QuickFigure Pro 4.0 User Manual Addendum

Due to tightening budgets following the cancellation of the Newton platform, PelicanWare has been forced to forgo printing updated User Manuals for QuickFigure Pro 4.0. Significant changes and instructions for using new features in QuickFigure are included in the following document. Any instructions not included in this document can be found in the manual you received with the previous version. If you would like to download a copy of the complete, revised version of the manual, it is available in .pdf format from our website at www.pelicanware.com. Thanks for your patience, and for purchasing QuickFigure Pro 4.0!

Here is a list of the major changes since the previous version:

- All worksheets are now contained in *workbooks*. New workbooks contain only one sheet. Sheets can be added with the **New** button. To switch between worksheet pages, use the Info ⓘ button menu.
- The **Tools** button menu now includes a **Set Row Heights** option.
- **Text Styles** now includes **Vertical alignment** options.
- To set default text styles, choose **Text Styles** from the **Tools** menu without selecting any cells first.
- Word wrap in cells where vertical alignment on text is at top.
- Area or cell borders can be drawn by selecting the desired cells and choosing **Cell Borders** from the **Tools** menu.
- Improved printing including adjustable print margins. Margins can be set by choosing **Print Options** from the **Tools** menu.
- Ability to resize multiple columns and rows at once.
- QuickFigure Exchange now allows workbook (in addition to worksheet) import/export with Excel 97 or Excel 98. Exchange will still transfer worksheets with Excel 5.0, but not workbooks. Also supports transferring cell borders.

About workbooks and worksheets

When a new workbook is created, it contains a single worksheet. Any number of worksheets can be added to a workbook. You can enter and edit data in the worksheets simultaneously and perform calculations based on data from multiple worksheets. When you create a chart, it is associated with the worksheet it's created from.

Inserting new worksheets into a workbook

There is no limit on the number of worksheets that can be added to a workbook. Each worksheet has it's own title, which appears in the top left corner of the screen following the workbook name. To insert a new worksheet in a workbook, tap **New** and select **Sheet** from the menu that appears. Enter a title or use the default name in the slip that appears and tap **Enter** when finished.

Switching between worksheets

To switch to another worksheet in the workbook, tap ⓘ and select the desired worksheet name.

Linking worksheets within a workbook

You can share data stored on different worksheets and workbooks by linking with external references. In the following example, the SUM function calculates the sum value for the range A1:A10 on the worksheet named Mileage:


```
                         Name of the worksheet
                                      Reference to a cell or range
       =SUM(Mileage!A1:A10)

                         Use to separate the sheet reference
                         from the cell reference
```
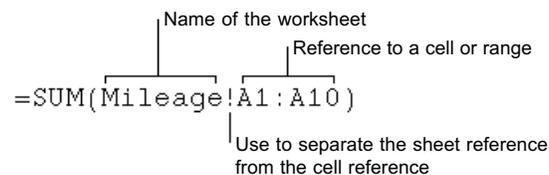
Worksheet linking can be used to create different views of your data. You can enter all of your data and formulas into one or more source workbooks and then create a report workbook that contains links only to the pertinent data in the source workbooks. It is also useful to streamline large, complex models. By breaking down a complicated model into a series of interdependent workbooks, you can work on the model without opening all of its related sheets. Smaller workbooks are easier to change, don't require as much memory, and are faster to open, save, and calculate.

Creating formulas using external references

To create a formula that calculates data from another worksheet, tap to select the cell where you wish to enter the formula. Linked formulas must be preceded by an equal sign. Enter any functions, operators or values you wish to include in the formula, and the name of the target worksheet followed immediately by the address for the target cell or range. The name of the worksheet and the cell references must be separated by an exclamation point (!).

Important note: If your worksheet title has more than one word and therefore includes spaces, you will need to add a single apostrophe on either side of the title for the formula to work (see example below). Linking formulas transferred by Excel that include spaces will automatically get the apostrophes when they are transferred via QF Exchange.

Here are some examples of external references being used:

Suppose you would like to carry a total from your "Cost of materials" sheet to your "Job budget" sheet for further calculation. To make the total that appears in cell C10 of your "Cost of materials" sheet appear in a cell in the "Job Budget" worksheet, tap the cell where you'd like it to appear and enter the following formula:

```
='Cost of materials'!C10
```

You can use such an external reference in a formula, too. To add the value in cell C10 of your Cost of Materials sheet to the value in cell A6 of your Job budget sheet, you could enter the following formula:

```
='Cost of materials'!C10+A6
```

What to check if your linked formula returns a VALUE error

• Does the worksheet title have spaces? If so, you must use apostrophe quotes before and after the title in the formula, like so:

='April Mileage'!a1

• Make sure you used an exclamation point (!) to separate the sheet name from the cell reference.

• Make sure there are no spaces between the worksheet title and exclamation point, or between the exclamation point and the cell reference(s).

Changing column widths

To resize one or more columns, select cells in the column(s) you wish to change, and choose **Set Column Width** from the **Tools** menu. The cell width slip will appear which allows you to set a numeric value (in pixels) for the column width.

Tip: Resize the column widths before filling many cells—the speed of the resize process is dramatically affected by the number of cells filled.

Quickly changing a column width with the column resize tool

To quickly resize the width of a single column, tap a cell in the column you wish to resize. When the input slip appears for the cell, the column resize tool ◀▮▶ will also appear at the top right edge of the column. Move the tool to position the right boundary of the column.

Note: A short cut for setting the column width numerically is to tap twice on the column resize tool.

Changing row heights

To resize one or more rows, select cells in the row(s) you wish to change, and choose **Set Row Height** from the **Tools** menu. The row height slip will appear which allows you to set a numeric value (in pixels) for the row height.

Setting a default column width or row height for new workbooks

This option allows you to set the default column width (in pixels) for new workbooks, or new columns in existing workbooks. Changes to this setting do not affect the existing column widths in existing workbooks. To set a default, tap ⓘ and choose **Prefs**, then Display. Enter the numbers you wish to use and tap "x" to close the slip.

Transferring data from QuickFigure Pro to the Desktop Computer

To transfer a workbook or worksheet to the desktop, use the following steps:

1. Connect a cable from your Newton device to the desktop computer.
2. Open the workbook you wish to transfer in QuickFigure.
3. Open Microsoft Excel.
4. Choose **Receive Workbook** or **Receive Worksheet** from the QuickFigure menu.
5. Select QuickFigure Exchange from the **Tools** menu.
6. Tap **Send** in the QuickFigure Exchange application, choose **Worksheet** or **Workbook**.

Transferring data from the Desktop Computer to QuickFigure Pro

1. Connect a cable from your Newton device to the desktop computer.
2. In Excel, open the workbook or worksheet you wish to transfer.
3. If you want to download data to a specific worksheet in QuickFigure, open it.
4. Select QuickFigure Exchange from the **Tools** menu.
5. Choose **Send Workbook**, **Send Worksheet**, or **Send Selection** from the QuickFigure menu in Excel.
6. Tap **Receive** in the QuickFigure Exchange application, choose **Worksheet** or **Workbook.** If you download a selection, you must choose Worksheet.

Technical support

You can view our Web site for a list of solutions to common problems at http://www.pelicanware.com.

If you have a question and are unable to answer it using the manual or Website, or if you see a Newton error message, please let us know. We are available at the following E-Mail addresses and phone numbers:

Internet: support@pelicanware.com
VOX: (503) 221-1148
Fax: (503) 221-8709

Thanks for using QuickFigure Pro!