

Feature	Description	Menu Item	Keyboard Shortcut
<b>Cell Placement</b>	<p>Unlike traditional spreadsheets, columns, rows and cells do not need to be adjacent. In addition, column widths within a row can be adjusted independently from those columns in other rows.</p> <p><u>Adjusting Column Widths:</u> A single selected cell, or a range of selected cells can be adjusted by placing the cursor over the left or right edge of the cells and clicking and dragging the cell border.</p> <p><u>Moving Columns:</u> Columns can be moved left or right by placing the cursor over the top edge of the selected columns and dragging left or right.</p> <p><u>Column Headers:</u> A group of similar columns can be adjusted by clicking and dragging column headers.</p> <p><u>Row Spacing and Height:</u> Rows can be separated by clicking and dragging the left edge of the row headers. Row heights can be adjusted by clicking and dragging the bottom edge of the row headers.</p> <p><u>Snapping:</u> As you move columns or adjust the width of columns, the edges will snap to the location of other columns. Press the <b>Ctrl Key</b> while moving to turn off snapping.</p>		Ctrl Key
<b>SubCells</b>	<p>SubCells are cells within cells. SubCells evaluate expressions and display the result inline with text of the parent cell. The result of the expression can be a value or other text. SubCells are also addressable, just like any other cell. You can have up to 26 SubCells within each cell. The resulting text of the SubCell can be formatted using standard formatting tools.</p> <p><u>SubCell Addressing:</u> The address of each SubCell is the address of its parent cell with the addition of a lowercase letter indicating the SubCell. For example, if cell B6 contained three SubCells, their addresses would be B6a, B6b and B6c.</p> <p><u>Editing SubCells:</u> SubCell expressions can be edited by placing the cursor within the SubCell and pressing the <b>F2 key</b>.</p> <p><u>Deleting SubCells:</u> SubCells can be deleted simply by placing the cursor within the SubCell and pressing either the <b>Del key</b> or the <b>Backspace key</b>.</p>	<p>Insert SubCell</p>	<p>F2</p> <p>Delete Backspace</p>



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<b>Functions</b>	<p>Currently only four functions are available:</p> <table border="0"> <tr> <td data-bbox="451 406 756 438">Sum(#, #)</td> <td data-bbox="787 406 1386 438">Returns the sum of the ranges or values selected.</td> </tr> <tr> <td data-bbox="451 438 756 470">Avg(#, #); Average(#,#)</td> <td data-bbox="787 438 1417 470">Returns an average of the ranges or values selected.</td> </tr> <tr> <td data-bbox="451 470 756 503">Page()</td> <td data-bbox="787 470 1333 503">Returns the page number of the current page.</td> </tr> <tr> <td data-bbox="451 503 756 535">PageCount()</td> <td data-bbox="787 503 1375 535">Returns the total page count within the document.</td> </tr> </table> <p><b>Why so few functions????</b> Don't worry, new functions will be added as they are requested by users. Just let us know which functions are important to you.</p>	Sum(#, #)	Returns the sum of the ranges or values selected.	Avg(#, #); Average(#,#)	Returns an average of the ranges or values selected.	Page()	Returns the page number of the current page.	PageCount()	Returns the total page count within the document.		
Sum(#, #)	Returns the sum of the ranges or values selected.										
Avg(#, #); Average(#,#)	Returns an average of the ranges or values selected.										
Page()	Returns the page number of the current page.										
PageCount()	Returns the total page count within the document.										
<b>Headers and Footers</b>	<p>Headers and footers can be inserted and unlike other other spreadsheets, you are not limited to just left, center and right elements.</p> <p>Headers and footers can contain any number of rows and columns and can be adjusted and manipulated in the same manner as the main spreadsheet. Functions and images can also be placed within the cells of a header or footer.</p> <p>Header and footer cells are also fully addressable within the header and footer, between headers and footers, and of course from the body of the document as well.</p>	<p>Insert Edit Delete  Header Footer</p>									
<b>Page Sections</b>	<p>Pages of similar types are grouped by Page Sections. Each page within the same section will be of the same size. In addition, the headers and footers of each page section will be identical.</p> <p>You can use the Page Section editor to insert, modify or delete delete page types, headers and footers. You can also combine two sections into one or split an existing section into two identical sections, and then modify one or the other section as desired.</p>	<p>Page Sections...</p>									
<b>HashTags</b>	<p>HashTags are document variables which can be used within formulas or SubCells to display text or numbers. Once a HashTag is defined, it can be used multiple times throughout the document. Changing the value of the HashTag will change all occurrences within the document.</p>	<p>Edit HashTags...</p>	<p>F3</p>								



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<b>CheckSums</b>	<p>A CheckSum is a method to ensure document integrity. A CheckSum value or formula can be entered into any Cell or SubCell. You are notified of CheckSum errors if the resulting value of the Cell or SubCell does not equal the resulting value of the CheckSum. CheckSums are indicated by red and green triangles in the top left corner of Cells or SubCells, as well as the CheckSum count indicator located in the far bottom left corner of the pStatements Window. You may click the indicator to open the CheckSum dialog box. The CheckSum dialog box shows the current status of all CheckSums within the document and allows you to quickly navigate to the location of each CheckSum.</p>	<p><u>E</u>dit   Check<u>S</u>um</p> <p><u>I</u>nsert   Check<u>S</u>um</p> <p><u>D</u>elete   Check<u>S</u>um</p>	<p>F10</p> <p>F10</p> <p>Ctrl-F10</p>
<b>Side Pages</b>	<p>Side pages are useful when you need more room for a table on a page horizontally. You can move cells or columns to a new page simply by dragging those cells or columns to a new page. Simply hold down the <b>Shift key</b> while moving cells or columns beyond the right margin of the current page and a new page will appear to the right of the existing page.</p>		
<b>CheckPoints</b>	<p>A CheckPoint is a version of the document at a point in time. Every 10 seconds a document CheckPoint is created. A total of 8 CheckPoints are stored within the document. CheckPoints can be recovered, saved or deleted. You can also create manual CheckPoints. Automatically created CheckPoints will not overwrite manually created CheckPoints.</p> <p>CheckPoints are retained at the following intervals: 10 seconds; 1 minute; 5 minutes 15 minutes; 30 minutes; 2 hours 8 hours &amp; 24 hours.</p>	<p><u>F</u>ile   <u>C</u>heckPoints...</p>	
<b>Display Sizing</b>	<p>Most windows and elements can be zoomed in or out to your desired size. Simply place the cursor over the element to be adjusted and <b>scroll the mouse wheel while holding down the Ctrl key</b>. Elements affected by sizing include the menu bar, icon bar, status bar and column and row headers.</p>		



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<b>Font Scaling</b>	<p>Sometimes text is slightly too wide to fit in a desired column. Font scaling will allow you to adjust the font horizontally, without changing the vertical dimension, allowing the text to fit the desired column width.</p> <p>Other times you have too many rows to fit on one page. Font scaling will allow you to adjust the vertical size of the text, without changing the horizontal dimension allowing you to fit more lines on a single page.</p>	Font Scaling	
<b>Reverse Sign</b>	<p>Often times a user will enter a long formula only to realize the result is negative when it should be positive or vice versa. You can toggle the sign of a formula and its result simply by clicking the <b>Reverse Sign</b> tool bar button. You can also do this by holding down the <b>Ctrl Key</b> and pressing the <b>minus or dash key</b>.</p>		Ctrl -
<b>Image Placement</b>	<p>Unlike other spreadsheets, images can be placed in front of or behind spreadsheet text. Images can be anchored to a cell, a row or the page. Images can also be inserted within Headers and Footers. You can change the anchored cell or row simply by holding the <b>Ctrl Key</b> down while moving the image. Right-Click any image to access additional options.</p>		
<b>Cell Margins</b>	<p>You can set internal cell margins for each cell. This provides padding between the cell borders and the content of the cell.</p> <p>Toggle "View Cell Margins" to view the margins while editing the document.</p>	Cell Margins  View Cell Margins	
<b>Print Preview</b>	<p>Print Preview presents your document as it will be printed or displayed without formatting guides such as SubCell outlines, CheckSum indicators, column/row headers, grid lines, rulers, image handles, spelling errors, etc.</p>	File Print Preview	Ctrl-Space



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<b>Undo/Redo</b>	Undo and Redo functions apply to all document changes.	<u>E</u> dit U <u>ndo</u> R <u>e</u> do	Ctrl-Z Ctrl-Y
<b>Find/Replace</b>	Find and optionally replace text or amounts within all parts of the document. You are also able to look within and replace formulas if desired.	<u>E</u> dit F <u>i</u> nd/Replace	Ctrl-F
<b>Cut/Copy/Paste</b>	Typical cut, copy and paste operations are supported.	<u>E</u> dit C <u>u</u> t C <u>o</u> py P <u>a</u> ste	Ctrl-X Ctrl-C Ctrl-V
<b>Colors, Borders, Highlighting,</b>	You have full control over text color and cell background colors. Unlike other spreadsheets, you can also highlight text. In addition, unlike some word processors, you can use any desired color for highlighting text. You can also set cell borders of varying thickness and any desired color.	<u>C</u> ell <u>F</u> ont	
<b>Line Feeds</b>	To insert line-breaks within a cell, hold the <b>Shift Key</b> and press the <b>Enter Key</b> .		Shift-Enter
<b>File Status</b>	You can quickly determine if a file has unsaved changes. A red bar under the file name on the status bar indicates the file has unsaved changes. A green bar indicates the file has been successfully saved.		71 23
<b>Selecting Files</b>	You may click on the file name within the status bar to edit that file. You can press <b>Ctrl-Page Up</b> and <b>Ctrl-Page Down</b> to cycle between open files.		Ctrl-Page Up Ctrl-Page Down

Please contact us at [support@pSaltySea.com](mailto:support@pSaltySea.com) if have questions or would like to request additional features.

