

CHAPTER 3

PROGRAM BASICS

This chapter provides basic information about starting and running **Quattro Pro for Windows** and the **Benefit-Cost Program**, along with helpful hints.

Starting Quattro Pro For Windows (QPW)

Start Windows

Quattro Pro For Windows (QPW) is a **Windows** program; therefore you must first start **Windows** before starting Quattro Pro. If you are not already in **Windows**, type **WIN** at a DOS prompt (e.g., **C:\>**) to start **Windows**. See page 2-3 for more information.

Start QPW

After starting **Windows**, click the left mouse button on the symbol (the "icon") or the group window labeled **Quattro Pro for Windows (QPW)**. Then, double-click the left mouse button on the QPW icon within the window.



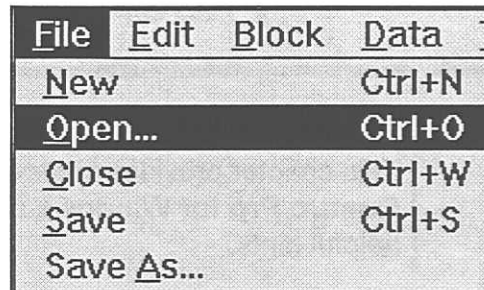
In this manual, when you read "click on" it is a short way to say "click on the left mouse button."

Quattro Pro for Windows works very much like any other Windows spreadsheet (e.g., Lotus 1-2-3 or Excel) or any other Windows program, including word processors (e.g., WordPerfect or Microsoft Word). Quattro Pro commands are initiated by clicking on pull-down menus at the top of the screen or by clicking on the speed buttons below the menu lines.

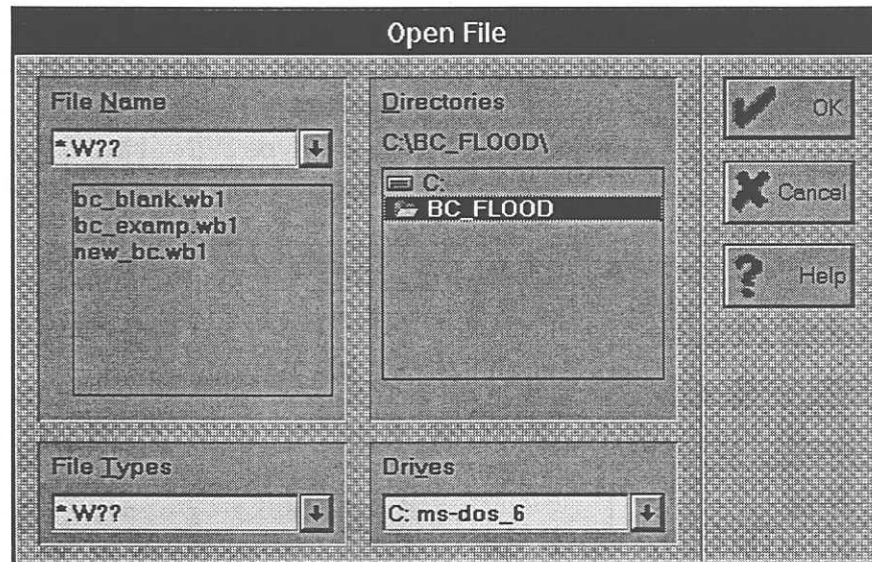
To use the Benefit-Cost Program, you need to know only a little about Quattro Pro. Once the Benefit-Cost Program is loaded, the data entry, calculations, and printing of results can be accomplished entirely within the program, with minimal use of Quattro Pro commands.

Opening Files

The menu bar along the upper edge of the QPW window will display a **File** command at the left side. Click on the **File** command. When the menu opens, click on the **Open...** line.



The screen will display the **Open File Dialog Box** which contains two boxes side by side: **File Name** and **Directories**.



If the **C:** drive is not listed at the top of the **Directories** list, double click on the **C:** in the **Drives** box on the bottom center of the screen. Use the mouse to move the cursor to the **BC_FLOOD** directory where the Benefit-Cost Program is located, and double click. All of the files ending in **.WB1** will be listed in the **File Name** box at the left.

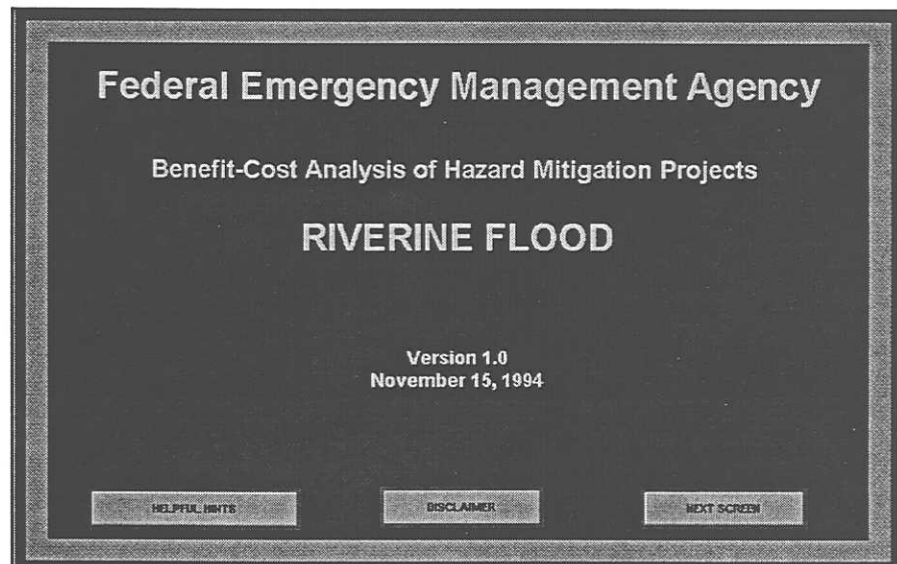
Double click on the **BC_EXAMP.WB1** line to load a completed example, or on **BC_BLANK.WB1** to load a blank spreadsheet. Or, files may be opened by clicking once on the file name and then on **OK**.

The computer will load the **Benefit-Cost Program**. Loading may take from a few seconds up to several minutes, depending on the computer. The bottom right corner of the screen (the Status line) will display **WAIT** while the model is loading and **READY** when the model is loaded. Do not attempt to enter any commands while **WAIT** is displayed!

As you continue to use the Benefit-Cost Program and save files, the **File Name** box will contain the names of all of your files which have the **.WB1** ending. Double-clicking on the desired file will open any of these files. Please see **Naming and Saving Files** on page 3-7.

Screen Display

When the Benefit-Cost Program is loaded, the first screen visible is the **Sign-On Screen**.



Zoom List

If the words extend past the right-hand side of your computer screen or if the image is too small, change the **Zoom List** by following these steps:

1. Click on the **Zoom List** arrow, located in the second row of symbols (the productivity tools SpeedBar) at the top of the screen;
2. While holding down the left-hand mouse button, move the mouse until the correct value (e.g., 80) is highlighted. It may take a little trial-and-error to determine the best value for your screen. Changing the **Zoom List** setting changes the size of the screen display.



Moving Around in the Program

Several Easy Ways

There are several easy ways to move around in the Benefit-Cost Program:

1. Use the mouse to place the cursor wherever you want to be on a page and click on that location.
2. To move **left-right** on a page, use the cursor arrows on the keyboard, or the horizontal scroll bar at the bottom right of the screen.
3. To move **up-down** on a page, use the cursor arrows on the keyboard, or the vertical scroll bar at the right hand edge of the screen.
4. To move to the **top of any page** in the program, press the **Home** button on the keyboard.
5. To proceed sequentially through the Benefit-Cost Program, click on the **Next Screen Button**, at the bottom of each page.



6. To move to a specific location within the program, use the custom **Menu Tree** (described next) which appears at the top of the screen. Click on the desired menu item; the submenu (a list of available choices) appears. Click on the desired submenu item.

Benefit-Cost Menu Tree

The Benefit-Cost Program is driven from a customized menu tree. The menu appears at the top of the display screen (after the model is loaded):



Menu items can be accessed by clicking on the desired menu label or by the **/X** keyboard command, where "X" indicates the underscored letter in the menu name. For example, **Results** can be accessed by clicking on **Results** or by typing **/R**.

In addition to the main menu, there are submenus which appear when a main menu heading is clicked on. Submenus are accessed in the same manner as the main menu headings.

For example, to move to the **Depth-Damage Function** screen, click on **Level Two Data**, then click on **Building Depth-Damage Function**.



The complete Benefit-Cost Menu Tree is given below.

CUSTOMIZED BENEFIT-COST MENU TREE

File

Save
Save As...
Quit

Model

Version
Color Codes

Level One Data

Project Information
Building Data
Building Contents
Displacement Costs
Value of Public/Nonprofit Services
Rent & Business Income
Mitigation Project Data

Flood Hazard Risk

Level Two Data

Building Depth-Damage Function
Contents Depth-Damage Function
Displacement Time
Functional Downtime
Mitigation Project Effectiveness

Results

Damages Before Mitigation
Damages After Mitigation
Benefits
Benefit Cost Results
Summary

Print

Summary

Report

Graph Hazard Data

Graph Damages Before Mitigation

Graph Damages After Mitigation

Graph Benefit-Cost Results

All Graphs