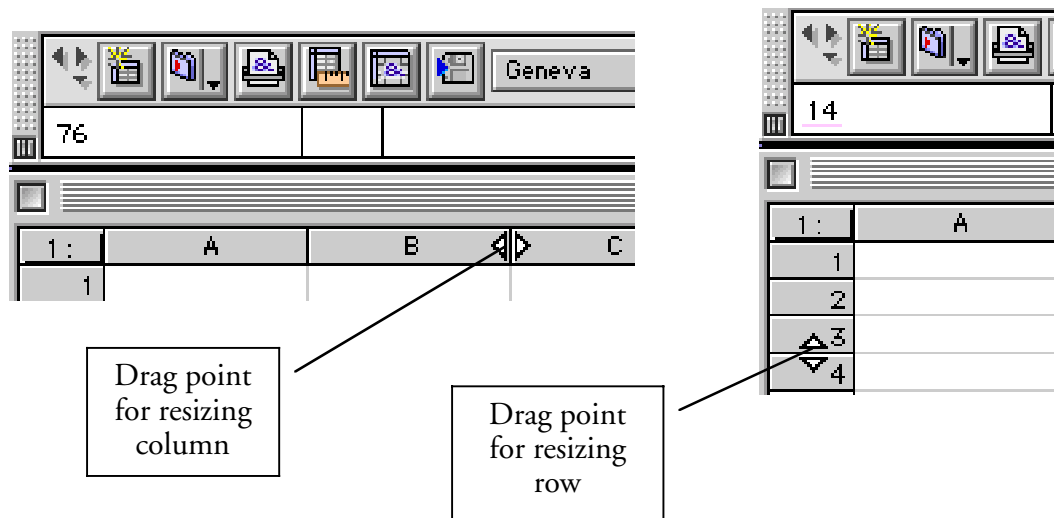
Changing Column Width

Under Options in the Application menu is "Column Width..." and "Row Height... ."

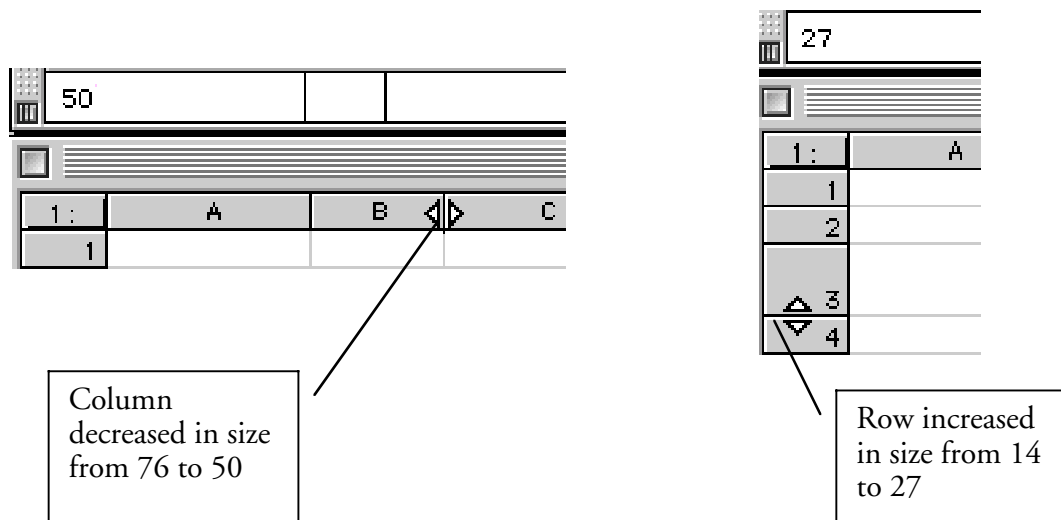


Click on Column Width to change column size and click on Row Height to change row size. A dialog box will appear and by changing the numbers in the dialog box you can change the size of the column or row.

Changing column width and row height by dragging with the cursor



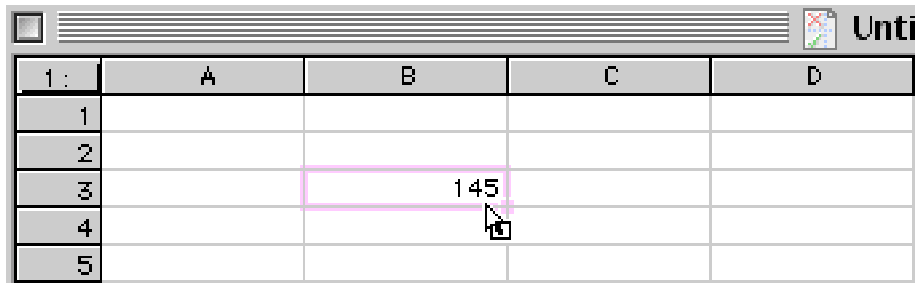
Grab the column or row by placing the cursor near the column letter or row number and when the cursor changes into drag mode grab the column or row and re-size it until it is the desired size.



Moving and Copying Information

Drag and drop

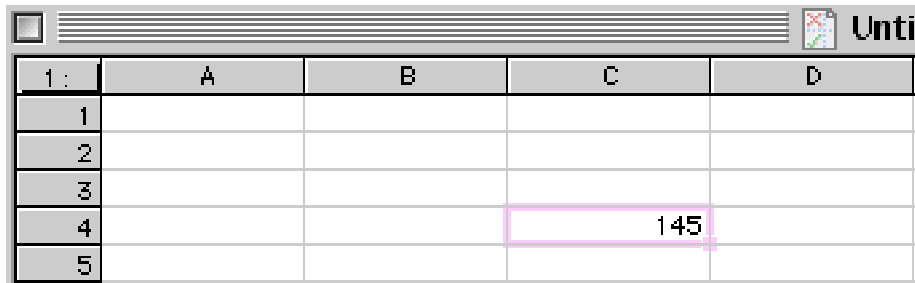
- 1) Moving the cursor near the cell to be moved until the cursor changes into the drag cursor.



A screenshot of a spreadsheet application window titled "Unti". The spreadsheet has a grid with columns labeled A, B, C, and D, and rows labeled 1 through 5. The cell at row 3, column B contains the number "145". A mouse cursor is positioned over this cell, and a pink rectangular highlight surrounds it, indicating it is selected for a drag-and-drop operation.

1:	A	B	C	D
1				
2				
3		145		
4				
5				

- 2) Hold the mouse button down until the destination cell is reached.



A screenshot of the same spreadsheet application window titled "Unti". The number "145" has been moved from its original position in row 3, column B to row 4, column C. A pink rectangular highlight surrounds the new cell, indicating it is the active destination.

1:	A	B	C	D
1				
2				
3				
4			145	
5				

- 3) Release the mouse button.

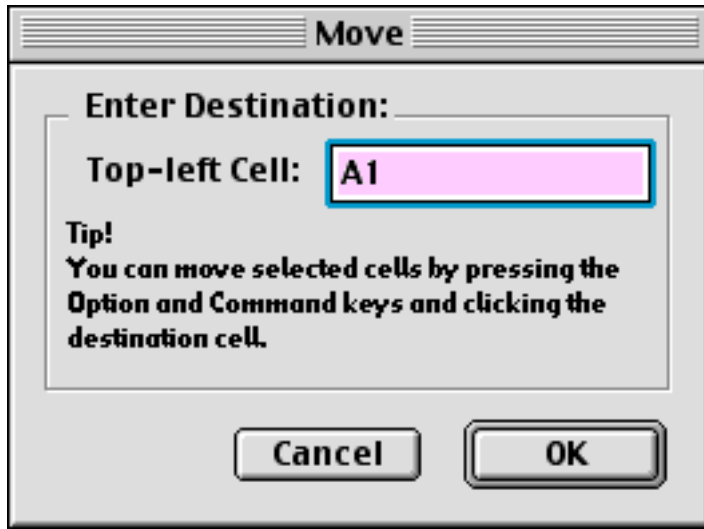
Press the Option + Command keys, then click the destination cell

Moving information via the clipboard:

- 1) Using the Edit menu choose Copy from the pull-down menu.
- 2) Place cursor in the destination cell or the upper left hand cell of the range.
- 3) Press ⌘ + V, or choose Paste from the Edit menu.
- 4) Selecting move... from the Edit pull-down menu



A dialog box appears and either the destination cell or the upper left hand cell of the range is chosen.



Pressing $\text{⌘} + M$ key combination

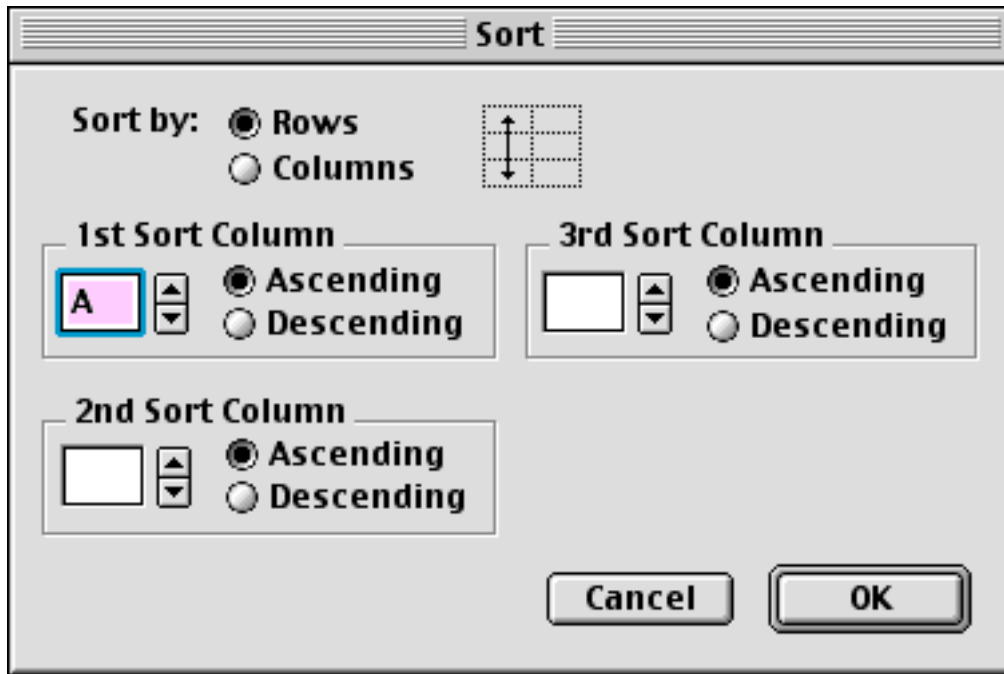
A dialog box appears and either the destination cell or the upper left hand cell of the range is chosen.

Sorting data

1) Select the sort area in the spreadsheet.

1:	A	B	C
1	Family	First	City
2	Yokoyama	Aya	Tokyo
3	Castro	Griselda	Mexico City
4	Castro	Roberto	Barcelona
5	Uwajimaya	David	Seattle
6	Jefferson	Richard	Los Angeles
7	Jefferson	Barbara	Los Angeles
8	Mohamady	Kayla	Seattle
9	Yao	Barbara	Seattle
10	Anderson	Sven	Minneapolis
11	Anderson	Olaf	Stockholm
12	Anderson	Cliff	Seattle
13	Anderson	James	Olympia
14	Anderson	Karen	Ramat Gan
15	Anderson	Naftali	Bet Shemesh

2) Pull down Options in the menu bar and choose "Sort..."

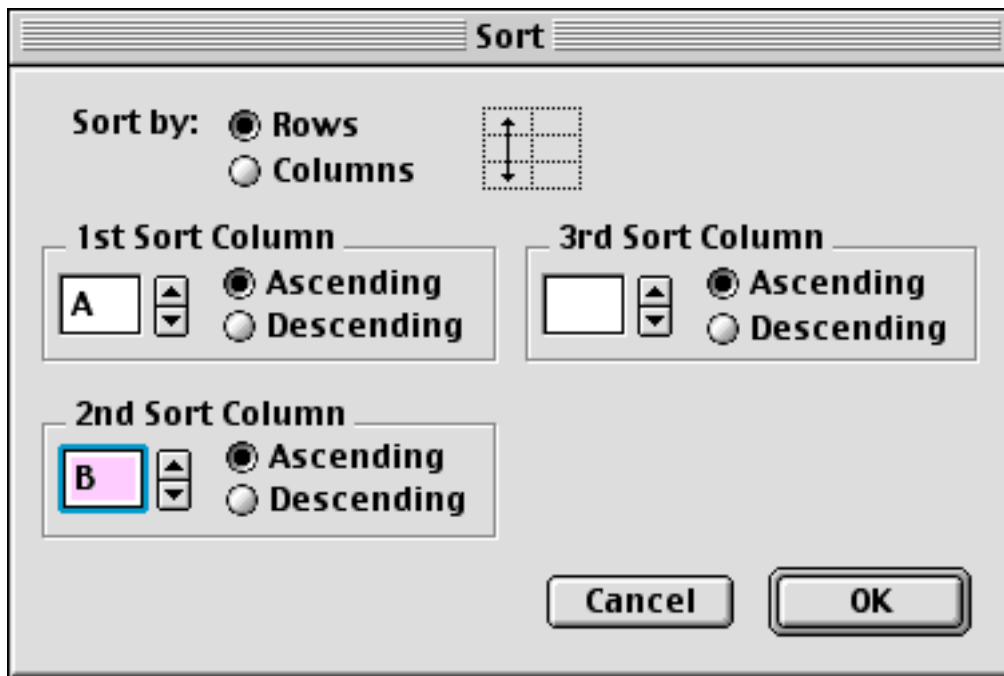


- 3) Click "Rows" at the top of the Sort dialog box.
- 4) Under 1st Sort Column choose "A".
- 5) Click OK and the 1st column is sorted as on the next page.

1:	A	B	C
1	Family	First	City
2	Anderson	Sven	Minneapolis
3	Anderson	Olaf	Stockholm
4	Anderson	Cliff	Seattle
5	Anderson	James	Olympia
6	Anderson	Naftali	Bet Shemesh
7	Anderson	Karen	Ramat Gan
8	Castro	Griselda	Mexico City
9	Castro	Roberto	Barcelona
10	Jefferson	Richard	Los Angeles
11	Jefferson	Barbara	Los Angeles
12	Mohamady	Kayla	Seattle
13	Uwajimaya	David	Seattle
14	Yao	Barbara	Seattle
15	Yokoyama	Aya	Tokyo

In this example we have only sorted the names in the first column. The second column remains unsorted as can be seen by looking at the first names under Anderson.

To sort further within a family:



- 1) Select the sort area in the spreadsheet.
- 2) Pull down Options in the menu bar and choose "Sort..."
- 3) Click "Rows" at the top of the Sort dialog box.
- 4) Under 1st Sort Column choose "A", under the 2nd Sort Column choose "B".
- 5) Click OK and the sort area will be sorted by Column A 1st, and then within a family in Column B 2nd as shown on the next page.

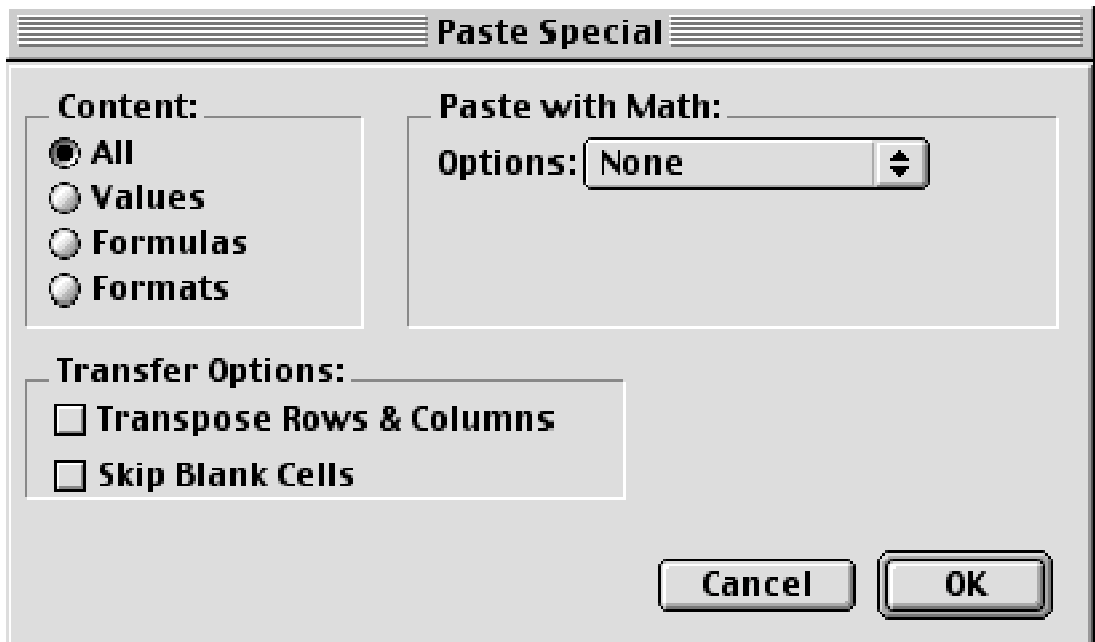
Sort area sorted by Family, and then by First name within a family.

1:	A	B	C
1	Family	First	City
2	Anderson	Cliff	Seattle
3	Anderson	James	Olympia
4	Anderson	Karen	Ramat Gan
5	Anderson	Naftali	Bet Shemesh
6	Anderson	Olaf	Stockholm
7	Anderson	Sven	Minneapolis
8	Castro	Griselda	Mexico City
9	Castro	Roberto	Barcelona
10	Jefferson	Barbara	Los Angeles
11	Jefferson	Richard	Los Angeles
12	Mohamady	Kayla	Seattle
13	Uwajimaya	David	Seattle
14	Yao	Barbara	Seattle
15	Yokoyama	Aya	Tokyo
16			

Using Paste Special

Using the Paste Special command allows the user to choose which parts of a cell gets pasted when a cell is copied.

- Select cell or cells
- Select Copy from the Edit menu
- Select the destination cell or uppermost left hand cell of a range copied and
- Click on Paste Special where the dialog box allows you to choose All, Values, Formulas, or Formats.



- All - Pastes text, values, formulas and formats
- Values - Pastes text, values and formulas (formulas are converted into values), but not formatting
- Formulas - Pastes text, values and formulas, but not formatting
- Formats - Pastes formatting only

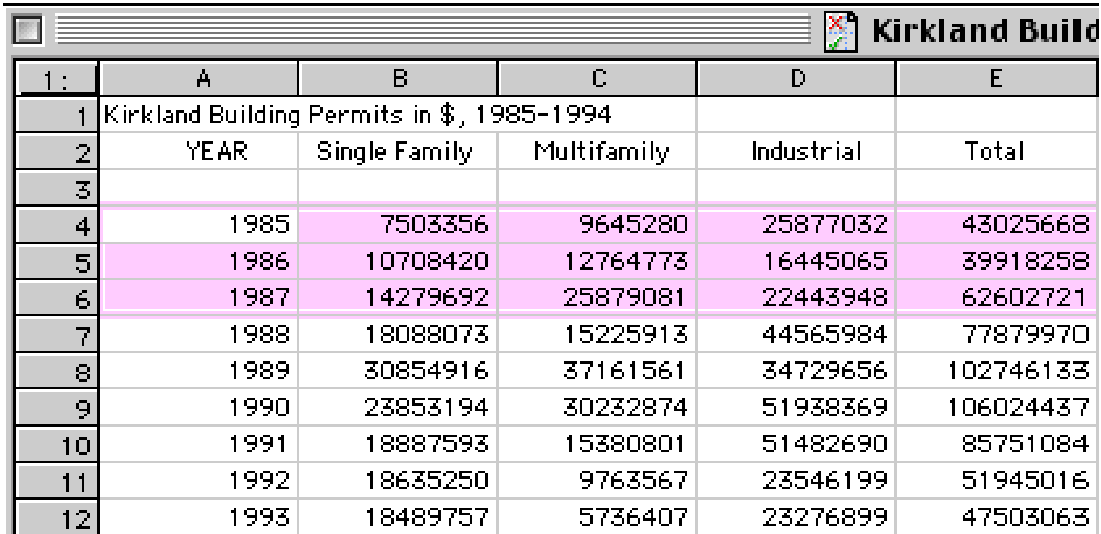
Inserting and Deleting Cells, Rows, and Columns

When pre-planning your spreadsheet fails to take into account later changes, you will want to know how to insert rows and columns into your spreadsheet.

The blank column(s) will be inserted in the active column(s).

The blank row(s) will be inserted in the active row(s).

- 1) Click on a cell(s) in the column(s) or row(s) where you wish to insert a row(s) or column(s) and



1:	A	B	C	D	E
1	Kirkland Building Permits in \$, 1985-1994				
2	YEAR	Single Family	Multifamily	Industrial	Total
3					
4	1985	7503356	9645280	25877032	43025668
5	1986	10708420	12764773	16445065	39918258
6	1987	14279692	25879081	22443948	62602721
7	1988	18088073	15225913	44565984	77879970
8	1989	30854916	37161561	34729656	102746133
9	1990	23853194	30232874	51938369	106024437
10	1991	18887593	15380801	51482690	85751084
11	1992	18635250	9763567	23546199	51945016
12	1993	18489757	5736407	23276899	47503063

2) click on Insert... from the Edit menu or press ⌘+I on the keyboard.

Edit	Format	Function:
Can't Undo		⌘Z
Redo Insert		⌘Y
Cut		⌘X
Copy		⌘C
Paste		⌘V
Clear...		
Paste Special...		
Select All Cells		⌘A
Find...		⌘F
Find Next		⌘G
Check Spelling...		
Fill		▶
Insert Row		⌘I
Delete Row		⌘K
Move...		⌘M
Preferences		▶

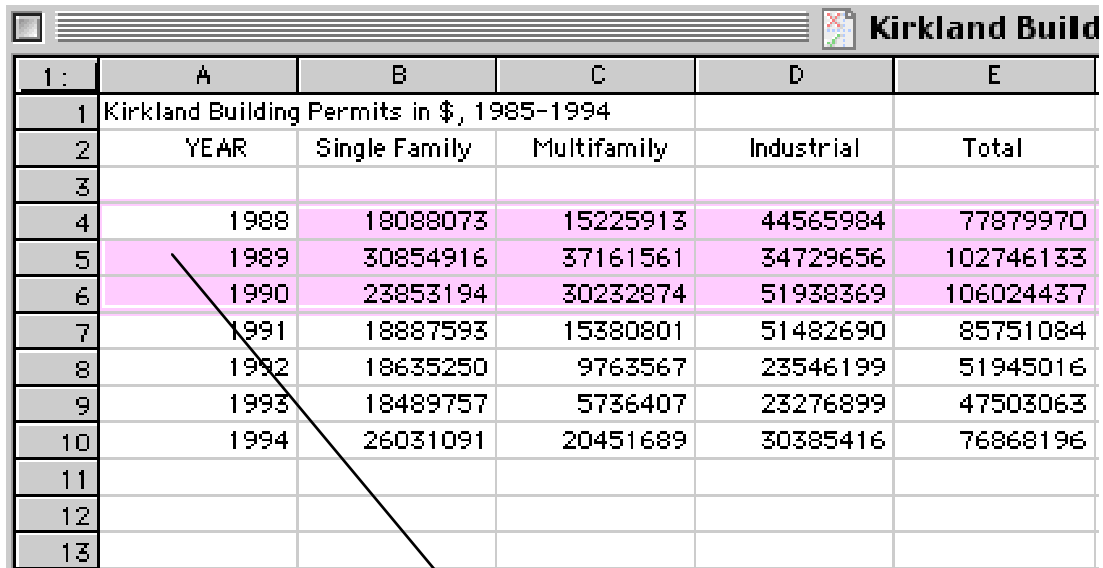
3) When the dialog box comes up make your choice of inserting either row(s) or column(s).

1:	A	B	C	D	E
1	Kirkland Building Permits in \$, 1985-1994				
2	YEAR	Single Family	Multifamily	Industrial	Total
3					
4					
5					
6					
7	1985	7503356	9645280	25877032	43025668
8	1986	10708420	12764773	16445065	39918258
9	1987	14279692	25879081	22443948	62602721
10	1988	18438073	15225913	44565984	77879970
11	1989	30854916	37161561	34729656	102746133
12	1990	23853194	30232874	51938369	106024437
13	1991	18887593	15380801	51482690	85751084
14	1992	18635250	9763567	23546199	51945016
15	1993	18489757	5736407	23276899	47503063
16	1994	26031091	20451689	30385416	76868196

Three rows inserted

Rows and columns can be deleted by selecting the row(s) or column(s) and from the Edit menu.

- 1) Choosing Delete from the Edit menu, or
- 2) Pressing $\text{⌘}+K$ on the keyboard, or
- 3) Pressing the backspace key on the keyboard



1:	A	B	C	D	E
1	Kirkland Building Permits in \$, 1985-1994				
2	YEAR	Single Family	Multifamily	Industrial	Total
3					
4	1988	18088073	15225913	44565984	77879970
5	1989	30854916	37161561	34729656	102746133
6	1990	23853194	30232874	51938369	106024437
7	1991	18887593	15380801	51482690	85751084
8	1992	18635250	9763567	23546199	51945016
9	1993	18489757	5736407	23276899	47503063
10	1994	26031091	20451689	30385416	76868196
11					
12					
13					

Three rows
deleted



Formatting Worksheets

Formatting Cell Contents

To format text in a cell according to Font, Style, Size, Text Color, or Alignment go to the Format menu and in the pull-down menu choose the type of formatting you wish to perform.

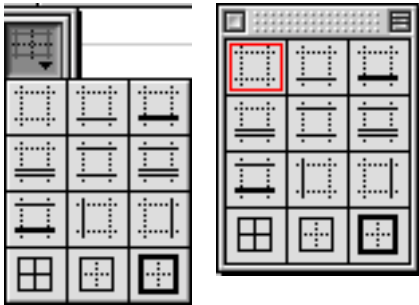
Starting with the word "Text" in Geneva at 12 points we changed the font to Adobe Garamond, the style to Italic, the size to 18, and the color to dark blue.

Text	Text	Font	Adobe Garamond
Text	<i>Text</i>	Style	Italic
Text	<i>Text</i>	Size	Size: 18
Text	<i>Text</i>	Text Color	Dark Blue



You can also use the Button Bar to  change the font or font size, or to  change font styles.

Borders

The Borders menu can be found on the button as a pull-down menu, or it can be torn off of the pull-down menu by clicking on the mouse and dragging the cursor into the body of the spreadsheet. Shown below are the pull-down borders menu and the torn off version.



Changing the Alignment of Text

- Click on Format in the application menu bar and Alignment and Align Options will appear in the pull-down menu.
- Choose the Alignment Options and Justify Text buttons   in the button bar and the same pull-down menus will appear.
- For Alignment choose Left, Center, Right, or Full.
- Justify text in Align Options as Across Columns; Word Wrap; Page Wrap; or Across Columns.

Number Formats

3600	\$3600.00	Currency Format
3600	3,600	Commas Format
3600	3600.000	Increase Decimals
3600	3600.0	Decrease Decimals
0.36	36%	Percent Format

- Use the Currency Format to express a number in terms of a currency.
- Use the Commas Format to add commas to a number with more than 3 digits.
- Use Increase Decimals to add decimals to the expression of a number.
- Use Decrease Decimals to subtract decimals from the expression of a number.
- Use the Percent Format to express a number as a percent.

Tables

Go to Format in the application menu bar and in the pull-down menu click on Tables... and choose and modify one of the pre-set table formats.

Below is an example of how one of the pre-set table formats that was modified and used to display the data in this table as shown on the next page.

1:	A	B	C	D	E
1	Kirkland Building Permits in \$, 1985-1994				
2	YEAR	Single Family	Multifamily	Industrial	Total
3					
4	1985	7503356	9645280	25877032	43025668
5	1986	10708420	12764773	16445065	39918258
6	1987	14279692	25879081	22443948	62602721
7	1988	18088073	15225913	44565984	77879970
8	1989	30854916	37161561	34729656	102746133
9	1990	23853194	30232874	51938369	106024437
10	1991	18887593	15380801	51482690	85751084
11	1992	18635250	9763567	23546199	51945016
12	1993	18489757	5736407	23276899	47503063
13	1994	26031091	20451689	30385416	76868196
14					

Kirkland Build Permits:Layer 1					
1:	A	B	C	D	E
1	<i>Kirkland Building Permits in \$, 1985-1994</i>				
2	YEAR	Single Family	Multifamily	Industrial	Total
3					
4	1985	7,503,356	9,645,280	25,877,032	\$43,025,668
5	1986	10,708,420	12,764,773	16,445,065	\$39,918,258
6	1987	14,279,692	25,879,081	22,443,948	\$62,602,721
7	1988	18,088,073	15,225,913	44,565,984	\$77,879,970
8	1989	30,854,916	37,161,561	34,729,656	\$102,746,133
9	1990	23,853,194	30,232,874	51,938,369	\$106,024,437
10	1991	18,887,593	15,380,801	51,482,690	\$85,751,084
11	1992	18,635,250	9,763,567	23,546,199	\$51,945,016
12	1993	18,489,757	5,736,407	23,276,899	\$47,503,063
13	1994	26,031,091	20,451,689	30,385,416	\$76,868,196
14					

Modifying Borders on Tables

To add lines, colors and patterns go to Format in the application menu bar and click on Borders... in the pull-down menu.

Select the area you wish to modify and click OK in the Borders dialog box.

Using Functions in Mariner 5

This section appears as a separate manual [**Mariner 5 Functions Guide**] dedicated solely to the analytical functions. The Users Guide is concerned with the basics of building a basic spreadsheet before any of the advanced functions are put in.

Visualizing Data with Charts and Graphs

Selecting the graph data

- 1) Clicking in the cell at either end of the data list.
- 2) Holding the mouse button down and dragging the cursor until the entire data list is highlighted.
- 3) Release the mouse button.

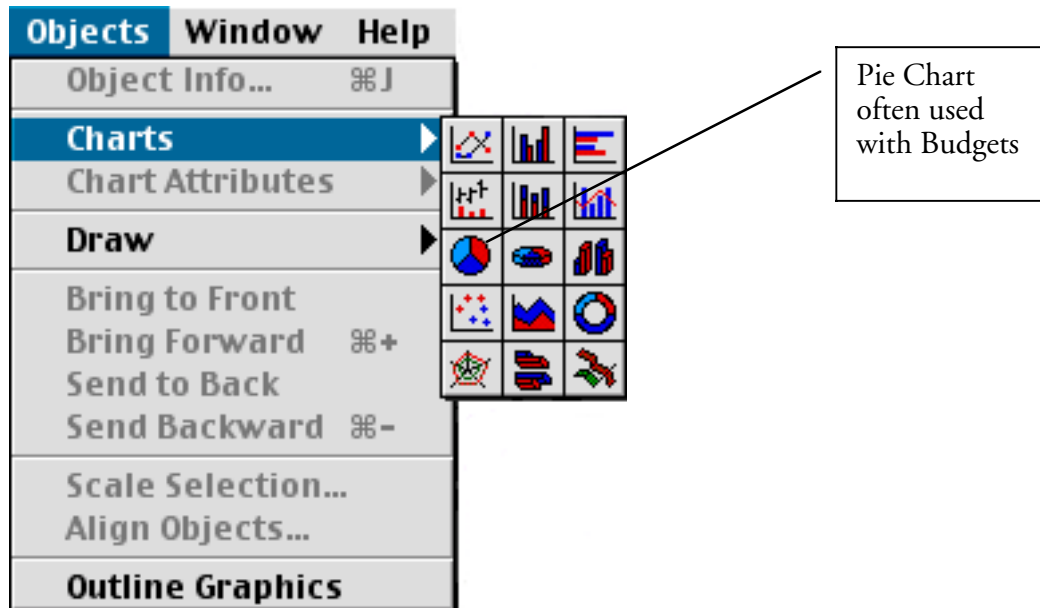
E	F	G
1994	1995	
821,763	14,366,918	
370,051	12,101,627	
393,287	3,128,996	
496,539	6,719,436	
516,515	4,896,448	
617,743	6,126,642	
215,898	47,340,067	

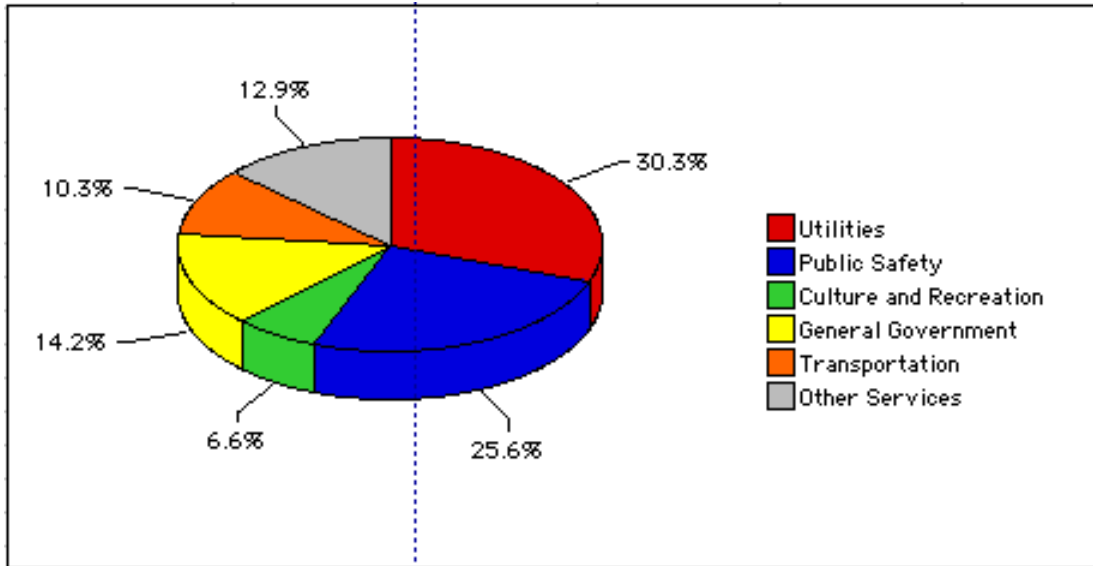
In the following example the range of cells with the black border is the data range.

	A	B	C	D	E	F	G
1	City of Kirkland, Expenditures by Program 1994, 1995 Operating Budget						
2							
3		1994	1995		1994	1995	
4	Utilities						
5	Sanitation	5,474,000	5,804,489	Utilities	12,821,763	14,366,918	
6	Water/Sewer Operations	7,347,763	8,562,429	Public Safety	11,370,051	12,101,627	
7	Public Safety			Culture and Recreation	3,393,287	3,128,996	
8	Police	5,748,748	6,095,776	General Government	6,496,539	6,719,436	
9	Fire and Building	5,621,303	6,005,851	Transportation	4,516,515	4,896,448	
10	Culture and Recreation			Other Services	5,617,743	6,126,642	
11	Library	500,000	0	Totals	44,215,898	47,340,067	
12	Parks and Rec.	2,504,274	2,748,470				
13	Recreation Revolving	389,013	380,526				
14	General Government						
15	City Council	154,460	192,860				
16	City Manager	418,987	476,276				
17	City Attorney	404,500	410,270				
18	Adm. & Finance	2,537,813	2,508,217				
19	Planning	1,403,203	1,385,603				
20	Facilities Maintenance	1,577,576	1,746,210				
21	Transportation						
22	Public Works	1,418,336	1,467,420				
23	Street Operating	2,559,017	2,556,325				
24	Arterial Street	539,162	835,612				
25	Parking Operations	0	37,091				
26	Other Services						
27	Nondepartmental	864,827	1,489,350				
28	Cemetery Operating	62,591	65,000				
29	Interest Revolving	727,753	655,019				
30	Equipment Rental	3,962,572	3,559,467				
31	Data Processing	0	357,806				
32		44,215,898	47,340,067				
33							
34							

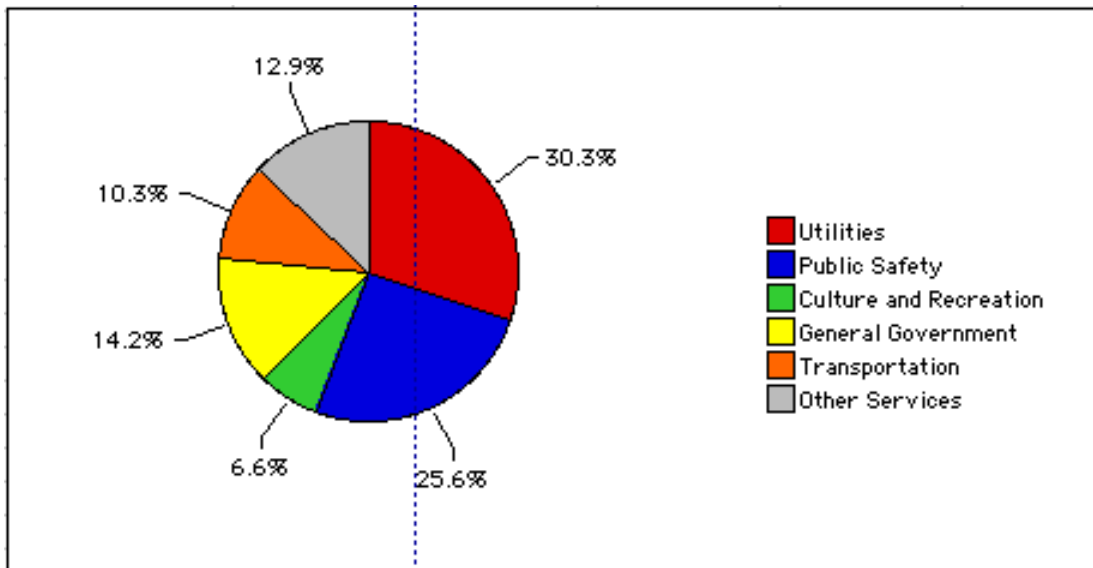
Choosing a graph type

- 1) Go to Objects in the Mariner menu bar.
- 2) Move the cursor to Charts in the drop-down menu.
- 3) Choose a graph type by moving the cursor to the appropriate icon and clicking the mouse.

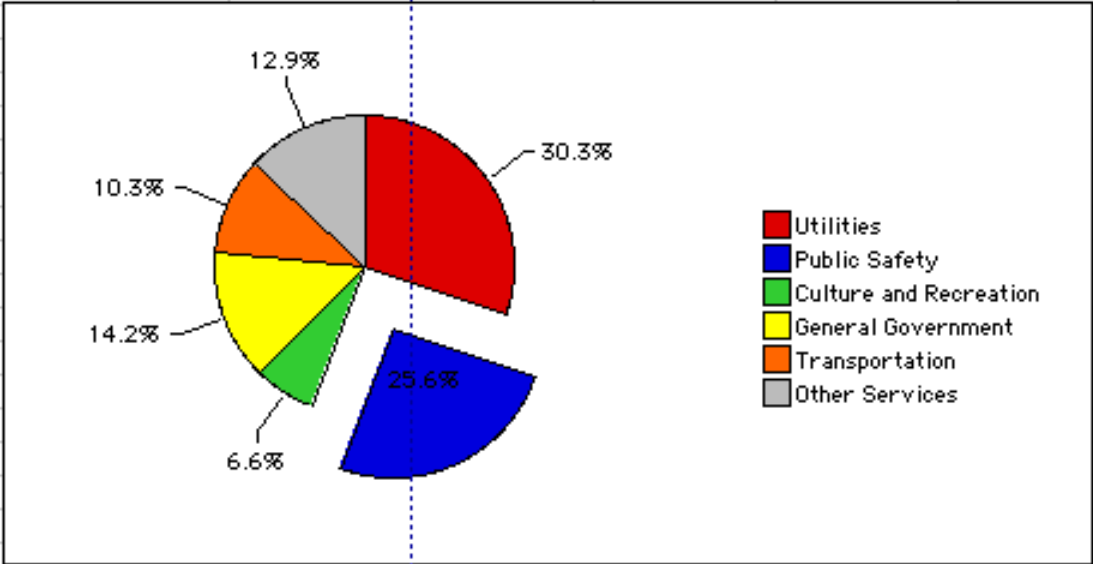




Examples of several graph types are shown above and below.



Further example of a Mariner 5 graph type



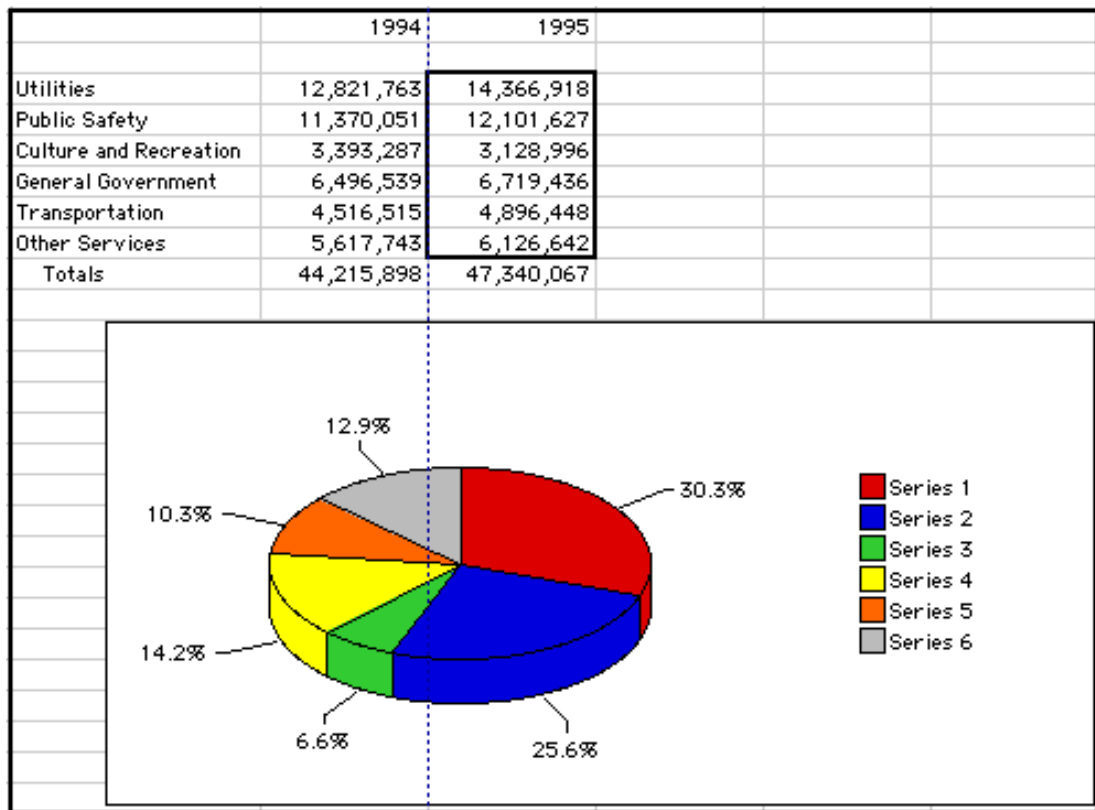
Creating the graph area

- 1) Move the cursor to the display grid and the cursor becomes a cross-hair.
- 2) Position the cross-hair where you want one of the 4 corners of the graph area to be and holding the mouse button down drag the mouse to create the area for the graph.

	1994	1995			
Utilities	12,821,763	14,366,918			
Public Safety	11,370,051	12,101,627			
Culture and Recreation	3,393,287	3,128,996			
General Government	6,496,539	6,719,436			
Transportation	4,516,515	4,896,448			
Other Services	5,617,743	6,126,642			
Totals	44,215,898	47,340,067			

Starting point for the cursor

The chosen graph type will appear without the data units related to areas of the graph.

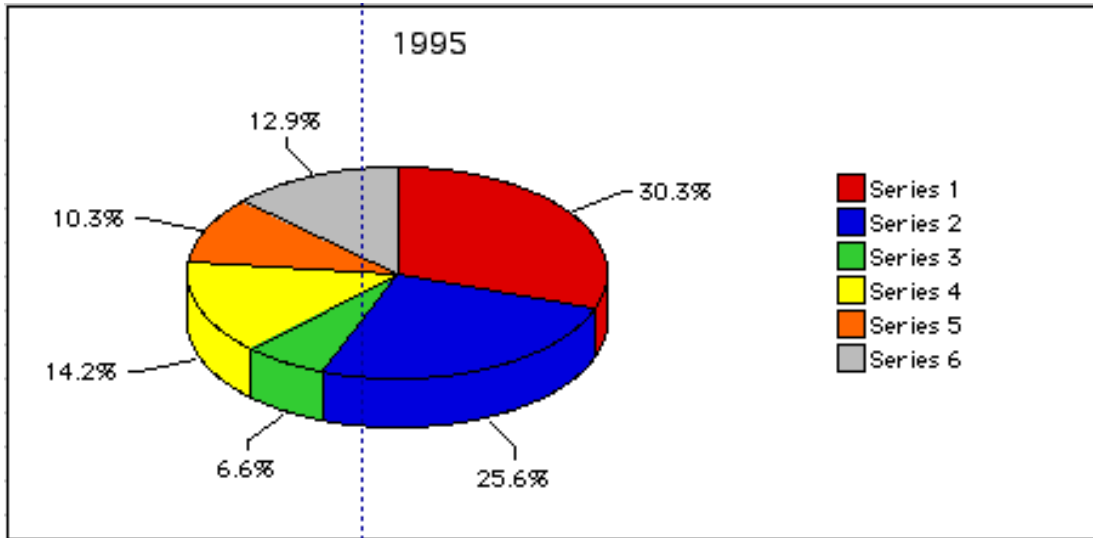


Labeling the graph

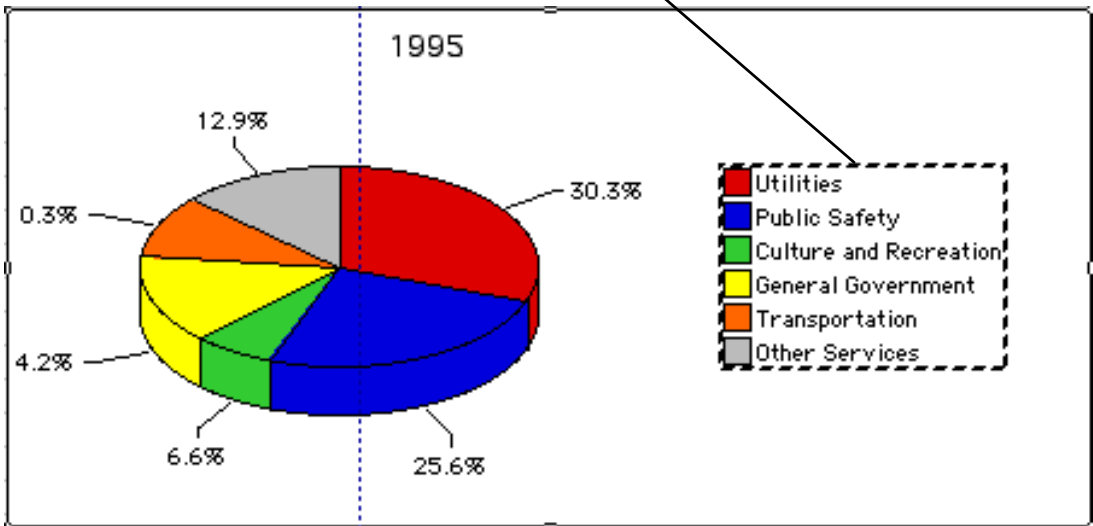
There are 5 hot spots within the graph area that can be seen by passing the cursor over the area and are marked with blinking discontinuous lines. Three of these are text boxes, 1 is to edit the colors in the Plot Element and 1 is to allow the user to label the series so that each graph color is assigned a data description.

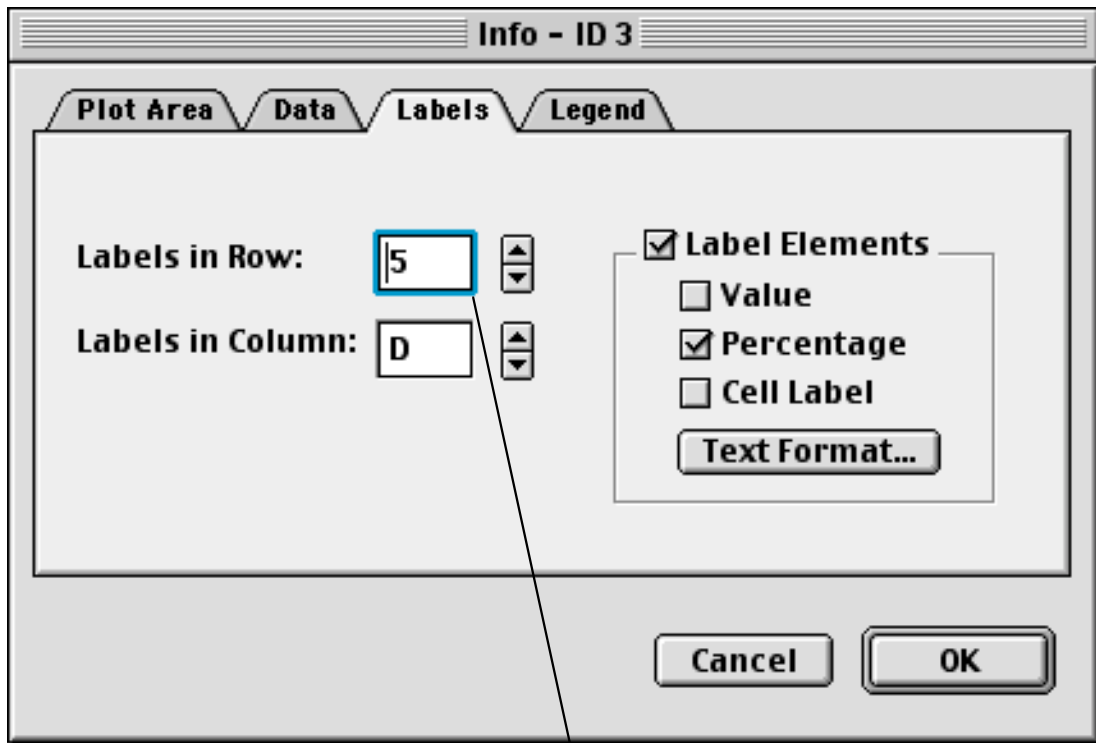
- 1) Move the cursor over one of the text boxes and double click on it to access it and type in descriptive text.
- 2) Move the cursor over the Plot Element and double click in order to edit the colors of the Plot Element.
- 3) Move the cursor over the Series numbers on the right hand side of the graph area and double click the box to access the Info ID3 box.
- 4) Click on the labels tab and edit the information to match the location of the data description according to where it is located on the worksheet.

The graph is shown on the next page. In the first picture the graph is shown before the "hotspot" is highlighted. In the second picture the "hotspot" for describing the data units in the graph is activated.



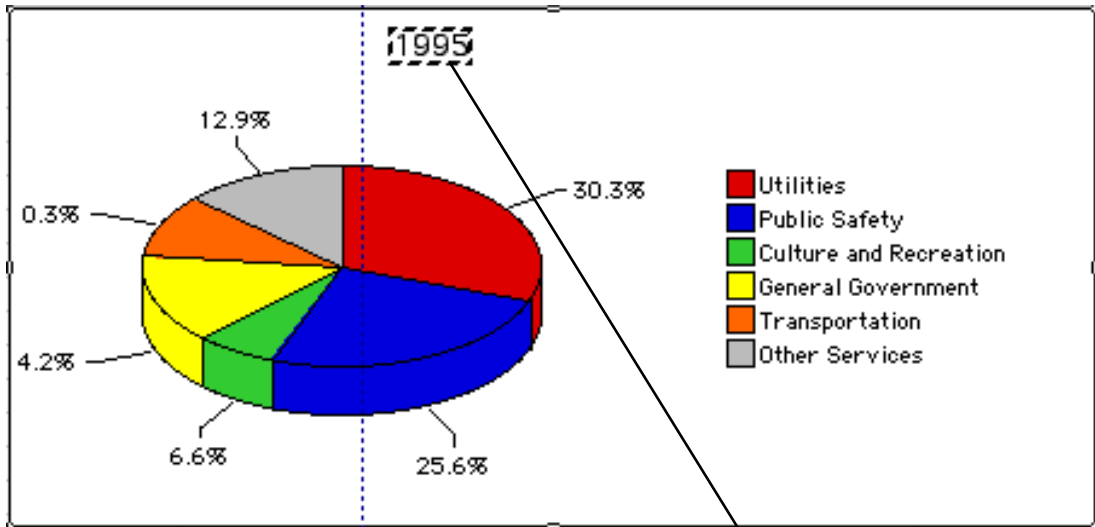
Active Hotspot



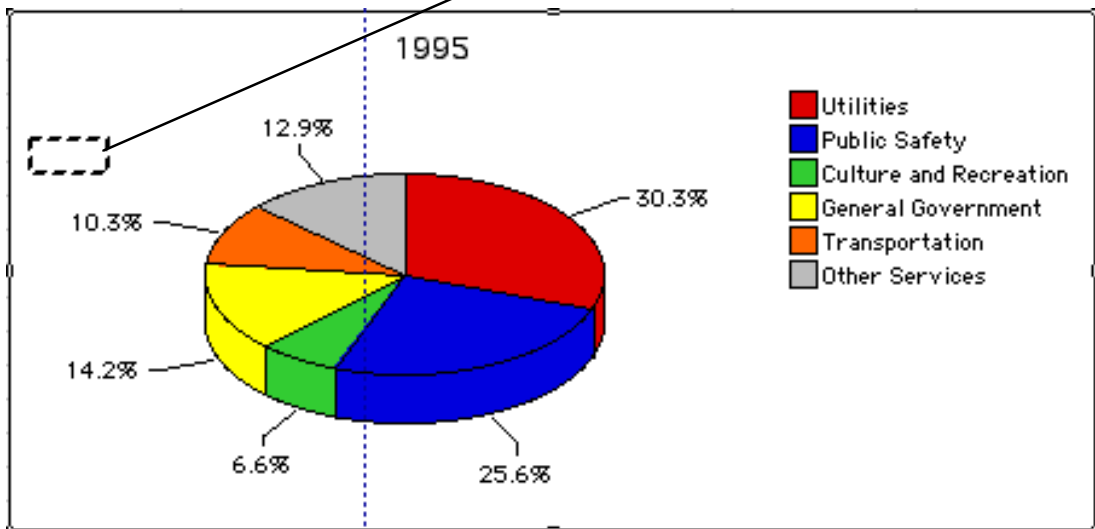


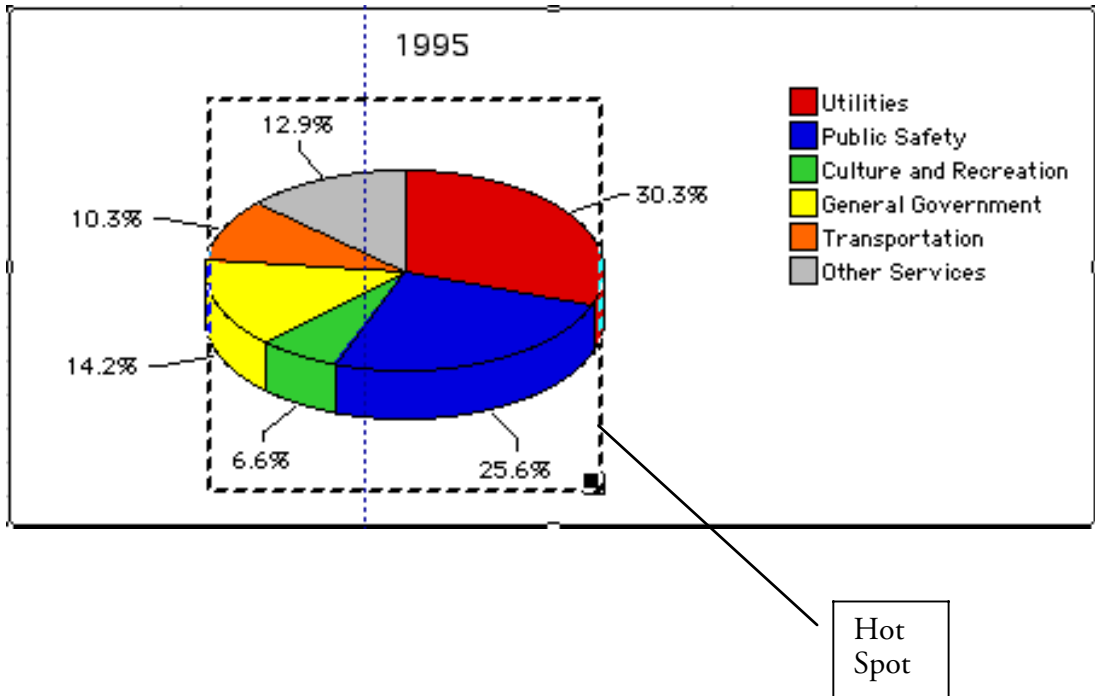
Type in 5 in the Labels in Row box and D in the Labels in Column box generated the titles in the graph such as are found in column F of the spreadsheet.

Graph hot spots



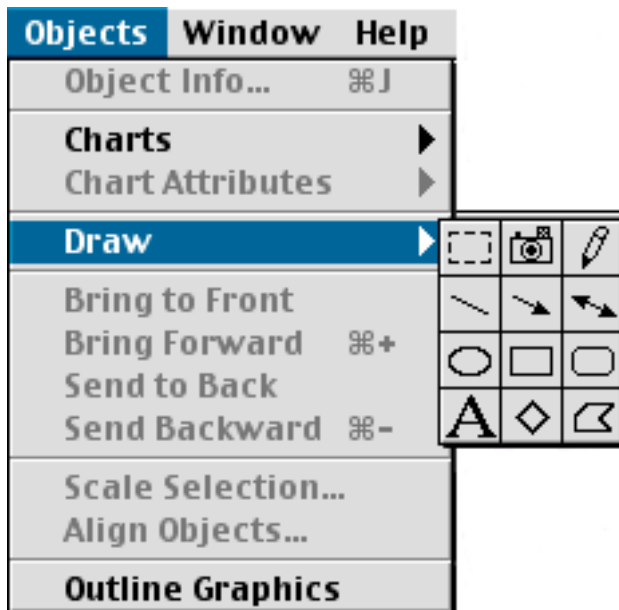
Hot Spots





Annotating the graph

- 1) Go to Objects on the application menu bar.
- 2) Move the cursor to the Drawing palette.
- 3) Hold down the mouse button and pull the drawing palette off the drop down menu bar and place it within the display grid in a location convenient to where you wish to annotate the worksheet.



Graphic Objects

Palette includes:

Selection area

Camera tool - makes a PICT (picture) of the selected cells and places it on the clipboard to be pasted into a file.

Pencil

Straight line

Straight line with single arrow

Single line with double arrows

Oval shape

Rectangle

Rounded rectangle

Text

Diamond

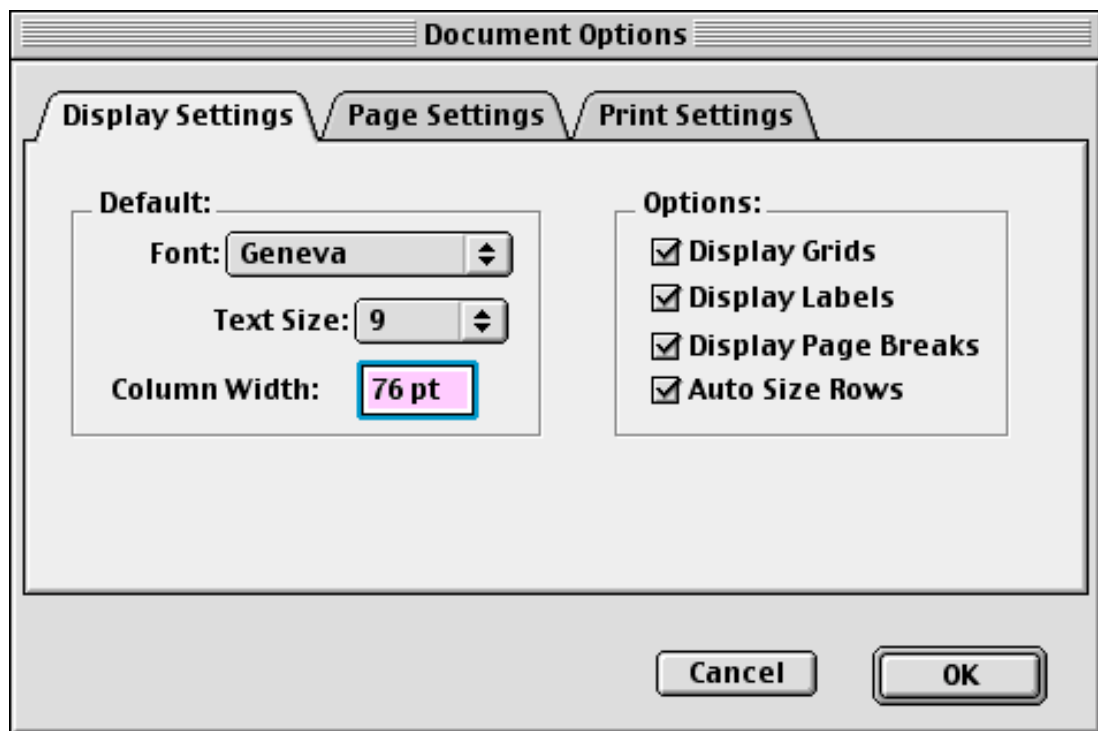
Polygon - click to start, click to stop at each corner, double-click to stop completely

Preparing and Printing Worksheets

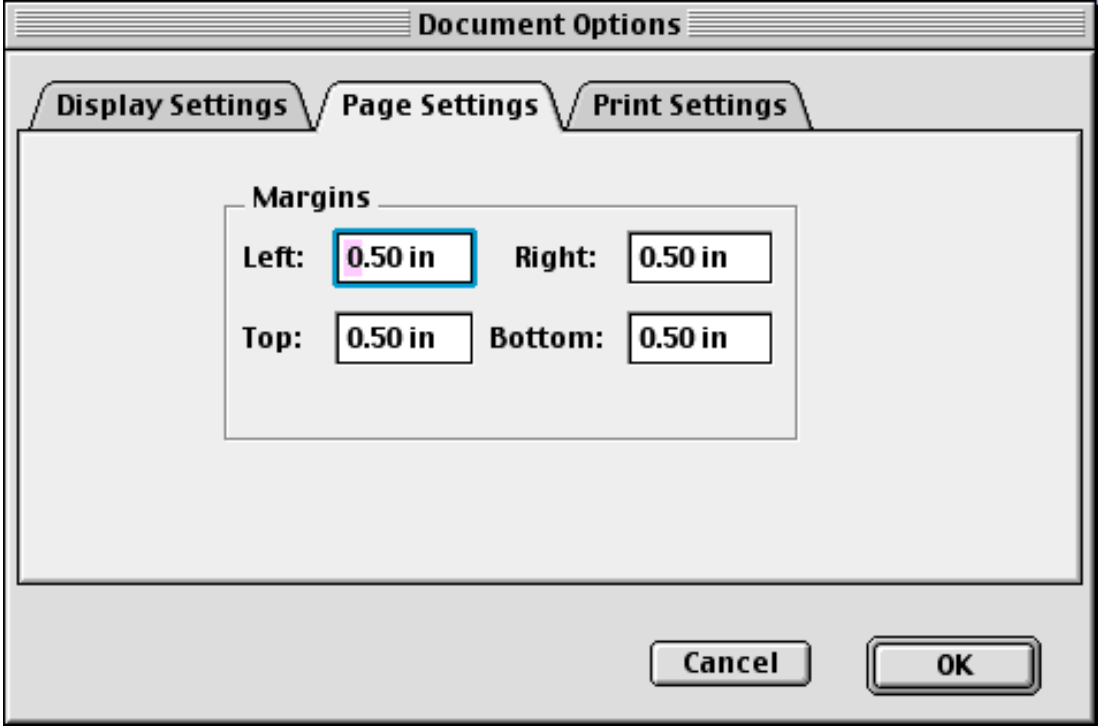
Document Layout

Under the File menu choose Document Layout.

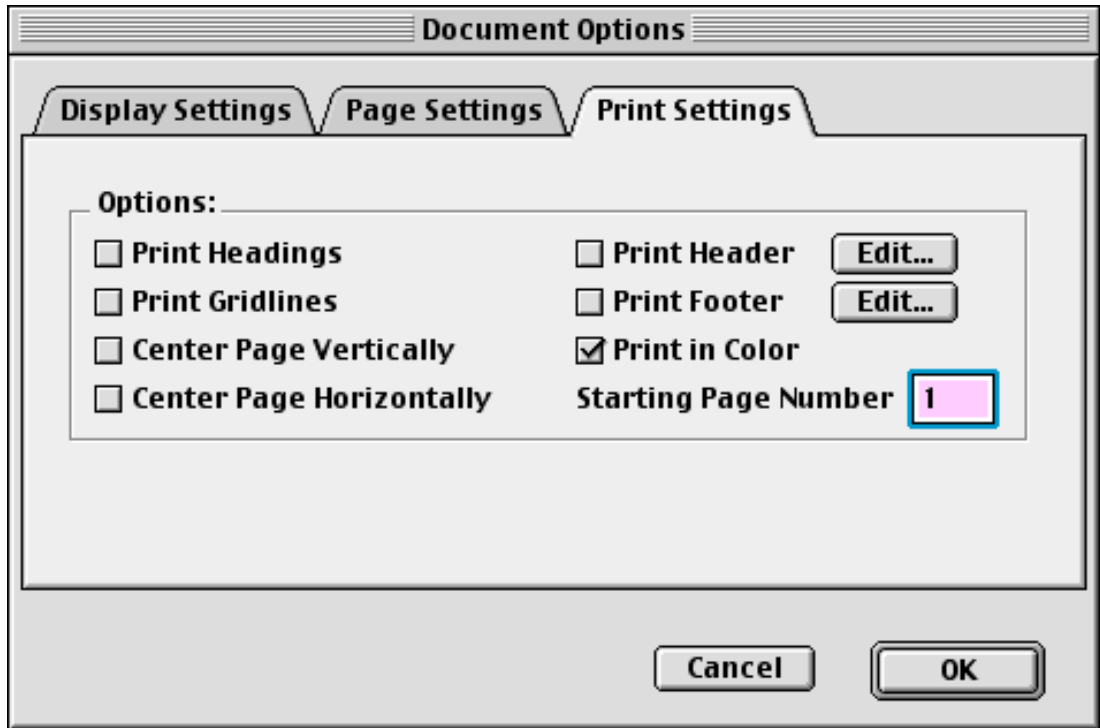
To display grids and labels in your document check the Display Grids and Display Labels options in the Document Layout dialog box.



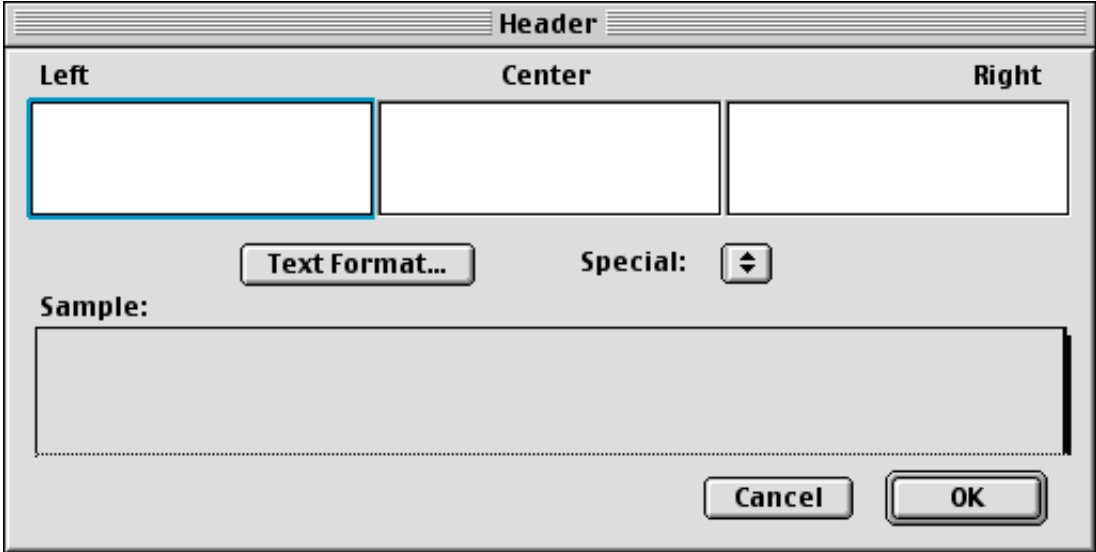
To set margins use the Page Settings tab and type in the margin settings you wish to have for your document.



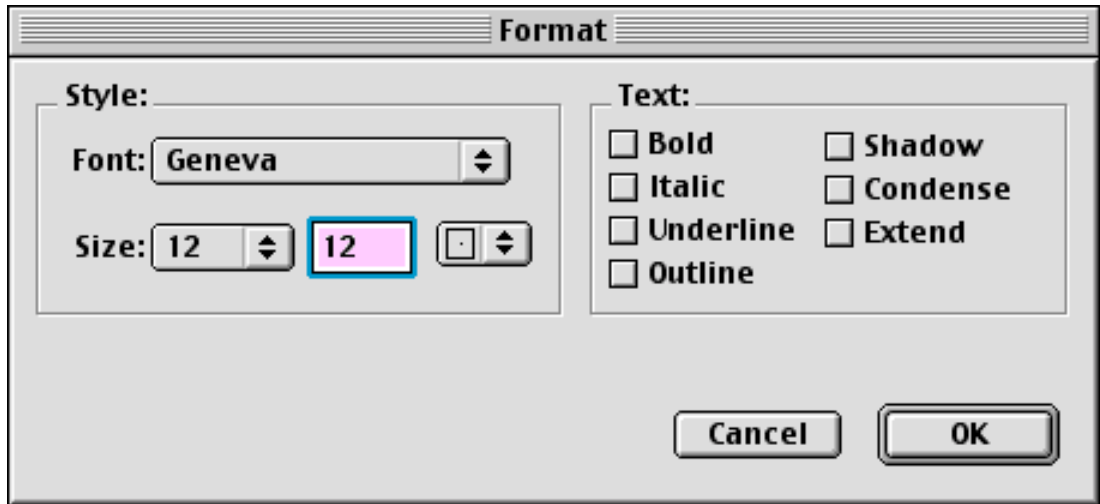
To print gridlines, headings, center pages tab to Print Settings and click on the check boxes.



To add Headers and Footers check on the Header or Footer box and edit the contents of the dialog box shown below.




To edit the text of the Header or Footer choose size, style and Font in the Header or Footer click on the Text Format button on the Header or Footer Dialog box and the Format Text dialog box will appear.



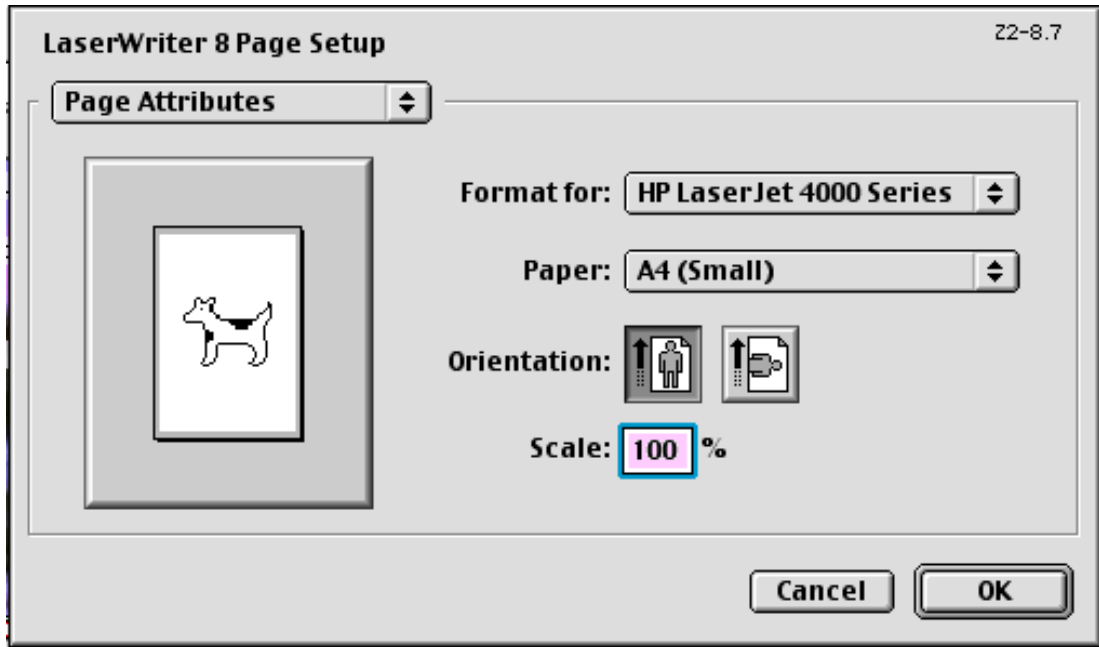
You can then set Font, Font size, and Font Style.

Set Print Area

- 1) Click in a cell at one corner of the desired print range.
- 2) Hold the mouse button down and drag the cursor to the other end of the desired print area.
- 3) Either click the "Set Print Area" button  on the button bar or go to File in the application menu bar and click on "Set Print Area" in order to re-set the print area click on the same button or line under File in the menu bar where it now reads "Remove Print Area" and repeat steps 1-3.

Page Setup

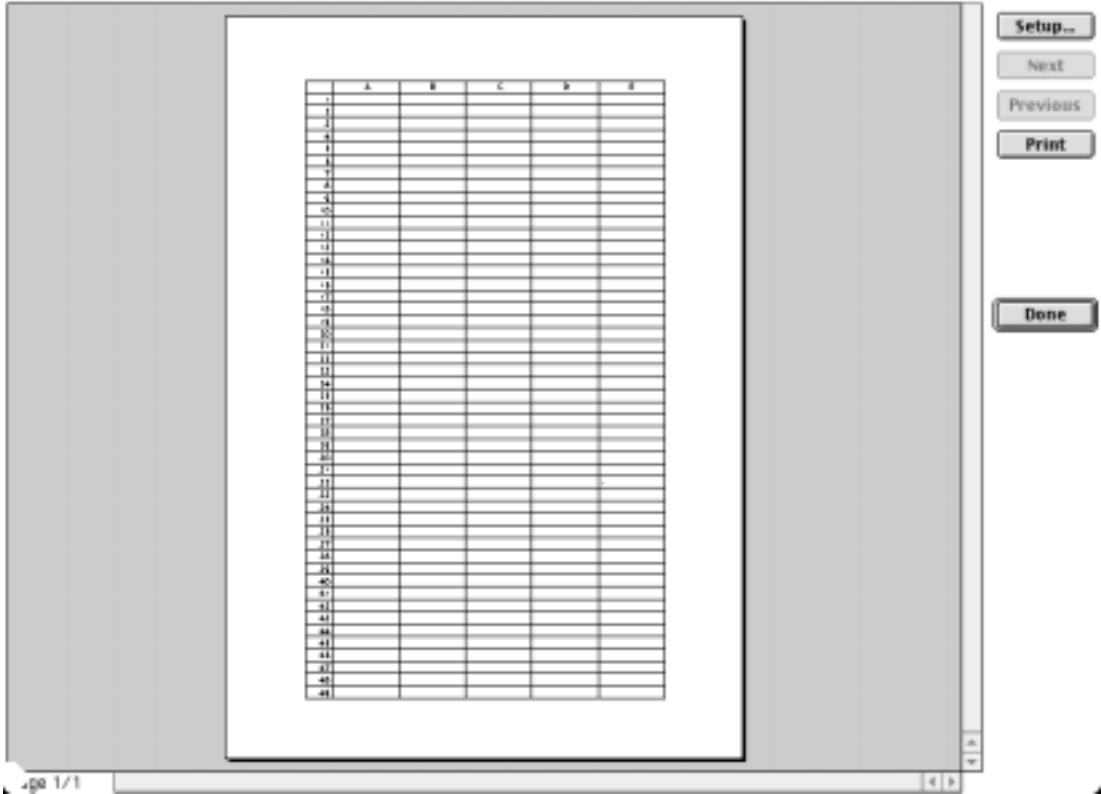
At Page Setup choose:



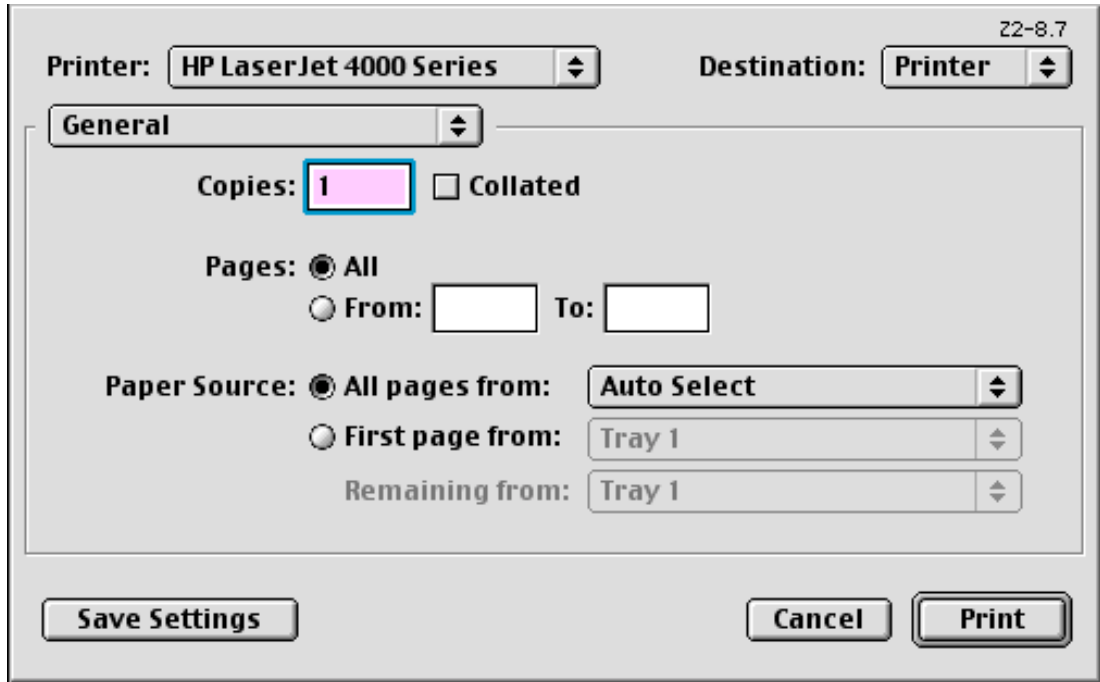
- 1) Paper size
- 2) Portrait or Landscape orientation
- 3) Scale, i.e., 100%, 90%, 80% etc.

Print Preview

Review the screen image to see if desired features of your document are set to print.



Print



- 1) If you are on a network make your printer choice now.
- 2) Choose the desired number of copies.
- 3) Indicate the page range you want printed.
- 4) Indicate the paper source on the printer.
- 5) Choose whether you wish to send your file to the printer or to create a PostScript file for either a commercial printer or to later create a Acrobat PDF file from your PostScript file.

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