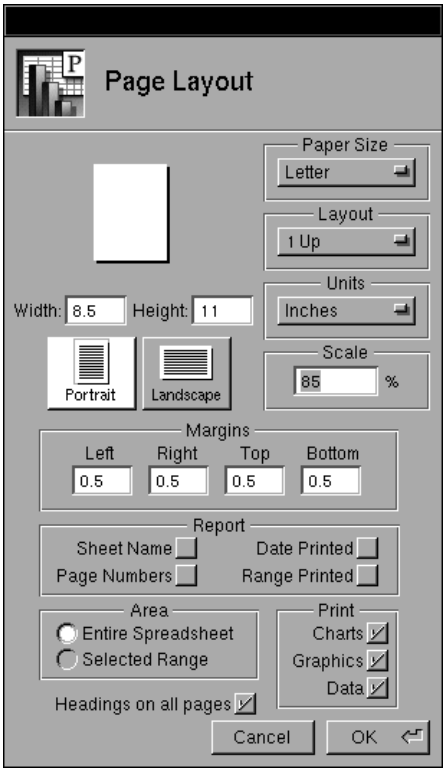
Page Layout (P)

The Page Layout panel is used to set options that affect the appearance of the printed spreadsheet. Choose *Page Layout* to raise the following panel:

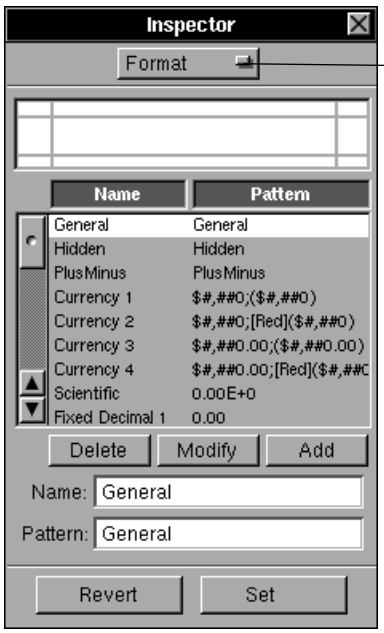


The top section of this panel is the standard NEXTSTEP Page Layout panel. For information, refer to your NEXTSTEP User's Guide.

The bottom section of this panel is described in detail on page 170 in Chapter 12.

When you have made your changes, click *OK*. The next time you print, your changes will be reflected.

To use the inspector, select a cell or cell range and choose *Format Inspector* to raise this panel.



The Format Inspector contains four separate panels: the *Format* panel (shown above), the *Border* panel, the *Alignment* panel and the *Color* panel. Choose a panel by using the pop-up list, make your changes, and click *Set* when ready to apply them to your selection.

For information on using the *Format* panel of the inspector, refer to the "Displaying Numbers in Different Formats" section on page 116 in Chapter 9.

To learn how to add a border to a cell or cell range through the *Border* panel, refer to the "Adding Borders" section on page 126 of Chapter 9.

For information on using the *Alignment* panel of the inspector, refer to the "Changing Cell Alignment" section on page 127 in Chapter 9.

For information on using the *Color* panel of the inspector to change the color of a cell's contents, refer to the "Setting Colors" section on page 125 in Chapter 9.

Set Page Break, Remove Page Break and Remove All Breaks

To add a page break to your spreadsheet, select the column or row at which you want a page break by clicking its heading and choose *Set Page Break*.

If you selected a column or row, or multiple columns or rows, the page break will appear to the right of or below the active cell.

To delete page breaks one at a time, select the same column or row you selected to set the break and choose *Remove Page Break*. This command appears on the menu only when page breaks have been set below or to the right of a selected cell or range.

To delete manual page breaks from the entire spreadsheet, click the blank rectangle in the top left corner of the spreadsheet (where column and row headings intersect). Then choose *Remove All Breaks*. This command appears on the menu only when the entire spreadsheet is selected.

Format Inspector (F)

The Format Inspector is used to change the format, border, alignment, or color of a cell or cell range.

Send To Back and Bring To Front

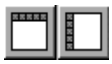
Use these commands to control the overlap order of multiple charts in your spreadsheet. To make a chart topmost, select it and choose *Bring to Front*. To place it behind another one, select it and choose *Send to Back*.

Hide/Show Row Heading and Hide/Show Column Heading

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 headings choose *Hide Row Heading*. To make them reappear, choose *Show Row Heading*. To hide the column headings choose *Hide Column Heading*. To make them reappear, choose *Show Column Heading*.

Shortcut

You can also click the  *Show/Hide buttons on the icon bar to perform these commands.*

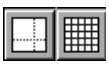
Note

In order to resize or select rows or columns in your spreadsheet, row and column headings must be showing.

Hide/Show Grid

The grid is the set of lines that appear between cells. To make the grid disappear, choose *Hide Grid*. To make it appear 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 to perform these commands.*

Show/Hide Page Breaks

In preparation for printing, you can determine where pages will begin and end or you can use automatic page breaks.

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

For information on selecting text within a chart, refer to the “Selecting a Chart” section on page 144 in Chapter 11.

Text

The commands in this submenu are used to align the contents of a cell, or to resize a row or column so that they just fits the data contained within them.

Align Left ([), Center (-), and Align Right (])

When you enter numbers, ParaSheet aligns them to the right by default. Text is automatically aligned to the left. To change the alignment, select a cell, cell range, row, or column and choose *Align Left, Center, Align Right* or *Smart*.

For more information on aligning a cell’s contents, refer to the “Changing Cell Alignment” section on page 127 in Chapter 9.

Smart

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

Best Fit Row and Best Fit Column

The *Best Fit Row* and *Best Fit Column* commands are used to resize a column or row so that it just fits the data contained within it. Select a row or column by clicking its heading and choose one of these commands. To make a row or column larger again, simply drag its border.

For more information on resizing rows and columns, refer to the “Changing the Size of Rows and Columns” section on page 128 in Chapter 9.

Layout

The commands in this submenu are used to control the appearance of your spreadsheet.

Chapter 17

Format

Use the commands in the Format menu to control text font and alignment, to show or hide column and row headings or the grid, to add or remove page breaks and to control page layout.

Font

This submenu includes three commands used to adjust text font. Use these commands to adjust the font of any ParaSheet text, including a cell's contents or any text within a chart.

Font Panel (t)

Choose *Font Panel* to raise the standard NEXTSTEP Font panel. Use this panel to change a font's style or size. Refer to your NEXTSTEP User's Guide for more information on how to use this panel.

Bold/Unbold (b) and Italic/Unitalic (i)

If you want to make your text bold or italicized, select it and choose the *Bold* or *Italic* commands. Select *Unbold* or *Unitalic* (which appear only when selected text is bold or italicized) to undo the action.

For information on how to select a cell or cell range, refer to the "Selecting Cells" section on page 60 in Chapter 4.