Select the new supporting spreadsheet and click *OK*. If you're sure you want to change all references in the master spreadsheet to this new spreadsheet, click *OK* in the Replace Link alert panel that appears.

For more information on creating and working with links, refer to the "Linking Spreadsheets" section on page 89 in Chapter 6.

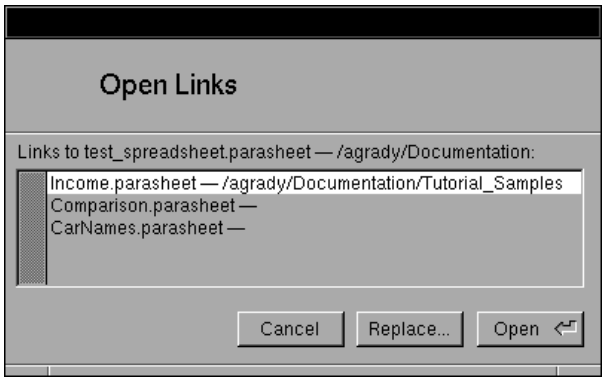
Close

The *Close* command closes the current document. Only the spreadsheet window is closed, while the icon bar and input window remain on the screen (unless you've closed these windows independently). If you've made changes but have not yet saved them, ParaSheet will give you the option of saving the document before closing.

Open Links

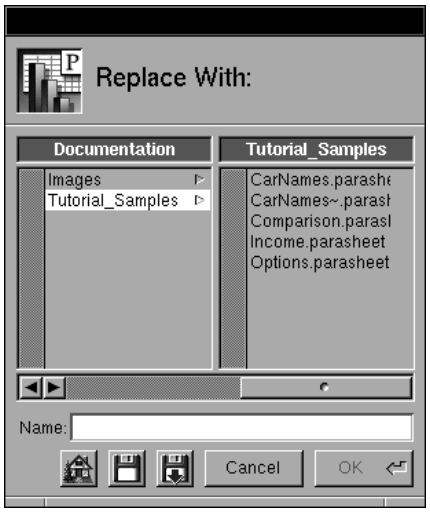
When you reference another spreadsheet in a formula, the spreadsheets are *linked*. The spreadsheet that contains the formula is called the *master* spreadsheet, and the referenced one is the *supporting* spreadsheet.

ParaSheet maintains a list of all spreadsheets that support the current one. To open one or more of them, or substitute a different spreadsheet for any one of them, choose *Open Links* to raise the Open Links panel:



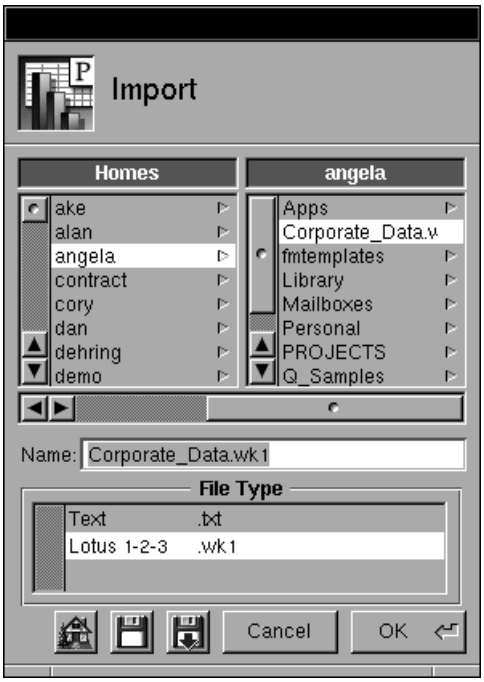
Select the name of the spreadsheet you want to open from the list, then click *Open*.

To substitute a new supporting spreadsheet, click *Replace* and choose the new spreadsheet from the Replace With panel.



Import

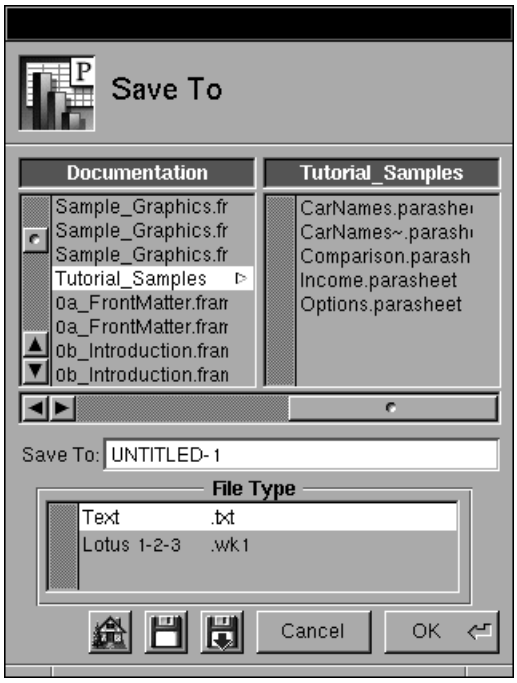
The act of acquiring information from another program's saved file is called *importing*. ParaSheet will import Lotus 1-2-3 .wk1 and ASCII text files. To import a file, choose *Import* to raise the Import panel.



Choose a file type, then select the name of your source file from the list of files and click *OK*.

ParaSheet opens the selected file as an *Untitled* ParaSheet spreadsheet. Examine the new spreadsheet to verify that the information was properly imported.

For more information on importing, refer to the "Importing Lotus 1-2-3 Files into ParaSheet" section on page 178 or the "Importing Text Files into ParaSheet" section on page 180 in Chapter 13.



Choose the file type to which you want to export and click *OK*.

A new file will be created and saved into the same directory as the original, with either .wk1 or .txt appended to its title. Remember to review the exported file later to verify that it was accurately transferred.

For more information on exporting, refer to the "Exporting Files from ParaSheet" section on page 181 in Chapter 13.

Revert to Saved (u)

The *Revert to Saved* command abandons all changes you've made to the current document since it was previously saved. Use this command judiciously—once you've reverted, all unsaved work is lost and cannot be recovered. This command cannot be undone.

New (n)

The *New* command creates a new ParaSheet document. You can customize the way you want new documents to look by setting specifications in the Preferences panel. For information, refer to the "Setting Preferences" section on page 63 in Chapter 4.

Save (s) and Save As (S)

The *Save* and *Save As* command write the current document to the disk. When you save a ParaSheet document, the size and location of the spreadsheet window is saved as well.

When you choose *Save As* (or choose *Save* for the first time with a newly created document), you will be presented with a standard Save panel. Use the panel to select a name and directory location, and then click *OK*. All future *Save* commands will save the document to the same location.

Save To

The *Save To* command is used to prepare a document for export. ParaSheet spreadsheets can be exported to either Lotus 1-2-3 .wk1 or text formats. Open the spreadsheet you want to export and choose *Save To* to raise the following panel:

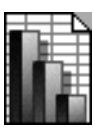
Chapter 15

Document

The Document menu contains commands for opening, closing and saving ParaSheet documents. This menu also includes commands to create new documents, to import documents into ParaSheet and prepare documents for export, and to open other ParaSheet documents whose formulas are linked to the spreadsheet you are working in.

Open (o)

The *Open* command raises a standard Open panel, used for opening any saved ParaSheet document. Refer to your NEXTSTEP User's Guide for more information about the Open panel.

When you open a ParaSheet document, it will appear in the same place on the screen and with the same size window as when you last saved it.

As with most NEXTSTEP applications, you can bypass the *Open* command by finding and double-clicking a file's icon in the Workspace.