

Cell Colors

Before you begin the data entry process, note that all areas (blocks or cells) of the program screens are color coded to remind the user what type of information each cell contains.

The cell type appears in the **Style List** window when the cursor is clicked on a cell. The **Style List** window is in the upper SpeedBar.



In the Benefit-Cost Program, background space is white and identifying labels (which cannot be changed) have black text on white backgrounds. There are seven colors which indicate different types of data entries or calculated results:

GREEN Blocks (Data Input) require the user to enter data concerning the building or project and directly affect the calculated results.

PINK Blocks (Information Only) contain information about the building or project and do not affect the calculated results.

PURPLE Blocks (Carry Over) contain information that was entered by the user in other screens.

ORANGE Blocks (Default) contain default data which vary depending on the building type selected and other user-determined inputs.

BLUE Blocks (Override Default) can be used to override default data with project-specific data.

YELLOW Blocks (Results) contain calculated results from the program.

RED Block (OMB Policy) contains the discount rate entry that is defined by OMB or FEMA policy and thus is not a user-defined entry.

Unprotected Blocks

User data entries can be made **ONLY** in **PINK, GREEN, BLUE, or RED** blocks. "Unprotected" means that data entries **CAN** be made within these blocks.

Protected Blocks

Blocks colored **ORANGE, YELLOW, and PURPLE** are protected. The background, or normal blocks, which appear **WHITE** are also protected. User entries **CANNOT** be made in these blocks. To change information in **PURPLE blocks (Carry Over)** the original data entries in the **PINK** or **GREEN** blocks must be changed. To change entries in the **ORANGE** or **YELLOW** blocks, the underlying selections or data entries which affect these blocks must be changed.

Data Entry

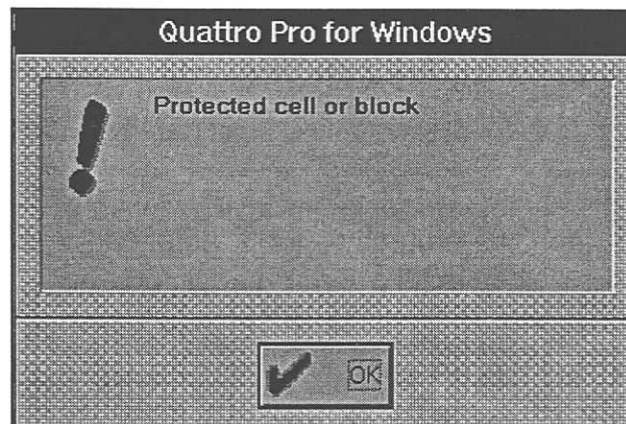
To enter data into a cell (block) in the program, first move the cursor to the block where you want to enter the data. Then, type the desired information. As you type, the characters appear in the **Input Line** below the menus and speed buttons.



Only when you press **Enter** or an arrow key or click the check mark button (✓) does Quattro Pro move the characters into the block (cell). Thus, you must press **Enter** or an arrow key or click the check mark button (✓) to actually make the data entry which you have typed.

Helpful Hint: User data entries can be made only in the GREEN, PINK, BLUE, or RED data entry blocks.

If you attempt to enter data in cells which are not **GREEN, PINK, BLUE, or RED** you will see a "protected cell" error message. Other cells are "protected" to prevent inadvertent changes to the program. As with other error messages, click on **OK** or press the **Esc** key to return to data entry.



Correcting Errors

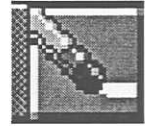
If you make a mistake while typing, press the **Backspace** key on the keyboard to erase. To clear the entire entry, click the **X** box or press the **Esc** button on the keyboard.

After pressing **Enter**, if you find you made a typing mistake or want to change an entry, first select the cell which you wish to change by clicking on the cell. Then, type the entry over again or click inside the text on the **Input Line** (see **Data Entry** above) and edit it there. To delete an entry without replacing it, just select the cell (by clicking on the mouse in the desired cell) and press the **Del** button on the keyboard.

Another option is to use the **Delete** button to delete the entry. Click on the cell with the mistake, then move the mouse to the **Delete** button (on the left side of the bottom Tool Bar) and click.



To **Undo** any entry or change, move the cursor to the cell and left click the mouse, then highlight and click on the **Undo** (pencil eraser) icon (on the bottom right of the Tool Bar).



Entering Commas and Dollars

QPW can't accept number entries which include a dollar sign "\$" or commas ",". Thus, twenty thousand square feet must be entered as **20000** and a cost of \$10,000 must be entered as **10000**. The "\$" and "," are inserted automatically. If you forget and include a "\$" or a "," the model will respond with a "Syntax error" message. Click on the **OK**, or press the **Esc** keyboard button, then enter correctly the information requested.

Entering Addresses

When entering the address (or any combination of letters and numbers which begin with a number), first type an apostrophe (') followed by the number and street name. The ' tells Quattro Pro that the entry is text, not numbers. If you forget to include the apostrophe, a "Syntax error" message will appear. Click on the **OK**, or press the **Esc** keyboard button, then enter correctly the information requested.

Syntax Error

