

# ORG PLUS<sup>®</sup>

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## For Windows

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**USER'S SUPPLEMENT VERSION 2.0**

**Banner Blue Software Incorporated  
Fremont, California**

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# Supplement: Org Plus for Windows

## version 2.0

This supplement presents detailed instructions for using Org Plus for Windows version 2.0. It should be used in conjunction with the Org Plus for Windows User's Manual. All references made to Org Plus, unless specifically stated otherwise, are made to Org Plus for Windows version 2.0.

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### New features

The following are the new features available in this version:

- Object Linking and Embedding (OLE) server support
- Windows metafile (WMF) file format support
- TIFF (tagged image file format) (TIF) support
- PC Paintbrush® (PCX) file format support
- Org Plus Exchange (OPX) file format support
- Saving printer settings with your chart
- Setting font style and size from a single command
- Placing WMF, TIFF, and PCX pictures

The first five new features: OLE, WMF, TIFF, PCX and OPX support are described in the “Using Org Plus with other applications” section of this supplement.

The other features are described in the “Other features and hints” section, also in this supplement.

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## Installation

To install Org Plus, follow the installation instructions on page 7 of the Org Plus for Windows User's Manual. The installation instructions are the same with the following exceptions:

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### Differences from version 1.0 installation

Org Plus now requires 2 megabytes instead of 1.5 megabytes of free disk space.

In addition to the files listed in "What's on your disk," page 10 of the Org Plus for Windows User's Manual, the following utility files are also copied:

- P3DISP.DLL
- P3FILE.DLL
- P3EDIT.DLL
- P3CONV.DLL
- P3DIB.DLL
- P3COLOR.DLL
- P3INFO.DLL

If you are a Windows 3.0 user, additional files may be required by your system. Follow the instructions on the screen.

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### Org Plus for Windows version 1.0 users

Org Plus for Windows version 2.0 can open Org Plus for Windows version 1.0 charts but Org Plus for Windows version 1.0 cannot open Org Plus for Windows version 2.0 charts.

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## Using Org Plus with other applications

This section replaces Appendix E, page 213, in the Org Plus for Windows User's Manual.

Org Plus for Windows can open charts from files in any of the following formats:

- Org Plus for DOS (versions 3.1 and above)
- Comma-delimited text
- Tab-delimited text

Org Plus for Windows can save charts in any of the following formats:

- Org Plus for DOS (versions 3.1 and above)
- Comma-delimited text
- Tab-delimited text
- Windows bitmap (BMP)
- Windows metafile (WMF)
- TIFF (tagged image file format) (TIF)
- PC Paintbrush (PCX)

Org Plus for Windows also supports Object Linking and Embedding. This Windows feature lets you create and edit a chart in Org Plus and automatically transfer it to another Windows application such as a word processor or desktop presentation program. See "Object Linking and Embedding," page 16, for more information.

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### Opening Org Plus for DOS files

Org Plus for Windows can open chart files created by Org Plus version 3.1 and Org Plus Advanced version 4.0 and above.

Org Plus version 3.1, Org Plus Advanced version 4.0, 5.0, and 6.0 share the same chart file format. Org Plus Advanced version 6.01 and above use the Org Plus Exchange (OPX) chart file format. Org Plus for DOS drawing (DWG) files cannot be opened.

To open an Org Plus for DOS chart (Org Plus version 3.1 or Org Plus Advanced version 4.0, 5.0, or 6.0), do the following:

1. **Choose Open from the File menu.**

The Open Chart dialog box appears (Figure E-1).

2. **Choose Org Plus 3.1, 4.0, 5.0, 6.0 from the “File formats” pull-down menu.**

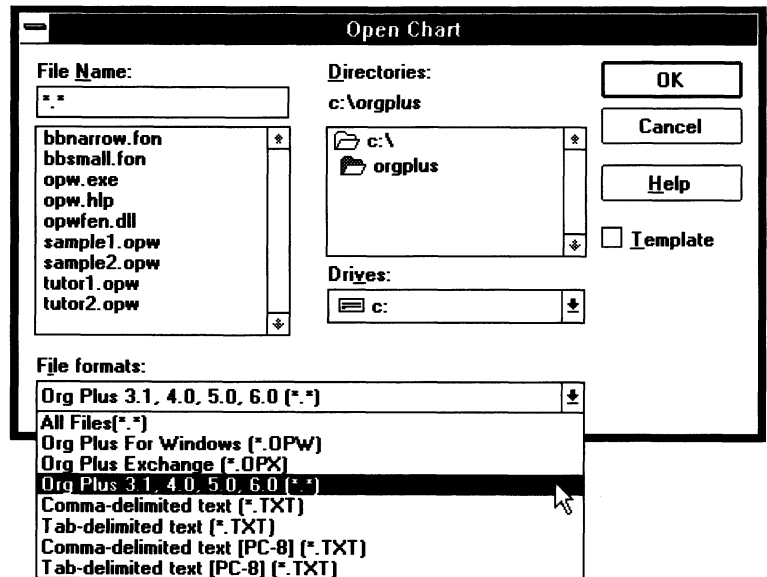


Figure E-1. Opening an Org Plus for DOS file



### **3. Locate and open the Org Plus for DOS file.**

Org Plus for Windows creates a new, untitled chart containing the information in your Org Plus for DOS file. The new chart will contain all data, except consolidated amounts, and most chart formatting options.

To open an Org Plus Advanced version 6.01 or later chart, do the following:

#### **1. Choose Open from the File menu.**

The Open Chart dialog box appears.

#### **2. Choose Org Plus Exchange from the “File formats” pull-down menu.**

#### **3. Locate and open the Org Plus for DOS file.**

Org Plus for Windows creates a new, untitled chart containing all the information in your Org Plus for DOS file.

You can change and save your new Org Plus chart as you can any other Org Plus for Windows chart. Your original Org Plus for DOS file is not affected in any way.

## **Differences between DOS and Windows versions**

There are a few differences between Org Plus for Windows and Org Plus for DOS.

- You can enter much more information into the boxes of your chart with Org Plus for Windows. See Appendix D, page 211, in the Org Plus for Windows User’s Manual for details.
- Org Plus for Windows gives you much more control over the appearance of your chart. Any group can have any chart style.
- Org Plus for Windows is more sophisticated about the way it arranges boxes on the page. It can create more compact charts than Org Plus for DOS.

- Org Plus for Windows does not support the Tables/Reports and Amounts capabilities found in Org Plus for DOS.

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## **Saving as Org Plus for DOS**

Org Plus for Windows can save charts in a file format that can be read directly by the following DOS versions of Org Plus and Org Plus Advanced:

- Org Plus version 3.1
- Org Plus Advanced version 4.0
- Org Plus Advanced version 5.0
- Org Plus Advanced version 6.0
- Org Plus Advanced version 6.01 and later

Org Plus version 3.1, Org Plus Advanced version 4.0, 5.0, and 6.0 share the same chart file format. Org Plus Advanced version 6.01 and above use the Org Plus Exchange (OPX) chart file format.

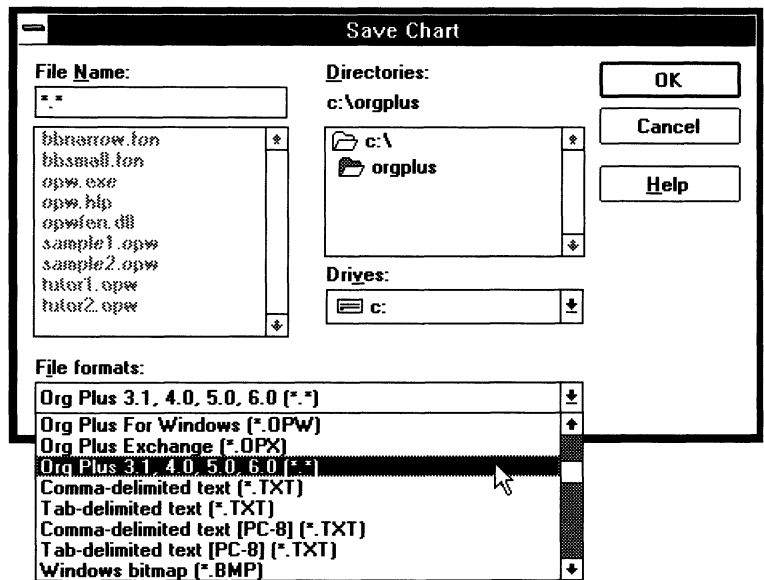
To save your Org Plus for Windows chart in a format readable by Org Plus version 3.1 or Org Plus Advanced version 4.0, 5.0, or 6.0 do the following:

- 1. Choose Save As from the File menu.**

The Save Chart dialog box appears (Figure E-2).

- 2. Choose Org Plus 3.1, 4.0, 5.0, 6.0 from the “File formats” pull-down menu.**
- 3. Type a name for your file in the File Name box.**
- 4. Click the OK button.**

You can now open your chart with either Org Plus version 3.1 or Org Plus Advanced version 4.0, 5.0, or 6.0.



*Figure E-2. Saving as an Org Plus for DOS file*

To save your Org Plus for Windows chart in a format readable by Org Plus Advanced version 6.01 or later, do the following:

1. Choose Save As from the File menu.
2. Choose Org Plus Exchange from the “File formats” pull-down menu.
3. Type a name for your file in the File Name box.

Note: file names must have an “OPX” extension.

4. Click the OK button.

You can now open your chart with any version of Org Plus Advanced version 6.01 or later.

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## Opening Org Plus for Macintosh files

To open an Org Plus for Macintosh® chart, you must first save the chart in Org Plus for Macintosh with the Org Plus for IBM file format, then transfer the file to your IBM or compatible computer. You can transfer files on some types of networks. In addition, if your Macintosh is equipped with the Apple SuperDrive™, you can use the Apple File Exchange™ utility to transfer Macintosh documents to 3.5-inch IBM formatted disks. Consult your Macintosh owner's manual and your Org Plus for Macintosh User's Manual for further instructions.

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## Opening Text files

Org Plus can open a text file saved in a tab- or comma-delimited ASCII file format. "ASCII" stands for "American Standard Code for Information Interchange." There are four standard ASCII file formats:

- ANSI Tab-delimited files
- ANSI Comma-delimited files
- PC-8 Tab-delimited files
- PC-8 Comma-delimited files

ANSI format files are generated from Windows applications, and PC-8 files are generated from DOS applications. A tab separates each text value, date, or number in a "Tab-delimited" file. A comma separates each text value, date, or number in a "Comma-delimited" file. In addition:

- Field values such as names and titles must be enclosed within double quotes (in the ANSI or PC-8 Comma-delimited format only).
- Each **record** – each row – in your text file must have the same number of fields that are in the same order.

If your data records contain the name of the employee's manager, Org Plus can preserve the reporting relationships of the people in your organization. If your data records do not contain the name of the employee's manager, Org Plus creates arbitrary reporting relationships that you can then change by moving the boxes around. (See "Moving boxes in your chart," page 103 of the Org Plus for Windows User's Manual).

For example, the text file shown in the top window of Figure E-3 creates the chart in the lower window. If your text file appears as shown in Figure E-4, the chart will appear differently.

To open a text file, do the following:

1. **Choose Open from the File menu.**

The Open Chart dialog box appears.

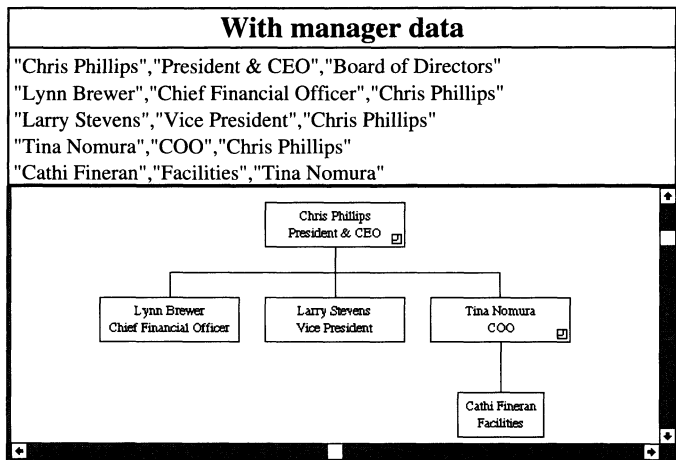
2. **Choose “Tab-delimited text” or “Comma-delimited text” from the “File formats” pull-down menu (located at the bottom of the Open Chart dialog box) if your ASCII file was generated from a Windows application.**

**Choose “Tab-delimited text (PC-8)” or “Comma-delimited text (PC-8)” from the “File formats” pull-down menu (located at the bottom of the Open Chart dialog box) if your ASCII file was generated from a DOS application.**

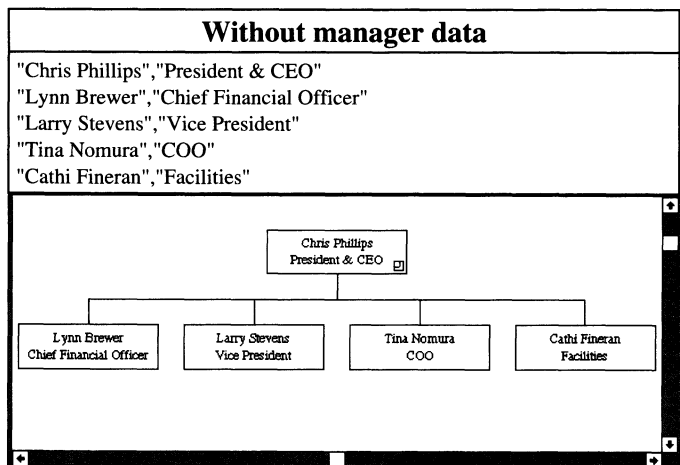
3. **Locate and open the text file.**

A dialog box appears asking whether the text file contains the name of each record's manager.

**If the text file does not contain the name of the manager, click No, and stop here. You do not need to read further.** Org Plus creates a new, untitled chart that you can change and save as you would any other Org Plus chart.



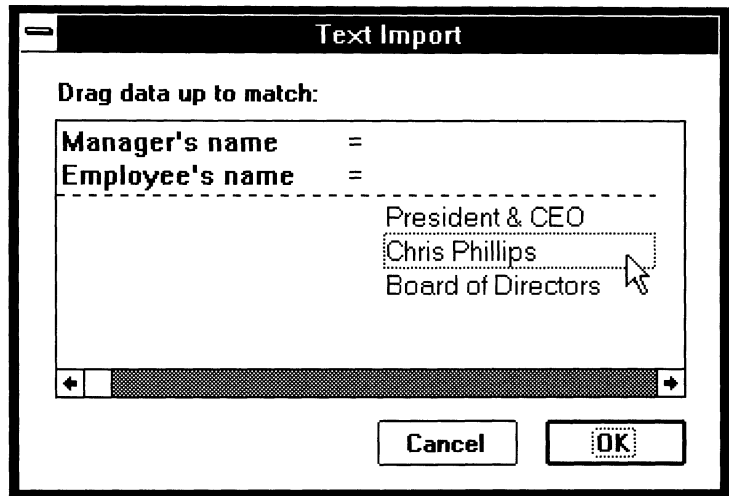
*Figure E-3. Preserving the reporting relationship*



*Figure E-4. An arbitrary reporting relationship*

**If the text file does contain manager data, click Yes.**

The Text Import dialog box appears, as shown in Figure E-5.



*Figure E-5. The Text Import dialog box*

The data in the first record of the text file appears in a column at the lower right. A scroll bar appears on the right side of the dialog box when all the data does not fit. Scroll down to see all of the data for the current record if it's not currently visible.

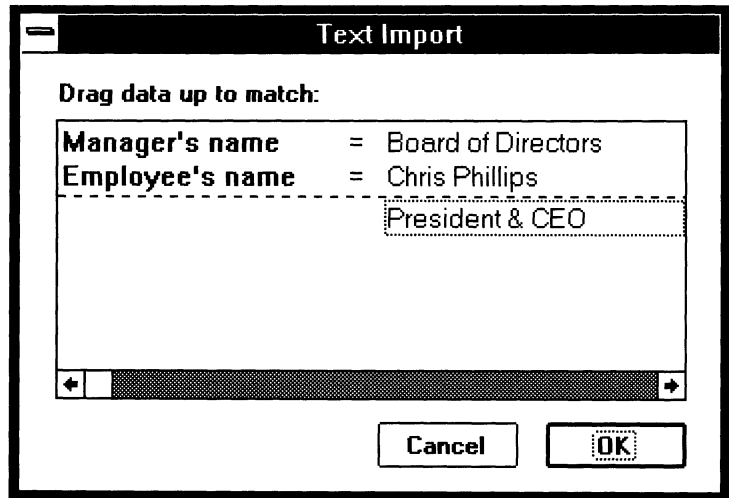
You can also scroll to the right to see the data for other records in the text file.

4. **Drag up the manager's name until it is next to the first equal sign (see Figure E-6).**
5. **Drag up the employee's name until it is next to the second equal sign (see Figure E-6).**

= Chris  
A.  
Phillips

If your text file has the name separated into parts (first name, middle name, last name), the name parts will appear on different rows in the Text Import dialog box. Drag all the name parts up so that they are stacked up to the right of and below the equal sign (see figure to left). Make sure you put them in the right order (first name above middle name, middle name above last name).

When steps 4 and 5 are complete, you should have a data value opposite the two equal signs, as shown in Figure E-6. There may be some data below the dotted line – ignore it.



*Figure E-6. Matching the data values*

If each data record has the same data in the same order, the match up will be correct for all records in the text file. You can check this by clicking the left and right arrows of the horizontal scroll bar to view the other data records in the text file.

**6. Click the OK button.**

Org Plus creates a new, untitled chart that you can change and save as you would any other Org Plus chart.



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## **Saving as a Text file**

To save an Org Plus chart as a text file, do the following:

1. **Choose Save As from the File menu.**
2. **Choose “Tab-delimited text” or “Comma-delimited text” from the “File formats” pull-down menu for a Windows application.**

**Choose “Tab-delimited text (PC-8)” or “Comma-delimited text (PC-8)” from the “File formats” pull-down menu for a DOS application.**

3. **Type a name for your text file in the File Name box.**
4. **Click the OK button.**

Org Plus creates a text file containing all the data that you have typed for each box in the chart, including the name of the manager. Many applications can read files with data saved in all four text formats.

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## **Saving as a Windows bitmap**

A bitmap is a standard Windows graphics image format. Most Windows applications open or import bitmap files.

To save an Org Plus chart as a bitmap file, do the following:

1. **Choose Save As from the File menu.**
2. **Choose “Windows bitmap” from the “File formats” pull-down menu.**
3. **Type a name for your bitmap file in the File Name box.**
4. **Click the OK button.**

Org Plus saves a complete image of the chart in the bitmap file with the specified name.

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## **Saving as a Windows metafile**

A metafile is a standard Windows graphics image format. It requires much less disk space than the Windows bitmap format. Many applications open or import metafiles.

To save an Org Plus chart as a metafile, do the following:

1. **Choose Save As from the File menu.**
2. **Choose “Windows metafile” from the “File formats” pull-down menu.**
3. **Type a name for your file in the File Name box.**
4. **Click the OK button.**

Org Plus saves a complete image of the chart as a metafile with the specified name.

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## **Saving as a TIFF file**

TIFF (Tagged Information File Format) is a graphics image format used by many DOS, Windows, and Macintosh applications. Use TIFF if you want to transfer an image of your chart to an application on a Macintosh, DOS, or Windows application that does not support metafiles or bitmaps.

To save an Org Plus chart as a TIFF file, do the following:

1. **Choose Save As from the File menu.**
2. **Choose “TIFF” from the “File formats” pull-down menu.**
3. **Type a name for your file in the File Name box.**
4. **Click the OK button.**

Org Plus saves a complete image of the chart as a TIFF file with the specified name.

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## **Saving as a PC Paintbrush file**

PC Paintbrush is a graphics image format used by PC Paintbrush from ZSoft® Corporation.

To save an Org Plus chart as a PC Paintbrush (PCX) file, do the following:

- 1. Choose Save As from the File menu.**
- 2. Choose “PCX” from the “File formats” pull-down menu.**
- 3. Type a name for your file in the File Name box.**
- 4. Click the OK button.**

Org Plus saves a complete image of the chart as a PC Paintbrush (PCX) file with the specified name.

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## **Copying and pasting between applications**

This section tells you how to copy and paste information between Org Plus and other Windows applications.

You can copy text from most Windows applications to the Clipboard and then paste it into your chart wherever you enter an insertion point (the blinking vertical bar).

You can also copy pictures from many Windows applications directly to the Clipboard and paste them directly into your chart. See “Placing pictures into your chart,” page 153 of the Org Plus for Windows User’s Manual, for details.

You can also copy and paste a rectangular portion of your chart to the Clipboard and then paste it into an application that accepts Bitmap and Picture (metafile) clipboard formats. These are standard formats for graphics images. To copy and paste a portion of your chart, do the following:

- 1. Choose the level of magnification you want from the Chart menu.**

Note: what you see in the chart window is exactly what you can copy to the Clipboard.

To copy an image of the entire chart, choose Size to Window from the Chart menu.

- 2. Press and hold the Ctrl key while you drag a rectangle around the portion of your chart you want to copy to another application.**

When you release the mouse button, Org Plus places two representations of the rectangular area you defined on the Clipboard. One is in bitmap format and the other is a metafile format.

- 3. Switch to the Windows application where you want to paste the chart image.**
- 4. Click or position the insertion point where you want to paste the graphic image.**
- 5. Choose Paste from the Edit menu.**

The other application will paste the appropriate format (bitmap or metafile) of the chart image automatically.

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## **Object Linking and Embedding**

Org Plus supports Object Linking and Embedding (OLE), a feature that lets you create and edit a chart in Org Plus and automatically transfer it to another application. Other applications that support OLE include word processors and desktop presentation programs. Once your chart is in the Windows OLE client application, you can open Org Plus and edit it from within that application.

Org Plus functions as an OLE *server*. You can use it with any application that functions as an OLE *client*. An OLE server application such as Org Plus creates the chart; an OLE client application, such as Microsoft Word® 2.0, contains the chart.

This section tells you how to transfer an Org Plus chart, or portion of a chart, to another client application. First, however, you should understand the difference between *embedded* charts and *linked* charts.

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## Object Linking vs. Object Embedding

An *object* is a chart or a portion of a chart that you want to place in another Windows application.

You can *embed* an object in an OLE client application document, or you can *link* an object to a client document. When you embed an object in a OLE client document, you place a copy of the original object in the client document. It is then completely separate from the original chart. You can edit the embedded object independently from the original chart.

When you link an object to a client document, the object appears in the client document, but it still resides in the original Org Plus document. The client document is automatically updated when you make a change to the object in the original Org Plus document.

For a more thorough description of Object Linking and Embedding, see Chapter 13 or the index of your Microsoft Windows 3.1 User's Guide.

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## Embedding a chart

There are two ways to embed a chart in a client application's document. The first way is to start in the client document where you want the embedded chart to appear. The second way is to start from within Org Plus.

### Embedding from within the client application

To embed a chart, do the following:

1. **Open the application and the document into which you want to embed the chart.**

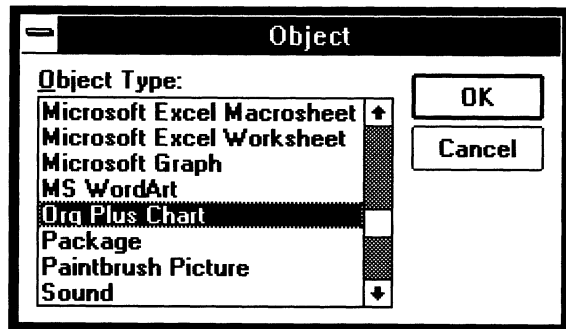
2. **Move the insertion point to the place you want the Org Plus chart inserted, or make whatever preparations required by the application.**

Look in the index of the application's manual under "embedding objects" for specific instructions.

3. **Choose Insert Object from the application's Edit menu.**

If you can't find the Insert Object command, see if there is an Object command in an Insert menu. If you can't find either command, your application probably doesn't support this method of embedding objects.

The application should display a dialog box, such as the one shown in Figure E-7.



*Figure E-7. Inserting an object*

The dialog box lists all the applications on your computer that support OLE.

4. **Select Org Plus Chart.**
5. **Click the OK button.**

This opens Org Plus.

6. **Create a chart.**

**7. Choose Update from the Org Plus File menu.**

This places the chart into the client document.

**8. Choose Exit from the Org Plus File menu.**

You are now back in the client application with the chart you just created.

## **Embedding from Org Plus**

To embed a chart starting from Org Plus, do the following:

- 1. Open Org Plus.**
- 2. Create a chart or open an existing file containing the chart you want to embed.**
- 3. If you want to save the chart, choose Save from the File menu.**
- 4. Select the portion of the chart you want to embed.**

To select the entire chart, choose All from the Select submenu, located in the Edit menu. Chart titles and background objects are selected by default. If you do not want to include the chart's title or background objects, you must first deselect these options at the Select Special Options dialog box. To change your options, choose Select Special Options from the Edit menu.

If you want to embed a branch of the chart, select the branch. Chart titles, background objects (including connecting lines made with the Connecting Line tool) are never selected when branches are embedded.

**5. Choose Copy from the Edit menu.**

6. **Open the application and the document into which you want to embed the chart.**
7. **Move the insertion point to the place you want the chart inserted, or make whatever preparations are required by the client application.**

Look in the index of the application's manual under "embedding objects" for specific instructions.

8. **Choose Paste from the application's Edit menu. The chart will appear in the client document.**

A change made to the original chart will not appear in the chart that is embedded into the client document.

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## **Editing an embedded chart**

To edit an embedded chart from inside the client document, do the following:

1. **Open the application and the document containing the embedded chart.**
2. **Double-click the embedded chart.**

Org Plus opens with a "live" copy of the embedded chart.
3. **Edit the chart as needed.**
4. **Choose Update <file name> from the Org Plus File menu where < file name> is the file name of your client document.**

The chart in the client document is updated to reflect your edits.

5. **Choose Exit from the Org Plus File menu.**

Org Plus closes.



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## Linking a chart

When you create a link to an Org Plus chart, an image of the chart is displayed in the client document. There is a link between the original Org Plus document and the client document.

You can link an entire chart or a branch of a chart. You can do so only from a saved chart. If you open Org Plus and create a chart, you must save it before linking it to the other application.

When you make changes to the original Org Plus chart, the changes appear in every client document that contains a link to the chart.

To link a chart to a client document, do the following:

1. **Open Org Plus.**
2. **Create a chart or open an existing file that contains the chart you want to link.**
3. **Save the chart.**
4. **Select the portion of the chart you want to link.**

To select the entire chart, choose All from the Select submenu, located in the Edit menu. Chart titles and background objects are selected by default. If you do not want to include the chart's title or background objects, you must first deselect these options at the Select Special Options dialog box. To change options, choose Select Special Options from the Edit menu.

If you want to link a branch of the chart, select the branch. Connecting lines made with the Connecting Line tool are included in the linked branch if both ends of the connecting line are to boxes in the branch and the lines are within the rectangular area formed by the top and bottom of your branch. If you want to link the branch without any background objects, you must first deselect this option in the Select Special Options dialog box. Chart titles are never selected when branches are linked.

5. **Choose Copy from the Org Plus Edit menu.**
6. **Open the application and the document into which you want to link the chart.**
7. **Move the insertion point to the place you want the chart inserted, or make whatever preparations are required by the client application.**

Look in the index of the client application's manual under "linking objects" for specific instructions.

8. **Choose Paste Link from the Edit menu.**

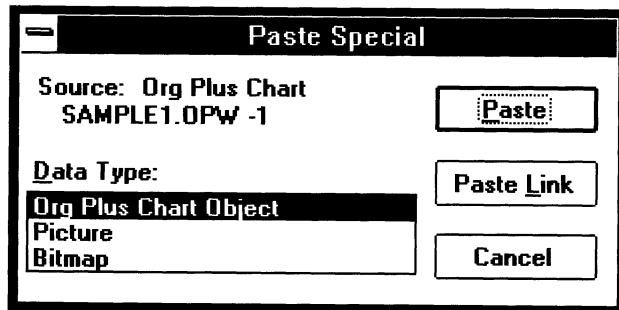
If there is no Paste Link command, choose Paste Special. See "Using the Paste Special command," below, for more information.

You now have the original Org Plus chart and a link to that chart in the client document.

## Using the Paste Special command

Some client applications have a Paste Special command rather than a Paste Link command. Some client applications may have both. The Paste Special command gives you more control over the paste operation than the Paste Link command.

When you choose the Paste Special command, the client application will display a dialog box like the one shown in Figure E-8.



*Figure E-8. Using the Paste Special command*

The dialog box lists the different objects on the Clipboard. You are free to choose any of these objects. If you select an object in the list and the Paste button becomes selectable, then the object can be embedded. If you select an object in the list and the Paste Link button becomes selectable, then you can link the object.

Select the type of object you want to embed or link, then click the appropriate button.

## **Editing a linked chart**

You edit a linked chart the same way you edit an embedded chart. The only difference is that any changes you make to a linked chart appear in all the client documents containing that chart, in addition to the original Org Plus document containing the chart.

To edit a linked drawing, do the following:

- 1. Open the application and the document containing the linked chart.**
- 2. Double-click the linked chart.**

Org Plus opens the chart with the original linked chart.
- 3. Edit the chart as needed.**
- 4. Choose Save from the Org Plus File menu.**
- 5. Choose Exit from the Org Plus File menu.**

The open chart is closed and you exit from Org Plus.

The linked chart in the client document is updated to reflect your edits if the Update option is set to Automatic. If the Update option is set to Manual, you must update the link by using the Links command. (This is available from the File or Edit menu of most client applications). See "Maintaining links," page 25, for more information.

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## Select Special Options

The Select Special Options command under the Edit menu lets you select whether your chart is embedded or linked with background objects or titles.

To change your special options:

- 1. Choose Select Special Options from the Edit menu.**

The Select Special Options dialog box appears.

- 2. Click the check box for the attribute you want to change.**

The default setting is for both background objects and titles to always be included when the *entire* chart is selected. To embed or link your entire chart without a chart title, deselect the Paste chart titles along with boxes check box. To embed or link your chart without background objects, deselect the Paste background objects along with boxes check box.

Chart titles are not included if a *branch* is selected for linking or embedding even if the Paste chart titles along with boxes check box is checked.

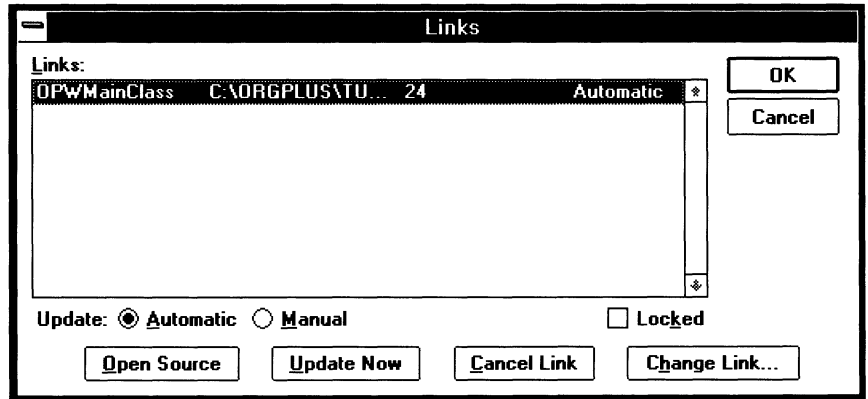
Background objects are not included with an *embedded branch* even if the Paste background objects along with boxes check box is checked.

Background objects are included with a *linked branch* if the Paste background objects along with boxes check box is checked. The background object must be within the rectangular area formed by the top and bottom of your branch.

- 3. Click the OK button.**

## Maintaining links

When you link a chart to a client document, it is possible for the link to later be *broken*. You will know the link is broken if you double-click the chart in the client document and see a message saying that the linked chart cannot be found. This can happen if the linked chart has been renamed, deleted, or moved.



*Figure E-9. Using the Links command*

Many applications, such as Microsoft Word, have a Links command found under either the File or Edit menu. When you choose the Links command, the client application will display a dialog box like the one shown in Figure E-9. This command gives you information on the objects that are linked to your document and allows you to make changes to the objects' status.

The Links box within the Links dialog box displays four columns of information on each object that is linked to your document. The first column lists the Windows registered name for the object. The second lists the source (location) of the object. The third lists the type of information that is linked, and the fourth column lists the update option being used.

For example, the Figure E-9 Links box shows OPWMainClass in the first column, the Windows registered name for Org Plus. The second column shows that the object linked is located in the C:\ORGPLUS directory. The third column shows the type of information, "24." This is an internal number used by Org Plus to point to the top of the branch selected. The number will vary depending on the branch you

select. Org Plus will display a “-1” in the type of information linked column when the entire chart is selected. The fourth column shows that the Automatic update option has been selected.

To change your update option, click either the Automatic or Manual selection in the Update options line. If you select Automatic, whenever a change is made in Org Plus, that change is shown immediately in your client document. You don’t have to request updates, and you always have the most recent information. If you select Manual, you must click the Update Now button before any changes to your Org Plus chart are shown in your client document. This option gives you more control over your client document.

When a link is broken, you can either delete the link and start over, or try to fix the link. For detailed instructions, see Chapter 13, “Integrating Your Windows Applications,” in your Microsoft Windows 3.1 User’s Guide, the section entitled “Maintaining Links.”

---

## **OLE exercise**

This section provides an exercise to help you understand how compound documents are created between Org Plus and Microsoft Word 2.0.

### **Creating a linked chart in Microsoft Word 2.0**

This example shows how to create a chart in Org Plus, then link the chart as an object into a Microsoft Word 2.0 file. (See “Linking a chart,” page 21, for more information).

- 1. Open Org Plus.**
- 2. Create a chart or open an Org Plus file that contains the chart you want to link.**
- 3. Save the chart if you created a new one.**
- 4. Select the portion of the chart you want to link.**
- 5. Choose Copy from the Org Plus Edit menu.**

6. **Start Microsoft Word 2.0 by double-clicking its program icon in the Program Manager window.**

7. **Type some text in Microsoft Word 2.0.**

You should also press Enter twice to leave some space between your text and the chart you will be inserting.

8. **Choose Paste Special from the Microsoft Word 2.0 Edit menu.**

When you choose the Paste Special command, Microsoft Word 2.0 will display the dialog box like the one shown in Figure E-8 on page 22.

The Paste Link button should be selectable only for the Picture and Bitmap options on the Data Type list.

9. **Choose Picture from the Data Type list.**

10. **Click the Paste Link button.**

The chart you created should now appear below the text you typed.

11. **Choose Save from the Microsoft Word 2.0 File menu and type any name in the File Name box of the Save dialog.**

12. **Choose Exit from the Microsoft Word 2.0 File menu.**

Any changes you make to the chart in Org Plus will be automatically reflected in your linked chart in the Microsoft Word 2.0 document when you open it. (See “Maintaining links,” page 25, for more information.)

## **Creating an embedded chart in Microsoft Word 2.0**

This example shows how to create a chart in Org Plus, then embed the chart as an object into a Microsoft Word 2.0 file.

- 1. Open Org Plus.**
- 2. Create a chart or open an Org Plus file that contains the chart you want to embed.**
- 3. Select the portion of the chart you want to embed.**
- 4. Choose Copy from the Org Plus Edit menu.**
- 5. Start Microsoft Word 2.0 by double clicking its program icon in the Program Manager window.**
- 6. Type some text into Microsoft Word 2.0.**

You should also press Enter twice to leave some space between your text and the chart you will be inserting.

- 7. Choose Paste Special from the Microsoft Word 2.0 Edit menu.**

When you choose the Paste Special command, Microsoft Word will display the dialog box like the one shown in Figure E-8, page 22.

- 8. Choose Org Plus Chart Object from the Data Type list.**
- 9. Click the Paste button.**

The chart you created should now appear below the text you typed.

- 10. Choose Save from the Microsoft Word 2.0 File menu and type any name in the File Name box of the Save dialog.**
- 11. Choose Exit from the Microsoft Word 2.0 File menu.**



Any changes you make to the chart in Org Plus will not be reflected in the embedded chart in the Microsoft Word 2.0 file when you open it.

### **Editing an embedded or linked chart**

To edit either a linked or an embedded chart from within Microsoft Word 2.0, do the following:

- 1. Start Microsoft Word 2.0 by double-clicking its program icon in the Program Manager window.**
- 2. Choose Open under the Microsoft Word 2.0 File menu and type the name of the file you saved under the section “Creating a linked chart in Microsoft Word 2.0” or “Creating an embedded chart in Microsoft Word 2.0.”**

Microsoft Word 2.0 will display either the linked or embedded document you saved in the previous sections.

- 3. Double-click the chart.**

If you linked your chart, Org Plus opens the original chart. If you embedded your chart, Org Plus opens a copy of the chart.

- 4. Edit the chart as needed.**
- 5. Choose Save from the Org Plus File menu if it is a linked chart. Choose Update <file name> from the Org Plus File menu if it is an embedded chart.**
- 6. Choose Exit from the Org Plus File menu.**

The open chart is closed and you exit from Org Plus and return to Microsoft Word 2.0.

- 7. Choose Save from the Microsoft Word 2.0 File menu.**
- 8. Choose Exit from the Microsoft Word 2.0 File menu.**

---

## Common problems

Here are some common problems you may have using Org Plus with other applications and the possible solutions.

<b>Problem...</b>	<b>This could be the reason...</b>
Modified a linked chart but it is not updated in the client application.	<p>Your update option is set to Manual. Use the Links command to change your update option to Automatic.</p> <p>You have embedded the chart or only used the Paste command. Use the Links command to check if you linked the chart.</p>
Paste Link is not selectable.	<p>You did not save your chart.</p> <p>You did not copy your chart to the Clipboard. Select your chart in Org Plus and use the Copy command under the Edit menu.</p>
Double-clicking on a chart object in the client application and nothing happens.	<p>Your application does not support client OLE.</p>
Chart fonts look different in the client application than in Org Plus.	<p>You specified a very small area in which to place your chart in your client document. At high magnifications, fonts may look different. Scale or resize the object to see if this problem is corrected.</p>

---

**Problem...**

---

Client document or Org Plus becomes unstable. For example, you cannot bring down the menu or save information.

Cannot import a TIFF image of the chart, or the quality of the image is poor.

Double-clicking on the chart object in the client document opens an application other than Org Plus.

---

**This could be the reason...**

---

You are low on System Resources. Choose About Program Manager from the Help menu in the Program Manager window. Your System Resources must be above 40%. If you are below 40%, close other applications to increase your System Resources. Check your Windows manual to optimize your memory usage.

Your application does not support a version of TIFF that is compatible with Org Plus. You should try another graphics file format such as WMF, BMP, or PCX.

You did not select the correct data type (for example, Org Chart Object, Picture, Bitmap, etc..) when you embedded or linked your chart. Refer to your client document to see the data type you should select.

---

## Other features and hints

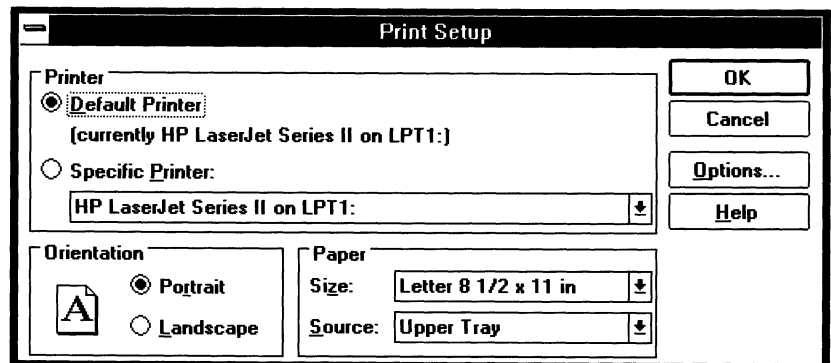
This section discusses other new features available and how to trouble-shoot your system. The features discussed replace capabilities documented in the Org Plus for Windows User's Manual.

---

### Print Setup

The Printer Setup command under the File menu has been renamed Print Setup. The dialog box shown in Figure E-10 will appear when the command is selected.

The Page Setup command under the File menu has been removed. All settings found in the Page Setup dialog box in Org Plus for Windows version 1.0, except for "Graphics Resolution," can now be found in the Print Setup command under the File menu. The "Graphics Resolution" setting can now be found in the Print command.



*Figure E-10. The Print Setup dialog box for the HP LaserJet II*

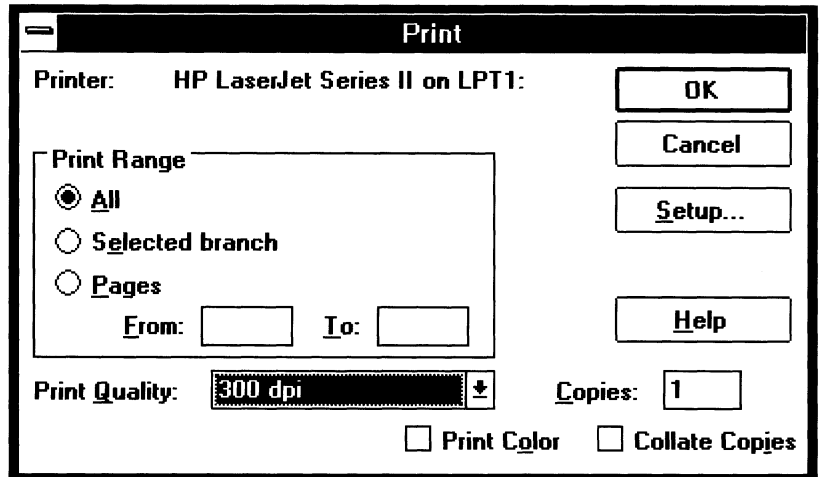
In the Print Setup dialog box, you can select the default printer or a specific printer. Your chart will be saved with the selection you make. If you select Specific Printer, the printer settings you set in Windows will not affect your chart. For example, if you selected Specific Printer with an HP LaserJet II and later changed your printer settings to HP DeskJet, your chart would still reflect the printer specifications for an HP LaserJet II.

---

## Printing your chart

The Print Chart dialog box shown in the Org Plus for Windows User's Manual has been replaced with the Print dialog box.

The dialog box shown in Figure E-11 will be displayed when the Print command is selected.



*Figure E-11. Print Chart dialog box*

All instructions described in "Printing your chart," page 158 in the Org Plus for Windows User's Manual, are applicable to the new dialog box.

The "Graphics Resolution" setting found in the Page Setup dialog box in Org Plus for Windows version 1.0 has been replaced by the Print Quality setting in the Print dialog box.

Clicking the Setup button will bring up the Print Setup dialog box described on page 32.

---

## Placing pictures into your chart

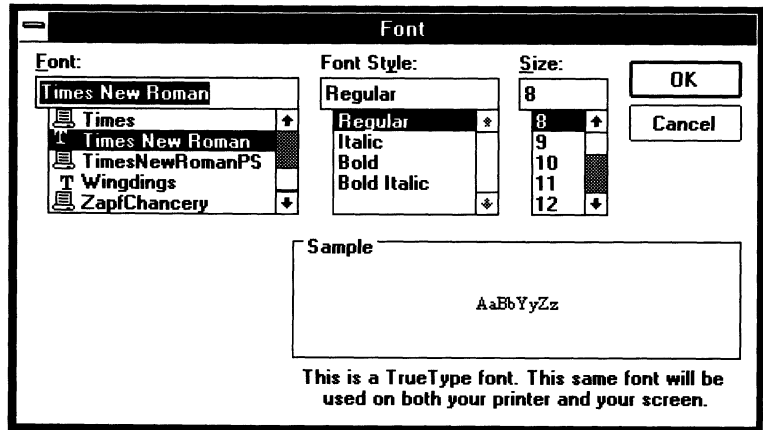
In addition to Windows bitmap (BMP), you can also import Windows metafile (WMF), Tagged Information File Format (TIFF), and PC Paintbrush (PCX) graphics files into the boxes or the background of a chart. See “Placing pictures into your chart,” page 153 in the Org Plus for Windows User’s Manual, for more information.

To choose the type of graphics file you are importing, select from the “File formats” pull-down menu in the Import Picture dialog box.

---

## Font command

The Font command under the Text menu now displays the dialog box shown in Figure E-12. The dialog box allows you to select your font, font style, and font size.



*Figure E-12. Font command dialog box*

You also have the option to select your font size through the Size command and your font style through the Style command as documented in the Org Plus User’s Manual. Changes to font size and font style made through the Font command will be reflected in the Size and Style commands.

---

## **System trouble-shooting for Microsoft Windows**

A clean boot is often necessary to ascertain whether you are experiencing problems because of your system environment.

To perform a clean boot, the Windows operating environment requires that you leave your system configuration somewhat intact.

You must edit your WIN.INI, CONFIG.SYS and AUTOEXEC.BAT files in order to prepare your system for the clean boot. The editing steps outlined assume that you do not have a TSR (Terminate Stay Resident) program that your system requires in order to function properly. Examples of such TSRs are disk doubling programs or the drivers that enable you to connect to a network. You will need to identify and not change these lines in your CONFIG.SYS and AUTOEXEC.BAT files. Refer to documentation provided by your TSR program.

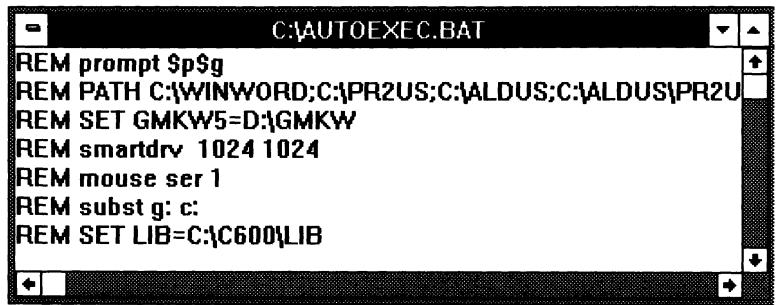
To edit your files:

- 1. While running Windows, bring up the Program Manager.**
- 2. Select Run from the File menu.**
- 3. Type SYSEDIT in the Command Line box and click OK.**

This will bring up the System Edit program, along with your SYSTEM.INI, CONFIG.SYS, AUTOEXEC.BAT, and WIN.INI files. You do not need to change your SYSTEM.INI file.

- 4. Type REM at the beginning of each line in the AUTOEXEC.BAT file.**

Figure E-13 shows a sample AUTOEXEC.BAT file that has been edited for a clean boot.



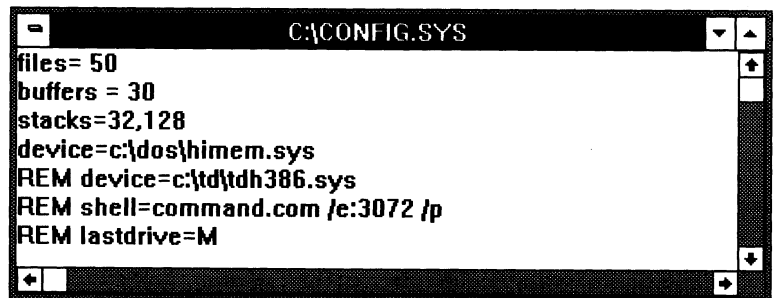
```
C:\AUTOEXEC.BAT
REM prompt $p$g
REM PATH C:\WINWORD;C:\PR2US;C:\ALDUS;C:\ALDUS\PR2U
REM SET GMKW5=D:\GMKW
REM smartdrv 1024 1024
REM mouse ser 1
REM subst g: c:
REM SET LIB=C:\C600\LIB
```

*Figure E-13. Sample AUTOEXEC.BAT file*

5. **Type REM at the beginning of each line of the CONFIG.SYS file except for the lines which start with the following entries:**

files=...  
buffers=...  
stacks=...  
device=<path>himem.sys

Figure E-14 shows a sample CONFIG.SYS file that has been edited for a clean boot.



```
C:\CONFIG.SYS
files= 50
buffers = 30
stacks=32,128
device=c:\dos\himem.sys
REM device=c:\td\tdh386.sys
REM shell=command.com /e:3072 /p
REM lastdrive=M
```

*Figure E-14. Sample CONFIG.SYS file*

6. **Type REM at the beginning of each line in the WIN.INI file that starts with:**

run=  
load=



Figure E-15 shows a sample WIN.INI file that has been edited for a clean boot.



*Figure E-15. Sample WIN.INI file*

7. **Save the changes and quit Windows.**
8. **Restart your computer. When you load Windows, hold down the Shift key. This will prevent any programs in the Startup Program Group from loading.**
9. **Start Org Plus and make sure it functions properly.**

If your program functions properly after you do a clean boot, then you know that something in your AUTOEXEC.BAT, CONFIG.SYS, or WIN.INI file is causing the problem.

Use SYSEDIT to place a REM in front of the lines you suspect may be causing the problem, or contact the manufacturer of the product in question. If the clean boot did not solve your problem, there is a good chance that the problem you are experiencing is being caused by your computer hardware or an error in the program itself. Please call Banner Blue's Technical Support if this is the case.

---

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