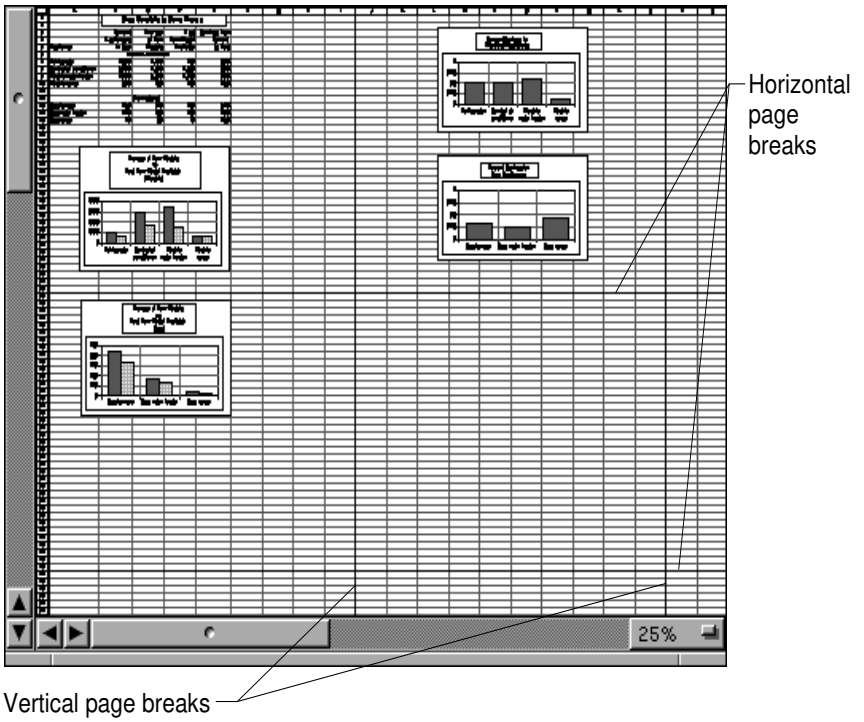
To preview the printed layout of several pages at once, click 25% in the zoom button with page breaks showing, as in the figure below.



A spreadsheet with its headings hidden from view looks like this:

	Shop Carefully to Save Energy			
	Current	Average	Best	Savings from
	Appliances	of New	New Model	Current
Appliance	in Use	Models	Available	to Best
	(kilowatt-hours/year)			
Refrigerator	1,500	1,100	750	50%
Central air conditioner	3,600	2,900	1,800	50%
Electric water heater	4,000	3,500	1,600	60%
Electric range	800	750	700	13%
		(therms/year)		
Gas furnace	730	620	480	34%
Gas water heater	270	250	200	26%
Gas range	70	50	40	43%

To see the headings again, choose *Show Column Heading* and *Show Row Heading* or click the Show/Hide buttons on the icon bar. These commands appear only when you have hidden the headings from view.

Showing Page Breaks

In preparation for printing, you can determine where pages will begin and end or you can use automatic page breaks. For instructions on setting page breaks, refer to the “Adjusting the Page Breaks” section on page 171 in Chapter 12.

Initially, page breaks are hidden from view. To see the page breaks in a spreadsheet, choose *Show Page Breaks* from the Layout submenu. The heavy lines between rows and columns show where pages will be separated when they’re printed.

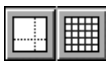
Hiding the Grid

To make the grid disappear, choose *Hide Grid* from the Layout submenu of the Format menu.

	A	B	C	D	E
1		Shop Carefully to Save Energy			
2					
3		Current	Average	Best	Savings from
4		Appliances	of New	New Model	Current
5	Appliance	in Use	Models	Available	to Best
6		(kilowatt-hours/year)			
7	Refrigerator	1,500	1,100	750	50%
8	Central air conditioner	3,600	2,900	1,800	50%
9	Electric water heater	4,000	3,500	1,600	60%
10	Electric range	800	750	700	13%
11					
12		(therms/year)			
13	Gas furnace	730	620	480	34%
14	Gas water heater	270	250	200	26%
15	Gas range	70	50	40	43%
16					

To see the grid again, choose *Show Grid*. This command appears on the menu only when you have hidden the grid from view.

Shortcut

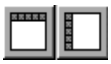
You can also click the  *Show/Hide buttons on the icon bar.*

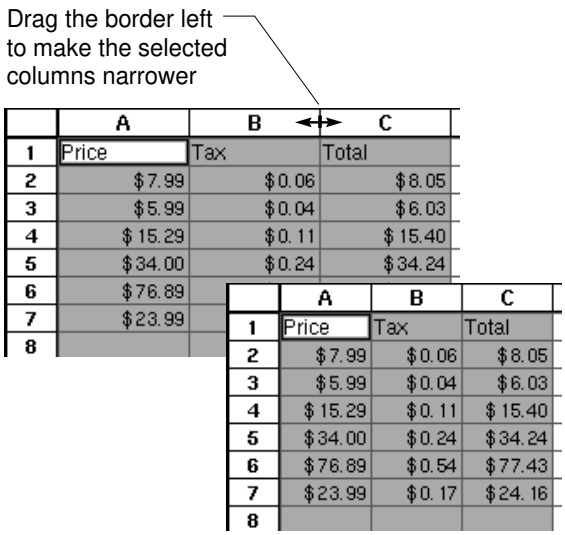
Hiding Headings

The column and row headings are the letters and numbers that help identify cells when you're working in a spreadsheet. There may be situations when you find them distracting, however.

To hide the row and column headings, choose *Hide Column Heading* and *Hide Row Heading* from the Layout submenu of the format menu. To make them reappear again, choose *Show Column Heading* and *Show Row Heading*.

Shortcut

You can also click the  *Show/Hide buttons on the icon bar.*



To resize a column or row so that it just fits the data contained within it, select a row or column and choose *Best Fit Row* or *Best Fit Column* from the Text submenu of the Format menu.

Hiding and Revealing Parts of the Spreadsheet

Hiding parts of the spreadsheet can make the data clearer and easier to read. You can hide the column headings, row headings, and grid. Page breaks are initially hidden, but can be displayed.

The commands described in this section affect only the current spreadsheet. However, you can determine whether column headings, row headings, and the grid are displayed by default in all spreadsheets. For instructions, refer to the “Setting Preferences” section on page 63 in Chapter 4.

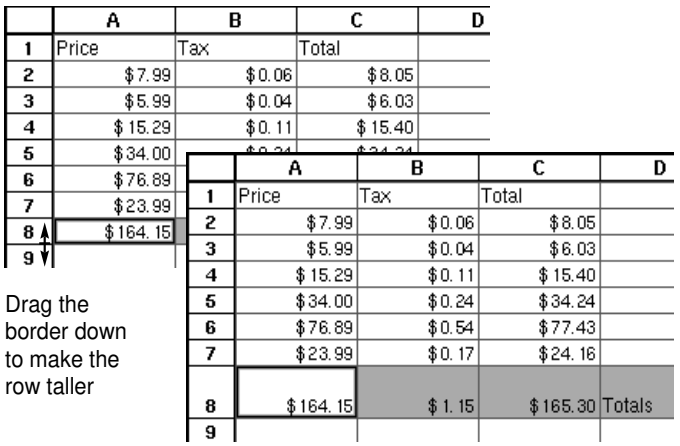
Changing the Size of Rows and Columns

The columns and rows in a ParaSheet spreadsheet all start at the same size. You can widen a column to display more text or a longer number in a cell, or increase the height of a row so larger characters are displayed.

Note *To change the height or width of rows or columns, Row Headings and Column Heading must be showing.*

Changing the Row Height

The height of a row is controlled by its bottom border. To change the size of a single row, select the spreadsheet window and put the cursor on the border in the row heading. Move the mouse slightly until the cursor turns into a double arrow, then click and drag the border down to make the row taller, or up to reduce the height. If you have multiple rows selected, they will all reflect this new height.



	A	B	C	D
1	Price	Tax	Total	
2	$7.99	$0.06	$8.05	
3	$5.99	$0.04	$6.03	
4	$15.29	$0.11	$15.40	
5	$34.00	$0.24	$34.24	
6	$76.89	$0.54	$77.43	
7	$23.99	$0.17	$24.16	
8	$164.15	$1.15	$165.30	Totals
9				

Changing the Column Width

The width of a column is controlled by its right border. To change the size of a single column, select the spreadsheet window and put the cursor on this border in the column heading. Move the mouse slowly until the cursor turns into a double arrow, then click and drag the border to the right to make the column wider, or to the left to make it narrower. If you have multiple columns selected, they will all change to this new column width.

To add a color to a border, select any cell that contains the border and choose *Inspector* from the Tools menu. Select *Color* from the Inspector's pop-up list.

Click the rim of the *Border* color well to raise the *Colors* panel. Select a color tile and drag it into the well. Click *Set* to apply the color to your border. For more information on adding color, refer to the "Setting Colors" section on page 125.

Changing Cell Alignment

When you enter numbers, ParaSheet aligns them to the right by default. Text is automatically aligned to the left. However, you can change the alignment of the contents of any cell. You can also change the alignment of whole ranges, rows, or columns.

The alignment commands are *Align Left, Center, Align Right,* and *Smart*. Their effects are shown below.

	A	B	C	D
1	Left	Center	Right	Smart
2	Text	Text	Text	Text
3	12345	12345	12345	12345

The *Smart* command aligns data depending on its type. Text entries are aligned left and numeric entries are aligned right.

To change alignment, first select the cells you want to change, then choose *Text* from the Format menu. Click one of the four alignment commands to set the new alignment.

You can also change the alignment of a cell through the Inspector. Make a selection, raise the Inspector and choose Alignment from the Inspector's pop-up list. Click the buttons that appear and then click Set.

Styling Text

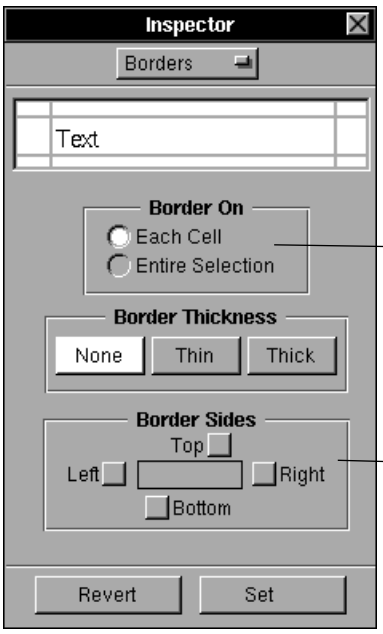
To change a cell's font, select the text and choose *Font* from the Format menu to raise the Font panel. For information on using this panel, refer to your NEXTSTEP User's Guide.

Note *The ParaSheet built-in formats, Currency 2 and Currency 4, contain placeholders that display negative numbers in red.*

Adding Borders

There may be times when you want to add a border around a cell or block of cells for emphasis. To create a border, select the cell or cells to which you want to add a border and choose *Inspector* from the Tools menu to raise the Inspector.

Select *Border* from the Inspector's pop-up list.



Click these buttons to create a border around each cell within your selection, or around the entire selection.

Click these check boxes to determine how your border will surround your selection.

To add a border around the outside edges of your selection, choose the *Entire Selection* button. To add the border to every cell within your selection, choose *Each Cell*.

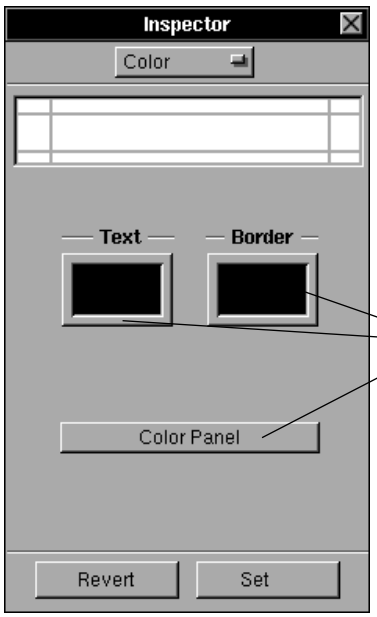
Select a *Thin* or *Thick* border width. Select how you want the border to surround your selection, by clicking the *Top, Bottom, Left* and *Right* check boxes in the *Border Sides* area.

Click *Set* to apply to your selection.

Setting Colors

To add color to a cell's contents, select the cell or range you wish to color, and raise the Inspector by clicking the i button on the Icon Bar or by choosing *Inspector* from the Tools menu.

Choose *Color* from the pop-up list to display the Color Inspector.



Click the rim of these color wells or the *Color Panel* button to raise the *Colors* panel.

Shortcut *You can also raise the Colors panel by clicking the button on the icon bar.*

Choose a color from the *Colors* panel and drag and drop its tile into one of the color wells. If the color well is activated (its rim will appear white), then as you scroll for colors in the *Colors* panel they will automatically appear in the activated well. For more on working with the *Colors* panel, consult your NEXTSTEP User's Guide.

Click *Set* to add the color to your selection.

To set the color for the grid, or for all row and columns headings in your spreadsheet, use the Preferences panel. For more information on setting preferences, refer to the "Setting Preferences" section on page 63 in Chapter 4.

Table 9-4: Sample patterns

Pattern	Data	How it is displayed
0.000	.16 .1666 123.2	0.160 0.167 123.200
#.###	.16 .1666 123.2	.16 .167 123.2
#,#,#	1234567	1,234,567
#,	1234567	1235
#.0%	.16	16.0%
#.#e+#	1234567	1.2e+6
“Confidential”	1234567	Confidential
# “ft.”	123	123 ft.
\£#	1234	£1234
.0#\¢	.06	.06¢
;;;@”, CPA”	Terry Smith	Terry Smith, CPA
m/d	32229	3/28
h:m “in the” morning/afternoon	0.6	2:24 in the afternoon
General;(#.#);”zero”	1.6 -1.6 0	1.6 (1.6) zero
000-000-0000	4085554212	408-555-4212
;;;”Confidential”	Terry Smith 60000	Confidential NOT DISPLAYED

Table 9-3: Placeholders in patterns (continued)

Placeholder	Explanation
/	AM/PM Separator: Displays time in 12-hour format followed by the appropriate suffix. Use two text strings divided by the separator for morning and evening suffixes (am/pm). Use four text strings for morning, evening, noon, and midnight suffixes (AM/PM/Noon/Midnight). You can surround the separators by any text strings. The suffix is selected depending on the degree of precision in the time format and the value of the data. For instance, a value displayed as 12:00:31 in hh:mm:ss format receives the second (usually "pm") suffix, while the same data displayed in hh:mm format receives the third (usually "noon") suffix.
General	Includes the General format in a pattern. *#.00; #.00; general* treats positive and negative numbers specially, but uses the general format for zero values.

When time values are displayed in less detailed format, they are truncated not rounded. For instance, a value displayed as 10:59 in hh:mm format will appear as 10 in hh format.

Some examples of patterns are included in Table 9-4 below.

Table 9-3: Placeholders in patterns (continued)

Placeholder	Explanation
ddd	Day (abbreviated): Displays the day as an abbreviation (Sun, Mon).
dddd	Day (full name): Displays the day's full name (Sunday).
m	Month (no leading zero): Displays the month as a number with no leading zero (1-12).
mm	Month (leading zero): Displays the month as a number with a leading zero if needed (01-12).
mmm	Month (abbreviated): Displays the month as an abbreviation (Jan, Feb).
mmmm	Month (full name): Displays the month's full name (January).
yy	Year (2 digit): Displays the year as a two-digit number (90, 91).
yyyy	Year (4 digit): Displays the year as a four-digit number (1990, 1991).
h	Hour (no leading zero): Displays the hour as a number with no leading zero (0-23).
hh	Hour (leading zero): Displays the hour as a number with a leading zero if needed (00-23).
m	Minute (no leading zero): Displays the minute as a number with no leading zero (0-59). Note that if *m* does not follow an hour code, it will be interpreted as a month code.
mm	Minute (leading zero): Displays the minute as a number with a leading zero if needed (00-59). Note that if *mm* does not follow an hour code, it will be interpreted as a month code.
s	Second (no leading zero): Displays the second as a number with no leading zero (0-59).
ss	Second (leading zero): Displays the second as a number with a leading zero if needed (00-59).

Table 9-3: Placeholders in patterns (continued)

Placeholder	Explanation
%	Percent: This placeholder multiplies the value by 100 and adds a % character.
E+, e+, E-, or e-	Scientific Notation: Converts the cell's value to scientific notation. A digit placeholder (optional digit or required digit) must precede the E+, E-, e+ or e- to mark the mantissa, and follow it to mark the exponent portion of the number *(# E+#)*. The *mantissa* is the number that is being raised to a given power. The *exponent* is the power of a given number, included after the E+ or e+. In standard scientific notation, a plus sign follows the E or e symbol. To remove the plus sign, use the E- or e- placeholders.
" "	Quotes: Characters enclosed in quotes are displayed as text, even if they are numbers or placeholders such as 0 or #.
\	Backslash: To force a character to be displayed as text, precede it by a backslash.
( ) + - $ / :	Any of these characters will display in the cell according to their position in the pattern. If the / (slash) character isn't surrounded by placeholders, it acts as an AM/PM separator, described below.
@	Text: If there is text in the cell, this placeholder determines its position in the pattern. Any other text in the pattern must be enclosed in quotes. For example, *"Temp Employee: "*@ inserts the words *Temp Employee:* in front of the text in a cell. The text placeholder must always be used in the fourth part of a pattern.
d	Day (no leading zero): Displays the day as a number with no leading zero (1-31).
dd	Day (leading zero): Displays the day as a number with a leading zero if needed (01-31).

Entering Placeholders

Placeholders are the main ingredients of each part of a pattern. They define what digits or text will appear in the formatted cell. For example, if you always want two decimal places after a number, include two required digit placeholders after the decimal placeholder (*#.00*). Table 9-3 lists each placeholder with an explanation of its use.

Table 9-3: Placeholders in patterns

Placeholder	Explanation
0	Required Digit: Holds a position for a digit. If the cell has *fewer* digits than the format's required digit placeholders, zeros will be added. If the cell has *more* digits in the *decimal portion* than the format's required digit placeholders, only the number of required digits displays in the decimal portion. In that case the number is rounded to fit. The entire integer portion of a number is always displayed.
#	Optional Digit: Works like the required digit placeholder (0), except that zeros *don't* display when the cell has fewer digits than there are optional digit placeholders in the format.
.	Decimal: This marks the location of the decimal point in a number's format. For example, *#.00* means the number will have an integer portion followed by a decimal point and two required digits.
,	Thousands: When followed by a required digit or optional digit, this inserts a comma in the number for every three integer digits (for example, *#,#.00*). Note that it isn't necessary to follow the thousands placeholder with three digit placeholders. When followed by something other than a required digit or optional digit, the thousands placeholder divides the value by 1,000 once for each comma present. For a value of *2,000,000*, the #, pattern returns 2.

Parts of Patterns

A custom format's pattern can consist of one to four parts, each separated by a semicolon (;). Each part controls the displayed appearance of a different type of data. Table 9-1 below shows the types of data each part affects, and in what order.

Table 9-1: The four parts of a pattern

Parts	Data type
First	Positive numeric values
Second	Negative numeric values
Third	Zero
Fourth	Text

If you make a pattern with less than four parts, more than one type of data may be controlled by a particular part. Table 9-2 below shows how the data types are combined in patterns with different numbers of parts.

Table 9-2: Patterns with various numbers of parts used

Number of parts	Data types
Four	Positive; Negative; Zero; Text
Three	Positive; Negative; Zero (Text is not affected by this format)
Two	Positive OR Zero; Negative (Text is not affected by this format)
One	Positive OR Zero OR Negative (Text is not affected by this format)

You can also skip parts by entering semicolon separators with nothing between them. The types of data for parts that are left out don't appear in the cell. For example, *first ; ; ; fourth* is a four-part pattern with the second and third parts left out. It will only display positive numbers and text.

Creating Custom Formats

You can add format choices to the Format Inspector by defining your own. There is a wide variety of formats possible. For example, you can create formats that:

- Provide a simple variation to one of ParaSheet's built-in formats (to display only one digit after the decimal point, for example)
- Automatically insert hyphens in telephone numbers or social security numbers
- Add text to the beginning or end of data, like *Part No.* 12345 or 12 *ft*
- Change the currency symbol from $ to something else, like £
- Instead of displaying data such as employee names, show them as *Confidential*

Basic Steps

To create a custom format, select an existing format in the Format Inspector. Click in the *Pattern* field and enter the pattern for the new format (use any of the symbols listed in Table 9-3, on page 120).

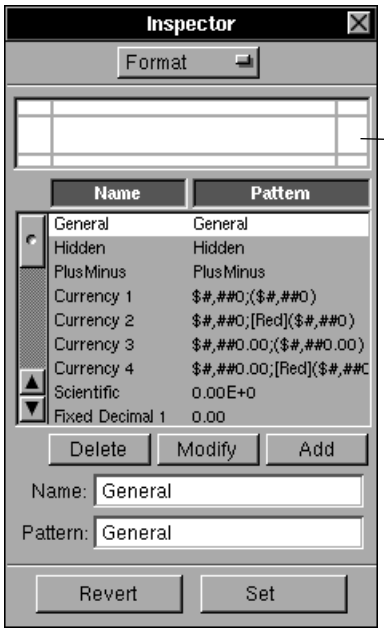
Formats for different types of data can be varied, as explained in the "Parts of Patterns" section.

To change the format name, click in the Name field and enter the name for the new format. Even if you don't change the name, a new format will be created and placed at the bottom of the list. (You can have more than one format with the same name.)

If you change your mind about the changes made to a format, click *Revert*. Click *Set* to add the new format.

To delete a custom format, select it in the Format Inspector and click *Delete*. You cannot delete any of the ParaSheet built-in formats.

Each format you create is saved in the Format Inspector for the current spreadsheet only. To copy a custom format to another spreadsheet, copy a cell formatted with the custom format to the second spreadsheet. You can then delete the copied cell; its format will still be listed in the Format panel.



Choose the format you want from the list. The *Name*, *Pattern*, and *Sample* fields change to correspond to the format you choose.

Use the *Sample* field to help you choose the format. The active cell is shown as it would appear in that format.

For complete information about the format, look at the *Pattern* field. The symbols indicate how a number would be displayed in that format.

For a key to the symbols, see the "Entering Placeholders" section on page 120.

Click *Set* to apply the format to the selected cells.

Shortcut

To format a cell quickly, double-click on the format name. This is equivalent to selecting the format and clicking Set.

Displaying Numbers in Different Formats

All cells in a ParaSheet spreadsheet are initially in the *General* format. When you enter numeric values, General format makes them appear just as you type them or as accurately as possible, depending on the size of the cell.

For example, if a number contains too many decimal places to fit, it's rounded. If a number is still too large to fit, it's displayed in scientific notation. If scientific notation is too large to fit, ParaSheet displays pound signs in the cell. For example:

	A	B	C
1	1.234568	1.23457	1.235
2	987654321	9.88E+8	#####

These cells contain 1.2345678

These cells contain 987654321

Note *The General format displays up to six places after the decimal point. The display of data containing seven or more places is rounded to six places.*

If you enter one of the date and time formats that ParaSheet recognizes, ParaSheet automatically reformats the cell. For more information on these formats, refer to the "Entering Dates and Times" section on page 74 in Chapter 5.

The format of cells are changed either before or after values are entered. You can format a selection of any size: single cells, ranges, or entire rows and columns.

To change the format of cells, select the cells you want to reformat and choose *Format Inspector* from the Format menu to raise the following panel.

Shortcut *You can also click the* i *button on the icon bar to raise the Format Inspector.*

Chapter 9

Formatting a Spreadsheet

There are a number of formatting options available to change the appearance or alignment of a cell's contents, to enlarge and reduce row and column size, and to simply hide away parts of the spreadsheet from view. This chapter explains how to use ParaSheet's formatting commands.

Altering the Spreadsheet's Appearance

Besides changing the data in a spreadsheet, you can also change how the values *look* in cells, such as giving cells new formats or styling text. These changes do not affect the actual values, they just change the appearance of the data.

You can also change the overall appearance of the spreadsheet by resizing rows and columns or by hiding page breaks or the spreadsheet grid. These changes also have no effect on the data.

You will usually make these cosmetic changes as you complete the design of the spreadsheet or add additional text or charts.