Reporting With the Spreadsheet

Reporting With the Spreadsheet

The Spreadsheet's **printer options**, which are specifications about your report, communicate information to your printer about how reports should look. Each spreadsheet has printer options, which you can change for a specific report.

In addition to setting printer options for reports, you also can determine exactly what information to include and the width of your report.

Determining What Information to Include

When you plan a Spreadsheet report, you decide what information to include: all the information in the spreadsheet, certain rows or columns, or a block of information anywhere in the spreadsheet.

If you choose to print all the information, AppleWorks sets the boundaries for the report as the area of the spreadsheet that contains information. If you choose to print certain rows, columns, or a block of information, you set the boundaries yourself by highlighting the information to include.

You tell AppleWorks exactly what information to include *when you print*.

Determining the Width of Your Report

Your report can't be any wider than the number of characters allowed per line according to the printer options for the spreadsheet and the information about your printer that you specify using Other Activities menu option 7, `Specify information about your printer(s)`.

The steps you take to check your report's width are the same steps you take when you print. Follow these steps to make sure your report isn't too wide:

1. Press ⌘-P.

2. Specify how much you want to print by choosing `All`, `Rows`, `Columns`, or `Block`.

3. For `Rows`, `Columns`, or `Block`, use the cursor to highlight the area you want to print.

4. Check the information on the Print menu that tells you how wide your report will be. If it's too wide, press ESC to return to Review/Add/Change so you can replan your report. If it's not, continue printing steps.

Using Printer Options

Follow these steps to work with printer options:

1. To indicate that you want to work with printer options, press ⌘-O from Review/Add/Change.

2. Work with printer options following instructions in this chapter.

3. To return to Review/Add/Change after you finish with the printer options, press ESC.

After you indicate you want to work with printer options, AppleWorks presents the Printer Options display, which looks like the display illustrated in Figure 11-1.

Chapter 11: Reporting With the Spreadsheet

Figure 11-1. *Printer Options for Spreadsheet Reports*

```
File: Our Budget           PRINTER OPTIONS          Escape: Review/Add/Change
=============================================================================

    ------Left and right margins--------      -----Top and bottom margins-----
 PW: Platen Width          8.0 inches     PL: Paper Length       11.0 inches
 LM: Left Margin           0.0 inches     TM: Top Margin          0.0 inches
 RM: Right Margin          0.0 inches     BM: Bottom Margin       0.0 inches
 CI: Chars per Inch        10             LI: Lines per Inch      6

     Line width            8.0 inches         Printing length    11.0 inches
     Char per line (est) 80                    Lines per page     66

     --------------------------Formatting options-------------------
  SC:   Send Special Codes to printer                        No
  PH:   Print report Header at top of each page              No
        Single, Double or Triple Spacing (SS/DS/TS)          SS



  "Specify information about your printer(s)" (on Other Activities menu)
  gives you additional control over printers.
 --------------------------------------------------------------------------
Type a two letter option code                            30K Avail.
```

Code that stands for the option   Other formatting options

Left and right margin options   Top and bottom margin options

Left and Right Margin Options

Table 11-1 describes left and right margin options.

Table 11-1. *Left and Right Margin Options for Spreadsheet Reports*

The Printer Option	Controls
Platen width (PW)	The distance in inches the printer's printhead travels across the paper. The left edge of the paper should correspond to where the printhead stops on the left. This number can be no greater than the platen width you specify in Other Activities menu option Specify information about your printer(s). Default = 8.0 inches The maximum you can use is 13.2 inches.

The Printer Option	**Controls**
`Left margin (LM)`	The width of the left margin in inches
	Numbers can be in tenths of inches, that is 1.5 inches, 1.6 inches, 2.0 inches.
	Default = 0 inches
	The maximum you can use is 9.0 inches.
`Right margin (RM)`	The width of the right margin in inches
	Numbers may be in tenths of inches.
	Default = 0 inches
	The maximum you can use is 9.0 inches.
`Characters per Inch`	The number of printed characters per inch
	Characters per inch can be from 4 through 24.
	Default = 10 characters per inch
	If you choose a characters per inch that your printer can't do, your report is printed in the same characters per inch as whatever you printed last.

When you change any of the above values, AppleWorks instantly recalculates the line width and the estimated characters per line according to the following formulas:

	Platen Width	For example:		8.0 inches
-	Left Margin		-	1.5 inches
-	Right Margin		-	1.0 inches
=	Line Width		=	5.5 inches

	Line Width			5.5 inches
x	Characters per Inch		x	12 Characters per Inch
=	Characters per Line		=	66 Characters per Line

Follow these steps to change the value of the left and right margin options:

1. After getting the Printer Options display, type the code that stands for the option and press (RETURN).

2. Type the new value for the option and press (RETURN). You don't have to type . 0 if the new value is a whole number. For example, if the new right margin is 1 inch, type 1.

Top and Bottom Margin Options

Table 11-2 describes top and bottom margin options.

Table 11-2. Top and Bottom Margin Options for Spreadsheet Reports

The Printer Option	Controls
Paper Length (PL)	The vertical measurement of the paper you are using, in inches
	Default = 11 inches
	The maximum you can use is 25.4 inches.

The Printer Option	Controls
`Top Margin (TM)`	The length in inches from the top of the paper to the first line of printing
	Default = 0.0 inches. This default accommodates AppleWorks users who have sheet-feed printers (printers with no tractor). If you have one of these printers, you should leave the default at 0 and position the paper exactly where you want the first line to be. If you have a tractor-feed printer, you will probably want to change this value.
	The maximum you can use is 9.0 inches.
`Bottom Margin (BM)`	The length in inches from the last line of printing to the bottom of the paper
	Default = 0.0 inches
	The maximum you can use is 9.0 inches.
`Lines per Inch (LI)`	How many lines will be printed per vertical inch on the page
	Default = 6
	You can use 6 or 8.

When you change any of the above values, AppleWorks instantly recalculates the printing length and the lines per page according to the following formulas.

		For example:		
	Paper Length			11.0 inches
-	Top Margin		-	2.0 inches
-	Bottom Margin		-	1.5 inches
=	Printing Length		=	7.5 inches

	Printing Length		7.5 inches
x	Lines per Inch		6 Lines per Inch
=	Lines per Page		= 45 Lines per Page

Follow these steps to change the value of the top and bottom margin options:

1. After getting the PRINTER OPTIONS display, type the code that stands for the option and press (RETURN).

2. Type the new value for the option and press (RETURN). You don't have to type . 0 if the new value is a whole number. For example, if the new top margin is 1 inch, type 1.

Other Formatting Options

Table 11-3 describes other formatting options.

Table 11-3. *Other Formatting Options for Spreadsheet Reports*

The Printer Option	Controls
Send Special Codes to Printer (SC)	This option lets you define a printing feature not provided for in Spreadsheet reports, such as proportional spacing or boldface. To find out what special codes your printer can use, check in the manual that came with it.
	This printer option can have the value *yes* or *no*. Default = *no*. If you change the option to *yes*, AppleWorks asks for the control characters. Type the control characters and type ^ when you finish.

The Printer Option	**Controls**
	If there are codes in effect, AppleWorks displays them and asks if they're OK. Choose Yes or No.
	If you change this option to *yes*, you should include control characters for characters per inch.
`Print Report Header at top of each page (PH)`	The report header consists of the filename and the date. If you don't print a report header, only information from the spreadsheet is printed.
	The value for this option can be *yes* or *no*.
	Default = no

To change the value of the above options:

1. After you get the Printer Options display, type the code that stands for the option and press (RETURN).

AppleWorks automatically changes the value to its opposite.

Determining Spacing in Reports

You can specify whether you want your report to be single, double, or triple spaced. AppleWorks' default is single spacing.

Here's how to change the spacing:

1. After you get the Printer Options display, type the code that stands for the spacing you want, SS for single spacing, DS for double spacing, or TS for triple spacing. Then press (RETURN).

Using Cut and Paste

Using Cut and Paste

Cut and paste is an activity where you transfer information from one place to another. Perhaps you use scissors to cut several paragraphs from one letter and paste or tape them into another. Or perhaps you paste a list of names and addresses or financial information into a report while you're writing it.

AppleWorks does these activities for you electronically. The cut and paste feature gives you complete flexibility in mixing and matching information types. It also lets you format professional-looking documents in a minimum of time.

This chapter tells generally how cut and paste works. It also provides specific instructions for using cut and paste in the Data Base, Word Processor, and Spreadsheet.

How Does Cut and Paste Work?

When you use cut and paste, you use the **clipboard**, an AppleWorks term that refers to a part of the computer's memory that holds information for cut and paste. The clipboard can hold up to 250 lines of information.
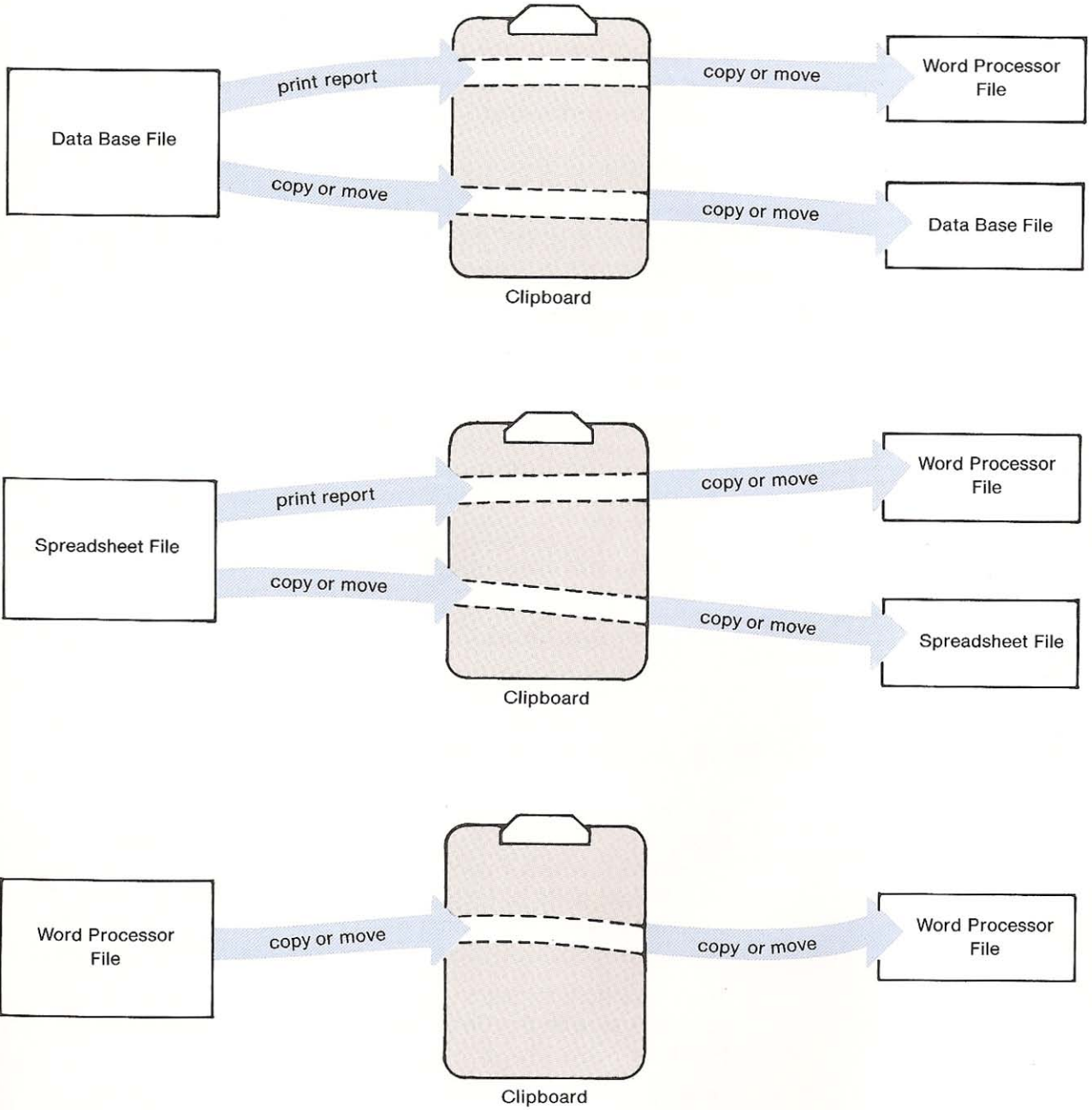
You transfer (*cut*) information from a AppleWorks file to the clipboard. And you transfer (*paste*) the information from the clipboard to another AppleWorks file, of the same or a different type.

When you transfer information, you can

- move it from a file to the clipboard or from the clipboard to a file. Then it's gone from the file it was in or from the clipboard.

- copy it from a file to the clipboard or from the clipboard to a file. Then it remains in the file it was in or on the clipboard.

- print Data Base or Spreadsheet information to the clipboard and then move or copy it into a Word Processor file. If you move it, it's gone from the clipboard. If you copy it, a copy stays on the clipboard.

Figure 12-1 shows how you can move, copy, or print information between the different kinds of files.

Chapter 12: Using Cut and Paste

Figure 12-1. *Cutting and Pasting*

Data Base File → print report → Clipboard → copy or move → Word Processor File

Data Base File → copy or move → Clipboard → copy or move → Data Base File

Clipboard

Spreadsheet File → print report → Clipboard → copy or move → Word Processor File

Spreadsheet File → copy or move → Clipboard → copy or move → Spreadsheet File

Clipboard

Word Processor File → copy or move → Clipboard → copy or move → Word Processor File

Clipboard

How Does Cut and Paste Work?

1. You can move or copy Data Base records, Word Processor lines, or Spreadsheet rows to the clipboard and then to another file of the same type.

2. You can format a Data Base or Spreadsheet report and print it to the clipboard, then move or copy it into a Word Processor document.

AppleWorks Tip

To move the files from the Data Base to the Spreadsheet or vice versa, print DIF files. Then read the DIF file from either application.

Working with files on the Desktop does not disturb the contents of the clipboard. Only these activities change the contents of the clipboard:

- Moving information to the clipboad erases what was there previously.

- Copying information to the clipboard erases what was there previously.

- Moving information from the clipboard erases the information you moved from the clipboard.

- Quitting AppleWorks causes the contents of the clipboard to be lost.

Cut and Paste With Data Base Information

Cut and paste allows you to transfer a total of 250 Data Base records within a Data Base file, between two Data Base files, or to a Word Processor document. You can transfer only complete records, not parts of records, within a file or between two Data Base files. When you format a Data Base report and transfer it to a Word Processor document, you can use parts of records.

The following information describes the cut and paste activities you can use with the Data Base and tells how to do them. It tells how

- to move or copy complete Data Base records to another Data Base file on the Desktop

- to print a Data Base report to the clipboard and then move or copy it to a Word Processor document.

Moving or Copying Data Base Records

Here's how to move or copy records within a Data Base file, or from one Data Base file to another:

1. Get the file you want to move the records from, and make sure you're in Review/Add/Change multiple-record layout.

2. Put the cursor in an entry on the top or bottom record of the group you want to move or copy.

3. Press ⌘-Ⓜ to move or ⌘-Ⓒ to copy.

4. Choose To clipboard (cut).

5. Move the cursor to highlight the records you want to move or copy. Then press (RETURN). The records move or are copied to the clipboard.

6. Press ⌘-Ⓠ to get the Desktop Index. Choose the Data Base file you want to move or copy the records to. (You can add the file to the Desktop now if it's not there already.)

7. Make sure you're in Review/Add/Change multiple-record layout in the new file.

8. Move the cursor to the record above which you want to move the records.

9. Press ⌘-Ⓜ to move or ⌘-Ⓒ to copy.

10. Choose From clipboard (paste). At this point, AppleWorks moves or copies the records from the clipboard.

The files you transfer records between should match each other in numbers of categories. Leftover categories will be dropped.

AppleWorks Tip

- If you want to move only specific records, choose them with ⌘-F or by formulating record selection rules (⌘-R). Then use ⌘-M or ⌘-C to move or copy them.

  Moving or copying records from one Data Base file to another allows you to merge two files. AppleWorks won't let you move every record from a file, however. (A Data Base file has to have at least one record!)

  You can merge all the records in one file with another file, however. Here's how:

  First, create a blank record in the first file. Second, move all the records except the blank one. Then throw away the original file. Ingenious! When you merge files, however, pay attention to the maximum records per file limitation (2250).

- You can move or copy information within the same document, too. Just leave out step 6 above.

- Move uses less Desktop space than copy. If you have a 64K Apple computer, you'll probably want to use ⌘-M.

Printing a Report to the Clipboard for a Word Processor Document

When you want to add Data Base information to your Word Processor documents, you format a Data Base report, print it to the clipboard, and then copy or move it into your Word Processor document. Here's how:

1. Create the report format for the Data Base information you want to transfer to your Word Processor document.

2. Press ⌘-P to indicate you want to print the report.

3. Choose the clipboard as the printing destination.

4. Type the report date if your report has a header, and press (RETURN). Otherwise, just press (RETURN).

   AppleWorks displays a message that tells you the report has been put on the clipboard.

Chapter 12: Using Cut and Paste

5. Press ⌘-Ⓠ to get the Desktop Index. Then choose the Word Processor document you want. (You can add the file to the Desktop now if it's not there already.)

6. Move the cursor to the place where you want to insert the Data Base report.

7. Press ⌘-Ⓜ if you want to move the information into the document, or ⌘-Ⓒ if you want to copy it.

8. Choose `From clipboard (Paste)` in response to `Move?` or `Copy?`.

AppleWorks instantly transfers the formatted report into the specified place in the Word Processor document.

If you moved the report into the document, it no longer exists on the clipboard. If you copied it into the document, it still exists on the clipboard.

AppleWorks Tip

When you create the Data Base report format, pay particular attention to the number of characters per line in the report. If your Data Base report lines are wider than the number of characters per line in your Word Processor document, they will wrap around on the display. If the line length is long enough when you print, however, the lines will unwrap. The maximum is 225 characters per line.

You can find the number of characters per line on Data Base reports by moving the cursor all the way to the right on the `REPORT FORMAT` display.

You can edit your Data Base report after you get it into the Word Processor document, just like the rest of the document.

Cut and Paste With Word Processor Documents

Occasionally information you include in one Word Processor document would be more appropriate in another or in both. AppleWorks' cut and paste feature makes it easy to move or copy up to 250 lines from one Word Processor document to another.

Here's how:

1. Get the document you want to move or copy the information from.

2. Put the cursor at the first or last character of the information you want to move.

3. Press ⌘-Ⓜ to move or ⌘-Ⓒ to copy.

4. Choose To clipboard (cut).

5. Move the cursor to highlight the information you want to move. Then press (RETURN). Now the information is moved or copied to the clipboard.

6. Press ⌘-Ⓠ to get the Desktop Index. Choose the document you want to move or copy the information to. (You can add the file to the Desktop now, if it's not already there.)

7. Move the cursor to the place where you want to move the information.

8. Press ⌘-Ⓜ to move or ⌘-Ⓒ to copy.

9. Choose From clipboard (paste). At this point, AppleWorks moves or copies the information from the clipboard into the document.

> **AppleWorks Tip**
>
> You can move or copy information within the same document, too. Just leave out step 6 above.

Cut and Paste With Spreadsheet Information

Cut and paste allows you to transfer 250 rows within a file, between Spreadsheet files, or to a Word Processor document. You can transfer parts of a file or a report containing the whole file.

The following information describes the cut and paste activities you can use with the Spreadsheet and tells how to do them. It tells how

- to move or copy Spreadsheet information to another Spreadsheet file on the Desktop or elsewhere in the same document

- to print a Spreadsheet report to the clipboard and then move or copy it to a Word Processor document

Chapter 12: Using Cut and Paste

Moving or Copying Spreadsheet Information to Another Spreadsheet File

Here's how to move or copy information within a single Spreadsheet file, or from one Spreadsheet file to another:

1. Get the file you want to move or copy the rows from.

2. Move the cursor to a cell on the top or bottom row of the group of rows you want to move or copy.

3. Press (⑤)-(M) to move or (⑤)-(C) to copy.

4. Choose To clipboard (cut).

5. Move the cursor to highlight the rows you want to move. Then press (RETURN). The rows are moved or copied to the clipboard.

6. Press (⑤)-(Q) to get the Desktop Index. Choose the file you want to move the records to. (Add the file to the Desktop now, if it's not already there.)

7. Move the cursor to the place where you want to move or copy the information.

8. Press (⑤)-(M) to move or (⑤)-(C) to copy.

9. Choose From clipboard (paste). At this point, AppleWorks moves or copies the information from the clipboard.

Printing a Report to the Clipboard for a Word Processor Document

When you want to add Spreadsheet information to your Word Processor documents, you format a Spreadsheet report, print it to the clipboard, and then copy or move it into your Word Processor document. Here's how:

1. Get the Spreadsheet file you want to make a report from.

2. Press (⑤)-(P) to indicate you want to print the report.

3. Choose All, Rows, Columns, or Block.

4. Highlight the area you want to print and press (RETURN).

5. Choose the clipboard as the printing destination.

6. Type a date for the report header if your report has one.

   AppleWorks displays a message that tells you the report has been put on the clipboard.

7. Press (⌕)-(Q) to get the Desktop Index. (Add the file to the Desktop now, if it's not already there.)

8. Move the cursor to the place where you want to insert the Spreadsheet report.

9. Press (⌕)-(M) if you want to move the information into the document, or (⌕)-(C) if you want to copy it.

10. Choose From clipboard (Paste).

AppleWorks instantly transfers the formatted report, which includes data but not formulas, into the specified place in the Word Processor document.

AppleWorks Tip

You can move or copy information within the same document, too. Just leave out step 7, above.

When you create the Spreadsheet report format, pay particular attention to the number of characters per line in the report. Your Spreadsheet report lines can be 225 characters wide maximum.

You can edit your Spreadsheet report after you get it into the Word Processor document, just like the rest of the document.

Printers and Printing

Printers and Printing