

**DeskMate Companion:**

# **Business Graphs**

*Create Bar Charts, Line Graphs, Pie Charts,  
and More; from your DeskMate Applications!*

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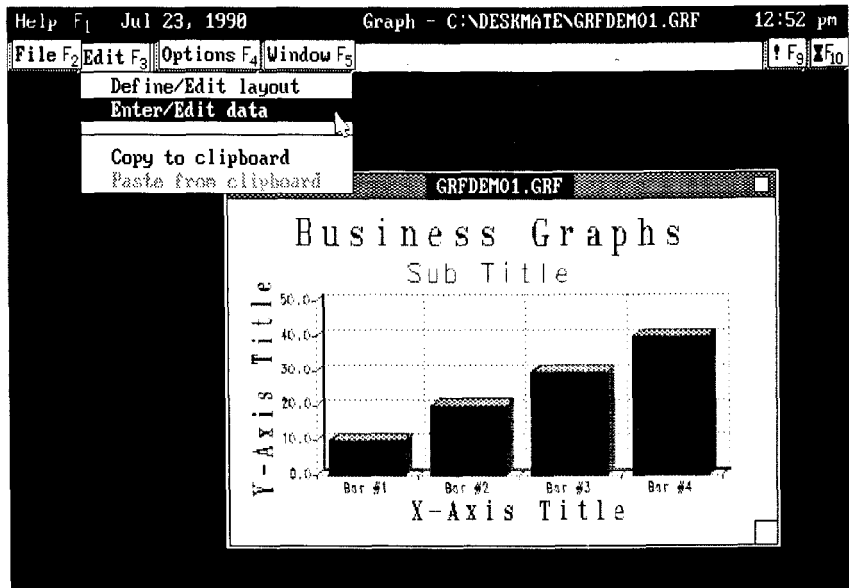
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# Business Graphs Overview

*DeskMate™ Companion: Business Graphs* is an easy to use program designed to assist you in graphically organizing any type of data into a practical and flexible form. Business Graphs system will create many types of graphs including; Pie Charts, Bar Charts, Line Plots, X/Y Plots, and Stacked or Percentage Bars. Data may be pasted from the DeskMate Clipboard or imported from an ASCII file.



## Installing Business Graphs

DeskMate Companion: *Business Graphs* must be installed from your DeskMate Desktop by using the Desktop(F7), Install command (see your DeskMate instruction manual for more information). If you choose to use a directory other than the default DeskMate directory, use Desktop(F7), Redefine to set the startup directory.

**This program requires that you own a copy of DeskMate. DeskMate Companion: Business Graphs WILL NOT run as a stand-alone application.**

## How to Create a Graph

A new Graph can be created through the "File(F2)" menu with the New... option. When the New... option is selected, you will be presented with a blank graph window. To create a graph use the Edit(F3) menu, Enter/Edit data... function and enter some data items. Once data is in the system you will be able to modify the appearance of the graph by using both the Edit(F3), Enter/Edit data..., and Edit(F3), Define/Edit layout..., functions.

## How to Save a Graph

Graphs can be saved by using the Close..., Close All..., Save..., Save As... or Exit... options, all found in the File F2 menu. The Close... option will close the active Graph and return you to the next open Graph or to the Business Graphs screen, if there are no open Graphs. If you have made changes to the Graph you will receive the prompt: "File 'FILENAME' has been changed. Do you wish to change it?". If

you push the Yes button, the Business Graphs will close the Graph and save any changes. If you push the No button, the Business Graphs will close the Graph and ignore any changes made since the last time the Graph was saved. If you push the Cancel button, the Business Graphs will return you to the Graph without clearing or saving any changes.

The SAVE... option will save the changes and return you to the Graph. The SAVE AS... option will save the Graph to a specified filename. When you select the SAVE AS... option you will see the prompt: "File Name:". At this point you should enter the filename to which you want the Graph saved. If you push the OK button the Graph will be saved to that specified filename. The Business Graphs use .GRF as the default filename extensions. Any filenames previously used for the same Graph will not be affected by saving the Graph to a different filename. If you push the Cancel button, the Business Graphs will return to the Graph without saving the changes.

## **Entering Data**

Depending upon the type of graph you select in the Edit(F3), Define/Edit layout screen, the data input screen found in the Edit(F3), Enter/Edit data... function will be different. Bar Charts and Line Graphs will offer 36 periods of five data items. The Pie Chart will offer up to 36 slices in one pie and the choice to explode (pull out a slice from the body of the pie) any or all slices. The X/Y Plot will offer 18 pairs of 5 data elements plotted as a line or scatter graph.

## How to Print a Graph

The PRINT option allows you to print the current Graph to the printer, display it on the screen or export it to an ASCII file. The Business Graphs program is a graphic system and therefore requires either an IBM compatible dot matrix printer or a laser printer for creating printed output. When you select the File(F2), Print... option the Print Sizing screen will display.

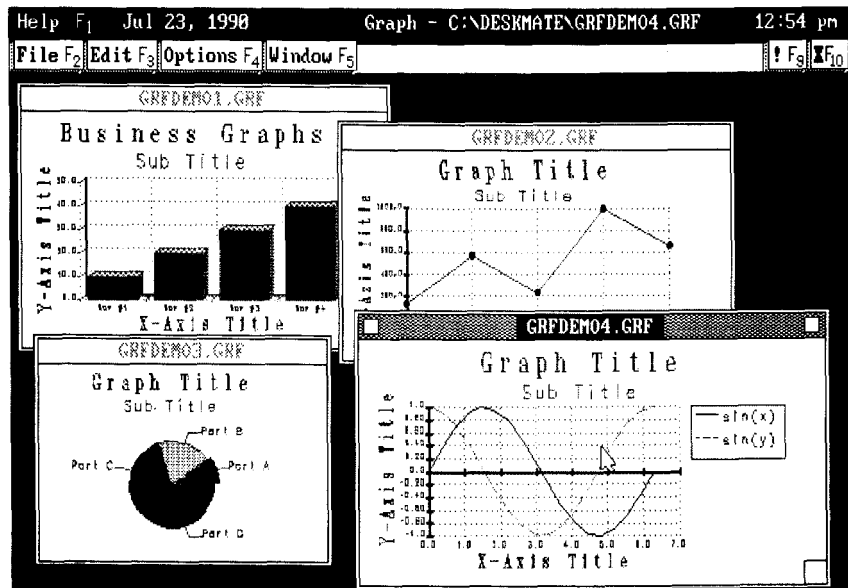
The Print Sizing screen will allow you to position the graph on your paper. Keyboard users will select a starting row and column position, while identifying the height and width of the graph. Mouse users may click on the graph icon and drag the icon to the desired position. If you click on the lower right corner of the graph icon, you will be able to drag the graph into the desired shape. Once the graph size and position have been determined, you will be presented with the standard DeskMate Print dialog box.

## Configuration and Page Setup

DeskMate Companion: *Business Graphs* uses the standard File(F2), Page Setup... commands to determine printed page orientation, size, and margins. Business Graphs also allows you to pre-set default Page Setup parameters by using the File(F2), Configuration... function. These defaults will be used for every new graph but may always be overridden or changed at any time by the standard DeskMate Page Setup function.

# Windows

DeskMate Companion: *Business Graphs* features a unique windowing capability which will allow you to open multiple Graphs on the screen. These windows may be sized and positioned for convenient access.



Using the File(F2) menu, you may either create New graphs or Open existing graphs. When more than one file is open you will find a list of all the open files in the Window(F5) pull-down menu. Highlight the filename of the desired graph and press ENTER to activate a file. Mouse users may click on any window to activate a graph.

By using the Window(F5) menu you may select to size a window or move a window on the screen. These window attributes will be saved with the graph and can be changed at any time. If you have a mouse, click anywhere on the title bar of the active window and drag the window to your desired location. If you click on the small box in the lower right hand corner of the window, you may drag the window into any size.

If you wish to temporarily expand the active window to the full size of the screen you may use the Window(F5), Zoom... function. When you wish to return the window to its original size, the Window(F5), UnZoom...will be the appropriate command.

If you wish to remain in the Business Graphs system but wish to Close an active window, use the File(F2), Close.. command. If there have been any changes made to the graph you will be given an opportunity to save the changes before the window is removed from the screen.

**Note to mouse users:** If your mouse is installed you will see two small boxes displayed on the title bar of the active window. The small box on the left side of the title bar is a "hot-spot" on which you can click to Close a window. The box on the right is a "hot-spot" which will either Zoom or UnZoom your window.



## Copy and Paste

The Copy & Paste functions in the Business Graphs system are unique from traditional DeskMate applications. If, for example, you are using a DeskMate Worksheet and you copied row and column data to the DeskMate Clipboard, enter the Business Graphs system and create an empty window via the File(F2), New... command. At this window select Edit(F3), Paste from clipboard... and a bar chart of your Worksheet data will appear on the screen. NOTE: Business Graphs will not paste formulas or the results of formulas from the Worksheet.

The Business Graphs system will allow you to copy an entire graph to the Clipboard by using Edit(F3), Copy to Clipboard. You may Paste this graph into any appropriate DeskMate application (DeskMate Draw). Some applications (eg. DeskMate Text) may not interpret the colors of the Graphs properly. Simply use the Options(F4) Display in B/W option and copy a black and white version of the graph to the clipboard. and then paste to the target application.

## Patterns and Colors

On every data entry screen found in the Edit(F3), Enter/Edit data... menu, you will find buttons with an asterisk. By pressing these buttons you will be presented with the opportunity to change the patterns for filling bars or pies and the marker or line type for line graphs. If you are using an EGA or VGA monitor, you may select the color for the line or bar. For EGA and VGA users, we have chosen to display all text and grids in color #9. The default setting for color #9 is black. If you wish to change this color, do so in **F10 Setup Colors**.

## Fonts

DeskMate Companion: *Business Graphs* offers you the opportunity the change the style of the printed titles on your graph. From the Edit(F3), Define/Edit layout... screen, type in your title and then TAB over to the corresponding FONT button. Pressing this button will present you with four different type styles. You may mix and match type styles on your graph. All X and Y axis labels will be printed in Simplex Roman.

## Help

DeskMate Companion: *Business Graphs* uses extensive on-line help. At any position within the program you may press the F1 key and you will be presented with a context sensitive solution.

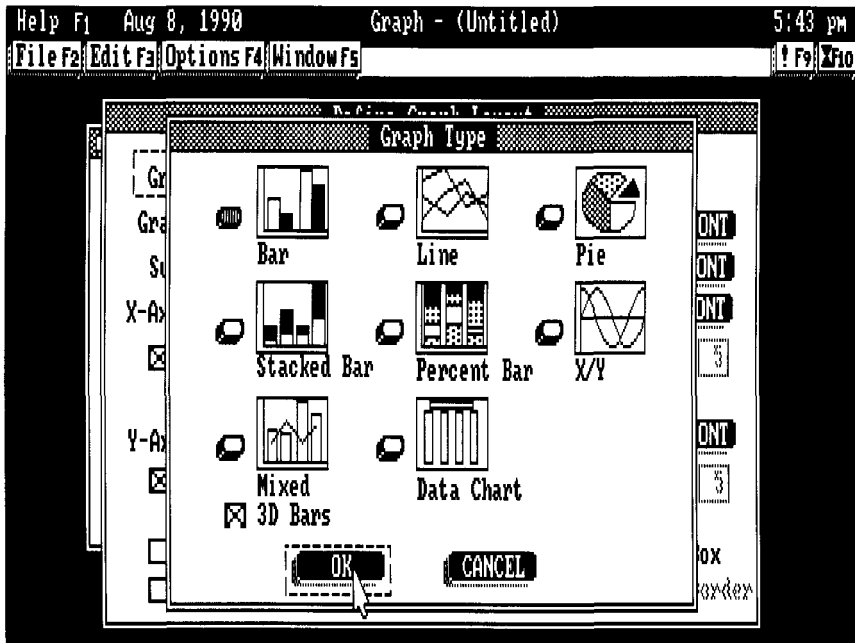
**DeskMate 3.0...3.2 vs. DeskMate 3.3+:** DeskMate Companion: *Business Graphs* uses many of the advanced help features found only in DeskMate 3.3 or 3.4. If you are using DeskMate 3.2 (or earlier) only the system overview help menus will appear.

## Sample Files

DeskMate Companion: *Business Graphs* comes with many sample files. These files all have the file extension of .GRF. Note the files with the names GRFDEMO?.GRF. These files will be automatically loaded and unloaded to the screen in a self running demo by selecting the Options, Demo.. command from the Options F4 menu. You may change any of the demo graphs or use them as sample when learning to use the system.

# Graph Types

DeskMate Companion: *Business Graphs* offers eight distinctly different types of graph layouts. By using Define/Edit layout... from the Edit F3 menu and pressing the Graph Type button, you will be presented with a graph type selection screen. Feel free to experiment with the different graph types, your data will never be lost or altered.



# New Printer Driver

Enclosed is a new printer driver (DeskMate version 3.3 or later) which will allow you to take advantage of Tandy's DMP 240 Color printer and it's ability to emulate the IBM Proprinter and the Epson LQ Printer. You can make this driver your default driver by following these directions:

1. Select Setup from the Accessory Menu (F10)
2. Select the Printer Settings option.  
A dialog box appears
3. Choose OTHER in the Printers list box.
4. At the Driver name: prompt, type DMPDE.
5. Choose any other applicable settings.
6. Press **ENTER**

Each time you select the Print option from the File Menu, DeskMate will use this printer driver.

The colors that the DMP 240 color printer uses for printing are determined by the colors you have set in your graphs. Monochrome monitors will print the default DeskMate colors. The DMP 240 will print the colors displayed on your screen as closely as possible.